

# Managing Your Facilities

Monthly Newsletter of the National School Plant Management Association

February 2018



Kimberly Keener

**NSPMA-  
President**

**NJSBGA-Vice  
President  
Atlantic City,  
New Jersey**



**Together We Can Maintain a Healthy & Safe Learning Environment** is our 2018

theme. The **master schedule** can be accessed through both association websites: [www.nspma.org](http://www.nspma.org) and [www.njsbga.org](http://www.njsbga.org). We are planning training and workshops of critical value to attendees from all parts of the country (certificates of attendance and continuing education units provided), as well as social and resource networking time.

NSPMA and NJSBGA are working collaboratively to attract record attendance, state participation, and vendor presence at our 2018 event.

NSPMA is proud to continue the tradition of our spouse/guest tour of the local area. This spectacular venue is located in the Marina District and in the heart of many popular tourist

destinations and the iconic Atlantic City shoreline and boardwalk.

Questions can be directed to Sherry Jennings, NSPMA Secretary: Phone (757) 547-0489 Email [sherry.jennings@cpschools.com](mailto:sherry.jennings@cpschools.com)

Please visit our new website [www.nspma.org](http://www.nspma.org)

to learn more about our organization and the opportunities we can provide to local, state, and national school facilities personnel and vendor partners. NSPMA welcomes all inquiries and hopes that you get involved whether you are seeking information, or can offer guidance or mentorship to those in need.

We hope that you can join us in Atlantic City because **Together We Can!!!**

**National School Plant  
Management Association**

Invites you  
**Annual Conference & EXPO**  
Held in partnership with  
New Jersey School Buildings  
& Grounds Association

**Sunday, March 11-  
Wednesday, March 14,  
2018**

Harrah's Resort Waterfront  
Hotel & Conference Center  
Atlantic City, New Jersey



Harrah's Resort Waterfront Hotel  
& Conference Center





**John Rome Jr.**  
**NSPMA President-**  
**Elect, Louisiana**

## Weathering the Storm

### Emergency Prevention/Mitigation, Preparedness, Response, and Recovery for School Systems

In the world of facility management, it's not a question of if a disaster will affect your system, it's a question of when...and how often. The most effective school facility managers are able to recognize potential threats/disasters and put plans in place to prevent/mitigate, prepare, respond, and recover from these unfortunate events. In absence of these measures, ultimately, there will be negative impacts on our facilities and on our ability to provide an environment conducive to teaching and student learning.

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**Plans for each identified threat/disaster should include measures for prevention/mitigation, preparedness, response, and recovery.**

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As previously stated, recognition of the potential for threats/disasters is a critical first step. It is important to understand that disasters come in many forms and are very specific to one's geographic region and environment. Whereas a severe snowstorm would be seen as a likely and potential hazard in Michigan, it would be a very low risk threat in Florida. Whereas, a petrochemical plant explosion would be seen as a likely and potential hazard along the Mississippi River industrial corridor in Louisiana, it would be a non-existent threat in an agricultural corridor in Iowa. A risk

assessment analysis focused on your region and environment can serve as a guiding document to understand the challenges your school district may face in terms of threats/disasters. A typical standard for assessment centers on probability (high to low) and impact (high to low). Obviously, the higher the probability and the greater the impact, the more a school district needs to prepare for the identified risk. School facility managers do not need to tackle this task alone as most local governments have departments of emergency preparedness that have either already conducted an assessment for that area or have the resources and expertise to conduct a risk assessment.

Once the specific risks have been identified, school facility managers can begin to develop plans. Plans for each identified threat/disaster should include measures for prevention/mitigation, preparedness, response, and recovery. An example of a disaster plan that was developed and implemented by St. Charles Parish Public Schools in Louisiana is the Hurricane Disaster Preparedness and Recovery Plans. These plans are focused on an identified threat to the region and include all of the measures outlined above. One of the Hurricane Disaster Preparedness and Recovery Plan's key components include department specific action plans which outline critical tasks to be completed prior to hurricane season, steps to be taken immediately after the disaster, and a recovery response. Additional information for each task includes person(s) responsible, needed resources, applicable timelines, and a check box to indicate when the task has been completed.

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An example of a specific departmental task is the pre-hurricane development and solicitation of emergency contracts by the Department of Physical Plant Services. Details regarding emergency contracts are outlined later in this article. Unfortunately, due to the high threat of tropical activity, the region where St. Charles Parish Public Schools is located, these plans have been put to the test multiple times over the years. An important lesson that can be gleaned from this is that we must not laminate our disaster plans and put them on the shelf to collect dust. Each threat/disaster offers us real world lessons learned and gives us the opportunity for continuous improvement in how we plan for these unfortunate events. The process should be a continual and cyclical one of review, revise, and practice.

The inclusion of emergency contracts can be an instrumental component of a school facility manager's plans to manage threats/disasters. Emergency contracts are contracts with vendors that are put in place to help mitigate the effects of identified threats/disasters and come in many different formats, sizes, and shapes.

At a minimum, all emergency contracts should include the following: methodology, response time, rates for regular time work, overtime work, and call outs, rates for equipment and labor, guarantees for available labor and equipment, billing/invoicing requirements, not to exceed clause, terms with renewal options and termination clause, and all applicable local, state, and federal guidelines. In regards to emergency contracts that relate to school facility managers and their areas of responsibility, two specifically come to mind. School facility managers should consider putting in place emergency contracts for janitorial/restoration services and grounds/building components.

Advantages of these emergency contracts include mitigating damages, establishing a reliable labor force, establishing a reliable material and equipment pool, saving valuable time, and ensuring that proper procurement procedures are followed. Governmental agencies such as FEMA highly recommend the establishment of emergency contracts for the reasons stated above.



Emergency contracts in place aid districts in recouping any reimbursement funds that they may be eligible for due to declared disasters. Emergency contracts for janitorial/restoration services are primarily used as a first step measure to mitigate damages from unforeseen fire or water intrusion events. Emergency contracts for grounds/building components are primarily used to secure damaged structures and make temporary repairs. As school facility managers know, quick action in an emergency is critical.

By establishing pre-disaster emergency contracts, school facility managers can move forward with mitigating damages and completing necessary repairs to get back to normal operations as quickly as possible.

Although establishing relationships and collaborating with local first responder entities is the final step of the process that is being addressed in this article, it should

not diminish its importance. Planning alone will not allow a school facility manager to effectively handle a threat/disaster. Capital and human resources are critical to making any plan effective. As mentioned previously, most local governments have expert staff in the area of emergency preparedness. These experts can consist of staff from local fire departments, police departments, emergency medical services, emergency preparedness, et cetera.



School facility managers need to tap into these resources to help prepare for and carry out established disaster plans. It is imperative that these relationships be fostered prior to any potential threat/disaster. As an analogy, the armed forces don't build trust and cooperation in the fox hole. Regularly scheduled meetings with local emergency preparedness entities are a good way to start establishing open lines of communication and building trust in one another. Several other ways to foster this relationship include, but are not limited to, having them participate on school safety assessment teams, serving on a school system initiated safe schools task force, sharing emergency plans with them, and conducting joint drills with first responders such as active shooter, mock car crash,

medical emergency, et cetera. Moreover, it behooves school districts and facility managers to request the proverbial "seat at the table" with local emergency preparedness entities.

For instance, the St. Charles Parish Public School System holds three active seats on the St. Charles Parish Government Department of Emergency Preparedness' Emergency Staff. The three seats are comprised of a transportation representative, a school plant/facilities representative, and a public information officer representative.

These school system representatives sit side by side with other first responders within the parish to engage in emergency planning, drills/exercises, and real-world-declared emergency situations. This arrangement ensures that the school system has all of the information necessary to make decisions as it pertains to students/schools and ensures that the school system has a voice in the decisions being made in regards to emergency situations. Local emergency preparedness entities are often only a phone call away and are willing to establish partnerships with school districts.

In conclusion, it is inevitable that all school facility managers will be faced with disasters of varying frequency and intensity during their tenures. The question is will you be prepared when the next disaster comes knocking. Having emergency plans for threats/disasters in place will ensure that you are better prepared to "weather the storm" and facilitate efforts to protect our capital investment in our facilities and more importantly, our human investment in our staff and students.

# IN NSPMA NEWS

## Gourlay Honored



Keith Gourlay (right) received the 2017 Pat Cochrane Memorial—Award from NSPMA Conference Planner Jim Vicar. This award is given each year in honor of Pat Cochrane, former Board member of NSPMA. Pat always challenged the Association to look ahead, His vision of growing NSPMA to be a leader in the K-12 facilities area was always first on his mind. Training and outreach to its members was a priority for Pat in his position on the NSPMA Board. Each year, this award is given to someone in the association who exhibits leadership skills, passion, and a vision for the K-12 facilities in America. Keith is currently Executive Director of the New Jersey School Buildings and Grounds Association.

## Investing In Our Future

The National School Plant Management Association is proud to present scholarship opportunities for 2018. The National School Plant Management Association (NSPMA) scholarship provides financial assistance to individuals attending accredited two-or-four year colleges or universities where the student/applicant's learning is focused on studies in the area of building design, building construction, building engineering, and facility maintenance. The NSPMA scholarship committee will serve as the awards committee and will judge submitted scholarship applications. Awardees will be notified and awarded in March 2018. A maximum of five (5) \$500- \$1,500 scholarships may be awarded in 2018. We look forward to receiving the applications from your students and reading about their accomplishments. The competition for these scholarships is always powerful, and we take great satisfaction in knowing that we have helped some very deserving students pay for their higher education. [2018 NSPMA Scholarship Application](#)

## Proposed Changes in NSPMA Constitution & Bylaws

The NSPMA Governing Board is recommending several changes in the current Constitution & Bylaws. These changes are minor since the document went through a major review process and changes last year. Click ([here](#)) to see the document. All of the proposed deletions and additions are highlighted in YELLOW. These proposed changes will be voted on at the annual conference in March.

## Interested in Becoming More Involved with the NSPMA?

NSPMA will have several board member vacancies in 2018. If you are interested in becoming more involved in NSPMA, e-mail Nominating Committee Chairman Mike Mertens at [m.mertens@theaaea.org](mailto:m.mertens@theaaea.org) Also, the association is now taking applications for the position of Vice President. Click ([here](#)) to go to the NSPMA website and scroll down until you see the American Flag to download a VP application.

# Upcoming Events

NSPMA/New Jersey School Building and Grounds Association, March 12-14, Atlantic City, NJ ([link](#)) or ([link](#))

Louisiana School Facility Managers Association, April 26-27, Marksville, LA ([link](#))

Tennessee Plant Managers Association, June 18-20, Pigeon Forge, TN ([link](#))

Mississippi School Plant Management Association, July 30-31, Pearl, MS ([link](#))

Oklahoma School Plant Management Association, September 19-21, Sequoyah State Park, ([link](#))

Florida School Plant Management Association, September 23-28, Orlando, FL ([link](#))

Missouri School Plant Managers Association, September 30-October 2, Branson, MO ([link](#))

Arkansas School Plant Management Association, October 1-3, Hot Springs, AR ([link](#))

Virginia School Plant Management Association, October 14-17, Midlothian-Richmond, VA, ([link](#))

Kentucky School Plant Management Association, October 18-19, Lexington, KY ([link](#))

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