

Alaya Ahmed

Safe Schools Coordinator

📞 (717) 555-3069

✉ alaya.ahmed@example.com

🌐 linkedin.com/example/alayaahmed

📍 Harrisburg, PA 17101

STRENGTHS

- 👥 **Trusted Coordination**
School and public safety partners relied on steady contact management, clear follow up, and practical answers during busy planning cycles.
- 🔍 **Assessment Leadership**
Site reviews became useful improvement plans because findings were documented clearly and shared with people responsible for action.
- 👤 **Exercise Facilitation**
Tabletop sessions gave leaders room to test decisions, ask candid questions, and leave with clearer next steps.
- ♥ **Executive Communication**
Briefings translated technical preparedness findings into concise choices that gained attention from education and government leaders.
- ☰ **Calm Prioritization**
During changing assignments, accurate records and sensible sequencing kept urgent requests moving without losing planned work.

SKILLS

School Safety

Emergency Management

Disaster Preparedness NIMS/ICS

Chapter 10 Regulations

Risk Assessments

Emergency Planning

Drills and Exercises EOC Support

Train the Trainer

Executive Briefings

Regulatory Compliance

Stakeholder Coordination

SUMMARY

School safety and **emergency preparedness** professional with 8 years coordinating preparedness programs across K 12 schools, **higher education**, government, and **public safety** settings. Leads safety planning, **risk and vulnerability assessments**, drills, exercises, EOC support, regulatory compliance, progress reporting, and executive briefings. Applies NIMS/ICS principles and Pennsylvania State Board of Education Chapter 10 requirements to practical plans, training, assessments, and response activities. Builds trusted working relationships with administrators, facility directors, teachers, counselors, security personnel, police, fire, emergency management, public health, mental health, and education partners. Uses Microsoft Word, Excel, and PowerPoint for clear reporting and presentations. Manages concurrent schedules, regional travel, changing priorities, and emergency assignments with sound judgment and organized follow through.

EXPERIENCE

School Safety Program Manager

Capital Region Preparedness Collaborative 📅 January 2024 - Present 📍 Harrisburg, PA

Leads regional **school safety** initiatives across education organizations, **public safety agencies**, and government partners. Owns assessment cycles, plan reviews, exercises, EOC support, reporting, and executive communication while helping school personnel sustain repeatable preparedness practices.

- Coordinated school preparedness initiatives with administrators, facility leaders, **safety teams**, and public safety partners.
- Led facility assessments and coached designated staff on repeatable practices for continued program ownership.
- Reviewed emergency plans against **NIMS/ICS** concepts, **Chapter 10** requirements, and partner response needs.
- Designed tabletop **exercises** with scenario injects that tested communication, decisions, and resource coordination.
- Prepared Word, Excel, and PowerPoint briefings showing risks, status, and improvement actions.
- Supported EOC activations by tracking school information and coordinating police, fire, and health contacts.

Emergency Preparedness Specialist

Susquehanna Emergency Management Partnership 📅 July 2021 - December 2023 📍 Camp Hill, PA

Managed preparedness projects serving schools and community organizations, connecting planning meetings, site reviews, training, exercises, and follow up. Supported **emergency management** staff with reliable tracking, clear instruction, partner coordination, and timely situation information during changing priorities.

- Managed school preparedness projects across meetings, site visits, training schedules, and follow up actions.
- Conducted facility reviews and workshops that aligned vulnerabilities with realistic response capabilities.
- Delivered curriculum based training for administrators, **teachers**, support staff, and safety personnel.
- Organized information sessions with **government**, law enforcement, fire, EMS, health, and **mental health** partners.
- Built Excel trackers for assessments, exercises, contacts, corrective actions, and management reporting.
- Supported **EOC drills** by monitoring school issues within NIMS/ICS operational structures.

School Safety and Operations Specialist

Central Pennsylvania Education Support Network 📅 June 2019 - June 2021 📍 Mechanicsburg, PA

Government Operations

Public Safety Partnerships

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



School Safety Program Manager at Capital Region Preparedness Collaborative (2.8 Years)

Emergency Preparedness Specialist at Susquehanna Emergency Management Partnership (2.4 Years)

School Safety and Operations Specialist at Central Pennsylvania Education Support Network (2 Years)

Emergency Planning Coordinator at Commonwealth Community Services Office (7 Months)

Supported **safety planning** for multiple school organizations through contact management, plan review, drills, site visits, presentations, and urgent issue coordination. Turned preparedness requirements into practical guidance for building level safety teams and response partners.

- Maintained emergency contacts and coordinated plan distribution with **response agencies** and education partners.
- Scheduled drills with administrators and facility teams, completing communications and post exercise records.
- Recorded site review observations covering access, communications, evacuation, reunification, and emergency procedures.
- Created Word guidance and PowerPoint presentations for building level **safety teams**.
- Kept school liaisons current through email, phone calls, meetings, and site visits.
- Resolved urgent safety questions by researching guidance and routing issues to appropriate partners.

Emergency Planning Coordinator

Commonwealth Community Services Office 📅 October 2018 - May 2019 📍 Carlisle, PA

Coordinated administrative support for government emergency planning projects, maintaining records, schedules, contacts, guidance, and exercise materials. Helped supervisors and community partners keep planning decisions traceable while responding calmly to changing operational assignments.

- Maintained meeting records, contact lists, schedules, and preparedness documentation for **government** projects.
- Assembled **NIMS/ICS** exercise materials and tracked decisions for corrective action follow up.
- Researched state and federal guidance and summarized requirements in concise briefing materials.
- Scheduled public agency meetings with agendas and records that supported traceable planning.
- Used Word, Excel, and PowerPoint for project records, status analysis, and partner briefings.
- Reprioritized administrative work during exercises while preserving accurate operational information.

PROJECTS

Regional School Assessment Cycle 📅 2024

Partnered with school liaisons and response agencies to coordinate risk assessments, document findings, schedule follow up, and support lasting local ownership.

School Safety Exercise Program 📅 2023

Connected administrators and public safety partners through tabletop and functional exercises that tested communication, decision paths, resources, and improvement actions.

LEADERSHIP & AWARDS

- Program leadership recognition for coordinating regional school safety assessments, exercises, and partner communication.
- Professional service recognition for clear emergency preparedness briefings and practical guidance for education stakeholders.
- Leadership contribution recognized through sustained support for EOC exercises and multidisciplinary planning teams.

EDUCATION

Bachelor's Degree in Emergency Management

Millersville University of Pennsylvania 🎓 GPA: 0 📅 2018 📍 Millersville, PA

Coursework: Emergency planning, disaster preparedness, public safety, risk assessment

CERTIFICATIONS

- FEMA Professional Development Series 📅 2020
- ICS 100, ICS 200, ICS 700, and ICS 800 📅 2019
- Valid Pennsylvania Driver's License 📅 2018

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Emergency Management:** Disaster preparedness, emergency planning, emergency response
- **NIMS and ICS:** NIMS, ICS 100, ICS 200, ICS 700, ICS 800
- **School Safety Compliance:** Chapter 10 regulations, state regulations, federal regulations
- **Risk Assessment:** Risk assessments, vulnerability assessments, facility reviews
- **Exercise Management:** Tabletop exercises, functional exercises, drills
- **Emergency Operations:** EOC support, EOC activations, situation information
- **Training Delivery:** Established curricula, train the trainer, instructor led training
- **Reporting Systems:** Progress reports, corrective actions, assessment tracking
- **Public Safety Partnerships:** Police, fire, EMS, public health, mental health
- **Communication Methods:** Briefings, meetings, calls, site visits, email

PROFESSIONAL AFFILIATIONS

- School safety and emergency preparedness partner across education, government, public safety, health, and response organizations.
- Regional emergency management collaborator supporting information sharing, planning sessions, exercises, and corrective action follow up.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST