

Mendocino County Office of Education
School Crisis Response Workshop
Training Agenda
August 14, 2006

I. Welcome and Introductions:

A. Teacher / Staff & Self Home Preparedness

1. CERT (Citizens Emergency Response Team) Training & Red Cross Handouts.
2. Pre-arranged Meeting place for family and follow-up Family Emergency Plan.
3. Home Emergency Rations and Supplies.
4. Out-of-State Phone Contact
5. Gas Tank half full at all times and maintain a supply of propane, charcoal, and gas for generators if needed
6. Hazards Vulnerability Analysis (HVA Northern California)

II. School Safety:

An Introduction to School Safety and Evolution of School Safety-Power Point Presentation

III. SEMS (Standardized Emergency Management System), NIMS (National Emergency Management System), and the ICS (Incident Command System).

- A. SEMS Background Information and Requirements. The Petris bill Section 8067.
- A. NIMS Background Information and Use.
 - B. The Incident Command System – The Big Picture-.
 - C. The Incident Command System - The School Picture
 - D. Incident Command Crisis Response Training Requirements (ICS-100 and 700)
 - E. Your School/s Crisis Response Box and Team Job Descriptions and Responsibilities.
 - F. Crisis Response Teams and Buddy Team Selections.
 - G. Staff Emergency Skills Survey & Inventory.
 - H. Joint Command Situations.
 - I. Incident Command Identification Kits.
 - J. ICS 100 Made Easy -Test Prep Intensive

IV. School Emergency Drills: Drill Requirements and Exercise Practice

1. UPA (Unidentified Person Alert).
2. Fire Drills – Defend-in-Place and Full Evacuation.
3. Earthquake – Duck-Cover & Hold and Earthquake Evacuation.
4. Lockdown, Hit-the-Deck, and Reverse Evacuation.
5. Shelter-in-Place
6. Silent Evacuation
7. Alternate Room Evacuation Plan
8. Off Site Evacuation Plan (with alternate) Including Routes and Locations.
9. Lunchroom Duck Cover & Hold and Lockdown Practice.
10. Bomb Threat Office Practice Drill. (See Handout)

V. School Emergency Staging Area Locations:

ACTIVITY

ON-SITE LOCATION

OFF SITE LOCATION

Central (numbered) Whole School Evacuation Site (see site map)

Incident Command Center

Operations Center

Site Facility, Check / Security

Search & Rescue

Medical First Aid / Triage

Student Safe Room

Staff Safe Room

Student Release

Parent Staging Area

Media Staging Area

Overnight Rooms- Usually Kindergarten Rooms w/ larger space and restrooms

VI. Emergency Communications:

1. **Radio Communications:**

- Frequency / Radio Function Handout
-
- On Site Communications
- School-to-School Communications
- School to Bus / Transportation Communications
- Camp-Repeater Use
- School to Sheriff's Office / City Police
- School to Fire
- School to Incoming Ambulance

2. Telephone / Cell Phone Use:

911 provides all needed emergency response personnel and equipment
Superintendent call provides needed administrative, counselor, maintenance, transportation and other needed assistance. Also provides information to all school sites from closest proximity out.

Cell Phone Use--- Please limit use and definitely limit information shared.

VII. Possible Disasters to prepare for:

A. Natural – Earthquake, Tsunami, Fires, Windstorm, Floods, others...

B. Man Made- Gunman on Campus, WMD's -Conventional Explosives, Chemical, Biological, Radiological, Nuclear.

C. Accidental- Vehicle Accident, Illness, Heart Attack, others...

VIII. School Preparedness: Developing Your EOP and Exercise Practice

1. Prevention / Mitigation, Preparedness, Response, Recovery.
2. School Plan Template and Checklist Information Handouts.
3. Rooms Numbered Sequentially with Numbers on the Back Sides.
4. Updated Site Maps w/ water, electrical, & gas shutoffs, Fire Extinguisher, First Aid Kits, Search & Rescue Bucket, water, and food supply locations. Aerials if possible.
5. Evacuation Maps in Every Room with Enlarged Laminated Maps for First Responders.
6. Office Lock Down, Evacuation, and To-Go Box Procedures with Emergency Letter Templates, Lock Down Duties/ Silent Evacuation Duties.
7. To-Go Suitcase w/ Student Meds, Today's Role Sheets, Visitor Sign-In and Student Sign-out Logs.
8. Lock down Green and Red Cards with selected locations.
9. Include Emergency Procedures for Students/ Staff with Special Needs.
10. Inform ALL Classified and Itinerant Staff of Emergency Procedures.
11. Have an Emergency Procedures Sheet to give to Substitutes with Room Keys.
12. Include Overnight Plans-Rooms to use, food, water, lights, heat, ...???
13. Schedule Principal/ CRT Parent Safety Plan Information Night.
14. MOU's with local Markets for Emergency Food Supply.
15. Threat Assessment Teams.
16. Table Top Scenario Presentations.

**GUNMAN ON CAMPUS
LAW ENFORCEMENT RESPONSE
TO AN ACTIVE SHOOTER**

TRADITIONAL RESPONSE

1. Locate
- Contain Perimeter
3. Isolate and Evacuate
4. Negotiate and Resolve
5. Suspect must give reason to shoot.

NEW ACTIVE SHOOTER RESPONSE

1. Locate
- 2.
2. Isolate
3. Neutralize
4. Suspect must give reason NOT to shoot.

This response could be fast, violent aggressive, and bloody.

YOUR SCHOOL PHOTO ID WILL BE YOUR BEST FRIEND

ANYTIME LAW ENFORCEMENT HAS TO COME

ON YOUR CAMPUS IN AN EMERGENCY SITUATION!

SB 187
SCHOOL SAFETY PLAN
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Hold a yearly public meeting to allow members of the public to express their opinions, ideas, and thoughts about the school's safety plan.

Evaluate and amend plan as needed – no less than once per year!

Individual School Site Information.

- 5. Update, enlarge, laminate and forward Site Maps w/ evacuation routes, utility shut off locations for electrical, gas, water, phone, TV, fire alarm... _____
- 6. Schedule CRT Meeting's) (Staff, IA 's, NDS, P.E., ASAP, Others) _____
- 7. Reviews SEMS Flow Chart _____
- 8. MOU's for offsite staging areas _____
- 9. Inventory/re-stock First Aid supplies _____
- 10. Assemble "TO GO! Kit! _____
- 11. Review Emergency Signals _____
- 12. SOS Communications System (Red/Green Cards) _____
- 13. Review Bomb Threat Protocol with all staff _____
- 14. Schedule Date for Required Public Safety Meeting _____
- 15. Information Letter to Parents (Families) _____

STAGING AREAS

LOCATION

- 1. Incident Command Staging Area _____
- 2. Incident Command Staging Area (off site1)_____
- 3. Evacuation Staging Area _____
- 4. Evacuation Staging Area (offsite 1) _____
- 5. Evacuation Staging Area (offsite 2) _____
- 6. Site First Aid / Triage Area _____
- 7. First Aid / Triage (offsite Location) _____
- 8. Staff Safe Room Location _____
- 9. Student Safe Room Location _____
- 10. Media Staging Area's) _____
- 11. Parent (Family) Staging Area's) _____
- 12. Student Sign-Out Location's) _____

<u>CRISIS RESPONSE TEAM</u>	<u>NAME</u>	<u>assigned</u>	<u>ALTERNATE / other staff as</u>
1. Incident Commander	_____		_____
2. Safety Officer	_____		_____
3. PIO	_____		_____
4. Liaison	_____		_____
5. Operations Chief	_____		_____
6. Site Security/Safety	_____		_____
7. Search & Rescue	_____		_____
8. First Aid / Triage	_____		_____
9. Staff Safe Room	_____		_____
10. Student Safe Room	_____		_____
11. Other	_____		_____

CRISIS RESPONSE BOX CHECKLIST

	<u>Date Inserted / Up-Dated</u>
1. Preparing for and Responding to Site Crisis Emergencies	_____
2. Preparing for Emergencies The 1st 10 minutes / The Next 50	_____
3. SEMS ICS Duty Folders for each Team Member	_____
4. Crisis Administration Check List	_____
5. Site MAPS (enlarged and laminated)	_____
6. Master Keys	_____
7. Crisis Response Team / Teacher Buddy Lists	_____
8. School Communications Emergency Phone List	_____
9. Emergency Staging Areas, MOU's, Evacuation Sites	_____
10. Class Lists of Student Names	_____ *MONTHLY*
11. Staff Emergency Information Forms	_____
12. Student Emergency Information Forms	_____
13. Student Release Forms	_____
14. Students With Special Needs Information	_____
15. Bomb Threat Information	_____
16. Staff Emergency Phone Tree	_____
17. Silent Evacuation Map/Procedure Folder	_____
18. Media Template Information Letters	_____
19. After the Disaster Information Folder (Grief, recovery needs and returning to normal plans.)	_____
20. Incident Log Sheets (Also in every room & staff folder)	_____

SITE EMERGENCY DRILLS

DATE LAST PRACTICED

- Standard Monthly Fire Drills
- Defend-in-Place / Staged Evacuation Drill
- Duck, Cover, & Hold Earth Quake Drill
- Earth Quake Evacuation Drill
- Silent Evacuation Drill
- Whole Site Lock Down Drill
- Hit-the-Deck Drill
 - Shelter-in-Place Drill
 - Site Evacuation Drill
 - Alternate Route Room Evacuation
 - (Minds Eye Version / Written Plan Only)

FOUR PHASES OF SEMS

1. Mitigation

2. Preparation

3. Response

4. Recovery

Staff / Student accountability procedure include:_____

MOST IMPORTANT!!!

HAVE A PLAN,

PRACTICE THE PLAN,

FOLLOW THE PLAN!!

TO: All Site Administrators

FROM: D. Louy

RE: School Safety Reminder

DATE: Sept 21, 2006

Remembering that the two most important aspects of a site administrator's jobs are: 1.) To provide the best educational and learning opportunities to all students, and 2.) To provide a SAFE, SECURE, and FRIENDLY learning environment for all students. Unfortunately we often get bogged down in dealing with education aspects and tend to procrastinate implementing the required important safety components needed to ensure that we are prepared to handle any type of emergency situation at our schools.

I have tried to provide a list of ideas, questions, and thoughts that will assist you in reviewing and updating your school site emergency response plans. Hopefully these will be helpful.

SITE EMERGENCY QUESTION/INFORMATION CHECK SHEET

1. If you have added or removed buildings please mark the changes on an old map and forward to Diane Weldon at Pine Grove School so she can update and print you a new school map. Please consider showing all of your playground areas including pedestrian and auto accessible gates.
2. Do you have an Incident Command System and Crisis Response Team Organizational Charts?
3. How do you activate your CRT? Are they trained? How will they know what their assign tasks are? Do you have **ID Badges (Shirts) for** your CRT members? Do these teachers have assigned Buddy Teachers to take their students when they report as CRT members?
4. Who is your: ICS- School Incident Coordinator, *PIO-Public Information Officer*, First Aid Coordinator, and Student Relocation, Assembly, and Emergency Student Sign-out Coordinator?
5. Where are your designated **Emergency Command Centers? First Aid/Triage Center? Parent Staging Area? Media Staging Area?** Do you have printed designated area signs?
6. How many teachers and classified staff members are on site at this time? Do you have a Teacher/Employee Roster that includes Room & cell phone #'s.
7. How many students are in attendance today? (Daily Class Attendance Rosters)
8. How many staff and students are in the affected rooms?
9. Do you have maps of you site that includes: **Site Layout; Utility shut-off location and procedures for gas, electrical, phone, & TV; Fire Alarm Turn-Off Location and procedures. School Alarm Location and Code?**
10. Do you have extra master keys with 20/20 keys attached?
11. Where do you keep your Emergency Student Information?
12. Are there any extra volunteer's on site today? (Visitor sign-in Log).

13. Are all students still on site? (Student Sign-out Log).
14. Do you have pictures of your staff and students? (Principal's Photo Albums / Yearbooks).
15. Do you have School Radios? Who are or will be assigned radios?
16. Do you have and evacuation plan with at least two off site locations and maps of routes?
17. What are your student accountability procedures? Do you have student release forms for parents, EMT's, & Law enforcement to sign when students are released to them? Who is in charge of your emergency student sign-out and release procedures?
18. Do you have a list of students with Special Needs that may need special assistance during an evacuation?
19. Do you have a **SOS Communications System** (e.g., color coded posters to alert outside help about emergency needs in each room)?
20. Do you have an immediate news release for the radio stations?
21. Are your parents aware of your School's Emergency Plans and off-site staging areas?
22. Do you have a list of Counselors and a Grief Management Plan in place?
23. Have you practiced a "Bomb Threat" call with your Office Staff?
24. What are your school's Emergency Response Signals? Fire Drill, Silent Evacuation, Whole School Lock Down / Hit the Deck...??
25. Please make sure that your teachers include information in their sub plans indicating where Classroom Emergency Information is located.
26. Have you identified the Emergency Centers on your school site (Command Center, First Aid/Triage, Staff and Student Safe Rooms, Student Release & Check Out Room or Location, and Counseling Rooms if needed)?
27. Have you discussed your school action plans (Duck & Cover, Lock Down, Hit the Deck, etc..) with all of your staff including your custodians, Noon Duty Supervisors, IA's, P.E. and ASAP staff?

****BOTTOM LINE****

You need to have a plan, practice the plan, and during a crisis, follow the plan!!!

As stated above, these are random thoughts and questions to assist you with creating the thought processes for creating your Site Response Plans.

Comprehensive Emergency Planning For Schools

Staff Skills Survey & Inventory

Name & School _____ / _____ Room _____ Year _____
Name School

During any disaster situation it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any disaster incident and they will be of paramount importance during and after a major or catastrophic. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skill that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

**PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING.
CURCLE YES OR NO WHRER APPROPRIATE.**

_____ First Aid (current card yes/no) _____ CPR (current card yes/no) _____ Triage

_____ Construction (electrical, plumbing, carpentry, etc.) _____ Fire Control/Hazmat Experience

_____ Emergency Planning _____ Emergency Management _____ Search & Rescue _____ CERT

_____ Law Enforcement _____ Bi/Multi-lingual (what language(s)) _____

_____ Mechanical Ability _____ Structural Engineering _____ Bus/Truck Driver (Class 1 or 2 license yes/no)

_____ Shelter Management _____ Survival Training & Techniques _____ Food Preparation

_____ Ham Radio Operator _____ CB Radio _____ Journalism _____ Camping

_____ Waste Disposal _____ Recreational Leader _____ Other _____

DO YOU KEEP A PERSOMAL EMERGENCY KIT? _____ In your car? _____ In your room? _____

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?(i.e athletic aids, traffic cones, carpet squares) _____ Yes _____ No

If yes please list _____

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE WHICH COULD BE USED IN AN EMERGENCY? _____ YES _____ NO PLEASE LIST EQUIPMENT AND MATERIALS.

COMENTS _____

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRILE WHILE YOU WERE AT SCHOOL? _____

SCHOOL STAFF EMERGENCY INFORMATION

Last Name Initial

SCHOOL _____

Certificated / Classified
(Circle One)

Name _____ Address _____

Phone _____ Cell Phone _____

Spouses First Name _____ Cell Phone _____

Spouses Employer _____ and work phone _____

Family Doctor _____ Phone _____

Emergency Contact (Local Friend or Relative) _____ Phone _____

Non-Local Contact _____ Address _____

Phone (____) ____ - ____ or (____) ____ - ____

Children:

<u>NAME</u>	<u>AGE</u>	<u>CELL Phone</u>	<u>SCHOOL ATTENDING</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHILD CARE: NAME _____ ADDRESS _____

PHONE _____

ADDITIONAL INFORMATION: _____

STUDENT EMERGENCY INFORMATION

(Please return as soon as possible)

Student's Name _____ Grade _____ Room _____

Address _____ Home Phone _____

Parents' Names _____

Mother's Work Address _____

Father's Work Address _____

Mother's Work Phone _____ Father's Work Phone _____

In an emergency or major disaster during school hours, my child may be released to the following person:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

My son/daughter needs to take the following medicine? _____

Medication _____ Dosage _____ Time _____

Have you provided the school office of this medicine? _____

List food allergies: _____

Doctor _____ Address _____ Phone _____

Family out of state telephone contact to be used in an emergency:

Name _____ Phone _____
(Outside of California) (Area code & number)

Date _____ Parent's Signature _____

Student Released to: _____

Date: _____ Time: _____ Destination: _____

GENERAL INFORMATION

PHONE NUMBER: 464-0310 EMERGENCY PHONE: 465-5024

PRINCIPAL:

ADDRESS: 1124 El Dorado Street

No. of Students: 310

No. of Teachers: 28

No. of Classrooms: 27

No. of Classified Staff: 35

CHART OF RESPONSIBILITIES

	CRT POSITION	NAME	RESPONSIBILITY
1.	Incident Commander		Manage/Coordinate ICS Crisis Response Activities
2.	Operations Chief		Manage and Direct Operations response to disaster.
3.	Site Facility / Check Security		Overall Site Safety /inspection of Gas, electrical, & water shut-off/ perimeter check of site. Report all damage and safety concerns.
4.	Search & Rescue		Search Rooms/Identify Injured following S/R protocol and operational duties.
5.	Medical First Aid and Triage		Oversee Care, treatment, and assessment of patients. Maintain portable first-aid kit, collect student medications, set up first-aid area, keep list of injured and those transported to medical facility.
7.	Student Care/Safe Room		Ensure the care and safety of all students on campus except those in Medical Treatment Area.
8.	Staff Care/Safe Room		Ensure the care and safety of all staff on campus except those in Medical Treatment Area.
8.	Student Release		Maintain student emergency cards, daily sign-out sheet, visitors log. Verify student release and maintain emergency sign-out log.
9.	Parent Liaison		Meet and direct parents, provide information, crowd control.

SCHOOL NAME: Bess Maxwell School
CRISIS RESPONSE TEAM TREE

CIVIL AUTHORITIES,
LAW ENFORCEMENT,
EMERGENCY
AGENCY

INCIDENT COMMANDER
Office

SUPERINTENDENT
District Office

PLANNING/INTELLIGENCE
ACCOUNTABILITY

CRT LEADER

SITE FACILITY/CHECK
SECURITY

STUDENT RELEASE
Room 2

STAFF SAFE ROOM
Conference Room

FIRST AID/TRIAGE
MPR

STUDENT SAFE ROOM
Room 5

CRT

PARENT LIAISON
Room 1

SEARCH & RESCUE
District Staff

PARENTS

PUBLIC INFO. OFFICER

STAFF LIAISON

LOGISTICS

SCHOOL NAME: Bess Maxwell School
CRISIS RESPONSE TEAM (CRT)

ASSIGNMENT	CRT MEMBER	LOCATION	PHONE
Command Center		Office	464-0319 218-6346 521 intercom
Planning/ Intelligence		Office	464-0310 464-0224
Check-Out Post		Room 2	514 intercom 509 intercom 227 intercom
First Aid / Triage		Multipurpose Room/Cafeteria	522 intercom 504 intercom 526 intercom
Student Safe Room		Room 5	516 intercom 505 intercom
Parent Liaison		Room 1	501 intercom 507 intercom
Staff Liaison/ Staff Safe Room		Conference Room	257 intercom 464-0314
Public Information Officer**		Room 16	464-0201 464-0202 218-6187

**All information to be released only through our Public Information Officers

SCHOOL NAME: _____

SITE DRILL PROCEDURES

DRILL TYPE	SIGNAL	PROCEDURE
1.Fire Drill-Defend in Place/ Evacuation/ Leave a Building Drill	Fire Alarm	Standard evacuation following evacuation map posted in each classroom.
1.Earthquake Drill	Building and Ground Shaking. Verbal all-call notification for drills.	Duck and Cover Drill. Use alternate routes if needed for classroom evacuation.
1.Earthquake Evacuation Drill.	Building and Ground Shaking. Verbal teacher instructions.	Drop to your knees, cover your head, and hug the wall if possible.
1.Silent Evacuation	Verbal instructions from office staff.	Administrators and assigned staff will provide room-to- room instructions and needed information.
5. Shelter-in-Place	Verbal instructions from office staff.	All staff & students remain in classrooms until further notice. Continue normal class activities.
6. Whole School Lockdown	30-second bell and/or verbal command to Lockdown.	Students not in class but near a classroom door report to the nearest classroom. Teachers lock doors, close curtains and have student s assume Duck and Cover positions. Place Red/Green sign in classroom window.
7. Emergency Drop and Cover / Hit the Deck Drill.	30-second bell and/or verbal command.	When students are out on the playground during recess, lunch, and PE, they immediately drop to the ground and remain still until directed to move to a designated safe location.
8. Crisis Response Team Members Report to Office	Verbal all-call notice for Buddy Teachers to team up and for CRT members to report to office. Custodian or principal will notify teachers	CRT teachers immediately walk their students to Buddy Teacher’s room, where they will be held in place until further advised.

Continued on next page

DRILL TYPE	SIGNAL	PROCEDURE
9. Assembly on Campus	Verbal command from the principal, the CRT leader, or staff liaison.	Teachers will be directed where to assemble – i.e. M.P.R., field, etc.
10. Evacuate the School Site	Verbal command from the principal, the CRT leader, or staff liaison.	Teachers will be notified of the appropriate exit to use to evacuate the school site depending on the location and nature of the emergency situation. Teachers will march their student sin single file lines to our Emergency Off-Site Evacuation Location.
11. Student Check-out to parents or authorized adult.	Verbal command from the principal, the CRT leader, or staff liaison.	The CRT will set up an orderly Check-Out Post in a safe/secure location. Teachers will not release students directly to parents until they are notified by the Check-Out Post that the student is being released to an authorized adult.

On Site Evacuation Site: _____

Off Site Evacuation Site: _____

Off Site Evacuation Route Description:

CRISIS SITUATION EQUIPMENT AND SUPPLIES LIST

INCIDENT COMMANDER	SAFETY OFFICER	PUBLIC INFORMATION	LIAISON
Hard Hat / Vest	Vest/Hat	Vest/ Hard Hat	ID Vest/Hat
Clipboard (if available)		Clipboard/Paper	AM/FM Radio (batteries) 2-Way Radio
Table Top Maps	Pens	Paper/pencils/marketing pens	Clipboard/paper/pens
Staff/Student Rosters	2-Way Radio (if available)		Scotch & Masking Tape
2-Way Radio			School Maps/Area Maps
AM/FM Radio (batteries)			Disaster Work Sheets
Bullhorn			Sample Public Info. Release
Master Keys			Prepared Sample Statements
Whistle			
OPERATIONS	SITE FACILITY CHECK/SECURITY	SEARCH & RESCUE	MEDICAL
Vest/Hat attached	Vest/Hard Hat /Gloves	Teams wear Vest, Hard Hat,	First Aid Supplies (see
S & R Equipment	Whistle/ Master Keys	work and latex gloves.	Supply recommendations.)
2-Way Radio	2-Way Radio /Clipboard	Whistle & Master Keys on	Job Description
Clipboards			
Job Description	Bucket/ bag with: Goggles,	lanyard. First Aid Kit Backpack	Stretcher(s), Vests,
Marking Pens,			
Clipboard/paper/pens	flashlights, dust masks,	2-Way Radio and Clipboard	Blankets, Quick Reference Medical
Forms: S & R Maps	Yellow Caution Tape,	School Maps with Search Plan	Guides/ First Aid Manual,
Ground			
Large Campus Map	Shutoff tool (crescent	Bucket/Bag with goggles, flash	Cover Tarps, Staff/Student
Whistle	wrench for gas & water	Lights, Dust Masks, Pry Bar,	Medications,
Table/Chairs			Grease Pencil, Pencils, Duct
Forms: Notice of First Aid Care			
		and Masking Tape.	/Medical
Treatment Logs.			Rubber Gloves.
STUDENT/STAFF CARE	STUDENT RELEASE	PLANNING/ INTELLIGENCE	DOCUMENTATION
Vest, 2-Way Radio	Job Description	2-Way Radio, Paper, Pens	2-Way Radio, Paper, Pens,
Clipboard w/Job Description		Clipboards, Pens	Job Description Clipboard
Description			File Boxes, Job
Ground Cover, Tarps, First		Stapler, Box(es)	Clipboard,
Emergency			
Aid Kit, Water, Food,	of Emergency	Dry-Erase Pens, Tissue	Time /Situation Report Form
Sanitation Supplies	Information Cards	Forms: Time Situation Log	Student Accounting Form0
Student Activities: Books, Signs to mark Parent	Request and Release	Student Accounting Form.	
Coloring Books, Games, ETC			
Forms: Student Accounting,		Gates. A-Z of Grade Level	
First Aid Logs.		Signs. Student Release Logs.	

SITUATION
ANALYSIS

2-Way Radio
Paper, Pens, Dry-
Erase Pens, Tissue
Job Description Clip-
Board, Large Laminated
Site Map, County Map.

LOGISTICS

2-Way Radio, Job
Description, Clipboard
Paper, Pens, Clipboard
with Volunteer Sign-up
Sheets. Forms: Inventory
of Emergency Supplies on
Campus. Site Status Report,
Communications Log, Message
Forms. List of Emergency
Supplies Stored on campus.

SUPPLIES/
FACILITIES

2-Way Radio, Job
Description Clipboard
Paper, Pens, Forms:
Inventory of Emergency
Supplies on Campus.

STAFFING

2-Way Radio, Job
Description Clipboard
Paper, Pens, Clipboard
with Volunteer Sign-In
Forms. List of registered
Disaster Volunteers. Inventory
of Campus Emergency Supplies.

COMMUNICATIONS

2-Way Radio, Job
Description Clipboard
Description Clipboard,
AM/FM Radio/Batteries
Receipts.
Paper, Pens, Table, Chairs
File Box, Tote tray for
outgoing messages.
Message Forms, Site Status
Report Form.

FINANCE/
ADMINISTRATION

Job Description Clipboard
Paper, Pens, Staff Duty
Log Forms.

TIMEKEEPING

Clipboard, Paper, Paper, Pens, Filing Box
Staff Duty Log
Forms.

PURCHASING

Job
to hold

**BESS MAXWELL SCHOOL
PARENT EMERGENCY INFORMATION
SCHOOL EMERGENCY PLAN**

September 2006

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in California are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster. As you know, much has been said recently about earthquakes in California. Should we have a major quake or disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed disaster plan, which has been formulated to respond to a major catastrophe, including earthquakes.

Your cooperation is necessary in any emergency.

1. DO NOT telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious earthquake or emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been indicated as such on a School District green emergency form. We require this form to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - they are 18 years of age
 - they are usually home during the day
 - they could walk to school, if necessary
 - they are known to your child
 - they are both aware and able to assume this responsibility
3. Tune your radio to KPOD 97.9 FM or 1240 AM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the FALCON cable on Channel 4. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency. Students will be released only to parents and persons identified on the School District emergency form. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

Since local telephone service may be disrupted, also list an out of state contact on the emergency form since calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified.

In the event that a major earthquake takes place during the time that students are being transported and roads are impassable, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel.

Any child who is home waiting for the bus will not be picked up if roads are impassable. They remain the responsibility of the parent or guardian. In the event a major earthquake occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes.

Should road conditions prevent the driver from delivering students to home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

If the situation should ever require the need to evacuate the students from our school site, we will use the following off campus locations for our staging areas.

Del Norte County High School Gymnasiums

Instructional Media Center (behind District Offices on Washington Blvd.)

Del Norte County Fairgrounds Red Cross Evacuation Center

We will always select the closest SAFE alternative site to move our students to in an emergency.

The above locations are in ascending order of selection.

We will always contact KPOD/KCRE with our location and necessary emergency information.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during earthquakes.

Sincerely,

Dennis Louy, Principal

Bess Maxwell School

EMERGENCY AND DISASTER PREPAREDNESS STUDENT RELEASE PROCEDURES:

In the event of an emergency/disaster, your children will remain at their assigned school or until you or the person designated by your signature comes to the school and personally signs your child out. Your child may be transferred to the nearest Red Cross Shelter or closest SAFE alternative location (listed above) for up to 72 hours. NOTE: This is the only condition your child can be released by school personnel. To be certain that we know when the child is released and that the emergency is handled in a calm, orderly way, we ask that you complete and return the attached green Emergency Release Information form.

PARENT SAFETY MEETING

OUTLINE

1. Introductions:
2. District/School Safety Plan Review – Power Point Presentation.
3. Explain Crisis Response Drills used on site.
4. Introduce Crisis Response Team Members.
5. Explain the use for Buddy Teachers.
6. Identify Emergency Staging areas.
 - a. On-site
 - b. Off-site
7. Discuss district procedures and responsibilities.
8. How to get your child safely and with accountability.
9. Drills we will practice in the up coming months.
 - a) UPA (Unidentified Person Alert).
 - b) Monthly Defend-in-Place & Full Evacuation Fire Drills.
 - c) Shelter-in-Place / Lockdown & Hit the Deck.
 - d) Earth Quake Duck, Cover and Hold (Classroom and MPR).
 - e) Earth Quake Evacuation Drill.
 - f) Silent Evacuation Procedures.
 - g) Alternate Room Evacuation Plan.
 - h) Bomb Threat Office Practice Drill.
 - i) Assemble to On Campus Staging Area / Off-site evacuation to the Alternate Staging Area.
 - j.) Check-out and Drill Procedures.
10. Coordination of plans with local Emergency Response Teams.
11. Training for CRT.
12. Questions from parents.

<p>RECOMMENDED YEARLY SCHOOL SAFETY PLANS</p> <p>UPDATING PROCEDURES AND SITE DRILLS REVIEW</p>

School:

Principal:

SITE ACTIVITY

DATE(S) COMPLETED

1. Review and update SB 187 Plan
2. Review and update CRT Box Contents
3. Update CRT Assignments (Schedule CRT Meeting)
4. Update Site Map (Forward changes to Sunset)
5. Schedule CRT Meetings with ALL (IA's NDS, P.E., ASAP, Others...

STAGING AREAS

ASSIGNED LOCATION

ALTERNATE

6. Off Site Evacuation Locations
7. Site Emergency Command Center
8. Parent Staging Areas
9. Media Staging Area
10. First Aid / Triage
11. Student Sign-Out Stations
12. First Aid / Emergency Supplies
13. Overnight Rooms

RECOMMENDED YEARLY DRILLS

DATES COMPLETED

1. Standard Monthly Defend-in-Place / Full Evacuation Fire Drills
2. Duck, Cover & Hold Earthquake Drills
3. Earthquake Evacuation Drill
4. Silent Evacuation Drill
5. Whole School Lockdown / Hit-the Deck Drill (+MPR/Lunchroom)
6. Shelter-in-Place Drill
7. Crisis Response Team Members Report to Office Drill
8. Assembly on Campus
9. Evacuate School Site
10. Alternate Room Evacuation Plan
11. Student Check-out Procedures
12. Alternate Room and Site Evacuation Maps
13. Others.....

SCHOOL SITE CRISIS RESPONSE FORMAT CHECK LIST AND INFORMATION SHEET

1. **Verify Information** and **Begin Documentation Log.**
2. Identify and call for needed resources. Call **911** and **District Office.**
(911 Dispatch will notify Ambulance and Sutter Coast. District Office will notify other school sites beginning with those in with closest proximity. They will also notify Counselors & Psychologists and Maintenance Supervisors). **Call: Glenn St. Hollow 465-3262 /Healthy Start 464- 0720/ Denocos 464-5887 & DNTA 464-9429.**
3. Refer to **Emergency Response Checklist** Folder. (Colored Charts Bomb Threat – War)
4. **Identify School Action Response.** (Lockdown, Hold-in-Place, Evacuate Buildings, Evacuate to Off-Site Staging Area, etc..). (**For Evacuation take** CR Box, Daily Attendance Sheets, Student Sign-out Logs, Visitor Sign-In Logs and Student Information Cards, Student Medical Supplies, CRT Box, & First Aid Packs.).
5. Begin **Student /Staff Accountability** process. (Red/Green Card visual & Room-to-Room Phone Check.)
6. Activate **Crisis Response Team** if needed. Hand out **SEMS-CRT Duty Assignment** Folders.(Assigned Buddy Teachers take students to release CRT Members).
7. **Identify Injured** and **Provide First Aid / Triage** as needed and possible. (Begin Student/Staff Injury Logs in First Aid / Triage Folder).
8. **Update Staff** as needed or **as often as possible.**
9. Activate **PIO** (Public Information Officer) or Media Response Team and **Set-up Media Staging Area.** (Remind Staff that there is only **ONE** PIO and they are not to give out information).
10. **PIO** to contact local media (KCRE 464-9561, KPOD 464-1000) parent/community info.

11. Establish **Parent Staging Area** and assign Parent Liaison to Brief and update parents as information is available. (Issue school radio or cell phone for ongoing communications from school. Request Bi-lingual translator if needed.)
12. **Establish Student Staging Area** and have assigned staff take **Roll Call** to account for all students. List and **Report** all students **Not** accounted for to the Incident Commander. (Remember to account for Sp. Ed. Rooms and In-house Suspension and Lunch Detention Rooms).
13. Activate **Student and Staff Safe Rooms** if needed. (Issue Safe Room Assignment Folders.)
14. Have assigned staff to set-up and begin **Student Release** and **Sign-Out Procedures**. (See Student Release folder for grade level signs, student release information, student sign-out forms, and procedures to follow. Request Bi-lingual Translator if needed. Parents to have ID ready for sign-out procedures).
15. Get Cell Phone / Radio to Student Staging /Sign-out Area.
16. Identify injured Staff / Students and contact families.
17. Set up Counselors to meet with Parents & Students. (Assign Counselors to meet with parents at Sutter Coast if Injured students are being transported).
18. **PIO Media Update-** (KCRE- KPOD)
19. Schedule staff debriefing and set-up counseling opportunities.
20. Once crime scene is released schedule maintenance to clean and prepare for reopening.
21. Schedule debriefing with staff and all involved agencies.
22. Aftermath-
Grief Counseling / Rituals
Re-open school / Resume ongoing education process.

SUDDEN DEATH / SUICIDE
GRIEF
SITE CRISIS RESPONSE PLAN

1. Identify Crisis.
2. VERIFY FACTS!!!
3. Identify, define and prioritize immediate needs.
4. Identify all possible affected sites and locations.
5. Identify needed resources.
6. Communicate needs to Superintendent and Assist. Superintendent
7. Contact Needed Resources and schedule briefing meeting.
8. Identify District or Crisis PIO.
9. Create communications plan to invite or contact site administrators about briefing sessions and plans.
10. Develop written plan and statements for team members. Include staff / student activity packets.
11. Identify School Sites for Response Teams.
12. Carry out day's plan for meeting and communicating with staff, students, and parents.
13. Provide written News Releases for News Media and to be sent home with students.
14. Provide for needs of Response Team Members—food, materials, breaks, etc.
15. Provide and announce a location where students can meet and assemble under the supervision of staff, counselors, or both. Provide transportation if warranted.
16. Meet for Staff Debriefing and discuss possible ongoing needed interventions.
17. Meet for Team Debriefing and plan for ongoing needed interventions.
18. Create Next Day Plan.
19. Provide needed Grief or Suicide Intervention information for staff, students, and parents.
20. Meet with site staff as needed to plan and complete needed recovery steps.

DEL NORTE COUNTY UNIFIED SCHOOL DISTRICT BUS INVENTORY 2005/2006

Bus #	Capacity	Seats	Rows	Housed
2	78	26	13	Smith River
3	78	26	13	Klamath
4	78	26	13	Smith River
5	78	26	13	Bus Barn Transportation Supervisor Linda Horton 487-0745 Work Cell 218-8305 Personal Cell 954-2244
6	78	26	13	Bus Barn
7	78	26	13	Bus Barn - Sub Bus
8	78	26	13	Bus Barn
9	78	26	13	Smith River
10	78	26	13	Bus Barn
11	8+Wc Var	8	4	Bus Barn
13	28	8	4	Bus Barn Assist. Supervisor Carlena Horn 464-7934 Cell 954-2381
14	84	28	14	Bus Barn
15	Variable			Bus Barn
17	78	26	13	Bus Barn
18	78	26	13	Bus Barn
19	87	29	14	Bus Barn
20	29+2 Var	10	5	Bus Barn
21	20	8	4	Bus Barn
22	90	30	15	Bus Barn
23	34	14	7	Not Used
24	78	28	13	Bus Barn
25	78	26	13	Bus Barn
26	87	30	14.5	Bus Barn
27	87	30	14.5	Bus Barn
28	87	30	14.5	Bus Barn
29	30+1 Wc	16	5	Klamath
30	36+1 Wc	13	6.5	Bus Barn
31	46+1 Wc	23	12.5	Bus Barn

Proposed 2006-2007 Site Crisis Response Training

Del Norte County has 16 public school sites and 4 private school sites that will be served through this Crisis Response Training Grant. The main goals of this grant funding are to:

- 1.) **Identify, instruct, and train up to eight staff members at each school site to:**
 - a.) Function as their main Crisis Response Team (CRT), and
 - b.) Provide follow-up site training for all certificated and classified staff members.
- 2.) **Provide each of the school sites with the needed Communications radios, First Aid Supplies, and “Campus Command” Incident Command Crisis Response Team Identification Vests and Staging Area Flags.**

Our Two Day Training Goals Include:

1. Review, teach and train CRT members in the National Incident Management System (**NIMS**)/Standardized Emergency Management System (**SEMS**) and Incident Command Systems (**ICS**).
2. Complete a needs assessment and develop an updated **Crisis Response Plan** (CRP) for each school site.
3. Develop a school site Buddy Teacher plan that will release the CRT members to perform their emergency duties.
4. Review / Develop onsite and offsite **staging areas** for:
 - a.) Incident Command Center
 - b.) Student Staging Areas
 - c.) Parent Staging Areas
 - d.) First Aid/Triage
 - e.) Staff Safe Room
 - f.) Student Safe Room
 - g.) Media Staging Area
 - h.) Student Sign-Out Area
5. Develop, train, and practice site **emergency drills** that will prepare the school to respond to any of the following emergency situations.
 - a.) **Emergency Situations** – Fires, gas leaks, accidents, suicides...
 - b.) **Man Made Crisis** – Hostage situations, guns on campus, shootings, bomb threats, terrorists WMD’s (chemical, biological, nuclear, and conventional).
 - c.) **Natural Events**- Earthquakes, tsunamis, floods, other wind / weather related emergencies...
 - d.) **Medical Emergencies** - Heart attacks, asthma, bee stings, Injuries, allergic reactions, other...

Drills Include:

1. Monthly Defend-in-Place + Full Evacuation Fire Drills
2. Duck, Cover & Hold / Earthquake Evacuation Drills
3. Whole School Lock Down / Hit the Deck Drills
4. Shelter-in-Place Drill / Silent Evacuation Drills
5. Site Evacuation / Alternate Room and Site Evacuation Plans
6. Hazmat (WMD) / Tsunami Evacuation Plans
7. Extended Stay Plans- Overnight—longer??

6. Develop a **Site Communications Plan** that includes: room-to-room, room-to-office, school-to-school,

school-to-district, school-to law enforcement, and a School/District Media Communications Plan.

Provide each

school site with one **administrative programmable emergency radio that will:**

a.) Provide Emergency Transmit frequencies for law enforcement, fire, and ambulance.

b.) Provide School-to-School / School-to-District Communications through the use of two Transportation/Health Department mountain top repeaters.

c.) Provide receive frequencies for all other emergency transmissions including severe weather and Tsunami warnings.

7. Develop / **Update Site Emergency Maps** for inclusion in our “First Responder” Map Booklets.

8. Review / **Update Site Crisis Response Boxes/ and TO-GO Suit Cases**

Optional:

Provide a one day Table Top Scenario Training Day for all Site Crisis Response Team Members in which each team will plan, mitigate, respond, and recover from several scenario situations.

Participate with a maximum of 20 Crisis Response Team Members in a one-day Multi-Agency / Multi-Casualty live training scenario.

QUESTIONS?

For more Information, contact:

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