SECTION 10

School Site Specific Information

Emergency Response Plan for Schools

Directions for the Site Administrator/Principal

This Emergency Management Plan *must* be completed at the beginning of each school year and is described in the Preparedness section of the Emergency Response Plan. Assign key staff to Coordinator roles, making clear that, in their absence, you may call on another staff member to perform these duties. Review all information in this emergency plan with staff members. Emphasize the importance of student supervision in the event of an emergency. Inform staff where copies of this plan are.

Step 1: Enter your School Information

School:	
Principal:	
Revision Date:	

Step 2: Identify a School Command Post, Media Staging Areas, Parent/Reunification location and Communication Resources

The in-school Command Post will serve as a base for operations in the event of an emergency. Select a location for the Command Post that has access to telephones, FAX, intercom, and other building controls. Designate a first and second choice. Provide *direct* telephone numbers to be used in an emergency (not the main number). Designate a Media Staging Area and Parent/reunification Area away from the emergency event.

Command Post 1:	
Phone, FAX and email:	
Media Staging Area:	
Parent/Student Reunification Site:	
Command Post 2:	
Phone, FAX and email:	
Media Staging Area:	
Parent/Student Reunification Site:	

☐☐NO	☐☐YES	**Two-way Radios**
☐☐NO	☐☐YES	**Two-way Radios, Multi frequency**
☐☐NO	☐☐YES	**Intercom Systems:**
☐☐NO	☐☐YES	**Buzzers or Tones**
☐☐NO	☐☐YES	**Megaphones**
☐☐NO	☐☐YES	**Email – internet access**

Step 3: Assign School Emergency Response Team Roles—"The E-Team"

As directed by the Site Administrator/Principal, the School Emergency Response-Team will respond to any emergency that affects the school building, students, staff, and/or visitors. In a large scale event, the District Emergency Operations Center will be activated to assist as needed. The Site Administrator will

designate staff members to fill essential roles:
  - • Identify a designee to act as the Site Incident Commander in your absence
  - • Identify and assign staff that will act as skilled Coordinators in the designated areas
  - • Inform staff they will need to report to the main office when called for (e.g., by intercom)

E-TEAM ROLE	NAME	POSITION	CONTACT INFORMATION
MANAGEMENT TEAM			
SITE INCIDENT COMMANDER **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
LIAISON **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
PIO OFFICER **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
SAFETY OFFICER **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
OPERATIONS TEAM CHIEF **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
Search & Rescue Team **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
Assembly Shelter Team **Alternate**			**Phones:** **Phones:**

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(Alternate 2)			**Phones:**
Medical/First Aid Team **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
Facility/Security Team **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
Student/Parent Reunification Team **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
PLANNING SECTION **Alternate**			**Phones:** **Phones:**
Scribe **Alternate**			**Phones:** **Phones:**
Documentation Team **Alternate**			**Phones:** **Phones:**
Mental Health Team **Alternate**			**Phones:** **Phones:**
LOGISTICS SECTION **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
Communications Team **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**

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Supplies/Staffing Team **Alternate** **(Alternate 2)**			**Phones:** **Phones:** **Phones:**
Transportation Team **Alternate**			**Phones:** **Phones:**
Food/Water Team **Alternate**			**Phones:** **Phones:**
FINANCE SECTION **Alternate**			**Phones:** **Phones:**
Record Keeping Team **Alternate**			**Phones:** **Phones:**

OTHER STAFF WHO HAVE FIRST-AID AND/OR CERT TRAINING

E-Team Role	Name	Position	Contact Information
First Aid Assistant			**Phone:** **Cell:**
First Aid Assistant			**Phone:** **Cell:**
First Aid Assistant			**Phone:** **Cell:**

Step 4: Print Student Roster and Place in Binder

School secretaries must print a list of all enrolled students and their emergency contact information. This information may be printed from the student information system. This roster will be used to account for all students in the event of an emergency. Parents/guardians may sign out their child directly on this student roster.

☐☐NO	☐☐YES	Secretary has printed emergency contact information for all students?
☐☐NO	☐☐YES	Printed roster placed in binder in the main office in an obvious location?

Step 5: Review Inside Safe Assembly Locations

Review the location of Safe Assembly Areas inside your school with your staff. These will be used to shelter from severe weather or to move children away from rooms on the perimeter of the school.

☐☐NO	☐☐YES	Safe Assembly Areas inside school identified and reviewed with staff?
Inside Assembly Area 1		
Inside Assembly Area 2		

Step 6: Designate On-Site Outside Safe Assembly Locations

Schools typically have assembly areas on the school grounds that are used during required fire drills. At times, you must move students farther away from the building. Identify on-site locations that could be used to move students farther away from the building. Schools with a large student body may have more assembly locations. You may direct teachers to move students to these locations by megaphone.

Outside Assembly Area 1	
Outside Assembly Area 2	
Outside Assembly Area 3	
Outside Assembly Area 4	

Step 7: Identify Two Off-Site Emergency Evacuation Locations

These relocation facilities should be near your school and able to house your students and staff until they are released to parents. Consider sites in opposite directions. Examples are a nearby school, church, or public library. Specify a first choice and second choice (in case the first is unavailable). The district will supply support services (e.g., food, transportation, District Crisis Recovery Team, etc.) for these locations as the need dictates. Contact these sites directly to coordinate arrangements.

1st Evacuation Facility:	
Contact Person:	
Address:	
Phone:	

2nd Evacuation Facility:	
Contact Person:	
Address:	

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Phone:	

Step 8: Check and Replenish Contents of Emergency "Go Kits"

Check the contents of the school Emergency "Go Kits." Replenish any items that have been used. Always provide new batteries for flashlights and megaphones. Store the Emergency Response Backpack/"go kit" next to an exit door. Take this backpack/"go-kit' with you if you evacuate the building. Especially make sure these items are inside the backpack:

☐☐NO	☐☐YES	**Copy of this Emergency Response Plan**
☐☐NO	☐☐YES	**Megaphone**
☐☐NO	☐☐YES	**Fresh batteries**
☐☐NO	☐☐YES	**Other Supplies and Materials as identified Administrative "go-kit" list**
☐☐NO	☐☐YES	**Job Description Clipboards and Task Forms**

Step 9: Check Emergency Resources at Your School

Check to see if the following resources are available on your school campus

☐☐NO	☐☐YES	**Emergency chart in every classroom and office?**
☐☐NO	☐☐YES	**Evacuation diagram posted in every classroom and office?**
☐☐NO	☐☐YES	**Red and Green cards in every classroom and office?**
☐☐NO	☐☐YES	**Classroom "go-kits" replenished and accessible near exit?**
☐☐NO	☐☐YES	**Did you replenish the school first aid kit?**

Step 10: Identify Emergency Evacuation Staging Areas for Individuals with Disabilities

All schools *must* have an e*vacuation plan for individuals with disabilities who need evacuation assistance*
• Site Administrators, will designate emergency Evacuation Staging Areas.

Location	Room #	Room #	Room #	Room #

☐☐NO	☐☐YES	**Are signs posted to mark each Evacuation Staging Area location?**

Special Needs Coordinator			**Phones:**
Alternate			**Phones:**
(Alternate 2)			**Phones:**

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Step 11: Identify Disabled Individuals Needing Evacuation Assistance and Post Evacuation Plan
Identify any student or staff member who may need evacuation assistance (e.g., individuals who are in wheel chairs or unable to use stairs). Develop a specific plan for their evacuation. It is recommended that each student's classroom teacher be designated to assist the student in getting to the Evacuation Staging Area. The designated teacher may need to transfer their class to another teacher to remain with the disabled student until they are evacuated. The Site Administrator must:
• Identify students or staff needing evacuation assistance
• Develop an evacuation plan for *each* student or staff member
• Put list of disabled individuals in the main office emergency binder.
• Inform the classroom teacher of *each* student or staff member of the evacuation plan
• Inform students and parents of the evacuation plan

□□NO	□□YES	List of disabled students/staff *and* evacuation plans in Secretary's emergency contact information binder?
□□NO	□□YES	*Each* classroom teacher for *each* student informed of evacuation plan?
□□NO	□□YES	Staff, Students, and parents informed of Evacuation Staging Areas and evacuation plan?

Step 12: Develop a Student-Parent Reunion Procedure at Your School
With the Student-Parent Reunion Coordinator, develop a procedure with to sign out students to parents in the event
of a serious emergency. You will need to identify a location(s) and establish a process for reuniting students and parents.

□□NO	□□YES	Location(s) identified and procedure to reunite students and parents developed?