



Emergency Response Handbook

Catholic Diocese of Memphis
Department of Education/ Catholic Schools Office
(Updated August 2013)

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Compiled with Catholic Diocese of Memphis, Catholic Mutual, and FEMA

Emergency Contact Information / Important Phone Numbers

1. Fire 911
2. Ambulance 911
3. Police 911
4. Non-Emergency – 901- 327-3811
5. Child Abuse Hotline - 1-877-237-0004
6. Environmental Protection Agency/Call Diocese/901-373-1274(Director of Facilities & Risk Management)
7. Poison Information 1-800-222-1222
8. EMA 901-458-1515

External Response Team at Diocese of Memphis

1. Superintendent of Catholic Schools / 901- 373-1221
2. Director/Facilities & Risk Management / 901-373-1274
3. Director of Human Resources /901-373-1257
4. Director of Communications / 901-373-1252

Each school should have a staff phone tree and a parent phone tree in place.

Internal Response at the School Level

Principal of the School

Pastor of a Parish School

Internal Response Team Members

Emergency Contact Information

INTRODUCTION

The Catholic Schools in The Diocese of Memphis are dedicated to a safe and orderly learning environment. This Emergency Handbook is intended to be a guideline to resolve unexpected or unplanned events that physically or emotionally threaten staff and/or students. The best preparation for an actual emergency, however, is knowledge in advance. Each school must publish a Crisis and Emergency Response Handbook which addresses crisis response for their school. All staff members are expected to review and know the information presented in this Emergency Handbook. All principals are expected to share the school's Crisis and Emergency Response Handbook with appropriate drill and safety information with all teachers and students with whom they work.

Please keep this information in a secure, accessible location. Principals must be sure that the location of the school's Crisis and Emergency Response Handbook is shared with substitute teachers.

RESPONDING TO UNEXPECTED CRISIS

- Have plans to address and manage human needs and the media.
- Maintain a regular school atmosphere as much as possible.
- Return to a regular school atmosphere as soon as possible.
- Control the message given to the public contacting the Diocesan Department of Communication.
- Provide leadership to communicate and implement the plans.

CRISIS PROCEDURES

DURING SCHOOL TIME CRISIS

1. Call 911 if appropriate. The principal convenes an IRT (incident response team) meeting and informs them of the nature of the crisis and the principal will contact the Superintendent.
2. If the crisis involves death, the principal will contact the family to verify the facts and to offer the school's condolences and support.
3. The principal with the help of the IRT prepares a written statement.
4. The assistant principal alerts any medical or emergency services as needed.
5. The principal oversees the distribution of the written statement to the faculty and informs them of when it should be read to the students. (No P.A. announcements)
6. The school counselor or the assistant principal may set up counseling rooms as needed and may contact the ERT.
7. The principal will direct teachers on prep periods to go to classes being taught by substitutes.
8. Teachers will read the prepared statement at the designated time.
9. The IRT should circulate in the building to access student and staff response and to be available in case additional help is needed.
10. The IRT will report back to the meeting area after the statement has been read to report student and staff response.
11. The Superintendent, principal or assistant principal will deal with the media.
12. The principal will give a written statement to the designated secretary. This statement will include only the facts that are to be released to parents and other callers.
13. "Normal routine" will continue until the end of the regular school day.
14. A staff meeting may be scheduled at the end of the school day to assess needs and to communicate any new information.
15. The IRT will reconvene at the end of the school day to assess the situation and plan for the next school day.

DURING NON-SCHOOL TIME CRISIS

16. The principal should be contacted immediately, gather all pertinent information, and verify the facts and the principal will contact the Superintendent
17. If the crisis is death, the principal should contact the family to verify the facts and to offer the school's condolences and support.
18. The principal will then activate the IRT telephone tree.
19. The IRT will meet at school as soon as possible to review crisis procedures and to determine a plan of action and to determine if the ERT (External Response Team) needs to be called in.
20. The IRT will divide up the faculty and staff names and contact them, informing them of a before school meeting on the first day of school after the crisis.
21. Prepare a statement of facts.
22. The school counselor or assistant principal will set up a counseling room, if deemed necessary and will contact the ERT as needed.
23. The principal will give the statement to the faculty to be read to the students during the first class period on the first day of school after the crisis. (No P.A. announcements). The statement should include only the facts and inform students where the counseling room has been established and procedures for its usage.
24. The principal will plan and coordinate any schedule changes deemed necessary and will inform the faculty and staff of such changes.
25. Students will be required to receive a pass from their teacher and should be accompanied by a staff member to the counseling room. Members of the IRT and ERT will meet with the students in the counseling room and assign them to individual or group counseling sessions.
26. The principal will give the designated secretary a written statement with only the facts that are to be released to parents and other callers.
27. The IRT will reconvene at the end of the first school day after the crisis to assess the situation and evaluate student and staff needs.

CRISIS PROCEDURES

GENERAL PROCEDURES FOR DEALING WITH AN EMERGENCY/DISASTER/CRISIS

In the event of an emergency/disaster/crisis, the principal or designee should follow these procedures:

- A. Take immediate and necessary procedures to protect the health and safety of students and staff. Be prepared to move students and faculty to an alternate site if necessary.
- B. Notify the appropriate response agency, such as the police, fire, ambulance Superintendent, etc.
- C. Provide aid to the injured.
- D. Activate the school's Crisis Response Plan (as identified by the Incident Response Team flow chart).
- E. Principal will notify a family member of each injured individual.
- F. All media should be directed to the school Principal and the Catholic Schools Office. No one should be allowed to roam the halls. The Catholic Schools Office Representative will be dispatched to the site to assist with press conferences if necessary. Ask for credentials.
- G. Establish a script for the switchboard operator at the Central Office (Public Information Officer) and for the designated individual at the school who will be answering the phone. If numerous phone calls are anticipated, establish a phone center where all calls are received by individuals who are equipped with scripts.
- H. If students and/or staff are taken to the hospital, request that the hospital not release names to the media until parents or family members have been notified. Student medical information must be sent with the student if off site.
- I. Maintain precise records of affected students and staff (see attached forms)
- J. In the event that the emergency/disaster/crisis eliminates the use of telephone lines, the principal or the principal's designee should monitor TV and/or radio stations for information and instructions.

K. In the event that the school building must be evacuated, student medications which are dispensed through the office should be removed from the building by a designated individual. IRT should be activated at this time.

ON-SITE INTRUDER

In the event of an on-site intruder, the principal or designee, and emergency team should follow these procedures:

A. Take immediate and necessary procedures to protect the health and safety of students and staff. Activate lock down procedures immediately. Be prepared to move students and faculty to an alternate site if necessary.

Lock-down Procedures:

1. Initiate lock-down by securing all students, teachers, facility, and staff.
2. Notify appropriate response agency.
3. If intruder is not in the building, IRT should inspect facility and determine safety of students, teachers, and staff.
4. Once facility is secure, continue with response plan.
5. If intruder is in the building, wait for emergency response agency and follow their instruction.

B. Notify the appropriate response agency, such as the police, fire, ambulance Superintendent, etc.

C. Provide aid to the injured.

D. Activate the school's Crisis Response Plan (as identified by the Incident Response Team flow chart).

E. Principal will notify a family member of each injured individual.

F. All media should be directed to the school Principal and the Catholic Schools Office. No one should be allowed to roam the halls. The Catholic Schools Office Representative will be dispatched to the site to assist with press conferences if necessary. Ask for credentials.

G. Establish a script for the switchboard operator at the Central Office (Public Information Officer) and for the designated individual at the

school who will be answering the phone. If numerous phone calls are anticipated, establish a phone center where all calls are received by individuals who are equipped with scripts.

H. If students and/or staff are taken to the hospital, request that the hospital not release names to the media until parents or family members have been notified. Student medical information must be sent with the student if off site.

I. Maintain precise records of affected students and staff (see attached forms)

J. In the event that the emergency/disaster/crisis eliminates the use of telephone lines, the principal or the principal's designee should monitor TV and/or radio stations for information and instructions.

K. In the event that the school building must be evacuated, student medications which are dispensed through the office should be removed from the building by a designated individual. IRT should be activated at this time.

Internal Response Team at School Site

Each school should have in place an Internal Response Team (IRT) that consists of that group of individuals within the school who have the responsibility of managing the crisis situation. Each member will become involved in training in order to understand his/her specific responsibilities. The Internal Response Team will include the following:

School Principal (Incident Commander)

The school principal is the primary overall manager of the crisis situation. This individual is responsible for activating the Internal Response Team and communicating with the Superintendent and students involved, parents of those students, faculty, office staff, custodial staff, and the media. The principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team. Only the principal/pastor or superintendent should be official spokespersons for the school.

Assistant Principal (if applicable- Liaison Officer)

The assistant principal communicates with the emergency medical services, security personnel, students involved, and parents of those students. The assistant principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team. The assistant principal will ensure the IRT is set up,

manned, and each team or station has the appropriate supplies, assist the counselor or take the counselor's duties in his or her absence.

School Secretaries (Public Information Officer)

The school secretaries communicate with the students involved and the parents of those students. They contact the External Response Team (ERT).

Teacher Representative (s)

Teachers will be appointed to the Internal Response Team (IRT). They will communicate with the students involved and the parents of those students.

School Counselor (if applicable)

The school counselor will establish a counseling room at school or other location. The school counselor will arrange and direct services of other area counselors and the External Response Team. If the school counselor is not available, then these duties will defer to the assistant principal.

School Custodian (Safety Officer)

The school custodian will provide for shut-off of utilities, as needed, according to the nature of the damage to the building and/or as directed by fire/rescue authorities. The head custodian should maintain consistent communication with the principal throughout activities undertaken in the aftermath of a disaster/crisis. In addition, the head custodian will provide support, as directed by the principal, and recommend a plan/procedure for resuming normal school operations.

CRISIS PROCEDURES

NATURAL DEATH OF A STUDENT OR EMPLOYEE IMMEDIATE ACTION

1. Call 911 if the death occurs on campus.
2. Notify the family.
3. Notify the Superintendent.
4. Gather as much factual information as possible about the death.
5. Faculty member should be informed and advised about what to tell students. A script with factual information could be distributed for use by faculty members.
6. Contact Diocesan Communications Director regarding information for the media if the situation warrants.
7. Establish communication with the Mental Health Center.

REFERRALS

1. Alert staff members to refer students to counselors(s) (close friends, classmates, family members) who are having problems coping.
2. Utilize staff of the Mental Health Center to conduct emergency prevention groups.
3. Provide individual counseling and support to students and teachers as needed.
4. Following the death, continue to be alert to the needs of students and faculty.
5. Contact parents/guardians of students experiencing difficulties.

SPECIAL NOTE REGARDING DEATH DUE TO SUICIDE

If the death of a student or employee is the result of suicide, follow these guidelines:

1. DO NOT allow peer counseling.
2. DO NOT have mass meetings or assemblies of students after the suicide.

3. DO NOT have a memorial service or do anything that might glamorize or romanticize suicide.
 4. DO NOT make announcements of the suicide over the intercom.
- Teachers should tell the students of the suicide in their classrooms. A script can be prepared for teachers to use.

SUICIDE THREATS

DO:

1. Contact the family/parent/guardian/ principal.
2. Send another teacher or student to contact the guidance counselor immediately.
3. Remain calm. Stay with the student. Remember the student may be overwhelmed, confused, as well as ambivalent.
4. Get vital information if possible (name, address, home phone number, parent/guardian work number).
5. Clear other students from the scene. Direct them to another classroom or area.
6. Assure the student that he/she has done the right thing by talking to you. Assure the student that help is coming. Tell the student that there are options available.

DO NOT:

1. DO NOT minimize the student's threat. Take it seriously.
2. DO NOT leave the student.
3. DO NOT lose patience with the student. Allow for silence. Give the student time to talk.
4. DO NOT argue with the student about whether suicide is right or wrong.
5. DO NOT promise confidentiality. Tell the student that you are required by state law to report the situation to parent/guardian. Also, tell the student that help is available and that you are going to start the process for getting help

SUGGESTED PROCEDURES IF THERE IS AN INTRUDER OR AN ARMED STUDENT HOLDING A CLASS OR A PERSON(S) HOSTAGE

1. Call 911. Give explicit information about the location of the armed person so that the person does not have a view of law enforcement coming into the building.
2. Activate lockdown procedures.
3. Evacuate surrounding classrooms if possible.
4. Staff should maintain visual contact with the classroom.
5. Contact the Superintendent.
6. The principal interacts with the police upon their arrival.
7. Activate the Internal Response Team at your school.
8. Prepare for the arrival of the media and establish a media command center away from the building.
9. Prepare an area to meet families that is away from the building.

PLANNING FOR STRANDED STUDENTS DUE TO EMERGENCY SCHOOL CLOSINGS

These guidelines are to be implemented when normal or emergency dismissal procedures have been executed and students remain at school who cannot, for whatever reason, leave the school premises with assurance or appropriate care.

The following should be executed by all principals/designees in an effort to facilitate the appropriate disposition of students:

PRE-EVENT PLANNING

1. Notify parents/guardians of your school's plan for students who are stranded at school.
2. Develop telephone procedures to be used at the time of early or unusual dismissal.
3. Establish dismissal procedures which call for the principal, assistant principal(s), and/or designee to remain until all others have departed. Teachers are expected to remain until the principal feels that the circumstances will allow their dismissal.
4. When a parent/guardian picks up a student who has been stranded, the name of the student picked up and the name of the parent/guardian taking the student should be recorded. (see attached form)
5. Maintain media contact to keep abreast of the weather.
6. Contact the Superintendent for any help with the media.
7. Once all students are gone, release remaining personnel and secure the building(s).

GAS LEAKS

If odor is detected in the building and the building is unsafe, the principal/designee will:

1. Evacuate the building.
2. Turn off gas.
3. Call Memphis Light Gas and Water
4. Call 911.
5. Attend to student and faculty safety.
6. Notify the Superintendent who will notify the Supervisor of Maintenance.

SPECIAL NOTE: DO NOT TURN ON LIGHTS OR ELECTRICAL APPLIANCES AND NOTIFY THE OCCUPANTS OF THE BUILDING TO DO LIKEWISE.

FIRE OR EXPLOSION

The principal/designee will:

1. Initiate the regular fire drill procedures immediately.
2. Call 911. State the specific location of the fire or explosion.
3. Attend to student and/or faculty safety. Provide aid to the injured.
4. Notify the Superintendent who will contact IRT members to assist with the emergency and/or the dismissal of students.

FIRE DRILLS

According to school policy, the principal/designee will conduct fire drills as follows:

1. Fire drills shall be held at least once a month.
2. A record of all fire drills shall be kept on the premises and shall be available to the fire inspectors upon request.
3. The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm.
4. Bell signals to signify the exit and reentry of the building during a fire drill should be established.

SPECIAL NOTE: Teachers should take roll books with them during the drills in order to have an accurate account of all students present.

COMMUNICATING WITH THE MEDIA

In any crisis situation, the media will likely contact the school first rather than the Central Administrative Office.

A. PROCEDURES

1. The Superintendent will notify the Director of Development and Public Information, and he/she will arrive at the scene immediately.
2. The Superintendent will designate an official spokesperson for the district, such as the principal, Director of Communications etc.
3. Set up a location for a media center, preferably outside the school building. (follow the IRT plan)
4. Because the district needs the help of the news media to keep the community and parents informed of events as they happen, do not alienate them by being abrupt or saying “No comment.” Rather than “No comment,” you might say “I can’t share that information with you at this time.” Another possibility to keep the media content is to tell them that you will let them know as soon as possible or specify a time for a news conference.

B. IF YOU MUST ANSWER QUESTIONS BEFORE THE DIRECTOR OF DEVELOPMENT AND PUBLIC INFORMATION ARRIVES, REMEMBER

1. Be prepared. Prepare basic facts truthfully, clearly and concisely in writing for your own use when presenting information to the media. Give factual information only, not opinion.
2. Anticipate questions.
3. Before the interview. Stop, check your appearance, reread your notes and take a deep breath.
4. Be in control of the interview. Use short direct answers.
5. Do not identify students and/or staff by names or give out names of the victims until family members have been notified. Facts should include who, what, when, where, why and how. EXAMPLE Two of our students were assaulted by three unknown assailants on the south parking lot about 9:30 a.m. Their condition is unknown at this time. Students were transported to the hospital by ambulance. Parents have been notified. The incident is under investigation by local law enforcement officials. The next information will originate from the law enforcement officials.
6. Stay calm no matter what happens. Remain cool and courteous. You know more about the situation than the media, and you have the home-court advantage.

7. Listen carefully. The reporter is asking questions, be specific and answer that question only.
8. If irrelevant questions are asked. Feel comfortable in responding that the question is not pertinent to the issue and move on to the next question.
9. Do not parrot a reporter's question. Example: "How are you handling this terrible shock?"
10. Don't respond, "We are handling this terrible shock by..."
11. Respond in your own words, "The students are on their regular schedules."
12. If you do not know the answer to a question, say so. Always be honest. However, offer to let the person know as soon as possible. Then do so.

INFORMATION CONTROL

- A. Administrators will restrict all parents and others until police permit movement in or out of the building.
- B. Emergency staff only may enter the building. No parent(s), regardless of how impassioned the plea, may enter the building.
- C. The principal/designee will work with the police and the Director of Development and Public Information to coordinate reports to parents and to the media.

NOTE: NO ONE OTHER THAN POLICE AND EMERGENCY STAFF MAY ENTER THE BUILDING REGARDLESS OF HOW IMPASSIONED THE PLEA.

MEDIA GUIDELINES

Spokesperson:

Alternate:

Staff and Students

Staff should not be interviewed regarding an emergency/crisis unless designated to do so by the principal. Students should not be interviewed without signed parent permission unless they are 18 years of age.

Access to School Property

School property is not public property. Members of the media need the permission of the principal to be on school grounds during the regular school day. If a problem develops, steps should be taken to remove the media.

Public Information

On request, a student's enrollment (date of enrollment and date of withdrawal or graduation) may be verified. Lists of students' names with or without personal identifying information will not be made available. Requests regarding information about school personnel should be directed to the principal.

First Reports

- The superintendent should be notified immediately.
- In all cases, parents should be notified of the event or situation before any information is verified and/or released. If police officers have made a report, the media should be directed to check the police report.

Liability

Under no circumstances should any school personnel comment on the cause of the emergency or crisis situation or state who is to blame.

Other Guidelines

- Report facts only (no assumptions, no rumors)
- Respond only to questions asked

- Give factual information about what the school is doing to help resolve the situation (e.g. calling in community support, bringing in other school personnel, holding a student assembly)

- *Media should not be allowed into a student assembly or individual or small group counseling sessions*

- *Photographs of students or staff may not be provided to the media*

- Reporters know that their presence in the classroom is not allowed without permission. This standard applies to emergency situations as well as routine ones.

INCIDENT RESPONSE JOB DESCRIPTIONS

COMMAND SECTION: INCIDENT COMMANDER

RESPONSIBILITIES:

The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations.

Ensure the safety of students, staff, and others on campus. Lead by example: your behavior sets tone for staff and students.

START-UP ACTIONS

- Obtain your personal safety equipment (i.e., hard hat, vest, clipboard with job description sheet).
- Assess the type and scope of emergency.
- Determine the threat to human life and structures.
- Implement the emergency plan and hazard-specific procedures.
- Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives.
- Activate functions and assign positions as needed.
- Fill in the Incident Assignments form.
- Appoint a backup or alternate Incident Commander (as described in the emergency plan).

COMMAND SECTION: INCIDENT COMMANDER (CONTINUED)

ONGOING OPERATIONAL DUTIES:

- Continue to monitor and assess the total school situation:
 - ◆ View the site map periodically for search and rescue progress and damage assessment information.
 - ◆ Check with chiefs for periodic updates.
 - ◆ Reassign personnel as needed.
- Report (through Communications) to the school district on the status of students, staff, and facility, as needed (Site Status Report).
- Develop and communicate revised incident action plans as needed.
- Begin student release when appropriate.
- ☞ NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the superintendent, except at the request of parent/guardian.
- Authorize the release of information.
- Utilize your backup; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post.
- Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- Release teachers as appropriate and per district guidelines. (By law, during a disaster, teachers become disaster workers.)
- Remain on and in charge of your campus until redirected or released by the superintendent.

COMMAND SECTION: INCIDENT COMMANDER (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ Authorize deactivation of sections, branches, or units when they are no longer required.▪ At the direction of the Superintendent, deactivate the entire emergency response. If the fire department or other outside agency calls an "all clear," contact the district before taking any further action.▪ Ensure that any open actions not yet completed will be taken care of after deactivation.▪ Ensure the return of all equipment and reusable supplies to Logistics.▪ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.▪ Announce the termination of the emergency and proceed with recovery operations if necessary.
COMMAND POST EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Campus map▪ Master keys▪ Staff and student rosters▪ Disaster response forms▪ Emergency plan▪ Duplicate rosters (two sets)▪ Tables and chairs (if Command Post is outdoors)▪ Vests (if available)▪ Job description clipboards▪ Command Post tray (pens, etc.)▪ School district radio▪ Campus two-way radios▪ AM/FM radio (battery)▪ Bullhorn

COMMAND SECTION: SAFETY OFFICER

RESPONSIBILITIES:	The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Obtain necessary equipment and supplies from Logistics.▪ Put on a position identifier, such as a vest, if available.▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:<ul style="list-style-type: none">◆ Messages received.◆ Action taken.◆ Decision justification and documentation.◆ Requests filled.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Monitor drills, exercises, and emergency response activities for safety.▪ Identify and mitigate safety hazards and situations.▪ Stop or modify all unsafe operations.▪ Ensure that responders use appropriate safety equipment.▪ Think ahead and anticipate situations and problems before they occur.▪ Anticipate situation changes, such as cascading events, in all planning.▪ Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.
CLOSING DOWN:	<ul style="list-style-type: none">▪ When authorized by the Incident Commander, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.▪ Return equipment and reusable supplies to Logistics.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Vest or position identifier, if available▪ Hard hat, if available▪ Clipboard, paper, pens▪ Two-way radio, if available

COMMAND SECTION: SAFETY OFFICER

RESPONSIBILITIES:	The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Obtain necessary equipment and supplies from Logistics.▪ Put on a position identifier, such as a vest, if available.▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:<ul style="list-style-type: none">◆ Messages received.◆ Action taken.◆ Decision justification and documentation.◆ Requests filled.
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CLOSING DOWN:	<ul style="list-style-type: none">▪ When authorized by the Incident Commander, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.▪ Return equipment and reusable supplies to Logistics.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Vest or position identifier, if available▪ Hard hat, if available▪ Clipboard, paper, pens▪ Two-way radio, if available

COMMAND SECTION: PUBLIC INFORMATION OFFICER (PIO)

PERSONNEL:	Available staff with assistance from available volunteers
POLICY:	<p>The public has the right and need to know important information related to an emergency/disaster at the school site <i>as soon as it is available</i>.</p> <p>The PIO acts as the official spokesperson for the school site in an emergency situation. If a school district PIO is available, he/she will be the official spokesperson. A school site-based PIO should be used only if the media is on campus and the district PIO is not available.</p> <p>News media can play a key role in assisting the school in getting emergency/ disaster-related information to the public (parents).</p> <p>Information released must be consistent, accurate, and timely.</p>
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Determine a possible "news center" site as a media reception area (located away from the Command Post and students). Get approval from the Incident Commander.▪ Identify yourself as the PIO (by vest, visor, sign, etc.)▪ Consult with the district PIO to coordinate information release.▪ Assess the situation and obtain a statement from the Incident Commander. Tape record it if possible.▪ Advise arriving media that the site is preparing a press release and the approximate time of its issue.▪ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

COMMAND SECTION: PUBLIC INFORMATION OFFICER (PIO) (CONTINUED)

OPERATIONAL DUTIES:

- Keep up to date on the situation.
- Statements must be approved by the Incident Commander and should reflect:
 - ◆ Reassurance (EGBOK— “Everything’s going to be OK.”)
 - ◆ Incident or disaster cause and time of origin.
 - ◆ Size and scope of the incident.
 - ◆ Current situation—condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
 - ◆ Resources in use.
 - ◆ Best routes to the school, if known and if appropriate.
 - ◆ Any information the school wishes to be released to the public.
- **Read** statements if possible.
- When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid using the phrase “no comment.”
- Remind school staff and volunteers to refer *all* questions from the media or waiting parents to the PIO.
- Update information periodically with the Incident Commander.
- Ensure that announcements and other information are translated into other languages as needed.
- Monitor news broadcasts about the incident. Correct any misinformation heard.

CLOSING DOWN:

- At the Incident Commander’s direction, release PIO staff when they are no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

SECTION: COMMAND PUBLIC INFORMATION OFFICER (PIO) (CONTINUED)

EQUIPMENT/ SUPPLIES:

- Public information kit consists of:
 - ◆ ID vest
 - ◆ Battery-operated AM/FM radio
 - ◆ Paper/pencils/marketing pens
 - ◆ Scotch tape/masking tape
 - ◆ Scissors
 - ◆ School site map(s) and area maps
 - 8-1/2 x 11 handouts
 - Laminated poster board size for display
- Forms:
 - ◆ Disaster Public Information Release Work Sheet
 - ◆ Sample Public Information Release
 - ◆ School Profile or School Accountability Report Card (SARC)

COMMAND SECTION: LIAISON OFFICER

RESPONSIBILITIES:	The Liaison Officer serves as the point of contact for agency representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Determine your personal operating location and set it up as necessary.▪ Obtain the necessary equipment and supplies from Logistics.▪ Put on a position identifier, such as a vest, if available.▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Brief agency representatives on the current situation, priorities, and incident action plan.▪ Ensure coordination of efforts by keeping the Incident Commander informed of agencies' action plans.▪ Provide periodic update briefings to agency representatives as necessary.
CLOSING DOWN:	<ul style="list-style-type: none">▪ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.▪ Return equipment and reusable supplies to Logistics.▪ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Vest or position identifier, if available▪ Two-way radio, if available▪ Clipboard, paper, pens

OPERATIONS SECTION: OPERATIONS SECTION CHIEF

RESPONSIBILITIES:	<p>The Operations Chief manages the direct response to the disaster, which can include:</p> <ul style="list-style-type: none">▪ Site Facility Check/Security▪ Search and Rescue▪ Medical▪ Student Care▪ Student Release
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Obtain necessary equipment and supplies from Logistics.▪ Put on a position identifier, such as a vest, if available.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Assume the duties of all operations positions until staff are available and assigned.▪ As staff members are assigned, brief them on the situation, and supervise their activities, using the position checklists.▪ If additional supplies or staff are needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.▪ Coordinate search and rescue operations if it is safe to do so. Appoint an S&R Team Leader to direct operations, if necessary.▪ As information is received from operations staff, pass it on to situation analysis and/or the Incident Commander.▪ Inform the Planning Section Chief of operations tasks and priorities.▪ Make sure that operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.▪ Schedule breaks and reassign staff within the section as needed.

OPERATIONS SECTION: OPERATIONS SECTION CHIEF (CONTINUED)

CLOSING DOWN:

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**EQUIPMENT/
SUPPLIES:**

- Vest or position identifier, if available
- S&R equipment
- Two-way radio
- Job description clipboard, paper, pens
- Maps:
 - ◆ Search and rescue maps
 - ◆ Large campus map

OPERATIONS SECTION: SITE FACILITY CHECK/SECURITY

PERSONNEL:	Staff as assigned. Work in pairs.
RESPONSIBILITIES:	Take no action that will endanger yourself.
START UP ACTIONS:	<ul style="list-style-type: none">▪ Wear hard hat and orange identification vest, if available.▪ Take appropriate tools, job description clipboard, and radio.▪ Put batteries in flashlight if necessary.
OPERATIONAL DUTIES:	<p>As you complete the following tasks, observe the campus and report any damage by radio to the Command Post.</p> <p>Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</p> <ul style="list-style-type: none">▪ Lock gates and major external doors.▪ Locate, control and extinguish small fires as necessary.▪ Check gas meter and, <i>if gas is leaking</i>, shut down the gas supply.▪ Shut down electricity only if building has clear structural damage or advised to do so by Command Post.▪ Post yellow caution tape around damaged or hazardous areas.▪ Verify that the campus is "locked down" and report the same to the Command Post.▪ Advise the Command Post of all actions taken for information and proper logging.▪ Be sure that the entire campus has been checked for safety hazards and damage.▪ No damage should be repaired before full documentation, such as photographs and video evidence, is complete unless the repairs are essential to immediate life-safety.▪ Route fire, rescue, and police, as appropriate.▪ Direct all requests for information to the Public Information Officer.
CLOSING DOWN:	<ul style="list-style-type: none">▪ Return equipment and reusable supplies to Logistics.▪ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Operations Section: Site Facility Security (continued)

EQUIPMENT/ SUPPLIES:

- Vest, hard hat, work gloves, and whistle.
- Campus two-way radio, master keys, and a clipboard with job description.
- Bucket or duffel bag with goggles, flashlight, dust mask, yellow caution tape, and shut-off tools – for water and gas (crescent wrench)

OPERATIONS SECTION: SEARCH AND RESCUE TEAM LEADER

SAFETY RULES:

Use the buddy system: Assign a minimum of 2 persons to each team.

Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and safety procedures.

START-UP ACTIONS:

- Obtain all necessary equipment from container. (See list below.)
- Obtain a briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.
- Assign teams based on available manpower, minimum 2 persons per team.

OPERATIONAL DUTIES:

- Perform a visual and radio check of the outfitted team leaving the Command Post. Teams must wear sturdy shoes and safety equipment.
- Record names and assignments before deploying teams.
- Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- Remain at the Command Post in radio contact with S&R Teams.
- Record all teams' progress and reports on the site map, keeping others at the Command Post informed of problems. When a room is reported clear, mark a "C" on the map.
- If injured students are located, consult the Operations Section Chief for response. Utilize Transport teams, or send a First Aid Team.
- Record the exact location of damage and a triage tally (I=immediate, D=delayed, DEAD=dead) on the map.
- Keep radio communication brief and simple. No codes.
- **Remember:** if you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

CLOSING DOWN:

- Record the return of each S&R team. Direct them to return equipment and report to Logistics for additional assignment.
- Provide maps and logs to the Documentation Unit.

OPERATIONS SECTION: SEARCH AND RESCUE TEAM LEADER (CONTINUED)

EQUIPMENT/ SUPPLIES:

- Vest, hard hat, work and latex gloves, and whistle with master keys on lanyard. One team member should wear a first aid backpack.
- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag containing goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

OPERATIONS SECTION: SEARCH AND RESCUE TEAMS

SAFETY:	<p>Use the buddy system: Ensure tat each team has been assigned a minimum of 2 persons.</p> <p>Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and safety procedures.</p>
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Obtain all necessary equipment from the container. (See list below.) You must wear sturdy shoes and long sleeves. Put batteries in the flashlight.▪ Check in at the Command Post for assignment.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Report gas leaks, fires, or structural damage to the Command Post immediately upon discovery. Shut off gas or extinguish fires if possible.▪ Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings. If you are in doubt about your safety, DO NOT ENTER!▪ If the building is safe to enter, search the assigned area (following the map) using an orderly pattern. Check all rooms. Use chalk or grease pencil to mark a slash on the door when entering a room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, complete the slash to form an "X" on the door. Report by radio to the Command Post that the room has been cleared (e.g. "Room A-123 is clear.").☞ Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.▪ When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use names of students or staff. Follow directions from the Command Post.▪ Record the exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) on the map and report the information to the Command Post.▪ Keep radio communication brief and simple. Do not use codes.

OPERATIONS SECTION: SEARCH AND RESCUE TEAMS

CLOSING DOWN:

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

EQUIPMENT/ SUPPLIES:

- Vest, hard hat, work and latex gloves, and whistle with master keys on a neck lanyard. One member of the team should wear a first aid backpack.
- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag containing goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

OPERATIONS SECTION: MEDICAL TEAM LEADER

RESPONSIBILITIES:

The Medical Team Leader is responsible for providing emergency medical response, first aid, and counseling. He or she informs the Operations Chief or Incident Commander when the situation requires health or medical services that staff cannot provide and ensures that appropriate actions are taken in the event of deaths.

START-UP ACTIONS:

- Establish scope of disaster with the Incident Commander and determine probability of outside emergency medical support and transport needs.
- Make personnel assignments. If possible, assign a minimum of two people to triage, two to immediate treatment, two to delayed treatment, and two to psychological treatment.
- Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from students and parents, with access to emergency vehicles. Obtain equipment and supplies from the storage area.
- Assess available inventory of supplies and equipment.
- Review safety procedures and assignments with personnel.
- Establish a point of entry ("triage") into the treatment area.
- Establish "immediate" and "delayed" treatment areas.
- Set up a separate psychological first aid area if staff levels are sufficient.

OPERATIONS SECTION: MEDICAL TEAM LEADER

OPERATIONAL DUTIES:

- Oversee the assessment, care, and treatment of patients.
- Ensure caregiver and rescuer safety: Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel to respond to injuries in remote locations or request a Transport Team from Logistics.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to the Operations Section Chief.
- Keep the Operations Section Chief informed of the overall status.
- Set up a morgue, if necessary, in a cool, isolated, secure area; follow the guidelines established in the plan.
- Stay alert for communicable diseases and isolate appropriately.
- Consult with the Student Care Director regarding health care, medications, and meals for students with known medical conditions (e.g., diabetes, asthma, etc.).

OPERATIONS SECTION: MEDICAL TEAM LEADER (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ At the Incident Commander's direction, release medical staff who are no longer needed. Direct staff members to sign out through Timekeeping.▪ Return equipment and reusable supplies to Logistics.▪ When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to the Documentation Unit.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ First aid supplies. (See the list on the following page.)▪ Job description clipboards▪ Stretchers▪ Vests, if available▪ Tables and chairs▪ Staff and student medication from the Health Office▪ Forms:<ul style="list-style-type: none">◆ Notice of First Aid Care◆ Medical Treatment Victim Log▪ Masking tape▪ Marking pens▪ Blankets▪ Quick reference medical guides▪ Ground cover/tarps

OPERATIONS SECTION: MEDICAL TEAM LEADER (CONTINUED)

Recommended First Aid Supplies:

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandaging: 1 per student
- Ace wrap: 2-inch: 12 per campus
4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each of sm, med, lg.
- Steri-strips or butterfly bandages: 50 per campus
- Aqua-Blox (water) cases (for flushing wounds, etc.): $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Neosporin: 144 squeeze packs per campus
- Hydrogen peroxide: 10 pints per campus
- Bleach: 1 small bottle
- Plastic basket or wire basket stretchers or backboards: 1.5 per 100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls/campus
2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First Aid Books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves: 4 pair

OPERATIONS SECTION: MEDICAL TEAM

PERSONNEL:	First-aid trained staff and volunteers
RESPONSIBILITIES:	Use approved safety equipment and techniques.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Obtain and wear personal safety equipment including latex gloves.▪ Check with the Medical Team Leader for assignment.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Administer appropriate first aid.▪ Keep accurate records of care given.▪ Continue to assess victims at regular intervals.▪ Report deaths immediately to the Medical Team Leader.▪ If and when transportation is available, do a final assessment and document on the triage tag. Keep and file records for reference—do not send any records with the victim.▪ A student's emergency card must accompany each student removed from campus to receive advanced medical attention. Send an emergency out-of-area phone number, if available.

Triage Entry Area:

The triage area should be staffed with a minimum of two trained team members, if possible.

- One member confirms the triage tag category (red, yellow, green) and directs to the proper treatment area. Should take 30 seconds to assess—no treatment takes place here. Assess if not tagged.
- Second team member logs victims' names on form and sends the forms to the Command Post as completed.

OPERATIONS SECTION: MEDICAL TEAM (CONTINUED)

<p>CLOSING DOWN:</p>	<p>Treatment Areas (“Immediate and Delayed”)</p> <p>Treatment areas should be staffed with a minimum of two team members per area, if possible.</p> <ul style="list-style-type: none"> ▪ One member completes secondary head-to-toe assessment. ▪ Second member records information on the triage tag and on-site treatment records. ▪ Follow categories: Immediate, Delayed, Dead <p>☞ When using the two-way radio, do not use the names of the injured or dead.</p> <ul style="list-style-type: none"> ▪ Return equipment and unused supplies to Logistics. ▪ Clean up first aid area. Dispose of hazardous waste safely. ▪ Complete all paperwork and turn it in to the Documentation Unit.
<p>EQUIPMENT/ SUPPLIES:</p>	<ul style="list-style-type: none"> ▪ First-aid supplies (See the list on the following page.) ▪ Job description clipboards ▪ Stretchers ▪ Vests, if available ▪ Tables and chairs ▪ Staff and student medication from health office ▪ Forms: <ul style="list-style-type: none"> ◆ Notice of First Aid Care ◆ Medical Treatment Victim Log ▪ Marking pens ▪ Blankets ▪ Quick reference medical guides ▪ Ground cover/tarps

OPERATIONS SECTION: STUDENT CARE

PERSONNEL:	Classroom teachers, substitute teachers, and staff as assigned.
RESPONSIBILITIES:	Ensure the care and safety of all students on campus except those who are in the medical treatment area.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Wear an identification vest, if available.▪ Take a job description clipboard and radio.▪ Check in with the Operations Section Chief for a situation briefing.▪ Make personnel assignments as needed.▪ If evacuating:<ul style="list-style-type: none">◆ Verify that the assembly area and routes to it are safe.◆ Count or observe the classrooms as they exit, to make sure that all classes evacuate.◆ Initiate the set-up of portable toilet facilities and hand-washing stations.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Monitor the safety and well-being of the students and staff in the assembly area.▪ Administer minor first aid as needed.▪ Support the Student Release process by releasing students with the appropriate paperwork.▪ When necessary, provide water and food to students and staff.▪ Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.▪ Make arrangements to provide shelter for students and staff.▪ Arrange activities and keep students reassured.▪ Update records of the number of students and staff in the assembly area (or in the buildings).▪ Direct all requests for information to the PIO.

OPERATIONS SECTION: STUDENT CARE (CONTINUED)

CLOSING DOWN:

- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

EQUIPMENT/ SUPPLIES:

- Vest
- Clipboard with job description
- Ground cover, tarps
- First aid kit
- Student activities: books, games, coloring books, etc.
- Forms:
 - ◆ Student Accounting
 - ◆ Notice of First Aid Care
- Campus two-way radio
- Water, food, sanitation supplies

OPERATIONS SECTION: STUDENT RELEASE (CONTINUED)

PROCEDURES:

- The requesting adult fills out a Student Release Form, gives it to a staff member, and shows identification.
 - The staff member verifies the identification, pulls the Emergency Card from the file, and verifies that the requester is listed on the card.
 - The staff member instructs the requester to proceed to the Release Gate.
 - If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, a runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.
 - The runner takes the form(s) to the designated classroom.
- ☞ **Note:** If a parent refuses to wait in line, don't argue. Note the time with appropriate comments on the Emergency Card and place it in the out box.

If the student is with the class:

- Runner shows the Student Release Form to the teacher.
- The teacher marks the box, "*Sent with Runner.*"
- If appropriate, the teacher sends the parent copy of the First Aid Form with the runner.
- The runner walks the student(s) to the Release Gate.
- The runner hands the paperwork to release personnel.
- Release staff match the student to the requester, verify proof of identification, ask the requester to fill out and sign the lower portion of Student Release Form, and release the student. Parents are given the Notice of First Aid Care Given, if applicable.

OPERATIONS SECTION: STUDENT RELEASE (CONTINUED)

CLOSING DOWN:	<p><u>If the student is not with the class:</u></p> <ul style="list-style-type: none"> ▪ The teacher makes the appropriate notation on the Student Release Form: <ul style="list-style-type: none"> ◆ "Absent" if the student was never in school that day. ◆ "First Aid" if the student is in the Medical Treatment area. ◆ "Missing" if the student was in school but now cannot be located. ▪ The runner takes Student Release Form to the Command Post. ▪ The Command Post verifies the student's location if known and directs the runner accordingly. ▪ If the runner is retrieving multiple students and one or more are missing, the runner walks the available students to the Release Gate before returning "Missing" forms to the Command Post for verification. ▪ The parent should be notified of the missing student's status and escorted to a crisis counselor. ▪ If the student is in First Aid, the parent should be escorted to the Medical Treatment Area. ▪ If the student was marked absent, the parent will be notified by a staff member.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ At the direction of the Operations Section Chief, return equipment and unused supplies to Logistics. ▪ Complete all paperwork and turn it in to the Documentation Unit. <hr/> <ul style="list-style-type: none"> ▪ Job description clipboards ▪ Pens, stapler ▪ Box(es) of Emergency Cards ▪ Signs to mark Request Gate and Release Gate ▪ Signs for alphabetical grouping to organize the parents (A-F, etc.) ▪ Empty file boxes to use as out boxes ▪ Student Release Form (copies for every student)

INCIDENT RESPONSE JOB DESCRIPTIONS

PLANNING SECTION: PLANNING SECTION CHIEF

RESPONSIBILITIES:	This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Check in with the Incident Commander for a situation briefing. ▪ Obtain necessary equipment and supplies from Logistics. ▪ Put on a position identifier, such as a vest, if available.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Assume the duties of all Planning Section positions until staff is available and assigned. ▪ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists. ▪ Assist the Incident Commander in writing action plans.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ At the Incident Commander's direction, deactivate the section and close out all logs. ▪ Verify that the closing tasks of all Planning Section positions have been accomplished. ▪ Return equipment and reusable supplies to Logistics.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ Two-way radio ▪ File box(es) ▪ Dry-erase pens ▪ Large site map of campus, laminated or covered with Plexiglas ▪ Forms: <ul style="list-style-type: none"> ◆ Emergency Time/Situation Report ◆ Sample Log ◆ Student Accounting Form ▪ Paper, pens ▪ Job description clipboard ▪ Tissues

PLANNING SECTION: DOCUMENTATION

RESPONSIBILITIES:

This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

START-UP ACTIONS:

- Check in with the Planning Section Chief for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.
- Determine whether there will be a Finance/Administration Section. If there is none, **the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel timekeeping records.**

OPERATIONAL DUTIES:

Records:

- Maintain a time log of the incident, noting all actions and reports. (See the sample log in Appendix G.)
 - Record content of all radio communication with the district Emergency Operations Center (EOC).
 - Record verbal communication for basic content.
 - Log in all written reports.
 - File all reports for reference (file box).
- ☞ **Important:** A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—they are legal documents.

Student and Staff Accounting:

- Receive, record, and analyze Student Accounting forms.
- Check off staff roster. Compute the number of students, staff, and others on campus for Situation Analysis. Update periodically.
- Report missing persons and site damage to the Command Post.
- Report first aid needs to the Medical Team Leader.
- File forms for reference.

PLANNING SECTION: DOCUMENTATION (CONTINUED)

CLOSING DOWN:

- Collect and file all paperwork and documentation from deactivating sections.
- Securely package and store these documents for future use.
- Return equipment and reusable supplies to Logistics.

EQUIPMENT/ SUPPLIES:

- Two-way radio
- File box(es)
- Forms:
 - ◆ Emergency Time/Situation Report
 - ◆ Student Accounting Form
 - ◆ Sample Log
- Paper, pens
- Job description clipboard

PLANNING SECTION: SITUATION ANALYSIS

RESPONSIBILITIES:	This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with Planning Section Chief for a situation briefing.▪ Obtain necessary equipment and supplies from Logistics.▪ Put on a position identifier, such as a vest, if available.
OPERATIONAL DUTIES:	<p>Situation Status (Map):</p> <ul style="list-style-type: none">▪ Collect, organize and analyze situation information.▪ Mark the site map appropriately as related reports are received, including but not limited to S&R reports and damage updates, giving a concise picture of the status of the campus.▪ Preserve the map as a legal document until it is photographed.▪ Use an area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.) <p>Situation Analysis:</p> <ul style="list-style-type: none">▪ Provide current situation assessments based on analysis of information received.▪ Develop situation reports for the Command Post to support the action planning process.▪ Think ahead and anticipate situations and problems before they occur.▪ Report only to Command Post personnel. Refer all other requests to the PIO.
CLOSING DOWN:	<ul style="list-style-type: none">▪ Close out all logs and turn all documents in to Documentation.▪ Return equipment and reusable supplies to Logistics.

PLANNING SECTION: SITUATION ANALYSIS (CONTINUED)

EQUIPMENT/ SUPPLIES:

- Two-way radio
- Paper, pens, dry-erase pens, tissues
- Job description clipboards
- Large site map of campus, laminated or covered with Plexiglas
- File box(es)
- Map of county or local area

LOGISTICS SECTION: LOGISTICS SECTION CHIEF

RESPONSIBILITIES:	The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Check in with the Incident Commander for a situation briefing. ▪ Open the supplies container or other storage facility. ▪ Put on position identifier, such as a vest, if available. ▪ Begin distribution of supplies and equipment as needed. ▪ Ensure that the Command Post and other facilities are set up as needed.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Assume the duties of all Logistics positions until staff is available and assigned. ▪ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists. ▪ Coordinate supplies, equipment, and personnel needs with the Incident Commander. ▪ Maintain security of the cargo container, supplies and equipment.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ At the Incident Commander's direction, deactivate the section and close out all logs. ▪ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ Two-way radio ▪ Job description clipboard ▪ Paper, pens ▪ Cargo container or other storage facility and all emergency supplies stored on campus ▪ Clipboards with volunteer sign-in sheets ▪ Forms: <ul style="list-style-type: none"> ◆ Inventory of emergency supplies on campus ◆ Site Status Report ◆ Communications Log ◆ Message forms

LOGISTICS SECTION: SUPPLIES/FACILITIES

RESPONSIBILITIES:	This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Logistics Section Chief for a situation briefing.▪ Open the supplies container or other storage facility if necessary.▪ Put on a position identifier, such as a vest, if available.▪ Begin distribution of supplies and equipment as needed.▪ Set up the Command Post.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Maintain security of the cargo container, supplies and equipment.▪ Distribute supplies and equipment as needed.▪ Assist team members in locating appropriate supplies and equipment.▪ Set up the Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.
CLOSING DOWN:	<ul style="list-style-type: none">▪ At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.▪ Secure all equipment and supplies.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Two-way radio▪ Job description clipboard▪ Paper, pens▪ Cargo container or other storage facility and all emergency supplies stored on campus▪ Form: Inventory of emergency supplies on campus

LOGISTICS SECTION: COMMUNICATIONS

RESPONSIBILITIES:	This unit is responsible for establishing, coordinating, and directing verbal and written communications within the school disaster site and with the school district. If the school district cannot be contacted, communications may be made with outside agencies when necessary.
PERSONNEL:	<ul style="list-style-type: none">▪ A school staff member with a campus two-way radio, supported by student or disaster volunteer runners, and▪ A disaster volunteer who is a qualified amateur radio operator.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Set up the Communications station in a quiet location with access to the Command Post.▪ Turn on radios and advise the Command Post when ready to accept traffic.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Communicate with the district EOC per district procedure. At the direction of the Incident Commander, report the status of students, staff, and campus, using the Site Status Report form.▪ Receive and write down all communications from the district EOC.▪ Use runners to deliver messages to the Incident Commander with copies to the Planning Section Chief.▪ Maintain the Communications Log: date/time/originator/recipient▪ Follow communications protocol. Do not contact the city directly if the district EOC is available.▪ Direct the media or the public to the PIO.▪ Monitor AM/FM radio for local emergency news: [specify station(s) and frequency].
CLOSING DOWN:	<ul style="list-style-type: none">▪ Close out all logs, message forms, etc. and turn them over to Documentation.▪ Return all equipment and unused supplies to Logistics.

LOGISTICS SECTION: COMMUNICATIONS (CONTINUED)

EQUIPMENT/ SUPPLIES:

- Two-way radios with spare batteries for each
- Job description clipboard
- Paper, pens
- Table and chairs
- AM/FM radio
- File boxes, tote tray for outgoing messages
- Forms:
 - ◆ Site Status Report
 - ◆ Message forms

Emergency Documentation

SUGGESTED SPECIFICATIONS FOR WATER STORAGE CONTAINERS

This checklist includes specifications for water storage containers. Use the checklist as a guide to planning the type and numbers of storage containers needed at your school.

☞ Quantity Considerations:

- ☐ Number of students and staff requiring water. (Allow 1-2 gallons per person per day for drinking and 1-2 gallons per person per day for sanitation needs.)
- ☐ Uses (i.e., drinking only, cooking and drinking, or drinking, cooking, and sanitation).
- ☐ Length of time predicted to release all students and staff.

☞ Container Size Considerations:

- ☐ Stacking.
- ☐ Storage space.
- ☐ Transport requirements.

☞ Tips!

1. Consider having the local water authority perform random checks of the drinking water to ensure potability.
2. If containers must be stacked, consider improving stability by placing a masonite or plywood sheet between each layer of containers.
3. If toppling is a potential problem (such as in an area that is high-risk for earthquakes), consider restraining the containers with 2 x 8 boards, held in place with removable wingnuts.

RECOMMENDED EMERGENCY SUPPLIES

First Aid:

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandaging: 1 per student
- Ace wrap: 2-inch: 12 per campus
4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each of sm, med, lg.
- Steri-strips or butterfly bandages: 50 per campus
- Aqua-Blox (water) cases (for flushing wounds, etc.): $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Neosporin: 144 squeeze packs per campus
- Hydrogen peroxide: 10 pints per campus
- Bleach, 1 small bottle
- Plastic basket or wire basket stretchers or backboards: 1.5 per 100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls per campus
2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First aid books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves, 4 pairs

Sanitation Supplies:

- 1 toilet kit per 100 students/staff, to include: 1 portable toilet, privacy shelter, 20 rolls toilet paper, 300 wet wipes, 300 plastic bags with ties, 10 large plastic trash bags. (Note: Toilet kits will not be necessary for most emergencies. Consult your hazard and risk analyses when determining need.)
- Soap and water, in addition to the wet wipes, is strongly advised.

RECOMMENDED EMERGENCY SUPPLIES (CONTINUED)

Search and Rescue Equipment:

Adjust the number of S&R teams according to the size and complexity of the campus. Teams must consist of a minimum of two persons.

Protective gear per team member:

- Hard hat, OSHA approved
- Identification vest
- Gloves, leather work and latex
- Goggles, safety
- Dust mask
- Flashlight, extra batteries (Attach flashlight to hard hat)
- Duffle or tote bag to carry equipment

Gear per S&R team:

- Back pack with first aid supplies
- Master keys

Tools, per campus:

- | | |
|--|---|
| <ul style="list-style-type: none">▪ 2 pry bars 5'-6'▪ Pick ax, 6 lb.▪ Sledge hammer, 10 lb.▪ Square shovel▪ Round shovel▪ Utility shut off wrench, 1 per utility▪ 3 rolls barrier tape 3" x 1000"▪ Broom, street grade▪ Pliers, adjustable, 10"▪ Pliers, lineman, 8"▪ Pry bar, 24"▪ Hacksaw, mini folding▪ Bolt cutters, 18"▪ Hammer, 3 lb.▪ Tape, duct▪ Plastic bags - 6 | <ul style="list-style-type: none">▪ Folding shovel▪ Angle head flashlight▪ Screwdriver, 6"▪ Screwdriver, Phillips, 4"▪ Utility knife▪ Container to hold tools▪ Cribbing (if trained):<ul style="list-style-type: none">➤ 18 - 2"x4"s➤ 15 - 4"x4"s➤ 6 wedges |
|--|---|

RECOMMENDED EMERGENCY SUPPLIES (CONTINUED)

Other Supplies:

- 3' x 6' folding tables, 3-4
- Chairs, 12-16
- Identification vests, preferably color coded per school plan
- Clipboards with job descriptions
- Extra clipboards
- Office supplies: pens, paper, etc.
- Signs for Student Request and Release
- Alphabetical dividers for Request Gate
- Copies of all necessary forms
- Cable to connect car battery for emergency power

Food:

The bulk of stored food should be nonperishable and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions. One method used by schools is to purchase food at the beginning of the school year and donate it to charity at the end of the year. A supply of granola bars, power bars, or similar food which is easy to distribute, may be helpful. Some schools store hard candy, primarily for its comfort value. The recommended amount is 3 days' supply for each student and staff member.

RECOMMENDED EMERGENCY SUPPLIES (CONTINUED)

Storage:

All storage containers for supplies must be organized, bug-free, water tight, secure from vandals, and, if possible, kept cool. Ventilators on the roofs of storage containers allow vandals access. Some schools have purchased used refrigerated cargo containers or sprayed insulation inside the container. Containers should be located on a paved, level surface, away from hazards, preferably in a shaded area. It is highly recommended that shelves be installed to hold and organize the supplies. Secure all containers to prevent damage during ground shaking. Local fire departments should have keys to the storage container for access to supplies in the event of any local emergency with an agreement to replace the supplies within 72 hours.

Shelter in Place Kit per room:

- Duct tape, 2 rolls
- Scissors
- Towels
- Water in containers
- Toilet supplies
- Portable radio, batteries
- Flashlight

**Insert your
Site Emergency Supplies
Inventory Here**

Supply List for Individual School Emergency Plan (to be used for bulk purchases)

5-7 Large plastic boxes for site stations (determined by the school)

Master keys for each essential person on campus

5-7 vests (determined by the school – key personnel)

7-12 Hard hats (as determined by the school)

2-way radios (one per person on staff plus key personnel)

Emergency Weather Radio (extra batteries)

AM/FM Radio (extra batteries)

Batteries – flashlights, radios, radios, etc.

Flashlights (one per person plus key personnel)

Extra light bulbs for flashlights
 Pens / pencils – 5-10 per box plus key personnel and emergency bags
 Paper – pads for key personnel, 3 per box
 Masking tape (2 per box)
 Duck Tape (3 per box)
 Scissors – 3 per box plus emergency bags
 First Aid Kits (one per emergency bags, one per box, one large for first aid station – see list in emergency section of book)
 3 - Laminated charts (headquarters, communication / check out, and student care)
 Student Roster (be sure it is current – emergency bags, key personnel, and each box)
 Release forms (boxes, Key personnel, extras in headquarters, communication, student care, safety)
 Communication forms (boxes, key personnel, extras in headquarters, communication, student care, safety)
 Area maps – all emergency bags, key personnel, all boxes)
 Secondary Site Map - forms (boxes, key personnel, extras in headquarters, communication, student care, safety)
 10 – Safety goggles (boxes, key personnel, S/R)
 10 – Safety masks (boxes, key personnel, S/R)
 10 - Yellow Caution Tape (boxes, key personnel, S/R)
 Shut off Tools – S/R and Safety
 Latex gloves - emergency bags, boxes, extras in headquarters, communication, student care, safety)
 10 whistle (key personnel, S/R teams, boxes)
 Lanyards (for keys, whistles, ID's)
 10 – Grease pencils (key personnel, boxes)
 3 – Pry bars – (boxes, S/R)
 Work Gloves (boxes, S/R)
 First Aid (3 different types of kits – see Emergency supply lists)
 5-7 Tables (1 per site – extra to First Aid and Student Care)
 5-10 – Chairs (2 per site, extras to First Aid and Student Care)
 3-5 Cots (First Aid / Student Care)
 10 -15 – Blankets (First Aid and Student Care)
 Tarps (2 per box, extras to S/R, First Aid, Student Care)
 Bottled Water (2 gallons per box, 1 gallon per student for 2 days – use water heaters, etc.)
 Paper Towels (2 per box, extra for First Aid and Student Care)
 Trash Bags (2 large in each emergency bag, 5 per box, extras in First Aid, Student Care, S/R)

Coloring books, cards, paper, crayons, pens/ pencils for Student Care Box
Toilet paper – 2 per box, extra in Student Care and First Aid
Hand Sanitizer (one per box, emergency bags, extra in Student Care, First Aid, S/R)
Snack food – protein bars, nuts, etc. - ***Check for student*** allergies (3 per student additional food from kitchen can be used in long term situations – Student Care box, extras in First Aid and S/R)
File box for Release forms and First Aid – Communications, First Aid, and Student Care)
Letter signs for identifying parent sign out – Communications
Tissues (2 per box, emergency bags, extra in First Aid and Student Care)
Rope – 50–200 ft.(all boxes, extra rope in Security, S/R, and Student Care)
Light (battery operated w/ extra batteries and light bulbs) – all boxes, extra in Student Care and First Aid
5 gallon buckets w/ trash bags – 3-8 Student Care/ extra for S/R
Plastic Bags (different sizes – emergency bags, boxes, extra First Aid, S/R)

**** Be sure all paper products are stored in plastic bags*****

This is a compiled list of supplies for individual schools and should be modified as needed. The supplies listed above will provide the necessary supplies and materials for a school with approximately 150 students following the flow chart list in this book with five (5) stations using the IRP as part of the emergency management plan.

INCIDENT COMMANDER PRE-INCIDENT PLANNING GUIDELINES

This checklist is intended to provide guidance to superintendents, principals, and others who have been designated to serve as Incident Commanders during a school emergency. The tasks in the checklist should be completed as soon as possible after school starts every year. Feel free to add additional tasks to the checklist if they are important to your school's or district's emergency response.

Task/Step	Action
<input type="checkbox"/>	Acknowledge that your position is ultimately responsible for site emergency preparedness.
<input type="checkbox"/>	Become familiar with all aspects of the site emergency plan.
<input type="checkbox"/>	Review the emergency response procedures and nonstructural hazard mitigation with all staff. Ensure that all staff are familiar with drills, including "drop, cover, and hold," evacuation, shelter in place, and gunfire safety procedures.
<input type="checkbox"/>	Survey staff for preference of emergency assignments.
<input type="checkbox"/>	Make tentative assignments with provision for absences.
<input type="checkbox"/>	Select back-up Incident Commanders (in case the Incident Commander is absent when an emergency threatens). Train back-ups in Incident Commander responsibilities.
<input type="checkbox"/>	Identify the person(s) with primary responsibility for after-hours emergency check of the facility and two back-ups.
<input type="checkbox"/>	Coordinate with the leaders of all groups that use your site after hours.
<input type="checkbox"/>	Create a buddy teacher list. (Buddy teachers should be familiar with each other's assignment in case one is absent when an emergency threatens.)
<input type="checkbox"/>	Review and revise all necessary plans, lists, and maps.
<input type="checkbox"/>	Schedule date(s) for skills training.
<input type="checkbox"/>	Submit an updated emergency plan to the district office.
<input type="checkbox"/>	Send parent information on preparedness at home and school (not later than October).
<input type="checkbox"/>	Schedule the dates of district-wide drills and two-way radio checks.
<input type="checkbox"/>	Ensure that emergency procedures are included in substitute teacher packets.
<input type="checkbox"/>	Meet with emergency volunteers at your site to ensure that they understand the school district's emergency plan.

INCIDENT COMMANDER PRE-INCIDENT PLANNING GUIDELINES (CONTINUED)

Task/Step	Action
<input type="checkbox"/>	<p>Meet with the site safety representative, PTA safety chair, and custodian to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check bulk water for exchange date, determine the method of water distribution, and (if necessary) locate siphon pumps and directions. <input type="checkbox"/> Check inventory of supplies in classroom go-kits. <input type="checkbox"/> Replace missing supplies and change the batteries in the go kits. <input type="checkbox"/> Verify availability of signs for pick-up gates. <input type="checkbox"/> Verify that copies of all student emergency cards are available (one in the office and one in each classroom go kit.) Ensure that the cards are moved appropriately when a student's schedule changes. <input type="checkbox"/> Plan monthly (elementary or middle school) or quarterly (high school) emergency/disaster drills with oral and written after-action reports. <input type="checkbox"/> Gather and organize written materials and supplies required for a response. Ensure that all individual job descriptions and necessary forms are on clipboards and stored with the Command Post supplies.

CAMPUS EMERGENCY ASSIGNMENT WORKSHEET

This worksheet will help ensure that you have coverage of all critical positions during a school emergency. Ensure that each position is assigned as early as possible in the school year and that all positions are assigned even if you think that it will not be necessary to fill the positions during an actual emergency. To guard against the absence of key personnel when an emergency threatens, it is strongly recommended that back-up personnel also be assigned and that key personnel are cross-trained in critical job requirements.

POSITION	STAFF ASSIGNED	BACK-UP PERSONNEL	NOTES
Incident Commander	Principal	1. 2.	
Safety Officer	Safety Person	1. 2.	
Public Infor. Officer		1. 2.	
Liaison Officer		1. 2.	
Operation Section Chief		1. 2.	
Search and Rescue		1. 2.	
Student Care		1. 2.	
Medical (first Aid)		1. 2. 3.	
Security (Site Facility Check/security)		1. 2.	
Planning Section Chief		1. 2.	
Documentation		1. 2.	
Situation Analysis		1. 2.	
Logistic Section Chief		1. 2.	
Supplies		1. 2.	
Communications		1. 2.	

Student Release Form

***To be carried by the runner and when completed returned to the ***

Please print

Student Release Request

Student Name _____

Teacher _____ Grade _____ Date _____

Requested by _____ Phone _____

(completed by the requester)

ID Request Verified

Proof of ID _____ Name on Emergency Card (yes or no) _____

(completed by the gate staff)

Student Release Status

Student sent: ____ with runner ____ absent ____ first aid station ____ missing

(Completed by the teacher)

Student / ID Request Verified

Proof of ID _____ Name on Emergency Card (yes or no) _____

(Completed by gate staff w/ student present and form completed)

Student Release Signature Required

Requester Signature _____ Date _____

Destination _____ Time _____

(Completed by gate staff w/ signature and ID verification required)

Emergency Time / Situation / Response Report

TIME	SITUATION	RESPONSE	INITIAL

To be completed as documentation of actions taken on site.

Site Status Report

TO: _____ FROM: _____ LOCATION:

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE:

Message via: 2-way radio _____ Telephone _____ Messenger _____

EMPLOYEE/ STUDENT STATUS

	Absent	Injured	# sent to Hosp./med.	Dead	Missing	Unaccounted (not on site)	#Released to Parents	# Being Supervised
Students								
Site Staff								
volunteers								

STRUCTURAL DAMAGE Check damage/ problem and indicate location (s).

Check (✓)	Damage / Problem	Location (s)
	Gas Leak	
	Water Leak	
	Fire	
	Electrical	
	Communications	
	Heating / cooling	
	Other:	

MESSAGE: (include kind of immediate assistance require; can you hold out without assistance / how long; overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

Site Status Report

UPDATE REPORT (to be completed after make change or every 2 hours)

Name _____ Time _____ Location _____

_____ Number of Children remaining at school

_____ Number of staff members remaining to care for children

_____ Assistance required: ____ water ____ food ____ blankets ____ # people to help

NOTES:

UPDATE REPORT (to be completed after make change or every 2 hours)

Name _____ Time _____ Location _____

_____ Number of Children remaining at school

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Name _____ Time _____ Location _____

_____ Number of Children remaining at school

_____ Number of staff members remaining to care for children

_____ Assistance required: ____ water ____ food ____ blankets ____ # people to help

NOTES:

Emergency Situation / First Aid Response Report

Student's Name	Time	Injury	Treatment (action Taken)	Allergies?	Initial

To be completed as documentation of actions taken on site.

Emergency Situation / First Aid Response Checklist

Call 911

Is the person responding to questions, ex: What is your name?

Are you in pain?

Point to where the pain is.

Check for external bleeding ex: any blood noted on the face and extremities or clothing?

If there is bleeding cover area with a firm pressure bandage.

Cover all wounds with a clean cloth or bandage.

Check if the person can move arms and legs without pain.

Ask if there is someone you can notify for the person.

Keep asking simple questions of the person because some people will go into shock after being aware that they are in a dangerous situation.

If the person is in shock immediately check if 911 was called on the meantime elevate the legs of the person enough to have the feet higher than the head and keep the person covered with a coat or blanket.

Make notations on the **Emergency Situation / First Aid Response Report of any actions taken.**