Emergency Response Planning

Scott Landrigan 2-22-16
WSD Facilities and Safety

District Level

- Current systems
  - Each school is operating under their own independent program
  - No unified approach
  - No direction from district on EAP

- District Policy (in Draft)
  - New procedure is in draft
  - Standardizes response and planning
  - Organizes plans at each school
  - Ensures all schools have required content in plans

District Level

- Adopting Standard Response Protocol (SRP)

    - Benefits of SRP
        - Standardized vocabulary
        - Continuity of expectations
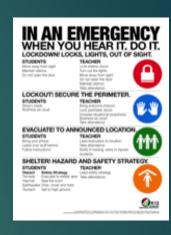   - Simpler process to drill

    - Four specific actions
        - Lockout
        - Lockdown
        - Evacuate
        - Shelter

District Level

Standard Response Protocol

- **Lockout** - For threats **outside** the school building
  - Dangerous animal on school grounds
  - Criminal activity in the area
  - Civil disobedience

- **Lockdown** - Threat or hazard **inside** the school building.
  - From parental custody disputes
  - Intruders, active shooter
  - Lockdown uses classroom security to protect students and staff from threat.

District Level

SRP Continued

- **Evacuate** - Called when there is a need to move students from one location to another.
  - Floods, gas leak, fire etc.
  - Always accompanied by "Evacuate to " (a location)

- **Shelter** - When the need for personal protection is necessary.
  - Training should also include spontaneous events such as tornado,
  - Earthquake
  - Hazmat.

District Level

- District Umbrella
  - Assigns responsibility to each school
  - Includes, DO, LRA, COOP, team ETC

- Identifies Roles and responsibilities
  - Incident Commander
  - Recorder
  - Medical
  - Student care (teachers and Student teachers)
  - Liaison
  - Public relations
  - Building Safety
  - Search and rescue

District Level Activities

- Bussing and Reunification Plan
  - Establish MOU's with local agencies

- Define strategy and procedures for campus access
  - Establish secure school program during school hours

- Define training needs for substitutes
  - How are substitutes trained in the event of an emergency

- Managing special needs
  - Define procedures for managing special needs student.

School Level Planning

- Managing absentees
  - Reassigning responsibility
  - Ensuring subs have the required information in the event of an emergency
- Campus access control
  - Visitor
  - School access
- Training of staff
  - When the staff should be trained
  - What the training should include
- Drills
  - Schedules, (when to drill)
  - Quantity (how many)
  - Critique, managing deficiencies, corrective action

School Level Planning

- Probability Model – Assesses extent of the emergency
    - Probability – How often, what's the likelihood
    - Magnitude – The extent of the damage
    - Time – How much notice will we have
    - Duration- how long will the event last
- Emergency Response Plan's
    - Location of the plans
    - Contents - what is included in the plan
- Communication Procedures
    - Devices to use in an emergency
    - Location of devices
    - Identification of special frequencies or channels

School Level Planning

- Special needs
  - Managing special needs persons
  - Temporary injuries how do we track

- Visitors
  - Procedures for visitors to the school
  - Sign in sheets

- Substitutes
  - Training

School Level Planning

- Health room activities

  - Grab and go bag
  - Medications
  - First aid

Appendix to the Emergency Response Plan

- Maps of buildings

- List of staff

- List of students

- List of first aid providers

- Drill schedules

- Drill critiques

- Grab and go bag contents

- Substitute instructions

- Duties and responsibilities

- Classroom attendance roster

- Reunification plan