
10 *School Site Specific Information*



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**Santa Cruz County Safe Schools Consortia
Emergency Management Plan for Schools**

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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 and Crisis Management (ERCM) manual. Please enter all information; get consultation as needed. Discuss with your staff the Incident Command System Coordinator roles described in the General Procedures section of the ERCM manual. Assign a designee to act as leader of the plan in your absence. Also 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 kept (Site Administrator copy, office, Crisis Response Box, Emergency Backpack, "Go-Kit, etc.). Send this plan with copies of your site map/evacuation routes to your District Office and the Safe Schools Planning Unit of the County Office of Education to be forwarded to the 911 Net Com center.

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:	

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Two-way Radios
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Two-way Radios, Multi frequency
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Intercom Systems
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Buzzers or Tones
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Megaphones
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Email – internet access

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

As directed by the Site Administrator/Principal (Site Incident Commander), 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 Office will respond to the site to complete the full Incident Command structure with the additions of the Planning and Finance Teams.

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)
- Inform staff that they will need to perform the functions of this role in an emergency

E-TEAM ROLE	NAME	POSITION	CONTACT INFORMATION
MANAGEMENT TEAM			
SITE INCIDENT COMMANDER Alternate (Alternate 2)			Phones: Phones: Phones:
Incident Log Scribe 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:

Crisis Intervention Team Alternate (Alternate 2)			Phones: Phones: Phones:
Assembly Shelter Team Alternate (Alternate 2)			Phones: Phones: Phones:
First-Aid Coordinator Alternate (Alternate 2)			Phones: Phones: Phones:
Evacuation/Fire/Site Security Coordinator Alternate (Alternate 2)			Phones: Phones: Phones:
Search/Accountability Coordinator Alternate (Alternate 2)			Phones: Phones: Phones:
LOGISTICS TEAM CHIEF Alternate (Alternate 2)			Phones: Phones: Phones:
Communications Team Alternate (Alternate 2)			Phones: Phones: Phones:
Supplies and Staffing Alternate (Alternate 2)			Phones: Phones: Phones:
Transportation Alternate (Alternate 2)			Phones: Phones: Phones:

LIST OTHER STAFF WHO HAVE FIRST-AID AND/OR CERT TRAINING TO ASSIST FIRST AID COORDINATOR			
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.

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Secretary has printed emergency contact information for all students?
<input type="checkbox"/> NO	<input type="checkbox"/> 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.

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Safe Assembly Areas inside school identified and reviewed with staff?
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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:	
Phone:	

Step 8: Check and Replenish Contents of Crisis Response Box and/or Emergency “Go Kits”

Check the contents of the school Crisis Response Box, Emergency “Go Kits” against the ERCM manual guidelines in the General Procedures section. Replenish any items that have been used. Always provide new batteries for flashlights and megaphones. Store the Emergency Response Backpack/”go kit” in a conspicuous location. Take this backpack/”go-kit” with you if you evacuate the building. Especially make sure these items are inside the backpack:

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Copy of the ERCM manual
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Copy of this Emergency Management Plan
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Megaphone
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Fresh batteries
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Other Supplies and Materials as identified by Administrative “go-kit” list
<input type="checkbox"/> NO	<input type="checkbox"/> 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

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Emergency chart in every classroom and office?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Evacuation diagram posted in every classroom and office?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Red and Green cards in every classroom and office?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Classroom “go-kits” replenished and accessible near exit?
<input type="checkbox"/> NO	<input type="checkbox"/> 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 *evacuation plan for individuals with disabilities who need evacuation assistance* (See Section 2—Preparedness of the ERCM manual).

- Site Administrators, in conjunction with the Fire Department must designate emergency Evacuation Staging Areas.
- Signs must be posted to mark these locations.
- Evacuation Staging Areas must be posted on the Fire Panel for emergency responders

Location	Room #	Room #	Room #	Room #

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Are signs posted to mark each Evacuation Staging Area location?
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Special Needs Coordinator			Phones:
Alternate			Phones:
(Alternate 2)			Phones:

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
- Post a list of these individuals and their evacuation plan on the Fire Panel
- Put list of disabled individuals in the secretary's copy of the student emergency contact information roster
- Inform the classroom teacher of each student or staff member of the evacuation plan
- Inform students and parents of the evacuation plan

<input type="checkbox"/> NO	<input type="checkbox"/> YES	List of disabled students/staff <u>and</u> their evacuation plans posted on Fire Panel?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	List of disabled students/staff <u>and</u> evacuation plans in Secretary's emergency contact information binder?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	<u>Each</u> classroom teacher for <u>each</u> student informed of evacuation plan?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	<u>Staff</u>, <u>students</u>, and <u>parents</u> 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.

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Location(s) identified and procedure to reunite students and parents developed?
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