

Lessons Learned from Current ERCM (REMS) Grantees

FY 2007 Initial Grantee Meeting

December 5 - 7, 2007 ~ San Diego, California

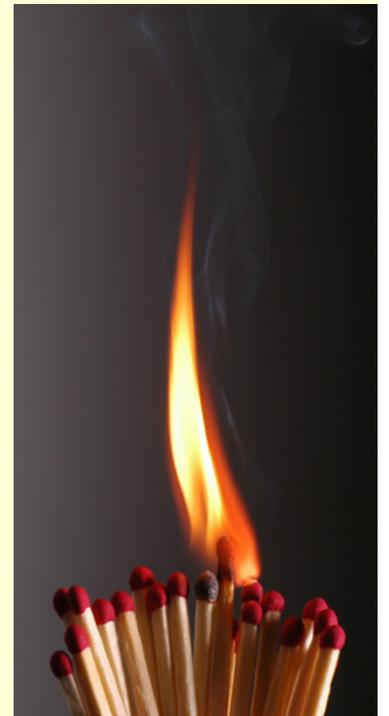


Cathy Coy
Long Beach
Unified School District

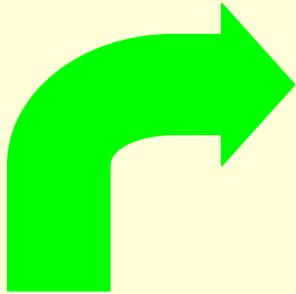
U.S. Department of Education, Office of Safe and Drug-Free Schools
400 Maryland Avenue, SW / Washington, DC 20202

Safe School Environment

- Traditional Role of Schools
 - Point of Education
- Balancing Public Needs
 - *"Children in Schools"* - the Public's Sense of Normalcy
- Role of Schools in an Emergency
 - First Responder
 - Care Giver
 - Shelter Site

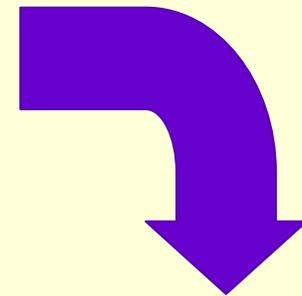


Four Phases of Emergency Management Community & School-based Planning



Prevention/Mitigation:

- ✓ Community- and Schools-Specific
- ✓ Risk Assessment & Hazard Mitigation

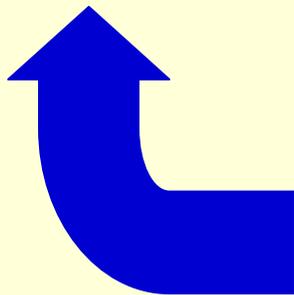


Preparedness:

- ✓ Emergency Plans
- ✓ Coordinate with Partners, Parents, Community
- ✓ Training & Exercises
- ✓ Communications Plans

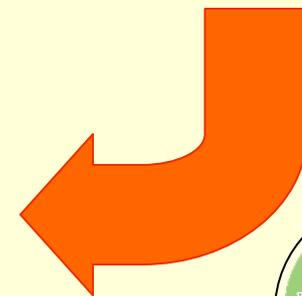
Recovery:

- ✓ Restore Services
- ✓ Return to a New Normalcy
- ✓ *"Better Practices from a New Set of Lessons Learned"*



Response:

- ✓ Operationalize Emergency Plan
- ✓ Implement Incident Command System
- ✓ Emergency Procedures



2004, 2005 ERCM School Training Programs

| Program | Description | Participants |
|----------------------------|---|--------------|
| Module One | School Emergency Response – Introduction to Incident Command System (ICS) | 348 |
| Module Two | Tabletop Exercise – ICS Response (Earthquake Scenario) | 2,524 |
| Module Three | Crisis Response Team (CRT) Training – Assessment & Intervention | 409 |
| Module Four | School Evacuation Exercise | All Schools |
| Inter Agency | <ul style="list-style-type: none"> ■ Pandemic Influenza, Active Shooter | All Levels |
| Advanced Training Sessions | <ul style="list-style-type: none"> ■ Incident Command & Response ■ Leadership Team Training ■ Search & Rescue Team Training ■ Campus Safety Team Training ■ Medical Response Team Training | 672 |



Promoting Self-Reliance

- Before- & After-School Programs
 - Child Development Centers
 - 52 Sites
 - 1,250 children
 - Head Start Programs
 - 22 Sites
 - 2,272 children
 - Kids' Club Program
 - 11 Sites
 - 1,005 children



Medical Response Team (MRT)

- Schools have part-time nursing services
- MRT = 5-person team at each school
- Basic training augments capabilities
 - What to do until help arrives
 - Color-coded triage system
 - Inter-agency training and exercise scenarios

CONTAMINATED

Personal Property Receipt
Evidence Tag *413730*

Destination _____
Via _____

TRIAGE TAG

S L U D G E

AUTO INJECTOR 1 2 3 4 5

Primary Dose
Secondary Dose
Solution

Blunt Trauma
Burn
C-Spine
Gender
Crushing
Fracture
Location
Penetrating Injury

Age _____
 Male Female

Officer: _____

| VITAL SIGNS | | | |
|-------------|-----|-------|-------------|
| Time | B/P | Pulse | Respiration |
| | | | |
| | | | |

| Time | Drug Solution | Dose |
|------|---------------|------|
| | | |
| | | |

Medical Treatment Reporting



MEDICAL TRIAGE REPORT FORM

School: _____
 Emergency Event: _____

Patient Name: _____ **Time:** _____

Age: _____

Description of student (Attach Emergency Card) Gender: Male Female
 Race: Afr-Am Asian Latino White _____
 Hair: Black Blond Brown Red _____
 Height: _____
 Other: _____ (i.e., glasses, marks)

Location Found (i.e., room, hallway, building number): _____

TRIAGE STATUS (CHECK ONE):

Minor (**GREEN**) – Walking Wounded
 Delayed (**YELLOW**) – Serious, Non-Life Threatening
 Immediate (**RED**) – Life Threatening Injury
 Deceased/Expectant (**BLACK**) – Pulseless/Non-Breathing

Medical Treatment Record

| Date | Time | Status | Treatment | Updated Triage Status | Initials |
|------|------|--------|-----------|---|----------|
| | | | | <input type="checkbox"/> Minor <input type="checkbox"/> Delayed <input type="checkbox"/> Immediate <input type="checkbox"/> Deceased | |
| | | | | <input type="checkbox"/> Minor <input type="checkbox"/> Delayed <input type="checkbox"/> Immediate <input type="checkbox"/> Deceased | |
| | | | | <input type="checkbox"/> Minor <input type="checkbox"/> Delayed <input type="checkbox"/> Immediate <input type="checkbox"/> Deceased | |
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| | | | | <input type="checkbox"/> Minor <input type="checkbox"/> Delayed <input type="checkbox"/> Immediate <input type="checkbox"/> Deceased | |

Distribution: WHITE–School, YELLOW–Medical Transport, PINK–LBUSD, GOLDENROD-Parent



Exercise: Incident Command System



Incident Command & Management

ICS Campus Emergency Assignments

1) Update and expand this form as necessary. 2) Provide copies to all personnel. 3) Use as sign-in sheet.

| Campus Emergency Assignments Incident Sign-In Sheet | |
|---|---|
| ICS POSITION | ICS POSITION RESPONSIBILITIES |
| INCIDENT COMMANDER (IC) Safety Officer Public Information Officer (PIO) Liaison Officer | 1) Administrator will update and expand this form as necessary. 2) Form is used during incidents and exercises as a sign-in sheet. |
| OPERATIONS CHIEF Site Security Search & Rescue Team Leader S&R Team #1 S&R Team #1 S&R Team #1 S&R Team #1 S&R Team #2 S&R Team #2 S&R Team #2 S&R Team #2 Stretcher Team Stretcher Team Medical Response Team (MRT) Leader MRT (Triage/Treatment) MRT (Triage/Treatment) MRT (Triage/Treatment) MRT (Morgue) Crisis Response Team Leader (CRT) Crisis Response Team (CRT) Crisis Response Team (CRT) Crisis Response Team (CRT) Crisis Response Team (CRT) Student Care Team Leader Student Release Team Leader Request Gate Request Gate Release Gate Release Gate | <p>INCIDENT COMMANDER (IC) Manager of overall emergency/incident; evaluate situation and make adjustments to response and planning; decision-maker; authority to change/revise policy as needed.</p> <p>Safety Officer Ensure activities are conducted safely; monitors and maps unsafe conditions and hazards; reports to the Incident Commander</p> <p>Public Information Officer (PIO) Prepares press release information under the guidance of the Incident Commander; stays informed of the scope of the incident; reports to the Command Post and coordinates with the Incident Commander.</p> <p>Liaison Officer Point-of-Contact for responding emergency agencies; stays informed of scope of emergency; reports to Incident Commander and serves as representative at multi-agency Command Post.</p> <p>OPERATIONS CHIEF Supervisor of Operations Section; Manages the direct response to the emergency; processes the field activities performed by the section; provides status report information to the Incident Commander at Command Post.</p> <p>Site Security Assesses and reports site damage to the Operations Chief; monitors utilities systems; secures damaged or hazardous areas.</p> <p>Sweep & Rescue Team Leader (Add more teams as determined by the size and complexities of the campus.) Supervises and coordinates a systematic search of the facility; monitors S&R team activities and progress; reports progress to the Operations Chief. Each team has a minimum of four members.</p> |
| PLANNING CHIEF Documentation Situation Analysis | |
| LOGISTICS CHIEF Supplies / Facilities Staffing Communications | |
| FINANCE / ADMIN CHIEF Time Keeping Purchasing | |

INCIDENT MANAGEMENT CHECKLIST

- Incident Commander**
 - Determine Scope of Emergency
 - Police / Fire / Medical Emergency, call 911
 - School Safety Communications Center ext 8101 (997-8101)
 - Verify Life / Safety Concerns – Student, Staff, Visitors
 - Student / Staff Role Sheets, Missing / Injured
 - Initiate Appropriate Emergency Procedures
 - Duck, Cover & Hold, Earthquake & After-Shocks
 - Evacuate to Safe Assembly Area Location
 - Lockdown
 - Shelter-In-Place
- Command Post**
 - Assign ICS Positions & Responsibilities
 - Verify ICS Primary Positions are Assigned
 - Assign Backup, Monitor Staffing Levels
 - Maps, Forms, Documentation, ICS Checklists
 - General Office Supplies, Clipboards, Tables, Megaphone
 - Student / Staff Emergency Cards, Register/Master Lists
 - Deploy Site's Handheld Radios, Nextel Phone, FM Radio
 - Monitor & Log Emergency Information
- Student Care / Buddy Teachers**
 - Initiate Buddy Teacher Procedures
 - Confirm Student Attendance, Monitor Safety & Well-Being
 - Supervise Students in Assembly Area
- Emergency Supplies – Logistics**
 - Unlock Emergency Bin, Deploy Equipment & Supplies
 - First Aid Supplies
 - Search & Rescue Equipment
 - Care & Shelter Provisions
 - Assess & Track Emergency Equipment Usage
 - Equipment Demobilization (Return Equipment to Bin)
- Search & Rescue Teams (Leader & 4-Person Teams)**
 - Protection Equipment, Master Keys, Handheld Radios, Maps
 - Locate Missing / Injured, Map Search Progress
 - Assign Stretcher Team (4-Person), Transport to Medical Area
- Medical Treatment & Assessment**
 - Setup Medical Area, Student Medications & Medical Records
 - Staff Triage, Treatment, & Morgue Areas
 - Assess Crisis Management Counseling Needs
 - Document Treatment & Emergency Transport
 - Reconcile Student and Staff Accountability
- Site Safety & Security –**
 - Incident / Hazard Assessment
 - Secure (Lock) Site Areas
 - Shutoff HVAC System
 - Survey Structural Damage
 - Assess Utilities, Shut Off
 - Assess Power, Setup
- Documentation – Planning**
 - Document Incident, Forms
 - Log Chronological Activities
 - Monitor Site Radio Frequency
 - Log Action Plans & Forms
 - Project Short-/ Long Term
- Communication / Notification**
 - Police / Fire / Medical
 - School Safety Communications
 - LBUSD EOC ext 800
 - Monitor Site's Handheld Radios
 - Gather & Log Communications
- Reunification Process & Release**
 - Release by Authority
 - Request Gate Staffing
 - Release Gate Staffing
 - Emergency Cards, Signage
 - Handheld Radios, Clipboard
 - Monitor Reunification
- Emergency Responders**
 - Establish Point-of-Contact
 - School Representative
- Media – Public Information**
 - Coordinate Location
 - Prepare Press Release
- Finance / Administration**
 - Time Keeping Documentation
 - Document Staff ICS Activities
 - Equipment Usage, Log
 - Tiered Departure System
- Recovery**
 - Gather Documentation
 - Create After-Action Report
 - Coordinate with School

Exercise: Student Accountability & Reunification



Student Accountability



CHECK IF 100% ACCOUNTED (not including absent students)

ACCOUNTABILITY FORM

Date _____

TEACHER _____ ROOM # _____ PERIOD _____

Reported By _____ Buddy Teacher Accounted For: Yes No

MISSING STUDENTS

Last known whereabouts

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

INJURED STUDENTS

Location

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

ADDITIONAL STUDENTS (not on your roll but with your class)

| | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

ABSENT STUDENTS

| | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

OTHER INFORMATION (Staff, Aides, VIPS, Visitors, etc.)

***** FORM MUST BE SUBMITTED TO STUDENT CARE LEADER *****

| STUDENT CARE LEADER DISTRIBUTION INSTRUCTIONS: | |
|--|--|
| 100% ACCOUNTED | GOLDENROD AND PINK – Student Care |
| MISSING OR INJURED | GOLDENROD – Student Care PINK – Search & Rescue Team Leader |



Student Reunification Process



REUNIFICATION FORM

Date _____

STEP 1 – REQUEST GATE

Student's Name _____ Grade _____

Sibling _____ Grade _____

Teacher(s) _____

Parent/Guardian (Please Print) _____

STEP 1A – VERIFICATION

| | | | | | |
|------------------------|-----|----|---------------|-----|----|
| Name on Emergency Card | YES | NO | Proof of I.D. | YES | NO |
|------------------------|-----|----|---------------|-----|----|

Authorized By _____ (Principal or designee) Time _____

STEP 2 – ASSEMBLY AREA

Teacher(s) Signature _____

Note: _____

STEP 3 – RELEASE GATE

| | | | |
|---|---------------|-----|----|
| Parent/Guardian Signature <input checked="" type="checkbox"/> | Proof of I.D. | YES | NO |
|---|---------------|-----|----|

Destination _____ Phone Number (____) ____ - _____

Authorized By _____ (Principal or designee) Time Released _____

WHITE – Request Gate, YELLOW – Assembly Area, PINK – Parent/Guardian
Staple YELLOW and PINK together at Release Gate



Emergency Supply Bin

Medical Supplies, Water
Tools, Protective Gear
Generator, Lighting



Emergency Radio
Portable Toilets
Sanitation Supplies
Stretchers



ICS Checklists, Maps
Triage Kits
Mega Phones
LED Flashlights
AM/FM Radios
Water Preserver
Hard Hats
ICS Vests
Privacy Shelters
Forms (Accountability,
Reunification, and
Medical Treatment)
Classroom Lockdown Kits



Community & Parent Handouts

Emergency Preparedness

Natural disasters such as an earthquake or flood, and man-made disasters such as a fire, can strike with little or no warning. Will you be prepared?

- What emergency plans do you have in place at home? Is your family familiar with them?
- Do you have supplies set aside for an emergency? Have you tested them?
- Have you updated your family communications plan including cell phones and e-mail?

On a moment's notice, will you be ready? Emergency preparedness is not just for large-scale emergency or disaster, first responders and emergency services are reaching all of those in need.

We recommend that you develop an emergency plan for your family. Discuss the information with your family and your neighbors.

Recommended Emergency Supplies

Water (one gallon per person, per day; preferably a one- to two-week supply)
 Food (nonperishable, packaged or canned), dried milk, canned meats, canned fruit, canned soups, canned vegetables, instant noodle soup, instant oatmeal, instant rice, instant mashed potatoes, instant macaroni and cheese, instant gravy, instant pancake mix, instant waffle mix, instant oatmeal, instant rice, instant macaroni and cheese, instant gravy, instant pancake mix, instant waffle mix
 Flashlights (one per person, consider LED or shake models), extra batteries
 Radio (hand-crank models are available), extra batteries
 Lantern, light sticks (batteries as needed)
 Tools (gas and water shut-off wrenches, pipe wrench, pry bar, ax, shovel)
 Fire extinguisher (suitable for all types of fires)
 First aid kit and handbook (assorted bandages, gauze dressings, tape, band-aids, antiseptic, antibiotic ointment, eye drops, eye goggles, eyeglasses, extra contact lens and solution, gloves (vinyl, utility, leather))
 Scissors, EMT shears, tweezers, safety pins
 Knife, multi-functional or utility with extra blades
 Tarps (two - 8 feet x 10 feet)
 Toilet (portable), toilet paper, sanitation supplies, personal items, feminine hygiene products
 Soap, disinfectant, unscented liquid bleach (disinfect water: 8 drops/gallon)
 Prescriptions, essential medications (one week minimum, list of medications)
 Diapers, formula, special dietary supplies for infants (one week minimum)
 Plastic bags (large & small), plastic sheeting and duct tape
 Matches (in waterproof container)
 Cash (small denominations, coins)
 Identification, insurance policies, birth certificates, emergency phone numbers
 Keys (house, car, garage, business)
 Utensils (plastic), paper plates and cups, paper towels, manual can opener
 Pet food, leash, carrier, veterinarian records (immunizations)
 Clothing, tennis shoes, jackets, rain gear
 Blankets, sleeping bags, air mattress, tent
 Activities (cards, games, crayons, crossword puzzles, word games, puzzles)

LBUSD Emergency Preparedness Program 2007



ARE YOU FAMILIAR WITH YOUR CHILD'S SCHOOL EMERGENCY PLAN?

What are the school's **procedures** during an emergency?
 Does the school have a safe area for **evacuation**?
 Are emergency **supplies** available for my child?
 Where do I go to **pick up** my child?
 How do I receive emergency **information**?



LBUSD SCHOOL EMERGENCY PLANS INCLUDE:



- ✦ Emergency Procedures for Student Care
- ✦ Emergency Roles for School Staff
- ✦ Release Procedures to Reunite Students with Parents/Guardians
- ✦ School Emergency Supplies
- ✦ School Maps
 - ☑ Student Assembly Areas
 - ☑ Evacuation Maps leading to Primary, Secondary and Off-Site Assembly Areas
 - ☑ Emergency Traffic Control
 - ☑ American Red Cross Shelter Layout

LBUSD EMERGENCY INFORMATION:

Avalon - Catalina Cable Channel 49
 Lakewood - Time Warner Cable Channel 35, 63
 Long Beach - Charter Cable Channel 24 & 3, LBTV 8
 Signal Hill - Charter Cable Channel 24, 17
 LBUSD Website @ www.lbUSD.k12.ca.us
 Radio KKJZ FM 88.1

BE INFORMED...
LEARN ABOUT YOUR CHILD'S SCHOOL EMERGENCY PLAN TODAY!



Provided By: Long Beach Unified School District
 School Safety and Emergency Preparedness Division



To better prepare your family, visit www.ready.gov. Ready Kids is part of the Ready campaign, a common-sense framework designed by the U.S. Department of Homeland Security and the Advertising Council to educate and empower the community to prepare for and respond to emergencies.

LONG BEACH UNIFIED SCHOOL DISTRICT
 Emergency Preparedness Division
 CA 90810

EMERGENCY PROCEDURES FOR SCHOOLS

When an emergency will happen, or what our personal emergency procedures are, we can do in advance to prepare our families. As a result of planning and common sense, we can be better prepared.

The school's emergency preparedness program to increase our safety. Each school will use emergency procedures and our families through a crisis. As a parent and member of the school community, it is your responsibility to discuss the safety procedures at your child's school. Share this information in your home emergency plans to protect your family.

During emergencies such as an earthquake, flood, or fire, school staff will include the modern problems of school safety. Students and staff will know what to do, each year on a regular basis.

For example, in an earthquake, students and school staff may evacuate to a safe area. Each school has an "assembly area" determined safe. Once the emergency is over, students will return to their classrooms and continue with their studies. The assembly area is located at your child's school.

Students will not safely return to their classrooms. The school will notify their parents and family members using a "request gate" and "release gate" for the school. If you would like to pick up a student will need to have their photo ID card, have personal identification, and complete a release form about this procedure.

Students will require students and staff to leave the school to an assembly area. Students will remain with school staff at that location until the emergency is over. The school will make every effort to return to normal conditions.

May 2007

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