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

**Response:**
- Operationalize Emergency Plan
- Implement Incident Command System
- Emergency Procedures

**Recovery:**
- Restore Services
- Return to a New Normalcy
- “Better Practices from a New Set of Lessons Learned”
## 2004, 2005 ERCM School Training Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module One</td>
<td>School Emergency Response – Introduction to Incident Command System (ICS)</td>
<td>348</td>
</tr>
<tr>
<td>Module Two</td>
<td>Tabletop Exercise – ICS Response (Earthquake Scenario)</td>
<td>2,524</td>
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<tr>
<td>Module Three</td>
<td>Crisis Response Team (CRT) Training – Assessment &amp; Intervention</td>
<td>409</td>
</tr>
<tr>
<td>Module Four</td>
<td>School Evacuation Exercise</td>
<td>All Schools</td>
</tr>
<tr>
<td>Inter Agency</td>
<td>Pandemic Influenza, Active Shooter</td>
<td>All Levels</td>
</tr>
</tbody>
</table>
| Advanced Training Sessions | 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
**Medical Treatment Reporting**

**MEDICAL TRIAGE REPORT FORM**

**School:** ____________________

**Emergency Event:** ____________________

**Patient Name:** ____________________________________________  **Time:** _______________

**Age:** ____________

**Gender:**
- Male
- Female

**Race:**
- Afr-Am
- Asian
- Latino
- White

- ______

**Hair:**
- Black
- Blond
- Brown

- ______

**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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Status</th>
<th>Treatment</th>
<th>Updated Triage Status</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Distribution:** WHITE- School, YELLOW- Medical Transport, PINK- LBUSD, GOLDENROD-Parent
Exercise: Incident Command System
## Incident Command & Management

### ICS Positions

<table>
<thead>
<tr>
<th>ICS POSITION</th>
<th>ICS POSITION RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander (IC)</td>
<td>Manager of overall emergency/incident; evaluates situation and makes adjustments to response and planning; decision-maker, authority to change/revise policy as needed.</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Ensures activities are conducted safely; monitors and maps unsafe conditions and hazards; reports to the Incident Commander.</td>
</tr>
<tr>
<td>Public Information Officer (PIO)</td>
<td>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.</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>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.</td>
</tr>
</tbody>
</table>

### ICS Operations Chief

- **Request Gate**
- **Request Gate**
- **Release Gate**
- **Release Gate**

### ICS Planning Chief

- **Documentation**
- **Situation Analysis**

### ICS Logistics Chief

- **Supplies/Facilities**
- **Staffing**
- **Communications**

### ICS Finance/Administration Chief

- **Time Keeping**
- **Purchasing**

### Campus Emergency Assignments

1. Administrator will update and expand this form as necessary.
2. Form is used during incidents and exercises as a sign-in sheet.

### 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
    - 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 Equipment 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 & Subordinate Team)
    - Protection Equipment, Master Keys, Handheld Radios, Maps
    - Locate Missing/Injured, Map Search Progress
    - Assist Incident Commander
- **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**
  - Secure/Unsecure Sites
  - Shutdown HVAC System
  - Survey Structural Damage
  - Assess Utilities, Shut Off
  - Assess Power, Shut Off
- **Documentation - Planning**
  - Log Chronological Activities
  - Monitor Site Radio frequencies
  - Log Action Plans & Procedures
  - Project Short- & Long Term
- **Communication/Notification**
  - Police/Fire/Medical
  - School Safety Communications Center
  - LBUSD EOC ext 80X
  - Monitor Site's Handicapped
  - Gather & Log C
- **Reunification Process**
  - Release by Authority
  - Request Gate Staffing
  - Release Gate Staffing
  - Emergency Cards, Site Handicapped Radios, CI
  - Monitor Reunification
- **Emergency Responders**
  - Establish Point-of-Care
  - School Reorganization
- **Media - Public Information**
  - Coordinate Location
  - Prepare Press Release
- **Finance/Administration**
  - Time Keeping/Attendance
  - Document Staff ICS Usage, Log
  - Time Tracking of Site/Informant
  - Tied Departure Status
- **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

TEACHER ____________________ ROOM # _____ PERIOD ________

Reported By__________________ Buddy Teacher Accounted For: Yes No

MISSING STUDENTS

1. ____________________________ Last known whereabouts

2. ____________________________

3. ____________________________

4. ____________________________

5. ____________________________

INJURED STUDENTS

1. ____________________________ Location

2. ____________________________

3. ____________________________

4. ____________________________

5. ____________________________

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

1. ____________________________

2. ____________________________

3. ____________________________

4. ____________________________

5. ____________________________

6. ____________________________

ABSENT STUDENTS

1. ____________________________

2. ____________________________

3. ____________________________

4. ____________________________

5. ____________________________

6. ____________________________

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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

FORM MUST BE SUBMITTED TO STUDENT CARE LEADER

STUDENT CARE LEADER DISTRIBUTION INSTRUCTIONS:

100% ACCOUNTED

GOLDEAGLE AND PINK – Student Care

MISSING OR INJURED

GOLDENROD – Student Care

PINK – Search & Rescue Team Leader
# Student Reunification Process

## REUNIFICATION FORM

<table>
<thead>
<tr>
<th>Step 1 - Request Gate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name:</td>
</tr>
<tr>
<td>Sibling:</td>
</tr>
<tr>
<td>Teacher(s):</td>
</tr>
<tr>
<td>Parent/Guardian (Please Print):</td>
</tr>
</tbody>
</table>

## Step 1A - Verification

<table>
<thead>
<tr>
<th>Name on Emergency Card</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of I.D.</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Authorized By: (Principal or designee) Time:

## Step 2 - Assembly Area

Teacher(s) Signature: |
Note: |

## Step 3 - Release Gate

Parent/Guardian Signature: |
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 Stretcher

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 threats such as floods or 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 prepared in case of fire?
➢ Do you have supplies set aside for an emergency? Have you reviewed these supplies with your family?
➢ Have you updated your family communications plan including contact information?

On a moment’s notice, will you be ready? Emergency preparedness is a large-scale emergency or disaster, first responders and emergency management are reaching all of those in need.

We recommend that you develop an emergency plan for your family. Gather enough supplies to care for your family for at least 72 hours. 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
Flashlights (one per person, consider LED or shake models), extra battery
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, shovels, an ice axe)
First aid kit and handbook (assorted bandages, gauze dressings, tape)
Eye glasses, extra contact lens and solution
Gloves (vinyl, utility, leather)
Scissors, EMT shears, tweezers, safety pins
Knife, multifunctional or utility with extra blades
Tarp (two - 8 feet x 10 feet)
Toilet (portable), toilet paper, sanitation supplies, personal items, feminine
Soap, deodorant, unscented liquid bleach (disinfect water & dishes)
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
Hatches (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, collar, veterinarian’s records (immunizations)
Clothing, tennis, shoes, jackets, rain gear
Blankets, sleeping bags, air mattress, tent
Activity books, cards, games, crayons, crossword puzzles, word games, puzzles

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 & Signal Hill – Charter Cable Channel 24, 17
LBUSD Website @ www.lbusd.k12.ca.us
Radio KOCZ FM 98.1

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. ReadyKids is part of the Ready campaign, a non-profit, non-partisan organization. The website is 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.