Emergency Response Guide

This guide is designed to help the Incident Commander remember and control the many tasks that must be done quickly and efficiently during emergency response and recovery activities. "What do we need?" Begin by gathering the details for your branch at school. This guide is designed to help do this quickly and efficiently for everyone else. The Incident Commander must communicate the objectives to the SEMS team and they complete the tasks to fulfill the objective.

Common objectives for school emergencies would be:
- In the next 10 minutes we need to account for all students and staff, including visitors.
- Search all of the buildings and report back in 20 minutes.
- In the next 5 minutes set up the Request and Reunite groups with sufficient staff to assure all parent requests quickly.
- In the next 5 minutes communicate to everyone on campus that there is a hazard at…
- Insure that no one goes near it.

LAUSD Emergency Response Guide

Page 5

LAUSD Emergency Response Guide

Page 6

LAUSD Emergency Response Guide

Page 1

How to use this form
To use this form: fill open this page and begin to use pages 2 and 5 to record the critical initial notifications and actions. Once these notifications are done fill open pages 2, 3 and 4 to document assignments, contact information and locations of key elements.

LAUSD Emergency Response Guide

Page 5

General Search & Rescue Reminders

This is a list of the order to follow – It is dangerous to go to a place where a live explosive material exists. It is not safe to do so. The top of this page lists the critical calls that need to happen. Below is a checklist for the Incident Commander to use at the beginning of the emergency.

- Call out to the injured group. Say, "If you can hear my voice, come to me." - People in need of immediate treatment must be tagged as "W" – Workers. Proceed to people who haven’t arrived and begin Tra predictive.

- Look at the items that need to happen (tide 17 – 18 – 19 – 20)
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What Did You Do and When Did You Do It?

During an emergency it is difficult to remember what happened and when directions were given. Use this form to document the key directions given to insure student and staff safety, management of the incident by school personnel and appropriate requests for additional support.

Incident Map of School and Community

When Police and Fire Departments respond to a major incident, they establish a Unified Command Post. It is critical that the school have a representative at that location. Use the top of this form to record the name and contact information for the people in charge of the responding agencies. Use the grid to draw a map of the incident.

SEMS Assignments and Incident Organizer

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<thead>
<tr>
<th>Date/Time</th>
<th>Incident Type</th>
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**SEMS Assignments and Incident Organizer**

**Date/Time**

**Incident Type**

**Shelter Capabilities**

**Student Injuries**

**Staff Injuries**

**Incident Commander**

**Safety Coordinator**

**Public Information Officer**

**Radio Call**

**Cell Phone Number**

**Planning/Intelligence**

**Operations**

**Logistics**

**Finance/Administration**

**Supply/Equipment**

**Documentaries**

**Transportation**

**First Aid/Medical Team(s)**

**Fire Suppression/HazMat Team(s)**

**Search & Rescue Team(s)**

**Psychological/First Aid Team(s)**

**Security/Utilities Team(s)**

**Request Gate Team(s)**

**Assembly Area Team(s)**

**Reunion Gate**

**Incident Unified Command Post Location**

**Police Contact**

**School Police Contact**

**Fire Department Contact**

**Police Cell Phone Number**

**School Police Cell Number**

**Fire Cell Phone Number**

**Date/Time**

**Weather Conditions**

**Temperature**

**Major Problems/Concerns**

**Safety Concerns**

**Time Action Taken:**

**During an emergency it is difficult to remember what happened and when directions were given. Use this form to document the key directions given to insure student and staff safety, management of the incident by school personnel and appropriate requests for additional support.**
General Search & Rescue Reminders

In all cases:

- Be cautious of hazards.
- Only enter if you have been trained.
- Be sure to check for unsafe conditions.
- If you are injured, rest and ask for help.

Search, Triage and Treat victims where you find them.

- Triage: Assess the severity of the injuries and determine the order of treatment.
- Treat: Provide immediate medical care to stabilize the patient.
- Transport: Move the patient to a safer location and call for medical assistance.

Emergency Response Guide

This guide is designed to help the Incident Commander remember and control the many tasks that must be done quickly and efficiently during an emergency at school. The guide is designed to help do the following for the Incident Commander:

- Document personnel assignments to response teams.
- Act as a checklist and reminder for response activities.
- Document the critical actions taken to protect students.
- Map out the extent of the emergency on the campus.
- Remember the general safety and Triage interventions.

The job of the Incident Commander is to see the Big Picture and set the objectives for several subordinate response teams. The Incident Commander must communicate the objectives to the SEEMS team and they complete the tasks to fulfill the objective.

General First Aid Reminders

Victim Assessment and Action

- B: Breathing
- A: Airway
- P: Pulse

General Search & Rescue Reminders

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Common objectives for school emergencies would be:

- "In the next 10 minutes we need to account for all students and staff.
- "Search all of the bungalows and report back in 20 minutes"
- "In the next 5 minutes set up the Request and Reunion gates with sufficient staff to assist all parent requests quickly"
- "In the next 3 minutes communicate to everyone on campus that there is a hazard at… and insure that no one goes near it"
Benchmarks Actions for Incident Command

2. Insure safety of Students and Staff
3. Confirm appropriate notifications have been made – see below form
data.
4. Appropriate communication to Logistics Section Chief or Call Center: Phone: 1-877-School-SEMS
5. Establish Incident Command Post with the School Emergency Response Box

Below this point is done only if it is safe to do so.

Asst. LAPD Direct local enforcement or the department if the event calls for the establishment of a Unified Command Post. Coordinate with first responders.

Fire

1. electrodes are rated for type of material they can extinguish
2. Use only if the fire, exceed its flash point, Keep from contact with water
3. Do not use on aluminum, copper, or magnesium alloys

EMERGENCY INCIDENT COMMANDER

General Search & Rescue Reminders

Work with a buddy and stay in sight of each other.

1. Call out to the injured group. Say, “If you can hear my voice, come to me.”
2. Do not attempt to rescue if there is immediate threat to your life or the lives of others.
3. If the victim is in immediate danger, you must contact the Incident Commander for evacuation.

Negotiate

1. Look, listen, and feel. If not breathing, open the airway (head tilt chin lift). Give one quick breath. If not, repeat, repeat until first aid arrives or if first aider becomes exhausted.
2. If breathing, clear the scene, if possible, up to 30 minutes, until help arrives.
3. Check for pulse or respirations. If no, begin CPR.

Actions

1. Assist LASPD, local law enforcement or fire department if the event calls for the establishment of a Unified Command Post. Coordinate with first responders.
2. Establish Incident Command Post with the School Emergency Response Box

ConnectED Message to Parents

LAUSD Office of Communications (213) 241-7666

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