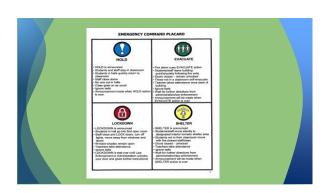
School Emergency Planning

Planning for
Student & Parent
Reunification

Safety Drills

Hold Lockdown Shelter Evacuate

Today's Focus = Evacuation Drills-Off-Site and Reunification



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- May 27, 2010 enacted. School Districts had 3 yrs to
- Need to build a safety minded culture in schools
- Designate which staff members are to be trained
- Need to coordinate school's plans and emergency
- Must review safety plans annually
- Perform annual live safety exercises

Evolution o	f KM I	Evacuation [Orills
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Year 1=

Polished & streamlined Fire Drill procedures in all buildings

Formed Safety Teams in all buildings Secured Reunification site/building

Define Layout of Dousman/MS campus and HS/WE

Evacuation of Elementary/Middle to opposing schools

Evolution of Evacuation Drills

Year 2 =

October-Conducted Full Off-site Evacuation of Middle School(~1000 students and ~150 staff)

Tested layout/capacity of Parking lot/Building of temp shelter location

April-Conducted Full off-site Evacuation of High School (~1700 students and ~200 staff) Transportation included in drill

Evolution of Evacuation Drills

Year 3

Full off-site evacuation of Middle School and Dousman Elementary (~1500 students and ~200 staff)

Full off-site evacuation of High School
Tested capacity of temporary evacuation site
NO Transportation included

Full off-site evacuation of Cushing Elementary School (Approx 400 students 75 Staff)

Evolution of Evacuation Drills

Year 4:

Full Off-site evacuation of Middle School, Elementary Schools and High School to temporary evacuation sites.

Finalized plans and procedures for Reunification site

Plans for Future Drills

Continue Off-Site Evacuation Drills @ all levels
Fall/Spring
Incorporate Transportation to
Reunification site.
Goal = Test capacity and procedures at reunification site

Joint Planning Sessions Prior to Drills

School Administration
School Secretary
Custodian
Teacher in Charge (Lead Teacher)
School Counselors
Building Safety Team members
District Safety Team Representatives
District Communications Director
Police
Fire
Sheriff's Department
Blus/Transportation Company
Offsite Temporary Shetler location staff

Buses = Safe Location

Keeps students/staff out of the elements
Mobile
Teacher Supervision on bus
smaller groups to monitor
Students "contained"

Less likely to get into trouble when contained on bus Students are familiar with school buses (Normalcy)

Transportation Logistics/Planning Before the Actual Drill

How many buses can fit into designated pickup area?
Staging Area needed
Procedure if additional buses are needed
Other Bus Companies?
Other School Districts?
Shuttle from reunification and back to pick up
additional students/staff (multiple trips)

Transportation Communication

Communication with Drivers
Day of planned exercise
Day of real Emergency

Communication with School District
Kindergarten and Early Childhood
Keep someone at terminal to answer phones and two-way radios
Company/school person in charge at loading site
District Staff = any bus and be in contact with all bus personnel via
two-way radio
All staff NEED to know the plans
Flexible and Patient

Logistics/Planning (Continued)

Separate Pick-up location for Special Needs and Medically Fragile

Total Number of Staff/Students needing transportation Wheel Chair?
Crutches?
Other Special Considerations/Needs?

Planning from School's Perspective

Evacuation Starts with Fire Drill-"What is your plan if you can not go back to your building"
Streamline/Check Fire Drill Procedures
Staff Roles/Responsibilities
From teacher to traffic to 911 call
2-3 Deep
Go-Bags and Safety Vests
Attendance Procedures
Student and Staff

School's Perspective (Continued)

Medical Needs or Medically Fragile Students/staff
Plan/Accommodations for them
Radios-Common Emergency channel
Route to Loading area
Separate Loading are for Medical Needs
Staff along the route
Attendance at Fire Drill and again on bus once loaded
Designated groups per bus
Behavior expectations

Reunification-Key Components

Should be an Offsite location
Consider Capacity, facility amenities,
MOU's
Building Access (Keys/Fobs)
Designated staff able to be dispatch to the
site (those not involved/attached to a
specific school/building)
Staff trained and part of planning process

District Response Team

Purpose of Team
Who to have on the team?
Roles of each person responding?
How to notify them?
Training of members?
Go bags/vests/radios
ID Badges

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Site Plans-Exterior

Traffic Flow-Work with local Law Enforcement
Specific / Separate entrances for students and
parents
Clear/Specific Signage
Staff to direct traffic
Develop a Map / Blueprint to share with law
enforcement

Practice with vehicles and buses to test plan

Reunification Site cont.

Building Interior

Develop a layout / blueprint for assigning rooms and locations for students and staff Processing desk and waiting areas Designated Grief Counseling rooms, Health Services room, Private Conference Rooms, Etc Command Center is critical Out of the way location Test internet connection (wifi)

Reunification Site cont.

Building Interior:

Check-in / Registration area close to Parent Entrance-Clearly Marked Special Needs / Sensory rooms for Student w/ Disabilities.

Reunification Site cont.

Proper Staffing
Medical
Counselors-School and Grief
Law Enforcement
Administration
Custodial/Maintenance
School Secretaries

Key Points to Remember

Joint planning Meeting
Set specific objectives for each drill
Communicate objectives

Start small-grow each drill

Be Patient/Flexible

It's not going to go as planned. :)

Key Points to Remember

Debrief after each drill
Review Objectives
Practice as if it were real-Don't Cut Corners
Students want to know we have a plan
They will rise to the occasion
Celebrate Successes
Define Improvements for next drill

Communication

Always communicate your plan with your staff and practice as if it were real.

Start with an announced and fully communicated drill for first attempt. Staff and students need a solid and successful reference point to refer to.

Contact Us

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