





School Emergency Planning

Planning for Student & Parent Reunification

Safety Drills

- Hold
- Lockdown
- Shelter
- Evacuate

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

EMERGENCY COMMAND PLACARD	
 <p>HOLD</p> <ul style="list-style-type: none"> HOLD is announced Students and staff stay in classroom Students in halls quickly return to classroom Hold until alarm No one out in halls Close gates on all level Ignore bells Announcement made when HOLD action is over 	 <p>EVACUATE</p> <ul style="list-style-type: none"> Fire alarm uses EVACUATE action Students/staff move orderly to designated escape routes/shelter area Students rest in their classroom move with the class to shelter Class: silent - proceed Teachers take attendance Ignore bells Wait for further directions from announcements/announcement Announcement will be made when EVACUATE action is over
 <p>LOCKDOWN</p> <ul style="list-style-type: none"> LOCKDOWN is announced Students in hall go into first open room Staff follow and LOCK doors, turn off lights, move away from windows and doors Class: silent - proceed Teachers take attendance Ignore bells LOCKDOWN is not over until Law Enforcement or administration contacts your door and gives further instructions 	 <p>SHELTER</p> <ul style="list-style-type: none"> SHELTER is announced Students/staff move orderly to designated interior rooms/shelter area Students rest in their classroom move with the class to shelter Class: silent - proceed Teachers take attendance Ignore bells Wait for further directions from announcements/announcement Announcement will be made when SHELTER action is over

History and Act 309

- May 27, 2010 enacted. School Districts had 3 yrs to comply
- 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 responders
- Must review safety plans annually
- Perform annual live safety exercises

Evolution of KM Evacuation Drills

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
- Bus/Transportation Company
- Offsite Temporary Shelter 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

Reunification Site

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.

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Questions?