

St Vrain Valley School District

Emergency Response and Incident Management Preparedness Template

PURPOSE:

The St Vrain Valley School District is committed to providing a safe and secure school environment to all of our students, staff and community members. The Emergency Response and Incident Management Online Preparedness Template will help maximize the safety and security of our students, staff and community. The checklist is designed to meet state, municipal, and federal laws and reporting requirements and upholds Board of Education Policies. In addition, you will find best practice guidelines and district expectations to ensure school safety. Please complete this checklist with members of your School Safety Team, including representation from law enforcement.

The Emergency Response and Incident Management Template must be reviewed and revisions completed at the beginning of each school year. Please enter all updated information; request consultation as needed. Send this completed plan to SVVSD Security Manager's Office no later than the second week in August each school year.

In St Vrain Valley School District, planning for and responding to school emergencies is predicated upon the Four Phases of Emergency Management:

- **Prevention and Mitigation**- identifies hazards and implements action to reduce the likelihood of an emergency or lessen the impact of an emergency situation before an emergency or incident occurs
- **Preparedness and Planning**– the development of plans and protocols to prepare for the possibility that the identified hazards or emergencies will occur. This also includes training of staff in awareness and reporting procedures and planning for effective interventions for youth who demonstrate behavioral difficulty.
- **Response** – the process of implementing appropriate actions while an emergency situation is unfolding
- **Recovery** – the process of returning to learning and restoring the infrastructure of the school as quickly as possible

The goal of the Online Emergency Response and Incident Management Template is to assist you in your organized planning efforts so that you and your staff are prepared in case of an emergency.

School Information		Completion Date:	
School Name:		Principal:	
School Address:		Home Phone:	
		Cell Phone:	
School Direct Phone #		School Ext.	

PREVENTION

Communication

The expectation has been established with all students, staff, and parents to immediately report concerns about threats to students and staff safety i.e. bullying, harassment, suicide, weapons, intent to harm, etc... YES NO

Describe your actions to ensure that Safe2Tell is promoted and that all students/families are aware of its purpose and use:

- Posters in prominent locations
- Web Site
- Brochures
- Parent Meetings
- Student Assemblies
- Student Handbook
- School Newsletter
- Information on student/staff IDs
- Other:

Establish Teams/Personnel

All schools are required to establish school safety teams. (Colorado Safe Schools Act). For each team, please identify the name and role of each team member. In addition to the team, please identify a liaison who will serve as the communication link between the district and the team. The following teams need to be established in your school:

1. **School Safety Team:** responsible for interacting with community partners and assuming key incident command positions
2. **Threat Assessment Team:** responds, assesses and manages threats of potentially dangerous students
3. **Trauma Response Team:** responds to an event with mental health implications involving students/or staff
4. **School Safety Committee:** manages the four phases of emergency management: prevention and mitigation, preparedness and planning, response, and recovery (*see more detail in SVVSD regulation ADD-R*)

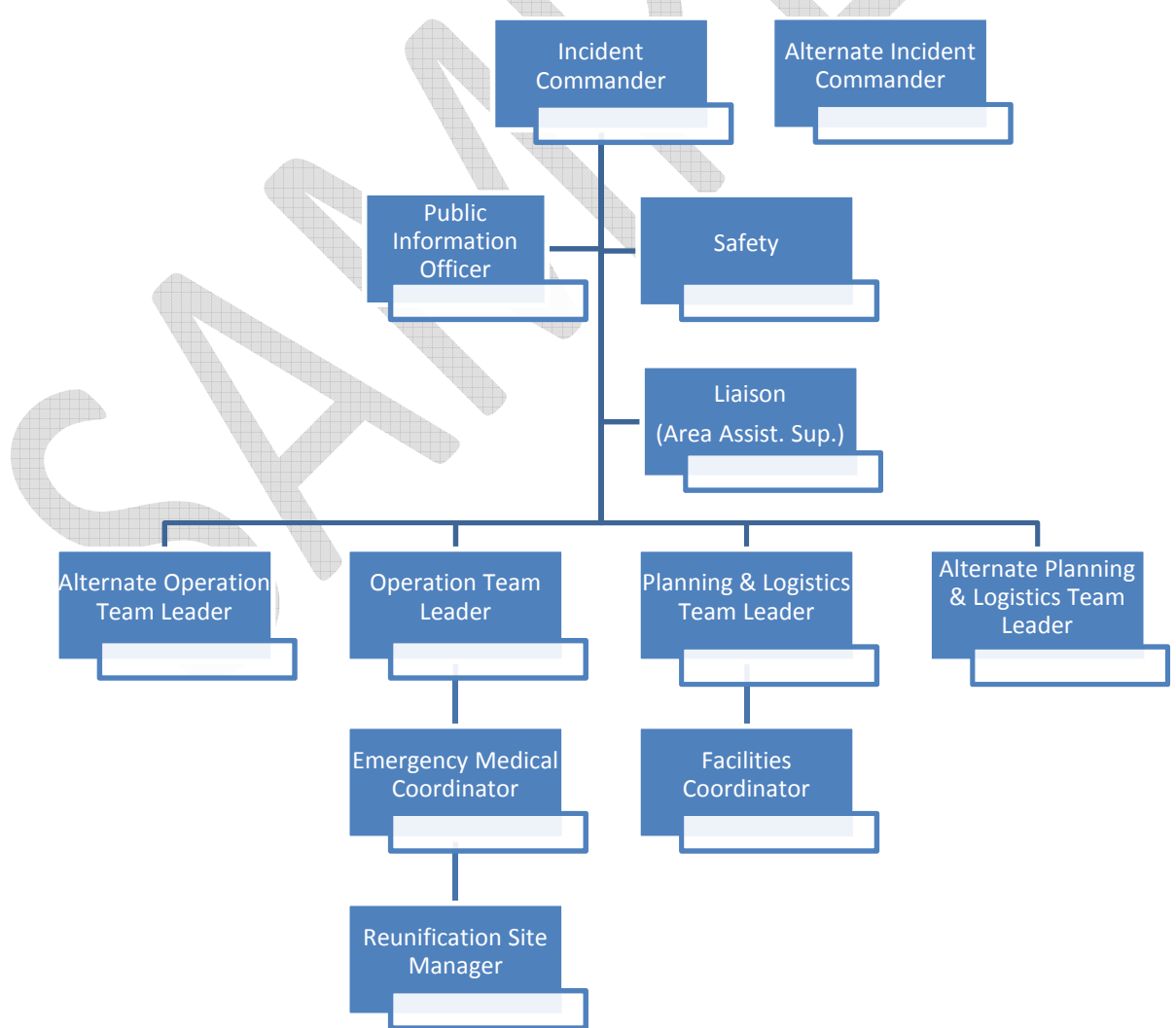
School Safety Team

Please identify the name, job title, and contact information of your school's School Safety Team Coordinator/Incident Commander.

<u>Name:</u>	
<u>Title:</u>	
<u>Position of Team:</u>	
<u>Email:</u>	
<u>Work Phone:</u>	
<u>Cell Phone:</u>	
<u>Other Phone:</u>	

Please identify members of your School Safety Team/ICS Team.

<u>Name:</u>		<u>Name:</u>	
<u>Title:</u>		<u>Title:</u>	
<u>Position of Team:</u>		<u>Position of Team:</u>	
<u>Email:</u>		<u>Email:</u>	
<u>Work Phone:</u>		<u>Work Phone:</u>	
<u>Cell Phone:</u>		<u>Cell Phone:</u>	
<u>Name:</u>		<u>Name:</u>	
<u>Title:</u>		<u>Title:</u>	
<u>Position of Team:</u>		<u>Position of Team:</u>	
<u>Email:</u>		<u>Email:</u>	
<u>Work Phone:</u>		<u>Work Phone:</u>	
<u>Cell Phone:</u>		<u>Cell Phone:</u>	
<u>Name:</u>		<u>Name:</u>	
<u>Title:</u>		<u>Title:</u>	
<u>Position of Team:</u>		<u>Position of Team:</u>	
<u>Email:</u>		<u>Email:</u>	
<u>Work Phone:</u>		<u>Work Phone:</u>	
<u>Cell Phone:</u>		<u>Cell Phone:</u>	



School Safety Committee: Reference School Board Policy ADD-R

Please identify any member of the Safety Committee that is **NOT** a member of the Safety Team.

<u>Name:</u>		<u>Name:</u>	
<u>Title:</u>		<u>Title:</u>	
<u>Position of Team:</u>		<u>Position of Team:</u>	
<u>Email:</u>		<u>Email:</u>	
<u>Work Phone:</u>		<u>Work Phone:</u>	
<u>Cell Phone:</u>		<u>Cell Phone:</u>	

School Safety Committees should be meeting on a regular basis (**At least Quarterly**).

Please outline your meeting dates and agenda items/training topics for the upcoming school year:

<u>Date:</u>		<u>Time:</u>		<u>Date:</u>		<u>Time:</u>	
<u>Agenda Item:</u>				<u>Agenda Item:</u>			
<u>Date:</u>		<u>Time:</u>		<u>Date:</u>		<u>Time:</u>	
<u>Agenda Item:</u>				<u>Agenda Item:</u>			
<u>Date:</u>		<u>Time:</u>		<u>Date:</u>		<u>Time:</u>	
<u>Agenda Item:</u>				<u>Agenda Item:</u>			

Threat Assessment Team

Please identify members of your Threat Assessment Team. (e.g. Administrator, Counselor, SRO, etc.)

<u>Name:</u>		<u>Name:</u>	
<u>Title:</u>		<u>Title:</u>	
<u>Position of Team:</u>		<u>Position of Team:</u>	
<u>Email:</u>		<u>Email:</u>	
<u>Work Phone:</u>		<u>Work Phone:</u>	
<u>Cell Phone:</u>		<u>Cell Phone:</u>	
<u>Formal Training Date:</u>		<u>Formal Training Date:</u>	
<u>Name:</u>		<u>Name:</u>	
<u>Title:</u>		<u>Title:</u>	
<u>Position of Team:</u>		<u>Position of Team:</u>	
<u>Email:</u>		<u>Email:</u>	
<u>Work Phone:</u>		<u>Work Phone:</u>	
<u>Cell Phone:</u>		<u>Cell Phone:</u>	
<u>Formal Training Date:</u>		<u>Formal Training Date:</u>	
<u>Name:</u>		<u>Name:</u>	
<u>Title:</u>		<u>Title:</u>	
<u>Position of Team:</u>		<u>Position of Team:</u>	
<u>Email:</u>		<u>Email:</u>	
<u>Work Phone:</u>		<u>Work Phone:</u>	
<u>Cell Phone:</u>		<u>Cell Phone:</u>	
<u>Formal Training Date:</u>		<u>Formal Training Date:</u>	

Additional Liaisons

In addition to the individuals above, each school is expected to identify a liaison for the following purposes listed below:

Please identify the name, job title, and contact information of the individual in your building who can serve as a liaison between **the school and the juvenile justice**.

Name:	
Title:	
Position of Team:	
Email:	
Primary Phone:	

Please identify the name, job title, and contact information of the individual in your building who can serve as a **sex offender management** liaison between the district, **law enforcement and/or youth servicing agencies**.

Name:	
Title:	
Position of Team:	
Email:	
Primary Phone:	

Identify the name, job title, and contact information of the individual in your building who has received extended training on **mandatory child abuse reporting** and will serve as a **liaison for issues of child abuse**.

Name:	
Title:	
Position of Team:	
Email:	
Primary Phone:	

Identify the name, job title, and contact information of the individual in your building who has been trained in **suicide assessments** and will serve as a primary liaison between the school, the district, and/or youth servicing agencies.

Name:	
Title:	
Position of Team:	
Email:	
Primary Phone:	
Formal Training Date:	

Building Security

Please list the last date of your District Site Assessment.

Date:

Did you receive a copy of the assessment? YES NO N/A

Have corrective actions been taken? YES NO N/A

Describe the location of the primary entrance into the school during school hours (e.g. "The primary entrance is located on the south side of the school off of S. Pratt Parkway")

Is it clear where the front entrance is? (e.g. "No, Visitors often mistake the east entrance as the primary entrance to the building") YES NO If no, please explain:

List the times that exterior doors are unlocked? (List the doors and time of day.)

When exterior doors are unlocked during school hours, is there a staff member monitoring the door?

YES NO

Describe the location of the primary entrance into the school after school hours.

What other exterior doors are unlocked after school hours?

If you are an elementary school with a Community School Program, your Community School entrance has been identified and parents have been educated on its use? YES NO N/A

Please identify the name and job title of the individual in your building who is the key controller.

- Inside Master Keys
- Key Cards

Alternate:

<u>Name:</u>		<u>Name:</u>	
<u>Title:</u>		<u>Title:</u>	
<u>Primary Phone:</u>		<u>Primary Phone:</u>	

Please list all staff and position using a building master.

Name	Position Title

PREPAREDNESS

Emergency Equipment and Information

Have you checked your PA system to ensure operability inside and outside of the building?

YES NO If "Yes" when?

Do you have speakers outside? YES NO

Can the speakers be heard all around the building? YES NO

If not, where do you need additional speakers to ensure that announcements can be heard all the way around the building?

It is a **State Requirement** to complete your annual Emergency Equipment Inventory:

Equipment	Serial Number/Brand	Location/Assigned to	Condition
Kenwood Radio			
Model TK 3140			
Model TK 3160			
Weather Radio			
Mega phone			
Other:			

Does your school have DIRT Bags? YES NO

Does your school have an AED? YES NO
(Automatic External Defibrillator)

Number of Bags:

How Many:

What do you have in your DIRT Bag?

Where is it mounted:

- Radios
- Attendance records
- Safety blankets
- Snacks
- Light sticks
- Whistle
- Duct tape
- Other:
- Mega Phones/ Bull horns
- Flashlight and batteries
- First Aid kits
- Hand sanitizer
- Water
- Tissue box
- Extra paper/pens

Date last updated:

Are Standard Response Protocol (SRP) Classroom Guides displayed in all classrooms? YES NO

INCIDENT COMMAND STRUCTURE

All principals, assistance principals, deans, and key emergency school personnel must be trained in:

- ICS 100Sc, An Introduction to ICS in Schools

Personnel and date trained:

<u>Name:</u>	<u>Name:</u>
<u>Title:</u>	<u>Title:</u>
<u>Date Trained:</u>	<u>Date Trained:</u>
<u>Name:</u>	<u>Name:</u>
<u>Title:</u>	<u>Title:</u>
<u>Date Trained:</u>	<u>Date Trained:</u>
<u>Name:</u>	<u>Name:</u>
<u>Title:</u>	<u>Title:</u>
<u>Date Trained:</u>	<u>Date Trained:</u>

Incident Command Posts

Primary ON-SITE command post location:

Secondary ON-SITE command post location:

Evacuation Sites

ON-SITE:

Primary ON-SITE evacuation location:

Secondary ON-SITE evacuation location:

OFF-SITE:

Primary Reunification location:

Date Confirmed:

<u>Name:</u>	
<u>Address:</u>	
<u>Phone:</u>	
<u>Contact Person:</u>	

<u>Fall:</u>	
<u>Spring:</u>	

Secondary Reunification evacuation location:

Date Confirmed:

<u>Name:</u>	
<u>Address:</u>	
<u>Phone:</u>	
<u>Contact Person:</u>	

<u>Fall:</u>	
<u>Spring:</u>	

Drills

School Board Policy EBCB: All schools are expected to schedule and complete **2 lock down drills** per school year. It is recommended the 1st drill be conducted in the first 60 days of school and should be announced within the week of the drill. The second drill should be **unannounced** and occur during between January 1 and April 30 per Board Policy.

All lockdown drills need to be entered into **(School Dude)**.

Any changes in dates must be done 3 business days prior to drill date. Drill date changes will only be permitted for inclement weather or testing.

All drills conducted should incorporate the testing of the schools radio/communication system to ensure interoperability with first response agencies.

Semester 1

Scheduled: Time: Completed:

Concerns/Issues:

Was Communication Interoperability tested? YES NO

Was Law Enforcement present? YES NO

Semester 2

Scheduled: Time: Completed:

Concerns/Issues:

Was Communication Interoperability tested? YES NO

Was Law Enforcement present? YES NO

Each school is required to conduct a **Lock Out drill** once a year.

Scheduled: Time: Completed:

Concerns/Issues:

Was Communication Interoperability tested? YES NO

Each school is required to conduct **2 Shelter In Place** (formally known as Tornado) drills a year. One drill should practice a tornado and the second should practice a hazmat scenario.

First Drill Scheduled: Time: Completed:

Concerns/Issues:

Was Communication Interoperability tested? YES NO

Second Drill Scheduled: Time: Completed:

Concerns/Issues:

Was Communication Interoperability tested? YES NO

Each School is required to conduct an **Off Site Evacuation Drill Reunification** once every three years.

Scheduled: Time: Completed:

Reunification Site:

Concerns/Issues:

Was Communication Interoperability tested? YES NO

Was Area Assistant Superintendent present? YES NO

Was Law Enforcement present? YES NO

Was District Security present? YES NO

Each school is required to conduct **monthly fire drills** and must conduct one drill within the first 10 days of school.

All fire drills need to be entered into School Dude.

Any changes in dates must be done 3 business days prior to drill date. **Changes will only be permitted for inclement weather or testing.**

Monthly drills are scheduled for:

August	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
September	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
October	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
November	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
December	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
January	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
February	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
March	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
April	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>
May	Scheduled:	<input type="text"/>
	Completed:	<input type="text"/>

Exercises

To the extent possible, each school shall have an all hazard exercise program based on NIMS and shall conduct tabletop exercises and other exercises in collaboration with community partners from municipal disciplines and, if possible, multiple jurisdictions to practice and assess preparedness.

At a minimum and to the extent possible, schools should conduct:

- Orientation meetings to inform all parties about emergency operation plans and procedures
- Tabletop exercises to discuss and identify roles and responsibilities in different scenarios
- A written evaluation following the exercises and certain incidents as identified by the school or school district
- Identify lessons learned and corrective actions in updating response plans and procedures.

Tabletop Exercises

Scheduled: Completed:

Concerns/Issues:

Written Evaluation Completed? YES NO

Functional Exercises

Scheduled: Completed:

Concerns/Issues:

Written Evaluation Completed? YES NO

Full Scale Exercises

Scheduled: Completed:

Concerns/Issues:

Written Evaluation Completed? YES NO

RESPONSE

All **staff** has been trained during the current school year in the Standard Response Protocol and understands their responsibilities for lockdown, lockout, evacuation, and shelter in place? YES NO

All **students** have been trained during the current school year in the Standard Response Protocol and know and understand their responsibilities for lockdown, lockout, evacuation and, shelter in place? YES NO

Has your designated Incident commander received extended training on the District Emergency Management System? YES NO

Front line office staff has been trained on how to respond to specific threats:

Managing Threats to School Procedures	<input type="radio"/> YES <input type="radio"/> NO	Date Completed:	<input type="text"/>
Lockdown Button Procedures	<input type="radio"/> YES <input type="radio"/> NO	Date Completed:	<input type="text"/>
Fire Drill/Evacuation Procedures	<input type="radio"/> YES <input type="radio"/> NO	Date Completed:	<input type="text"/>
Chemical Health & Safety Spill Response	<input type="radio"/> YES <input type="radio"/> NO	Date Completed:	<input type="text"/>

Guidelines for FIRST AID TEAMS within Individual School Buildings

Rationale and Indication for Team Use

Each school building needs a group of well-trained individuals, capable of responding to first aid emergencies in an organized and systematic manner. The First Aid Team is called when a situation arises in the school, or on school grounds, whereby extra/additional assistance is needed (such as unconsciousness). The First Aid Team should have the flexibility of responding to emergencies both in the school and on school grounds. Persons who may need assistance include students, employees and visitors.

Suggested Team Make-Up

- Individuals that express interest in serving on the First Aid Team. Principal has the option of appointing team members.
- Minimum of 2 members should have a current CPR card.
- Minimum of 5 members should have a current First Aid card.
- **Elementary Schools:** First Aid Team comprised of 6-7 staff members, including a teacher from each grade level. Principal is a team member.
- **Secondary Schools:** First Aid Team comprised of 5-6 staff members. PE teachers not recommended as their responsibilities may place them at locations where they are unable to hear call for First Aid Team response. Either Principal or Assistant Principal is a team member.

Team Member Roles

Fill in blanks with employee name assigned to each duty.

Team Leader: will coordinate First Aid Team's response.
One staff member: is responsible for primary care of the injured person.
(School nurse will assume responsibility when present in the building. In the absence of nurse/designated staff member, principal or their designee shall act in this capacity.)

Two staff members assigned to "crowd control":

Staff Member: Crowd Control
Staff Member: Crowd Control

Runner: Assigned task of bringing first aid box/stretchers to scene.

Office Liaison: Accurately inform principal/secretary of the severity of the incident so phone calls to parents/physician and/or ambulance are made with minimum time loss and maximum information. If accident is severe in nature, the "office liaison" will notify the Executive Director of Instruction and District Risk Management Services Office immediately.

Depending on location of the incident, additional responsibilities may include:

Traffic Controller:
Escort for EMS response:

Classroom Coverage

- **At the beginning of each school year**, classroom coverage responsibility should be discussed and arranged.
- Staff member not on First Aid Team would cover class for First Aid Team member having to leave classroom in response to an emergency.
- Building principal would prepare and **post procedure card in each classroom with name of teacher on First Aid Team and name of teacher covering his/her class.**