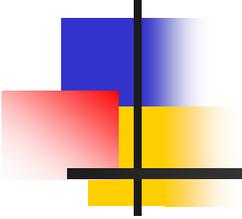
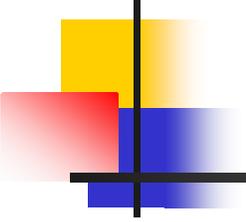


Arizona Department of Education
Emergency Response Plan
Rollout Workshop and Tabletop
Exercise



Flagstaff - NAU Dubois Center
February 28, 2013

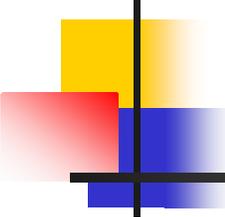


Developing the Plan

James Dorer - Security Director
Scottsdale Unified School District

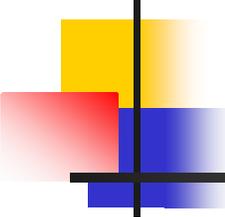
Bob Kuhn - Asst. Supt. Of Operations
Flagstaff Unified School District

Jim Lee - Director of Student Services
Paradise Valley Unified School District



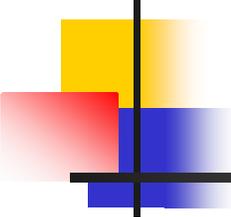
Arizona School Emergency Response Plans

- September 2006
- ARS § 15-341 Part A, Item 32
- ADE & ADEM Minimum Requirements
- Arizona School Site ERP Template
- NIMS Compliance
- ICS and NIMS Training



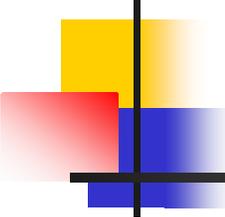
National Incident Management System (NIMS) for Schools

- **Adopt NIMS** and a single point of contact for site.
- **Planning** - Develop, implement and refine plans.
- **Training** - Local resources (ADE/ADEM) and online FEMA trainings.
- **Exercises and Drills** - Conduct and incorporate ICS.
- **Communication and Information** - Use plain language--standardized and consistent for all sites.
- **Resource Management** - Maintain an inventory of response supplies especially for reunification.
- **Command and Management** - Institute ICS for managing all emergency incidents.



Where Do You Begin?

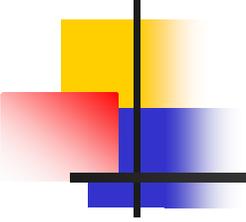
- Organize a district team
- Organize school teams
- District teams directly support school team planning process for purpose of continuity
- Provide training on NIMS and ICS
- Create meaningful partnerships with law enforcement, fire department, county health department, and others.
- Develop plans
- Test plans



District Team

- District Emergency Response Team (DERT)

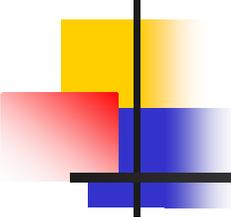
Your district team should be comprised of key personnel who provide a direct and supporting role to schools during a crisis.



DETR Membership Can Include:

Directors and Coordinators of:

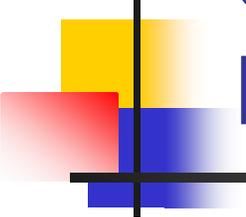
- Student Services - Secondary
- Transportation
- Health & Nutrition
- Human Resources
- Information Technology
- Elementary
- Facilities
- Community Education
- Communication Office (PIO)
- Warehouse and Deliveries
- School Custodial Services
- Business & Finance



School Team

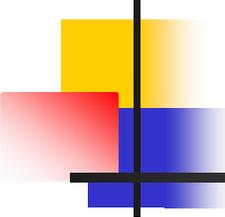
- School Emergency Response Team (SERT)

Like the district team, your school team should also be comprised of key school personnel charged with responding to a crisis situation at the school.



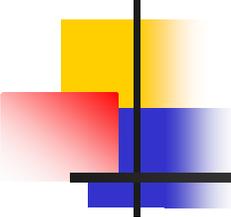
School Emergency Response Team Membership (SERT) May Include:

- Principal
- Assistant Principal
- Administrative Assistant
- Custodian
- School Nurse
- Social Worker
- Teacher
- Psychologist
- Counselor
- Parent(s)
- Student(s)



ADE, NIMS and ICS Training

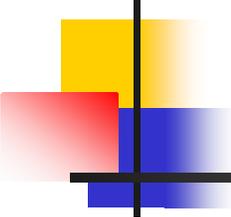
- ADE Multi-Hazard Safety Course for Schools - MAG 364
- ADE ERP Template Rollout and Tabletop Exercise
- FEMA Online Trainings for District/School Teams:
 - IS 100.Sca (Incident Command System for Schools)
 - IS 200 (ICS for Single Resources & Initial Action Incident)
 - IS 700 (NIMS--An Introduction)
 - IS 800 (National Response Framework)
 - IS 907 - Active Shooter



Arizona Division of Emergency Mgmt. Trainings for District Team

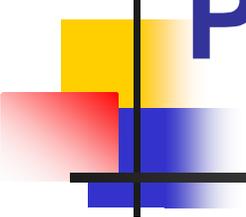
- MAG300 - Intermediate Incident Command System (ICS) 20 hours
- MAG 400 - Advanced Incident Command System (ICS) 12 hours

IS 100, IS 200, and IS 700 are prerequisites for MAG 300 and MAG 400



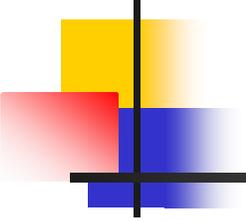
Developing the School Emergency Response Plan (SERP)

- Team approach
- Multiple departments involved
- Include community partners along the way such as local law enforcement and fire departments, county health, and others deemed appropriate



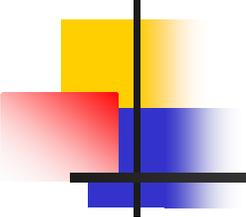
Perspective for Producing Plan:

- **P**oint **P**erson
- **P**artners
- **P**artnerships
- **P**rocess
- **P**lan
- **P**ractice
- **P**atience
- **P**riority



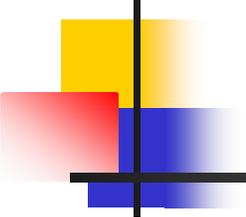
Point Person

- The “point person” is charged with overseeing the development of the plan.
- Organized
- Effective communicator
- Build relationships
- Supported by the superintendent in this endeavor.



Partners--

- The “point person” cannot do it alone.
- Partners or supporting personnel in the form of a district team.
- Regular planning meetings to include an agenda and minutes.
- Include first responders and community agencies when deemed appropriate.



Partnerships

- “Partnerships” with agencies and neighboring school districts are very productive.
- No one district or agency has the market cornered on emergency response planning for schools.
- ADE, neighboring school districts (NVEC School ERP Consortium), law enforcement, fire department, county health, etc.

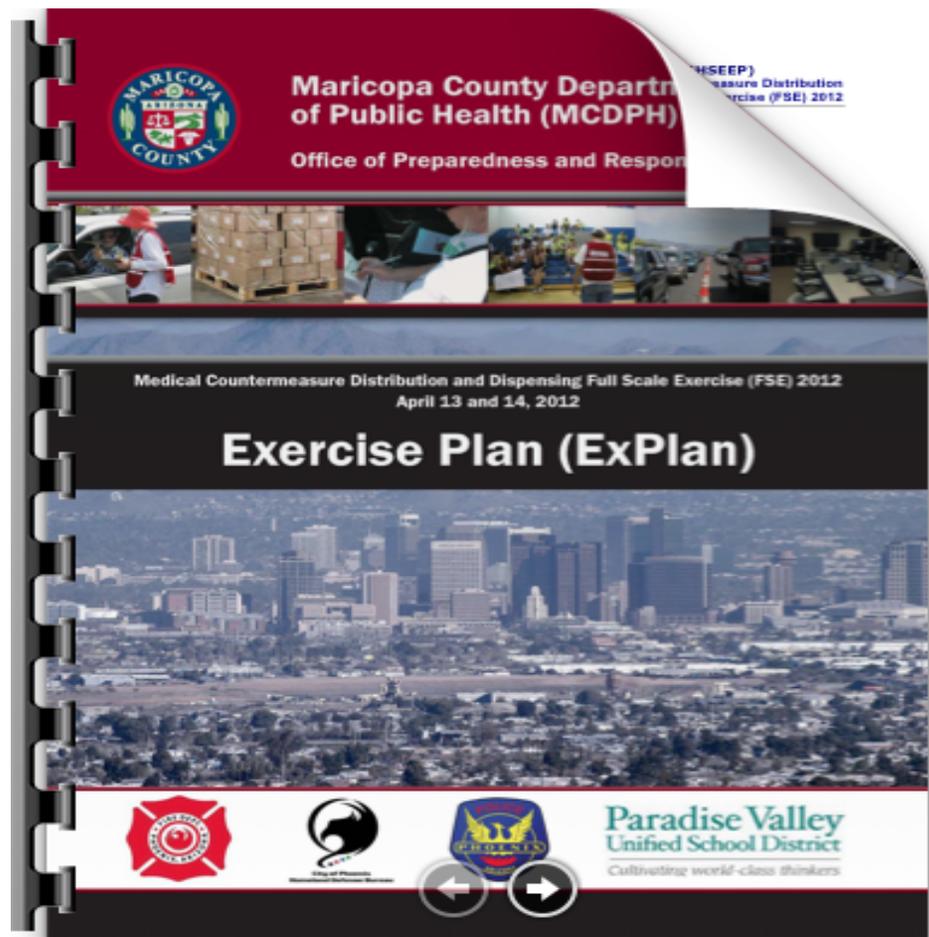
Phoenix Police Partnership

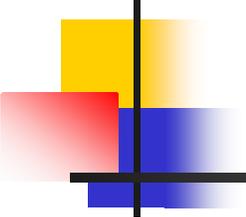


Phoenix Fire Partnership



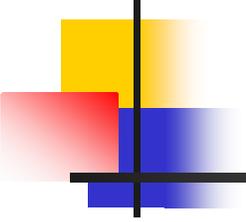
MCDPH - Emergency Response





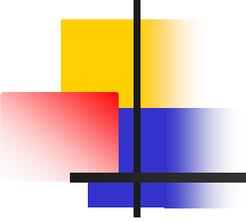
Process--

- Developing an emergency response plan is a process and never a final product.
- The process is ongoing with no end date, per se.



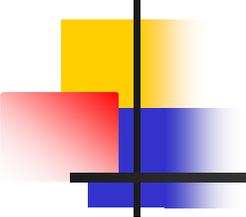
Plan

- NIMS compliant
- ICS structure
- Common language
- Consistency throughout your district
- Multi-hazard approach
- Site assessments



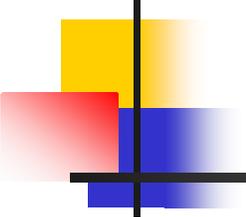
Practice

- How do you know that your plan works?
- Practice via drills, exercises, tabletop exercises and real world events.
- Practice helps to identify gaps and weaknesses in your plan.



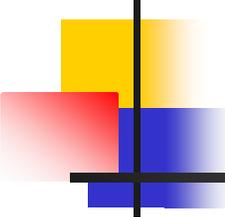
Patience

- “Patience” is literally a virtue when developing your emergency response plan.
- In essence, build the plan, test the plan, and revise the plan based on lessons learned from drills, exercises and real world events.



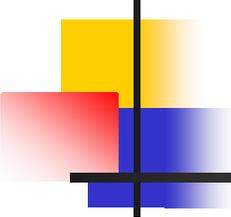
Priority

- Your district's "point person" will not necessarily be the most popular person during the process.
- Subsequently, the development and ongoing revision of your ERP must be given a "priority" status by the superintendent along with all of the other priorities in your district.



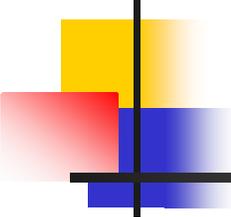
ADE ERP Template

- The ADE ERP template is an excellent tool to guide you through the process.
- This template can be customized to address the protocols you develop for your district while maintaining the integrity of NIMS compliance using the ICS structure.



Important Components of Plan

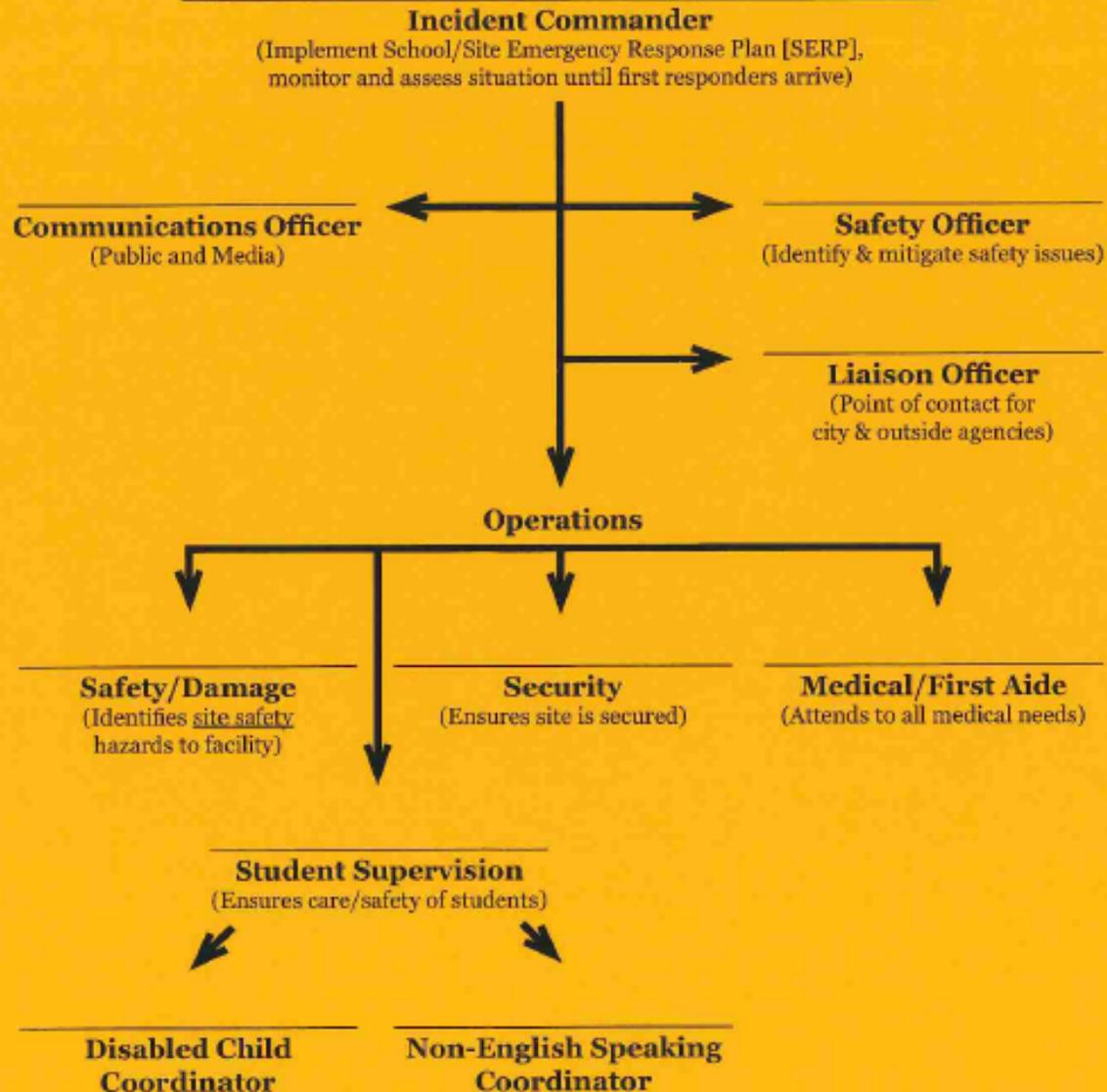
- ICS Assignments
- On Site Staging Areas
- Off-Site Relocation Center(s) and Staging Areas
- Protocols
- Individual Assistance Plans for Students With Disabilities and Non-English Speaking Students
- Critical Infrastructure Maps

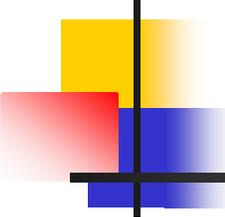


Incident Command Assignments

- Incident Commander
- Safety
- Liaison
- Information Officer
- Operations
- Security
- Safety/Damage
- Student Request/Release

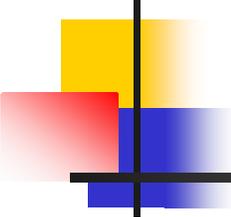
PARADISE VALLEY UNIFIED SCHOOL DISTRICT
INCIDENT COMMAND SYSTEM (ICS)





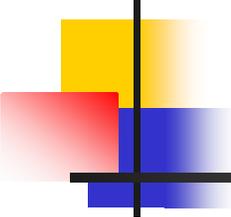
On-Site Staging Locations

- Command Post
- Student Care/Assembly Points (inside)
- Student Assembly Points (outside)
- First Aid
- Student Request
- Student Release
- Media Staging
- Law, Fire, Public Works, and Utilities Staging



Off-Site Relocation

- Staging areas the same for the most part to on-site staging areas.
- BIG Questions:
 - Do you use district facilities for off-site relocation?
 - Community centers and facilities?
 - Neighboring district facilities?



Protocols

Aircraft Incident

Animals

Assault/Fights

Bee Swarm

Bomb Threat

Brush Fires

Bus Incident

Cardiac Arrest

Communicable Disease

Drive By Shooting

Explosion or Threat of Explosion

Fire

Gas Leak

General Emergency

Hazardous Material

Hostage

Intruder

Mail Handling/Suspicious Package

Media

Missing Person/Child

Radiological Event

Serious Injury/Accident

Sniper

Student Unrest

Suicide

Terrorist Event

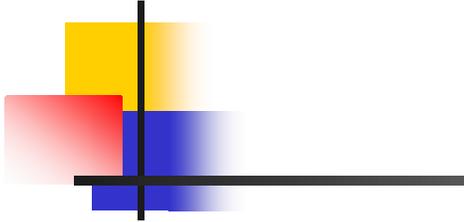
Utility Outage

Walk-Out/Sit-In

Weapons

Weather

PVUSD ERP--Before and After:



**YOUR SCHOOL
NAME**

Paradise Valley Unified School District

EMERGENCY RESPONSE PLAN

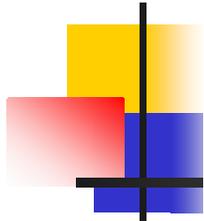
2012-2013

Version 1

**Paradise Valley
Unified School District**
Cultivating world-class thinkers



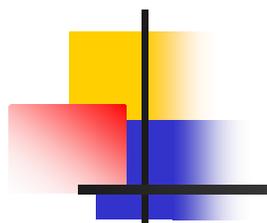
The original School Emergency Response Plan (SERP) template was created by the Arizona Department of Education and the



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EMERGENCY CONTACT NUMBERS

Public Safety Agencies	Number
General Emergency	8-911
Animal Care and Control of Maricopa County (animal bites, stray dogs)	(602) 506-7387
Arizona Public Service (to report outages)	(602) 371-7171
Arizona Public Service (to report a line break)	(602) 258-5483
Behavioral Health Crisis Line	(602) 254-4357
Child Protective Services (CPS)	1-888-767-2445
City of Phoenix Water Department (to report leaks/line breaks)	(602) 261-8000
City of Scottsdale Water Department (to report leaks/line breaks)	(480) 312-5650
Department of Public Safety (DPS)	(602) 223-2000
EMPACT/Suicide Crisis Hotline	(480) 784-1500
Federal Bureau of Investigation (FBI)	(602) 279-5511
Fire Inspectors	(602) 262-6595
Local Hospital – John C Lincoln	(602) 943-2381
Local Hospital – Mayo Hospital	(480) 515-6296
Local Hospital – Scottsdale North	(480) 323-3000
Local Hospital – Paradise Valley Hospital	(602) 923-5000
Maricopa County Health Department	(602) 506-6885
Maricopa County Sheriff's Department	(602) 876-1000
Phoenix Fire Department	(602) 495-5555
Phoenix Police Department (Crime Stop)	(602) 262-6151
Poison Control	(602) 253-3334
Scottsdale Fire Department	(480) 312-8000
Scottsdale Police Department (Crime Stop)	(480) 312-5000
Silent Witness (city wide)	(602) 261-8100
Southwest Gas (to report leaks or gas odors)	(602) 271-4277
District Contacts	Number
Superintendent	(602) 449-2298
Assistant Superintendent for Instructional Support (Secondary/Elementary)	(602) 449-2097/2095
Assistant Superintendent for Support Services and Planning	(602) 449-2246
Assistant Superintendent for Human Resources	(602) 449-2189



ADD YOUR SCHOOL NAME HERE
EMERGENCY RESPONSE PLAN

GAS LEAK

IMMEDIATE ACTION – IF GAS ODOR HAS BEEN DETECTED IN THE BUILDING:

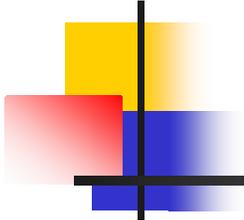
- Evacuate students and staff to a safe distance outside of building.
- Teachers take personal and school keys, "Go Kit" to include flip chart, student roster, Disabled Student Individual Emergency Plan(s), communication devices for non-English speaking students (if applicable), and other materials deemed appropriate by school ERP.
- Do not use the fire alarm, intercom, or any other electrically operated device, which might cause a spark and ignite an explosion.
- If safe to do so, turn off gas main.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take Emergency Classroom Response Guide to include current class roster
- Incident Commander notifies police and fire (call 8-911) and Superintendent.
- Teachers take roll after being evacuated.
- After consulting with Superintendent, Incident Commander may move students to primary or alternate relocation center, if weather is inclement or building is damaged.
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

IMMEDIATE ACTION – IF GAS ODOR HAS BEEN DETECTED OUTSIDE THE BUILDING:

- Incident Commander notifies police and fire department (call 8-911) and Superintendent. Incident Commander or designee must report incident to Fire Marshal.
- Incident Commander determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- Do not use the fire alarm, intercom, or any other electrically operated device, which might cause a spark and ignite an explosion.
- After consulting with Superintendent, Incident Commander may move students to primary or alternate relocation center, if weather is inclement or building is damaged.
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

COMMUNICATION:

- Call 8-911, if deemed necessary.
- Notify Incident Commander (I.C.)
- I.C. assures notification:
 1. Superintendent or designee
 2. Public Relations Office
 3. Victim(s) parent
- Implement post-crisis debriefing with School ERT. If necessary, request district Care and Concern Team.
- Incident Commander makes appropriate follow-up notification to superintendent, public relations office, appropriate district personnel, staff, parents of students involved, and parent community.



Paradise Valley Unified School District

Cultivating world-class thinkers

Emergency Response Plan PLAN DE RESPUESTA A UNA SITUACIÓN DE EMERGENCIA STUDENT RELEASE FORM FORMULARIO DE AUTORIZACIÓN PARA LA SALIDA DE ALUMNOS (To be taken by adult runner)

Date _____
Fecha _____

Please print legibly
Escriba en letra de molde legible

Student name: _____ Grade _____
Nombre del alumno *Grado*

Teacher _____ School _____
Maestra(o) *Escuela*

Name of person requesting student _____
Nombre de la persona que solicita recoger al alumno

Relationship to student _____
Relación o parentesco con el alumno

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA MÁS ABAJO DE ESTA LÍNEA

.....
TO BE FILLED IN BY GATE STAFF-Para uso del personal de salida
(Circle or complete as requested- Complete según se requiere)

Proof of photo I.D:	AZDL	INS Card	Other	Name on Emergency Card:	Yes	No
<i>Comprobante de Identidad con fotografía</i>	<i>Licencia de conducir de Arizona</i>	<i>Tarjeta de Inmigración del INS</i>	_____	<i>¿Nombre en la Tarjeta de Emergencia?</i>	<i>Si</i>	<i>No</i>
			<i>Otro</i>			

Verified by _____
Persona que verificó la salida:

.....
STUDENT'S STATUS- Situación del alumno
To be completed / initialed by runner (Iniciales del mensajero donde corresponda)

Sent with runner	_____	Absent	_____	First aid	_____	Missing	_____
<i>Se envió con adulto asignado</i>		<i>Ausente</i>		<i>Primeros Auxilios</i>		<i>Desaparecido</i>	

.....
RELEASE GATE- Puerta de Salida
TO BE FILLED IN BY RUNNER OR DESIGNATED STAFF (Completado por mensajero o personal designado)

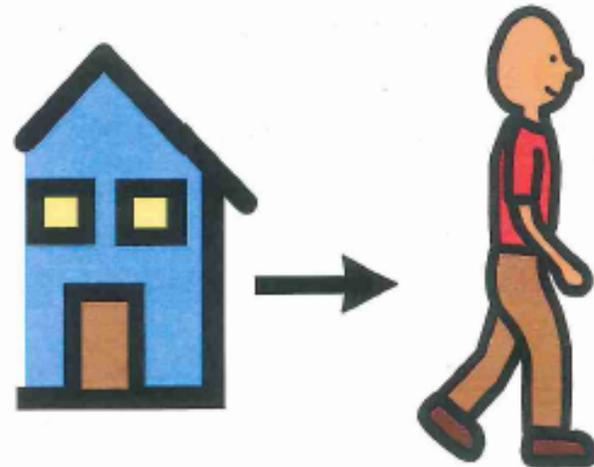
Proof of I.D: Yes No (Do not release student if adult requesting student does not have I.D.)
Comprobante de Identidad *Si* *No* *No permita la salida del alumno si el adulto que solicita recogerlo no tiene comprobante de Identidad*

emergency! / emergencia



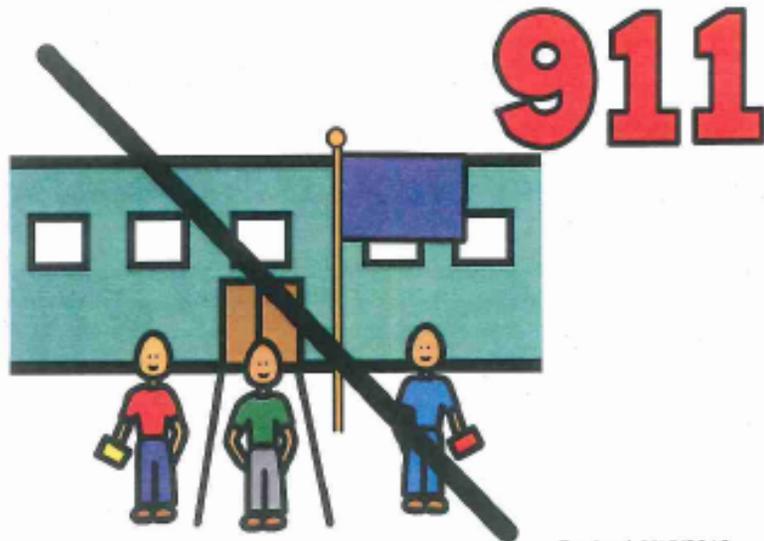
Revised 8/15/2012

evacuate! / salir



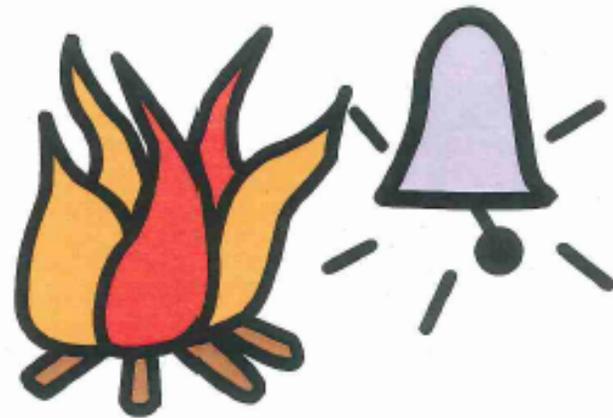
Revised 8/15/2012

disaster! / catastrofe / desastre



Revised 8/15/2012

fire! / fuego / incendio



Revised 8/15/2012

EMERGENCY CLASSROOM FLIP CHART

Additional information pertaining to the procedures in this flip chart can be found in the School/Site Emergency Response Plan (SERP) that is available from the school/site administrator.

EMR-05-11

EMERGENCY PHONE NUMBERS

MISSING CHILD OR PERSON

REVERSE EVACUATION / SHELTER-IN-PLACE

BUS INCIDENT

LOCKDOWN / EMERGENCY LOCKDOWN

BUILDING EVACUATION / OFF-SITE RELOCATION

ACCOMODATIONS FOR DISABLED AND NON-ENGLISH SPEAKING STUDENTS

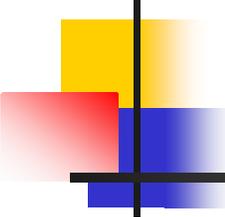
MAIL HANDLING / SUSPICIOUS PACKAGE

BOMB THREAT AND CHECK LIST

CLASSROOM EMERGENCY KIT / BUCKET CONTENT

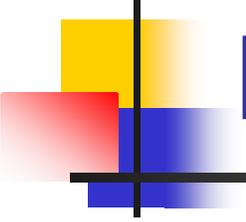
Already Have A Plan? Don't Let It Collect Dust!





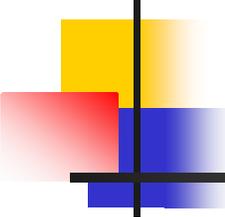
So Remember--

- In the spirit of Sesame Street--this presentation was brought to you by the letter “P”.



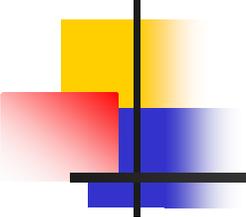
Perspective for Producing Plan:

- **P**oint **P**erson
- **P**artners
- **P**artnerships
- **P**rocess
- **P**lan
- **P**ractice
- **P**atience
- **P**riority



Yogi With the AFLAC Duck Might Say

ERP? You don't need
it until you need it--
then, you will need it!



Thank You--Questions?

James Dorer - jdorer@susd.org
Scottsdale Unified School District

Bob Kuhn - bkuhn@fUSD1.org
Flagstaff Unified School District

Jim Lee - jlee@pvlearners.net
Paradise Valley Unified School District