

Pocket Response Plan™ EMERGENCIES DIAL 911	County Communications Center	Facility Contacts	Utilities Contacts	Media Contacts	Other Contacts
District Emergency Contacts	Public Health Department	Head Custodian	Electricity/Gas		
		Building Management Landlord	Telephone		
	Red Cross		Water		
			Internet		
	School Emergency Team		Elevators		
	Team Leader		Security/Fire System Providers		
			Other		
	Member 1				
First Responders					
Police Department	Member 2				
Fire Department					
EMS/Ambulance	Member 3				
Security					
Local EMA	Member 4	MOU Contacts			
County EMA	Member 5				
	Member 6				

Pocket Response Plan™ Checklist

Identify Imminent Threat/Danger
[Situation Report (SITREP)]

Follow-Up Actions Determine need to
 Normal Operations
 Early dismissal
 Shelter in place
 Restricted movement
 Lockdown

Evacuation Site

Safest Route to Travel

Method of Travel

Buildings Affected

Staff Affected

Students Affected

Initial Protective Action
 Lockdown
 Shelter in place
 Evacuation
 Other:

The 4 C's

1) Command
Someone needs to be in charge of the emergency. If not you then who?

- Recognize/ define the emergency
- Notify public authorities/first responders
- Establish command post
- Activate emergency plan
- Activate emergency teams
- Initiate log sheet (ICS 214)

2) Control
Control the scene, limit ingress/egress except for emergency providers

- Account for all students/staff/visitors
- Notify public information officer

Activate Medical Teams
 Start triage
 Establish treatment areas
 Record any students transported

Assignments
 Site security
 Traffic control
 PIO/media

3) Coordination
Coordinate your school response with the local emergency response.

Command Post Location

Liaison Persons
 Police
 Fire
 EMS
 EMA
 Other

Child Accounting Procedures

- Obtain daily absentee list
- Determine student accountability by class/grades
 - Use teacher report forms
 - Record using ICS teams/groups
- Report missing students/staff and area of building to Emergency Services Liaison and/or Building Search and Rescue Teams

Number of Confirmed Fatalities

Number of Injured
 Class 1 Class 2 Class 3 Class 4

Injured transported to

Number of Missing
 Students
 Staff
 Visitors

Parent/Child Reunification
 Student Holding Area

Leader

Parent Check-In Area

Leader

- Area publicized
- Area equipped with
 - Rosters
 - Tables
 - Office supplies
- Personnel assigned to area

Student Release Area

Leader

- Area equipped with
 - Rosters
 - Tables
 - Office supplies
- Personnel assigned to area

Parent Waiting Area

Leader

Mental Health Area

Leader

4) Communications
Establish early communications with the following persons.

- Building staff
- District staff/school board
- Emergency responders
- Parents (web/text alerts)
- Media
- Insurance
- District solicitor
- Maintain log sheet (ICS 214)

Notes

Damage Assessment and Recovery

- Ensure all hazards are cleared before entry
- Assess and document damage to building, contents and information systems
 - Type of emergency (fire, smoke, chemical, clean water, dirty water, heat, humidity)
 - Areas affected
 - Nature of damage
 - Parts of building affected
 - Types of materials damaged
- Critical information systems functional/safe – Y/N
- School resume within 24-72 hours – Y/N
- Maintain security
- Maintain supervision
- Stabilize environment at your facility
- Identify, gather emergency supplies
- Food
- Water
- Emergency shelter
- Initiate continuity of operations plan
- Alert media of next day plans
- Contact parents
- Contact insurance carrier
- Provide on-going public updates