Emergency Management Resource Guide


##  Checklist for District Planning

Under the direction of the superintendent or designee, each district is to complete the following according to its unique needs and circumstances. Each District Support Team should comprise a variety of school employees, as well as community representatives and stakeholders.

District Plan

* Designate a single “lead contact” for orchestrating district level planning
* Have each team member read or become familiar with this Emergency

Management Resource Guide

* Complete the following:

**District Support Team Emergency Numbers**

**Local / Regional Emergency Response Numbers**

**Potential Hazards (Part 1)**

**Potential Hazards (Part 2)**

**Visitor Screening Policy/Access Control**

* Review entire chapter entitled **“Creating the Emergency Operations**

**Plan,”** modify for local needs, titles, circumstances

* Review **Universal Emergency Procedures**, modify for local needs
* Review **Emergency Operations Protocols**, modify for local needs
* Coordinate district planning with local police, fire, emergency medical, and other emergency responders (review lines of communication between agencies, procedures for interagency collaboration, etc.)
* Prepare a district model **Emergency Quick Reference Guide**. Each school will adapt the district’s model for individual use
* Establish a timeline and procedures for how the district will support training for administrators and school-based teams (to prepare them to conduct school-based planning)
* Establish a mechanism for individual schools to request assistance in creating school-based plans, and to help mitigate identified hazards
* Designate a district level contact or liaison to monitor individual school’s progress; create a mechanism for schools to submit updated plans on a yearly basis
* Establish a regular meeting or planning schedule for the District Support Team; determine who will attend these meetings (all stakeholders vs.

smaller task force approach)

## District Level Plan

The superintendent or designee is ultimately responsible for overseeing ongoing activities in emergency prevention, protection, mitigation, response and recovery. Under his/her direction, the school district should form a district-level team to review the contents of this guide, and to modify it for local use.

Upon completing the revision of this guide, the District Support Team’s role changes to that of support. The District Support Team functions to assist schools in the coordination and allocation of needed resources when the need imposed by the current situation exceeds the affected school’s normal resources.

### Forming the District Level Support Team

Suggested Steps for Team Formation

1. Superintendent or designee communicates with selected staff in key district roles to recruit them to serve on the district team. As in the local school, a staff inventory should be conducted to determine if any individual has experience or specialized training in any of these areas.
2. Superintendent or designee creates list of staff, making sure that all emergency support functions are addressed, including:

District Plan

* + Director of security or law enforcement ***Jeff Ritchie***
	+ Director of building and grounds ***Thomas Neace***
	+ Director of maintenance ***Steve Dixon***
	+ Director of transportation ***Shannon Hoskins***
	+ Director of supply services ***Jennifer Combs Angie Tucker***
	+ District level secretary or receptionist ***Robin Couch***
	+ Director of community or public relations ***Jody Maggard, Bridget Brewer***
	+ Director of risk management and safety ***Harvey Colwell***
	+ School psychologists and social workers ***TBA***
	+ Personnel with areas of expertise (i.e., CPR, first aid, etc.)
1. An initial meeting is held with potential team members to discuss what will be expected for team membership and to outline steps for planning and implementation.
2. District-level team identifies possible community agencies and individuals to assist in district planning, such as:
	* Police Department, Fire Department Perry County Sheriff, KSP, Hazard City
	* Emergency Medical Services School Nurses, ***Ashley Combs***
	* Social Service Agencies (Child Welfare, Juvenile Justice)
	* City/County government ***Scott Alexander, Happy Mobelini***
	* Local hospitals, medical and mental health professionals ***Hazard ARH, Primary Care, KRCC***
	* Local/regional emergency management agency ***Perry County Emergency Management***
	* Business representatives
	* Clergy, Parents ***Jody Maggard, Tim Reynolds, Mark Combs***
	* Local American Red Cross
3. As much as possible, formalize interagency agreements with Memoranda of Agreements ***Reference the Appendix A: “Generic School District – Emergency Operations Plan”.***

(MOU), letters of support, etc. (samples available at the Kentucky Center for School Safety web site:

www.kysafeschools.org.).

District Plan

1. Initially, meet as often as needed to review portions of this guide to modify for local use. Have each team member review specific areas which pertain to their area of expertise (for example, local police and school security review protocols and actions which may involve a security response).
2. When the adaptation of this guide is completed, schedule a “kick-off” presentation or training for school administrators to begin the process of school-level planning.
3. Ongoing, hold regular team meetings throughout the school year to assist schools in school level planning, to review school specific plans, and to address ongoing issues as they arise (which may include local, state or national issues that may affect the district). Small communities may wish to have all participants in the same meetings; larger districts may need to form smaller task forces to accomplish specific tasks.
4. Schedule drills, practice and annual reviews (district and school levels).
5. Be sure the spokesperson at the board and/or the school is as informed as possible on all current developments. Only that person should speak to the media.
6. All communications with the media should be factual and honest- do no interpret, give opinions or editorialize. Attempts to conceal information from the media or give inaccurate information will likely backfire. Do not talk "off the record." **Use of radios and cell phones with texting**
7. Include classified staff in all training regarding emergency/crisis situations.
8. Should it become necessary to transport students to the hospital, a school and/or central office staff member should accompany them to serve as a liaison with hospital staff, parents, etc., and to act as a media contact. A list of those transported to the hospital should be kept on site and names of the injured should either be written on the backs of their hands or written on a label and attached to their clothing with a pin, if time permits.
9. Plan and carry out drills for various emergency situations on a regular basis. Treat the drills seriously and insist that the students do so as well. In an emergency, knowing what to do and following directions from adults, in spite of fear and confusion, can make all the difference.
10. School plans should describe what steps are to be taken and the person responsible for specific tasks (e.g. turn off gas in science labs, etc.).
11. Follow-up plans should be developed for crisis situations. Post-traumatic stress, grief and suicide clusters are only a few of the potential problems that may need intervention in the aftermath of a tragedy.



to allow students and staff members and their families to know each

1. In order to allow students and staff members and their families to know each other's safety status during and after an emergency situation, a central information point should be established both at the school and district office. Parents, staff members, and their families should know to contact these information points regarding their safety and the safety of the students so that accurate information can be relayed to their loved ones.

**TRANSPORTATION OPTIONS**

In the event of a disaster or emergency, the Superintendent, acting under Board authority, may close the schools and arrange transportation for busing students. Schools affected will be advised by the Superintendent’s office as to the option to exercise, depending on the nature of the disaster or emergency.

**OPTIONS**

1. Immediate closure of specified schools and transportation of the students either to their homes or to alternate locations.

1. Placement of school buses at pre-determined schools in readiness to transport should the situation require.
2. Holding of students at schools and provisions of shelter at the school

**NUCLEAR THREAT OF WAR**

STRATEGIC WARNING

1. Description and meaning:
	1. This is a notification that enemy-initiated hostilities may be imminent.
2. Dissemination will be by news media (radio, television and newspaper). Also, disaster and emergency services will provide warning to local government officials and the populace, and will provide information about the fallout radiation hazards from a nuclear attack.
3. No estimate can be made of the duration of a strategic warning condition.
4. The warning time may be limited to just minutes.
5. The following will be accomplished:
	1. The District Office will contact the school offices.
	2. Principal will carry out instructions from the Superintendent.
	3. School office will notify the district office when Superintendent instructions have been accomplished.

## District Support Team Emergency Numbers

District Plan

Complete the form below to reflect your district’s offices, adding and deleting as necessary. Include district office phone numbers, with appropriate local terminology for job titles, positions, departments, etc.

|  |  |  |
| --- | --- | --- |
| **Title** | **Name – Location** | **Numbers/Cell** |
| Superintendent | ***Kent Campbell***  | ***606-438-9516*** |
| Deputy Superintendent | ***Johnny Wooton***  | ***606-233-9858*** |
| Director of Security/Law Enforcement | ***Jeff Ritchie******Shawn White***  | ***606-233 5223******606-233-8469*** |
| Director of Maintenance | ***Steve Dixon***  | ***606-438-2337*** |
| Director of Transportation | ***Shannon Hoskins***  | ***606-233-3203*** |
| Director of Nutritional Services | ***Thomas Neace***  | ***606-438-8997*** |
| Director of Supply Services | ***Steve Dixon***  | ***606-438-2337*** |
| Director of Safety | ***Harvey Colwell***  | ***606-438-0222*** |
| Director of Buildings and Grounds | ***Thomas Neace*** | ***606-438-8997*** |
| Director of Special Education | ***Harvey Colwell***  | ***606-438-0222*** |
| Director of Student Support (counseling, soc. work, etc.) | ***Ashley Combs******Josh Smith***  | ***606-404-0710******606-854-4680*** |
| Director for Safe and Drug Free Schools | ***Harvey Colwell***  | ***606-438-0222*** |
| Director of Health or Medical Services | ***Ashley Combs***  | ***606-404-0710*** |
| Director of Public Relations | ***Bridget Brewer***  | ***606-438-3596*** |
| Legal Counsel | ***Jonathan Shaw******Grant Chenoweth***  | ***606-434-9839*** ***502-644-6744*** |
| District Finance/Safety  | ***Jody Maggard***  | ***606-233-7866*** |
| Other |  |  |

## Local / Regional Emergency Response Numbers

Complete the form below to reflect your district or regional emergency resources. List local hospitals, emergency services, mental health crisis lines, social service agencies, American Red Cross, regional / local emergency response agencies, etc. It is important in planning stages to form interagency partnerships with law enforcement agencies, fire and rescue, etc. in order to predetermine jurisdiction in the event of ongoing investigations.

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|  |  |  |
| --- | --- | --- |
| **Agency – Address** | **Name – Title** | **Numbers** |
| Hazard ARH | ***No specific contact*** | ***606-439-6600*** |
| KRCC Agency | ***No Specific contact, Tracey Smith*** | ***606-436-5761*** |
| Kentucky State Police | ***Post 13 Jennifer Sandlin- Captain*** | ***606-435-6069 or call 911*** |
| Perry County Sheriff's Office | ***Joe Engle- Sheriff*** ***Shawn White Resource Officer******Jeff Ritchie- SRO*** | ***606-439-4523 or call 911******606-233-8469******606-233-5223*** |
| Hazard Police Department | ***Jessica Cornett Contact*** ***Zach Miller- Police Chief*** | ***606-436-2222 or call 911*** |
| Hazard Fire Department | ***Robert Keith- Chief***  | ***606-436-2211 or 606-436-2345 or call 911*** |
| Perry County 911/Ambulance | ***Scott Alexander- County Judge*** | ***606-439-4776 or call 911*** |
|  |  |  |
|  |  |  |
|  |  |  |

## Potential Hazards (Part 1)

It is vital to record the potential hazards for your geographic area and risks to your district so you know what to expect and what to do to protect students and staff. It is essential to understand that disasters have a cascading effect:

* Forest fires lead to debris flows, mud slides, grassfires and smoke/pollution
* Earthquakes cause fires, loss of water supply, structural damage, chemical leaks and disruption of communications

District Plan

* Flooding blocks roads, damages property, and ruins food supply
* Tornadoes destroy buildings, cause fallen power lines
* A medical epidemic/pandemic creates significant disruptions to the educational and related business routines

In an effort to prioritize these events the District Support Team needs to consider what is most likely to occur in this area and when/if these events have occurred in the past.

|  |  |  |  |
| --- | --- | --- | --- |
| **Natural** **Hazards** | **Predictability and** **Approx. Frequency** | **Warning** **Time** | **Comments or****Actions to Take** |
| Earthquakes  | Seldom | None | Plans in place at schools for protection |
| Severe weather, tornadoes, lightning | ***Frequently in Spring and Summer*** | ***Weather Forecasts usually several days out on outbreak so reminders to staff take place*** | ***Plans are in place for schools continued drills on monthly basis*** |
| Excessive rains, flash floods, flooding | ***Frequently in Spring and Summer*** | ***Several Days due to weather forecasts*** | ***Plan in place when needing to evacuate at each individual school*** |
| Dam failure |  ***Could be an issue with 2 schools Buckhorn & Leatherwood***  | ***Short*** | ***Evacuate school if needed based on word from Corps of Engine*** |
| Mud slides | ***Frequently in Spring and Summer*** | ***Short***  | ***If occurs then word is out by all means of communication*** |
| Windstorms | ***Sometimes*** | ***Weather forecasts several days in advance with warnings*** | ***Plan in place at each school***  |
| Snowstorms | ***1-5 times per year*** | ***1-2 day warning usually*** | ***Plan in place with e-mails, texts, radio and TV announcements*** |
| Sinkholes | ***Sometimes***  |  |  |
| Grass or forest fires | ***Sometimes***  |  |  |
| Other |  |  |  |
| Other |  |  |  |

## Potential Hazards (Part 2)

The District Support Team needs to consider what other human/technological factors, could occur or have occurred in your region:

District Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Human or Technological Hazards** | **Predictability and Approx. Frequency** | **Warning** **Time** | **Comments or Actions to Take** |
| Bomb threat, or other terrorism | ***Sometimes***  |  |  |
| Arson, fire | ***Could happen***  |  |  |
| Riots | ***NA*** |  |  |
| Air pollution, smog alert | ***NA*** |  |  |
| Water or food pollution | ***Could Happen***  |  |  |
| Hazardous material spills | ***Could Happen***  |  |  |
| Nuclear or radiological accident | ***NA***  |  |  |
| Asbestos | ***NA*** |  |  |
| Communication systems failures | ***Sometimes***  |  | ***This is phone lines or internet services being down due to storms so use of radio and other means are necessary***  |
| Water system disruptions | ***Yearly usually around winter time***  |  | ***Getting word out through all means of communication and getting water to schools along with updates and directions***  |
| Gas or electric disruption | ***Yearly usually around winter time with loss of electric*** |  | ***Usually due to storms het word out by all means of communication***  |
| Transportation systems disruptions | ***NA***  |  |  |
| Airplane, airport hazard | ***NA***  |  |  |
| Railroad track, station hazard | ***NA*** |  |  |
| Other |  |  |  |

## Visitor Screening Policy/Access Control

*(In this section create, update or insert your district policy regarding Visitor Screening. Ideally, the individual who is updating this Guide could type, or “cut and paste” the district’s policy here, then delete the text below).*

Visitor Screening Suggestions

All visitors shall be addressed with a standardized greeting before being granted

•

access into the building.

Outdoor and exit door signs to direct all visitors to the entrance they should enter.

•

Utilize positive welcoming signs that clearly indicate where you want visitors to

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go (i.e. Office, Reception Area, etc.)

All exterior doors should be locked only allowing entrance through one

•

designated entrance.

All visitors should pass through an office area that offers verbal and visual contact

•

with staff.

All visitors sign-in, show identification, leave a deposit such as keys or ID and

•

receive a sticker or other badge.

Designate staff to provide verbal face-to-face contact to inquire about the person’s

•

name, area or room to be visited and nature of the visit.

If person is new to the school or unsure of the room location, a staff member may

•

meet him/her or accompany him/her.

Visitors should return to sign out when leaving the school.

•

There should be no exceptions to the policy.

•

Involve and acquaint parents, parent-teacher organizations, etc. with the policy

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and the need to know who is in the building.

All teachers and staff should know the policy.

•

All staff should be expected to question people without a badge and ask them to

•

check in with the office before proceeding to the intended room.

District Plan

District Plan