



EMERGENCY 101

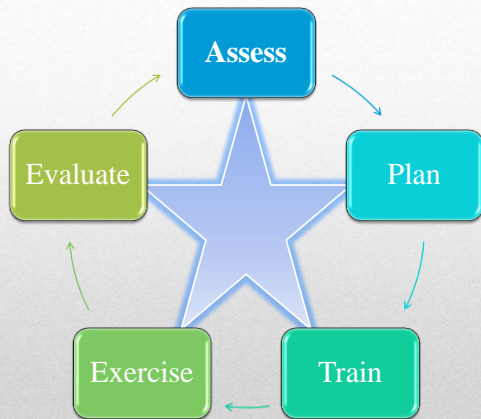
Baby Steps to Preparedness

Sherry Colgan Stone, Ed.D., Riverside Community College District

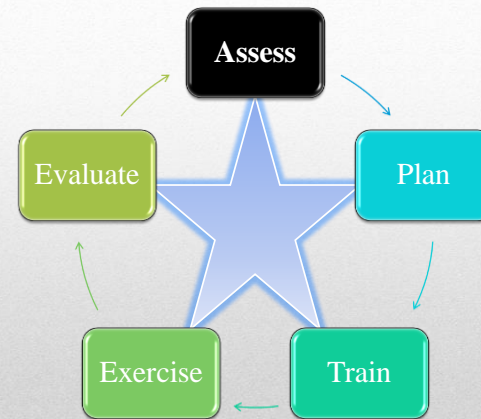
Baby Steps

It can be overwhelming.... So take it one step at a time!

What about Bob? (1991)



Five Important Baby Steps



Baby Steps

- Assess facilities and grounds (Places)
- Assess culture and climate (People & Programs)
- Assess threats, hazards and vulnerabilities
- Reviewing existing campus and community data.
 - What to look at....
 - Crime Data
 - Suspension/Expulsion/Student Discipline Data
 - Injuries/Workers' Comp Data
 - Drill/Exercise After Action Reports
 - Risk Assessments (Vulnerabilities, Hazards, Threats)
 - Surveys (CHKS and school/district surveys)

WHAT TO ASSESS

- **Resources**
 - Equipment
 - Supplies
 - People
 - Facilities
 - Plans
- **Capabilities**
 - Threat & Hazard Identification
 - Public Information & Warning
 - Planning
 - Protective Measures
 - Operational Coordination (EOC/ICP/ICS)
 - Operational Communications
 - Mass Search & Rescue Operations
 - Mass Care
 - Environmental Response/Health & Safety



WHAT TO ASSESS

Capabilities taken from FEMA'S "Core Capabilities" - Former "Target Capabilities List"

- **What is your Organization's capability & capacity?**
- **What is your need?**

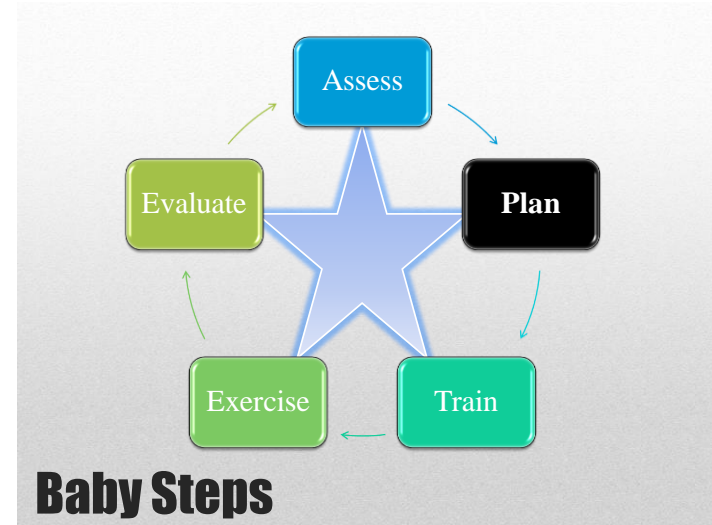
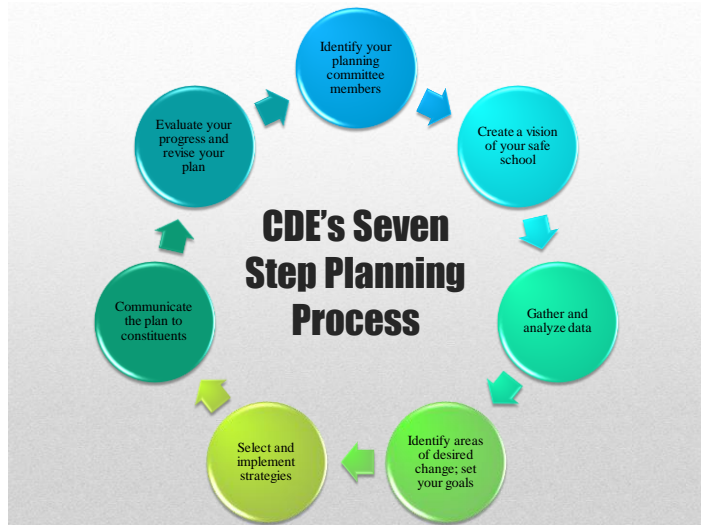
CRUCIAL CONVERSATION



Lesson Learned submitted by Arthur Cummins, Ed.D., Orange County Department of Education



STEPS IN THE PLANNING PROCESS



“NOBODY PUTS BABY IN A CORNER...”

That is where our emergency plans go!

Dirty Dancing (1987)

- *No one ever reached for a dusty 3-ring binder on a shelf when an emergency or crisis happened (R. Chips).*
- Written plans are necessary, but the “paper plan syndrome” isn’t!
- *Use plan templates....don’t re-create (G. Krag)*
 - Make plans your own
 - Test it by training on it, drilling & exercising to it, and evaluating it

PLANS

When you Assess your plans, talk about...

- What plans you have?
- What plans you need to revise?
- What plans you need?

ASSESS PLANS

- Comprehensive School Safety
- Safe School Plan
- Emergency Response
- Emergency Operations
- Recovery
- Mitigation
- Business Continuity
- Cyber Security
- Pandemic Influenza
- Food Defense

ASSESSING PLANS

	HAVE	REVISE	NEED	TIMELINE	WHO
Comprehensive School Safety Plan	X				
Safe School Plan	X				
Emergency Response Plan (Disaster Procedures)	X				
Emergency Operations		X		12.1.2013	Risk, Admin, Police
Food Defense			X	6.30.2016	Food Services, Health Services, Risk
Pandemic Influenza		X		12.1.2013	Risk, Health Services, Academic Services
Cyber Security			X	12.31.2015	IT, Risk, IMC
Business Continuity			X	12.31.2013	Business Services, Risk, Academic, Admin
Recovery			X	12.31.2016	Business Services, Risk, Academic, Admin
Mitigation	X				

Written Plan

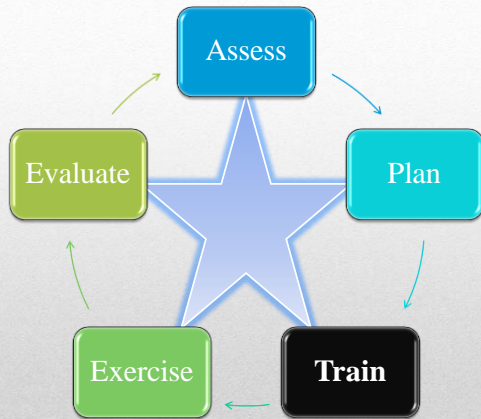
- Site specific plan aligned with District Board approved procedures
- Written in simple narrative with laminated guides, checklists, flipcharts
- Visible and available to all
- Multiple locations on campus
- On file at the District/Chancellor/President Office
- The plan should show how campus "links" with fire and police



Written Plan

- Provide Law Enforcement/Fire an updated site Map/Diagram of the school for their files
 - Must be updated annually
- Plan to Inform
 - Campus Assembly
 - Student government
 - Letter to Parent/guardians
 - Staff & Faculty





Baby Steps

"Use the skill set of the staff you adopt. Every staff has some level of competency in emergency management. Scaffold the learning from where they are towards best practice. Give them training and time opportunities to be successful in their assigned roles."

Lesson Learned submitted by Arthur Cummins, Ed.D., Orange County Department of Education

JUST KEEP SWIMMING. JUST KEEP SWIMMING. JUST KEEP SWIMMING, SWIMMING, SWIMMING. WHAT DO WE DO? WE SWIM, SWIM.

Be the Broken Record

Finding Nemo (2003)

- Borrow an expert. Use the Chit system.
- Start with the basics.
- Take advantage of the training already out there:
 - CERT (Community Emergency Response Team)
 - Insurance Company
 - Local Fire, Law Enforcement, Public Health, Mental Health, Non-Profits, etc.
 - Parents/Students/Faculty with specific skill sets
 - Use on-line videos – have a "video of the month" and offer prizes to those who watch the video and answer questions.
 - Be creative – students can create trainings – this may be a consequence for a breach of school rules.

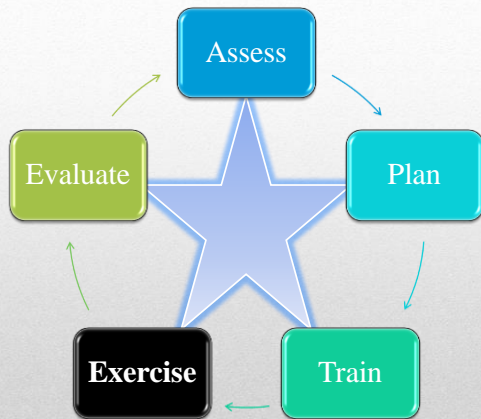
Train

SO IT'S NOT GONNA BE EASY. IT'S GONNA BE REALLY HARD. WE'RE GONNA HAVE TO WORK AT THIS EVERY DAY, BUT I WANT TO DO THAT BECAUSE I WANT YOU... TO LIVE!!!

The Notebook (2004)

- Train them to THINK, COMMUNICATE and MOBILIZE
 - *For Public K-12 – use the Common Core “Critical Thinking Skills” as an example (G. Krag)*
- Teach them to improvise – be the McGyver
- Teach them to visualize

Train



Baby Steps

**DO, OR DO NOT.
THERE IS NO "TRY"**

The only bad exercise is no exercise. (G. Krag)

The Empire Strikes Back (1980)

- Learn a little bit about the HSEEP Model (Homeland Security Exercise & Evaluation Program).
- Decide what capability you want to test – and then decide what type of disaster would best test that capability.
- Start small – and build up.
 - **Table-Top** to a **Functional** to a **Full-Scale**
- Use the Chit system for exercises.

Exercise

Most school emergency drills occur on the same day of the week, at the same time of day, with students taking the same route to the same place – we can be more creative!

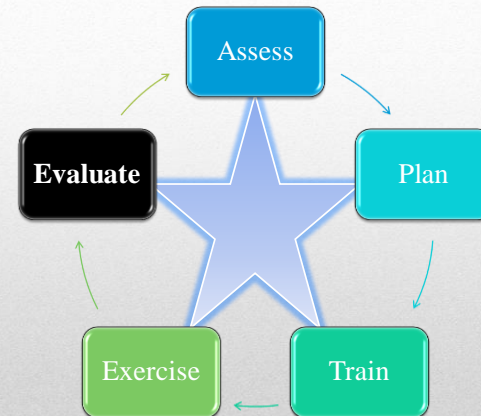
Lesson Learned submitted by Ray Chips, Ed.D., Irvine Police Department (former school administrator)

- **Describe the level of sophistication of your latest drill/exercise**

CRUCIAL CONVERSATION



Lesson Learned submitted by Arthur Cummins, Ed.D., Orange County Department of Education



Baby Steps

- **Evaluate your plans**
- **Evaluate your trainings**
- **Evaluate your exercises**
 - Complete an After Action Report (simple... what went right, what can we improve, what are our steps to improvement and timeline for it)
 - This is a great way to bring in outsiders and to use the chit system
- **Evaluate your progress** on any goals and objectives written for the year (Safe Schools Plan)
- Revise and Update as necessary

Evaluate

WHAT WE HAVE HERE IS A FAILURE TO COMMUNICATE

And that is not acceptable!

Cool Hand Luke (1967)

- Consider your communication in all emergency activities...
 - Communicating your message? (Prevention/Preparedness/Training)
 - Again...broken record through all efforts
 - Communicating during an emergency?
 - Communicating after an emergency?
 - Who are you communicating with?
 - What tools do you have to communicate with?

Communication

E.T. PHONE HOME...

Or anyone you need something from!

E.T. the Extra Terrestrial (1982)

- *Calling people on the phone may get you what you need. (G. Krag)*
 - Phone calls are more personal than an email.
 - Call them with what you need, then follow up with an email.
 - If they forget to respond...call them again.
- What do you need from them? Be specific and send them an example or template if available...
 - Buddy roster
 - ICS Org Chart
 - Evacuation Plan
- *Be Accessible (G. Krag)*

The Personal Connection

THERE'S NO PLACE LIKE HOME...

But only if you are prepared when the tornado strikes!

Wizard of Oz (1939)

- First question.... Are YOU prepared? Desk? Car? Home?
- *Get you, office, home, school, campus prepared for 5 – Can you Survive for Five? (S. Kaminske)*
 - 5 Minutes
 - 5 Hours
 - 5 Days
- *Bottled water is relatively inexpensive and you'll need it in almost any school emergency – obtain it before your emergency happens (R. Chips)*
- Use your assessments to determine your needs for equipment/supplies.
- Purchase items that have a long shelf life...but remember to rotate (keep schedule).
- Emergencies don't always happen on 71 degree sunny days!

Preparedness is key!

- **Describe how you maintain a constant state of readiness**

CRUCIAL CONVERSATION



Lesson Learned submitted by Arthur Cummins, Ed.D., Orange County Department of Education

Baby Steps

A LOOK AT ONE SCHOOL DISTRICT

What about Bob? (1991)

- **Putting pieces in place for the last 5 years** (classroom supplies, incident command kits, emergency response kits, forcible entry tools, trauma kits, communication plans/protocols, response protocols, site maps, lockdown maps, ICS training, basic drills and monthly drill reports).
- Now "slowly" working to put all the pieces together
- **Making sure staff know what we have and how to use what we have** (created training videos for the incident command kits, emergency response kits and forcible entry tools).
- Establishing **School Emergency Response Teams (SERT)** at each site and then train them (6 hrs of modified CERT training).
- To help get the information past the office and into the classroom we are now using **"Site Safety Coordinators"** (SSC) at each site. These are non-management staff that are either paid extra duty for time spent outside of their regular work hours or we get substitutes and they get release time to work on updating classroom packets, checking inventories, helping with drills, collecting feedback from staff after the drill, talking/presenting at staff meetings etc.
- **Site Coordinators are given three (3) objectives** to work on at the beginning of the year and will get three new objectives to work on every quarter.
- Also implemented the use of a web based emergency management program, "Hour-Zero" that has really helped pull the plan, training, drills etc., together.

PERRIS HIGH SCHOOL DISTRICT

Lesson Learned submitted Judy Miller, Perris High School District

Baby Steps

ADDITIONAL LESSONS LEARNED

What about Bob? (1991)

NOT TO BE RUDE OR ANYTHING, BUT THIS ISN'T REALLY A GREAT TIME FOR ME TO HAVE A HOUSE ELF IN MY BEDROOM...

Or for disaster to strike.

Harry Potter and the Chamber of Secrets (2002)

- Expect a disaster will happen at a time that is not convenient
- Expect the “perfect storm”
- Expect that disasters will bring out the worst in people
- Expect that disasters will bring out the best in people

Disasters happen!

- *If you're the leader and you don't take emergency planning seriously, don't expect anyone else to (R. Chips)*
- Leaders need to “buy-in” and support by “saying,” “influencing” and “doing”
- Leaders should create a culture of safety

Leadership

**IT IS OUR CHOICES THAT SHOW
WHAT WE TRULY ARE, FAR MORE
THAN OUR ABILITIES.**

- Dumbledore

Harry Potter and the Chamber of Secrets (2002)

**SCREWS JUST FALL OUT ALL
THE TIME, THE WORLD IS AN
IMPERFECT PLACE.**

Remind people that we take risks all the time!

The Breakfast Club (1985)

**SOME PEOPLE CAN'T BELIEVE IN
THEMSELVES UNTIL SOMEONE ELSE
BELIEVES IN THEM FIRST.**

Be Positive..... Praise the Good....

Good Will Hunting (1997)

- **Ray Chips**, Ed.D., Irving Police Department
- **Arthur Cummins**, Ed.D., Orange County Department of Education
- **Sara Kaminske**, Orange County Sheriff's Department
- **Geneva Krag**, Lake Elsinore Unified School District
- **Judy Miller**, Perris Union High School District

SPECIAL THANKS TO...



Sherry Colgan Stone, Ed.D.

Safety & Emergency Planning Coordinator

Riverside Community College District

Desk: 951.222.8566

Cell: 951.218.6869

Email: sherry.stone@rccd.edu

Website: www.colganstone.com
