

# Appendix B – JPPSS Emergency Management Plan Template for Schools

(Please type all information)

## Directions for the Site Administrator/Principal

This Emergency Management Plan must be completed at the beginning of each school year. Please enter all information, and get consultation as needed. Assign a designee to act as leader of the plan in your absence. Also, assign key staff to coordinate roles, making clear that in their absence you may call on another staff member to perform these duties. Discuss with your staff all information contained in this plan. Emphasize the importance of student supervision in the event of an emergency. Inform staff where copies of this plan are kept. Send this plan to the School Safety & Discipline Office and the Emergency Management Department by **September 1** of each school year.

### Step 1: Enter Your School Information

School	
Address	
Principal	
Revision Date	

### Crisis Team Members:

Position	Name	Work Phone	Home Phone	Mobile/ Pager	Alternate Phone #	External Email
Principal						
Asst. Principal						
Counselor/ Social Worker						
Nurse						
Food Service Manager						
Plant Manager						
Asst. Plant Manager						
Teachers:						
Staff:						

Appendix B – JPPSS Emergency Management Plan Template for Schools

CPR/First Aid/CPI Certified Persons in School Building:

Name	Room #	Certification (check)		
		<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid	<input type="checkbox"/> CPI
		<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid	<input type="checkbox"/> CPI
		<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid	<input type="checkbox"/> CPI
		<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid	<input type="checkbox"/> CPI

**Step 2: Identify Two Off-Site Emergency Evacuation Locations**

These relocation facilities should be near your school and able to house your students and staff until they are released to parents. Consider opposite directions. Specify a first choice and second choice. Contact sites directly to coordinate arrangements.

1 <sup>st</sup> Evacuation Site	
Contact Person	
Address	
Phone	
2nd Evacuation Site	
Contact Person	
Address	
Phone	

**Step 3: Identify a School Command Post and Communication Resources**

The in-school Command Post will serve as a base of operations in the event of an emergency. Select a location for the Command Post that has access to telephones, FAX, intercom, and other building controls. Designate a first and second choice. Provide direct telephone numbers to be used in an emergency (not the main number).

Command Post 1	
<u>Direct</u> Phone Number	

Appendix B – JPPSS Emergency Management Plan Template for Schools

FAX Machine	
Command Post 2	
<u>Direct</u> Phone Number	
FAX Machine	

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Two-Way Radios
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Two-Way Radios/Multi Frequency
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Intercom Systems
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Buzzers or Tones
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Megaphones
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Radio/TV with Batteries

**Step 4: Assign School Emergency Response Team Roles**

Role	Name	Position	Contact Information
Site Incident Commander			Phone: Pager: Cell:
1 <sup>st</sup> Alternate Site Incident Commander			Phone: Pager: Cell:
2nd Alternate Site Incident Commander			Phone: Pager: Cell:
1 <sup>st</sup> First-Aid Coordinator			Phone: Pager: Cell:
2nd First-Aid Coordinator			Phone: Pager:

Appendix B – JPPSS Emergency Management Plan Template for Schools

			Cell:
1 <sup>st</sup> Student Supervision Coordinator			Phone: Pager: Cell:
2nd Student Supervision Coordinator			Phone: Pager: Cell:
1 <sup>st</sup> Facility & Materials Coordinator			Phone: Pager: Cell:
2nd Facility & Materials Coordinator			Phone: Pager: Cell:
1 <sup>st</sup> Student-Parent Reunion Coordinator			Phone: Pager: Cell:
2nd Student-Parent Reunion Coordinator			Phone: Pager: Cell:
1 <sup>st</sup> School Crisis Recovery Team Coordinator			Phone: Pager: Cell:
2nd School Crisis Recovery Team Coordinator			Phone: Pager: Cell:
Coordinator for student/parent instruction in universal precautions/pandemic flu			Phone: Pager: Cell:

## Appendix B – JPPSS Emergency Management Plan Template for Schools

### Other Staff Who Have First-Aid Training to Assist First-Aid Coordinator

Role	Name	Position	Contact Information
First Aid Assistant			Phone: Pager: Cell:
First Aid Assistant			Phone: Pager: Cell:
First Aid Assistant			Phone: Pager: Cell:

### ***Step 5: Print Student Roster and Place in Binder***

School secretaries must print a list of all enrolled students and their emergency contact information. This information may be printed from the student information system. This roster will be used to account for all students in the event of an emergency.

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Secretary has printed Emergency contact information for all students?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Printed roster placed in binder in the main office in an obvious location?

### ***Step 6: Review Inside Safe Assembly Areas***

Review the location of Safe Assembly Areas inside your school with your staff. These will be used to shelter from severe weather or to move children away from rooms on the perimeter of the school.

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Safe Assembly Areas inside school identified and reviewed with staff?
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## Appendix B – JPPSS Emergency Management Plan Template for Schools

### **Step 7: Designate On-Site Outside Assembly Areas**

Schools typically have assembly areas on the school grounds that are used during required fire drills. At times, you must move students farther away from the buildings. Identify on-site locations that could be used to move students farther away from the buildings. Schools with a large student body may have more assembly locations. You may direct teachers to move students to these locations by megaphone.

Assembly Area 1	
Assembly Area 2	
Assembly Area 3	
Assembly Area 4	
Assembly Area 5	

### **Step 8: Check and Replenish Contents of Emergency Response Backpack**

Check the contents of the school Emergency Response Backpack. Replenish any items that have been used. Always provide new batteries for flashlights and megaphones. Store the Emergency Response Backpack in a conspicuous location. Take this backpack with you if you evacuate the building. Especially make sure these items are inside the backpack:

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Copy of JPPSS Crisis Plan
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Copy of this Emergency Management Plan
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Megaphone
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Fresh Batteries

### **Step 9: Check Emergency Resources at Your School**

Each classroom should have:

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Emergency Evacuation Kit in every classroom?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Evacuation diagram posted in every classroom?

**Step 10: Identify Emergency Evacuation Staging Areas for Individuals with Disabilities**

- Site Administrators, must designate Emergency Evacuation Staging Areas (coordinate with fire and police).
- Signs must be posted to mark these locations.
- Evacuation Staging Areas must be posted on the Fire Panel for emergency responders.

Location	Room #	Room #	Room #	Room #
Ground Floor				
Second Floor				
Third Floor				
<input type="checkbox"/> NO	<input type="checkbox"/> YES	Are signs posted to mark each Evacuation Staging Area Location?		

**Step 11: Identify Disabled Individuals Needing Evacuation Assistance and Post Evacuation Plan**

Identify any student or staff member who may need evacuation assistance (e.g., individuals who are in wheel chairs or unable to use stairs). Develop a specific plan for their evacuation. It is recommended that each student’s classroom teacher be designated to assist the student in getting to the Evacuation Staging Area. The designated teacher may need to transfer their class to another teacher to remain with the disabled student until they are evacuated. The Site Administrator must:

- Identify students or staff needing evacuation assistance.
- Post an evacuation plan for each student or staff member.
- Post a list of these individuals and their evacuation plan on the Fire Panel.
- Put a list of disabled individuals in the secretary’s copy of the student emergency contact information roster.
- Inform the classroom teacher of each student or staff member of the evacuation plan.
- Inform students and parents of the evacuation plan.

Appendix B – JPPSS Emergency Management Plan Template for Schools

<input type="checkbox"/> NO	<input type="checkbox"/> YES	List of disabled students/staff <u>and</u> their evacuation plans posted on Fire Panel?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	List of students/staff <u>and</u> evacuation plans in Secretary's emergency contact information binder?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	<u>Each</u> classroom teacher for <u>each</u> student informed of evacuation plan?
<input type="checkbox"/> NO	<input type="checkbox"/> YES	<u>Staff</u> , <u>students</u> , and <u>parents</u> informed of Evacuation Staging Areas and evacuation plan?

**Step 12: Develop a Student-Parent Reunion Procedure at Your School**

With the Student-Parent Reunion Coordinator develop a procedure to sign out students to parents in the event of a serious emergency. You will need to identify a location(s) and establish a process for reuniting students and parents.

<input type="checkbox"/> NO	<input type="checkbox"/> YES	Location(s) identified and procedure to reunite students and parents developed?
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**Step 13: Hurricane Pre-Evacuation Checklist and Re-Occupation Assessment**

Responsibility	Completed
Emergency Evacuation Packet to include:	
Hurricane Preparedness Plan	
Emergency Management Plan	
Phone Numbers of all faculty/staff to include home phone, cell phone, external email, alternate evacuation phone numbers	
Set of School Keys (Note: An additional set of keys should also be with regional office and facilities properly tagged)	
Pictures of school campus and buildings both inside and out (Adobe Computer Program)	
Student Emergency Cards	
Bus Telephone with charger/s	
Student activity records	



## Appendix B – JPPSS Emergency Management Plan Template for Schools

Textbook Inventory	
The above items are taken with the principal upon evacuation.	
Grounds cleared of debris	
Grounds cleared of loose items	
Books, valuable papers, and equipment are stored off the floor and covered with plastic	
Where needed and feasible, move cabinets/desks, etc. away from windows	
Close and lock all doors and windows	
Locate and disconnect all electrical equipment ( <b>except refrigerators &amp; freezers</b> )	
Tape/cover windows	
Lab areas are cleared and glassware properly stored	
Secure critical information and paperwork	
Turn off natural gas service at main valve	
Turn off water service at main valve	

### **RE-OCCUPATION ASSESSMENT**

**Safety first!! Do not enter a campus if it does not appear safe. Photograph/video exterior and interior. Following complete campus assessment, turn on utilities; use common sense; turn off if leaks appear.**

#### **Building & Grounds**

<b>Exterior</b>	<b>Severe</b>	<b>Minor</b>	<b>N/A</b>
<b>Standing water</b>			
<b>Storm debris</b>			
<b>Visible roof damage</b>			
<b>Visible building trim and siding damage</b>			
<b>Visible wall damage</b>			

Appendix B – JPPSS Emergency Management Plan Template for Schools

Visible window damage			
Visible fence damage			
Visible playground equipment damage			
Visible canopy and walkway damage			
<b>Interior</b>	<b>Severe</b>	<b>Minor</b>	<b>N/A</b>
Standing water, greater than 6" is severe			
Visible structure damage			
Visible ceiling damage			
Visible light fixture damage			
Visible floor damage			
Visible wall damage			
Visible roof leaks			
Visible furniture damage			

**Attachments:**

1. Update and submit a copy of your School Safety Audit (attached)
2. Copy of school floor plans  
*Note: Plans must indicate 1) location of fire panel and 2) shut off points for water, gas, & electricity*
3. Disc copy of digital pictures taken of school complex stored using the Adobe software program

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## **School Building and Vicinity Maps**

[Paste map here]

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[Paste map here]

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