

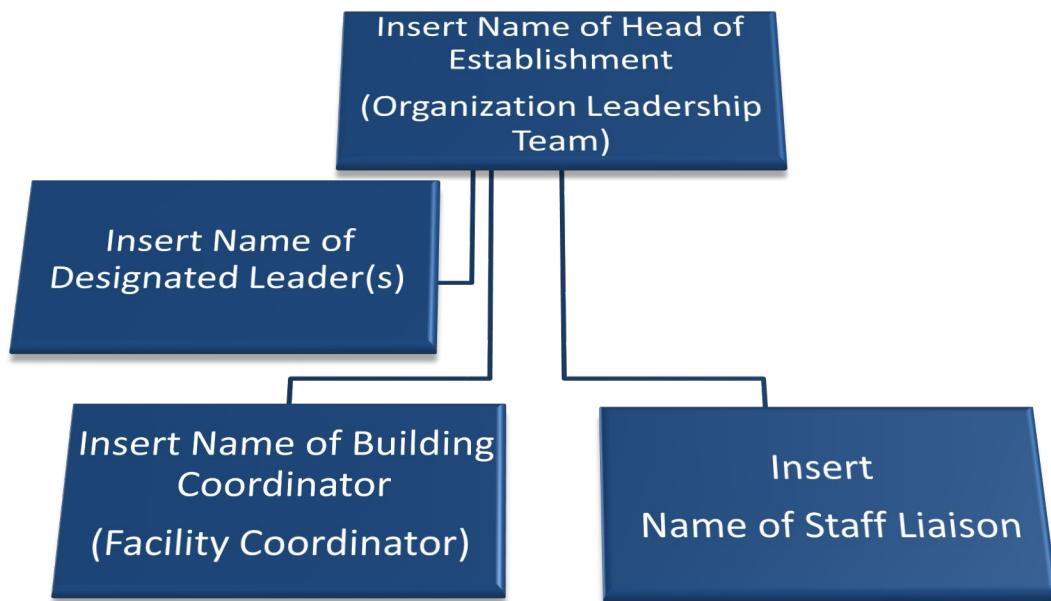


REFERENCE APPENDIX

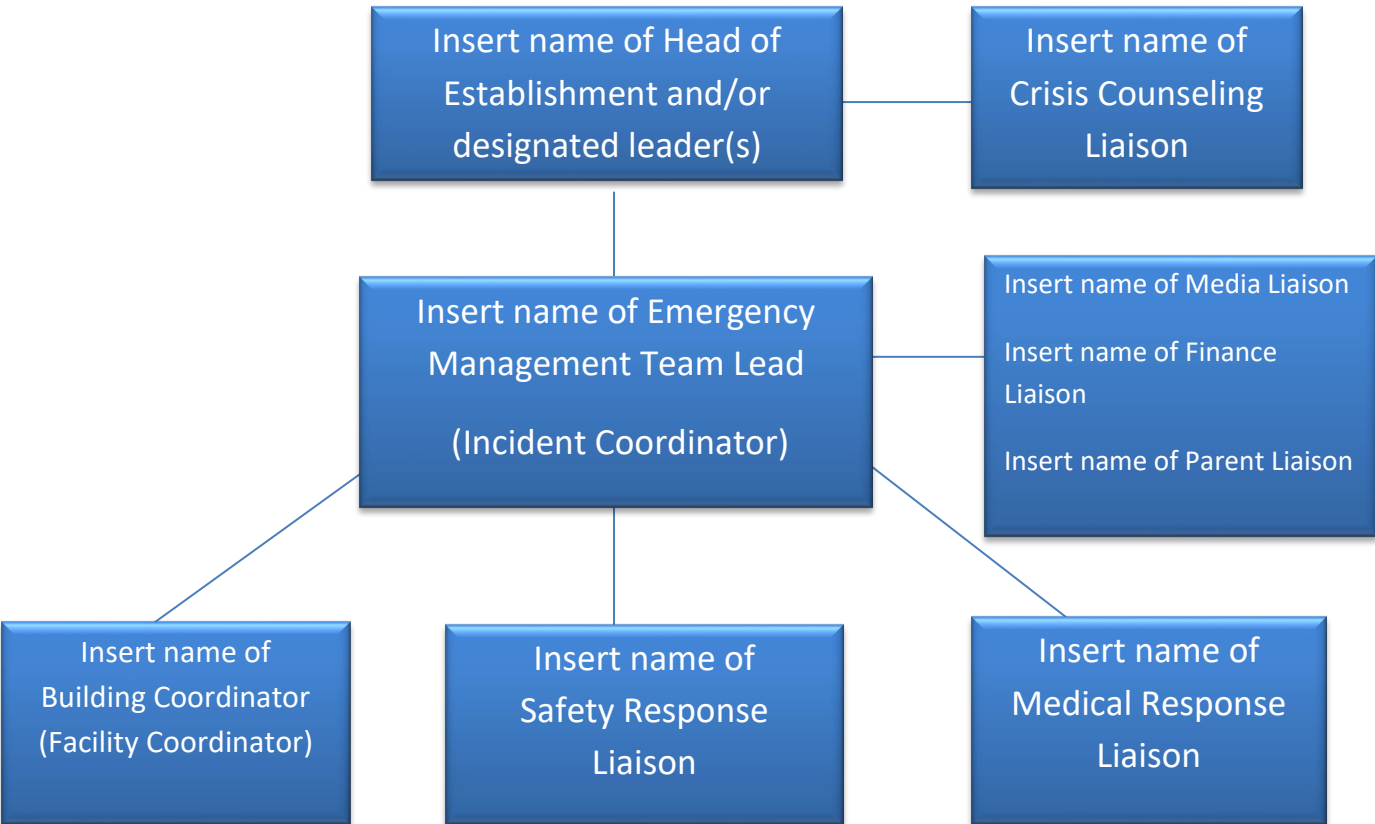
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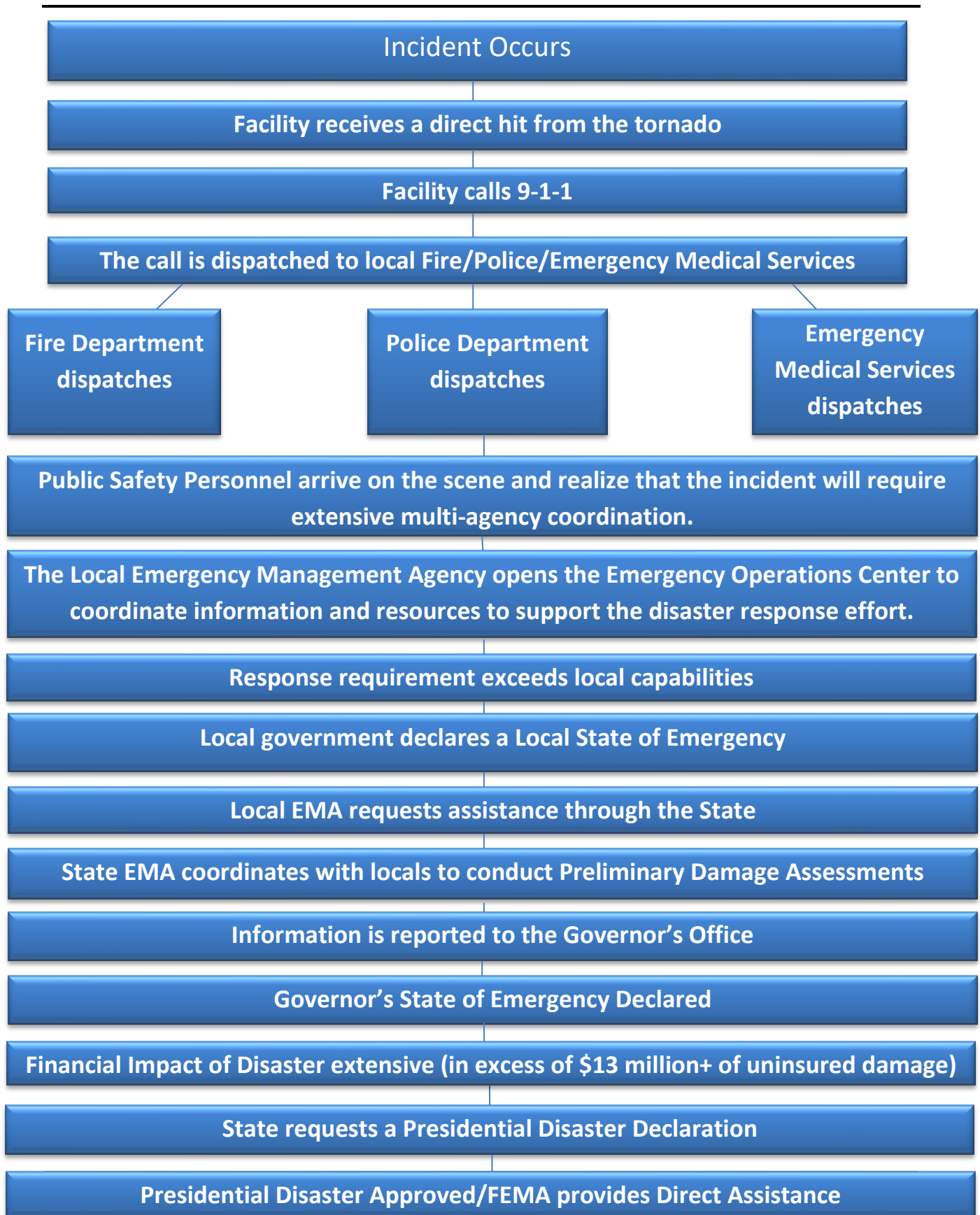
(Example)-Day-to-Day Operations Emergency Coordination



(Example) Large-Scale Emergency Coordination



Disaster Incident Coordination



Drill Checklist

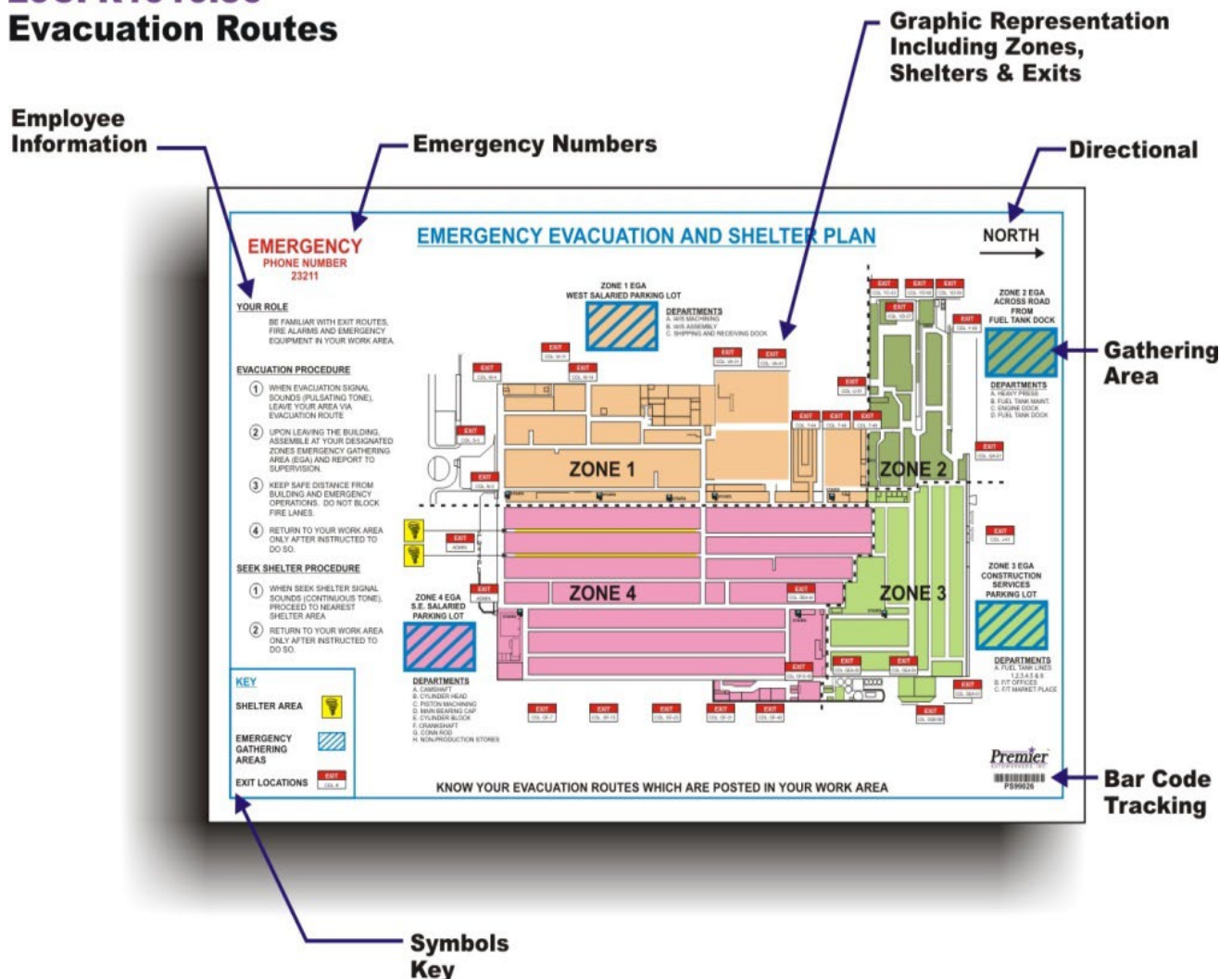
During drills, local emergency management officials, community partners, and relevant organization personnel use the actual facility grounds and buildings to practice responding to a scenario. Exercising a plan is one of the most important steps in Emergency Preparedness. Everyone should hold others accountable in the drill as well as in the event of a disaster. Here is a checklist to make sure that all bases are covered in executing a drill:

- ✓ Include local emergency management officials and community partners
- ✓ Communicate information in advance to avoid confusion and concern
- ✓ Exercise under different and non-ideal conditions (ex: time of day, weather)
- ✓ Be consistent with common emergency management terminology
- ✓ Debrief and develop an after-action report that evaluates results; identifies gaps or shortfalls; and documents lessons learned
- ✓ Discuss how the plan and procedures will be modified, if needed, and specify who has the responsibility for modifying the plan
- ✓ Do staff members and Establishment leadership receive emergency management training, regardless of whether they are on the Emergency Management Team?
- ✓ Has the Establishment ever conducted tabletop exercises or other exercise to test its emergency preparedness?
- ✓ Have staff members been trained in how to take a bomb threat phone call?
- ✓ Has staff received fire extinguisher training?
- ✓ Describe the Establishment's drill protocol. Is it in line with district/local standards?
- ✓ Is a drill log maintained and post-drill critique conducted after each drill?
- ✓ After an incident, does the Emergency Management Team conduct a post-incident critique? Are lessons learned, shared with local EMA?
- ✓ How many evacuation drills are performed?
- ✓ Has the fire department participated in any drills at the Establishment?
- ✓ Are evacuation drills conducted in non-operational hours?
- ✓ Have the Establishment's assembly points been established, both on and off the property? Have transportation needs been addressed if all occupants need to be relocated to the off-site assembly point?
- ✓ How far from the Establishment is the PRIMARY assembly point(s)?
- ✓ How far from the Establishment is the Secondary assembly point(s)?
- ✓ Are evacuation assembly points near the street?
- ✓ Does the Establishment have an adequate system to track members evacuating out of the facility?

- ✓ Do you have any mutual aid agreements with other establishments or community organizations? (If so, will they participate in a drill with your members?)

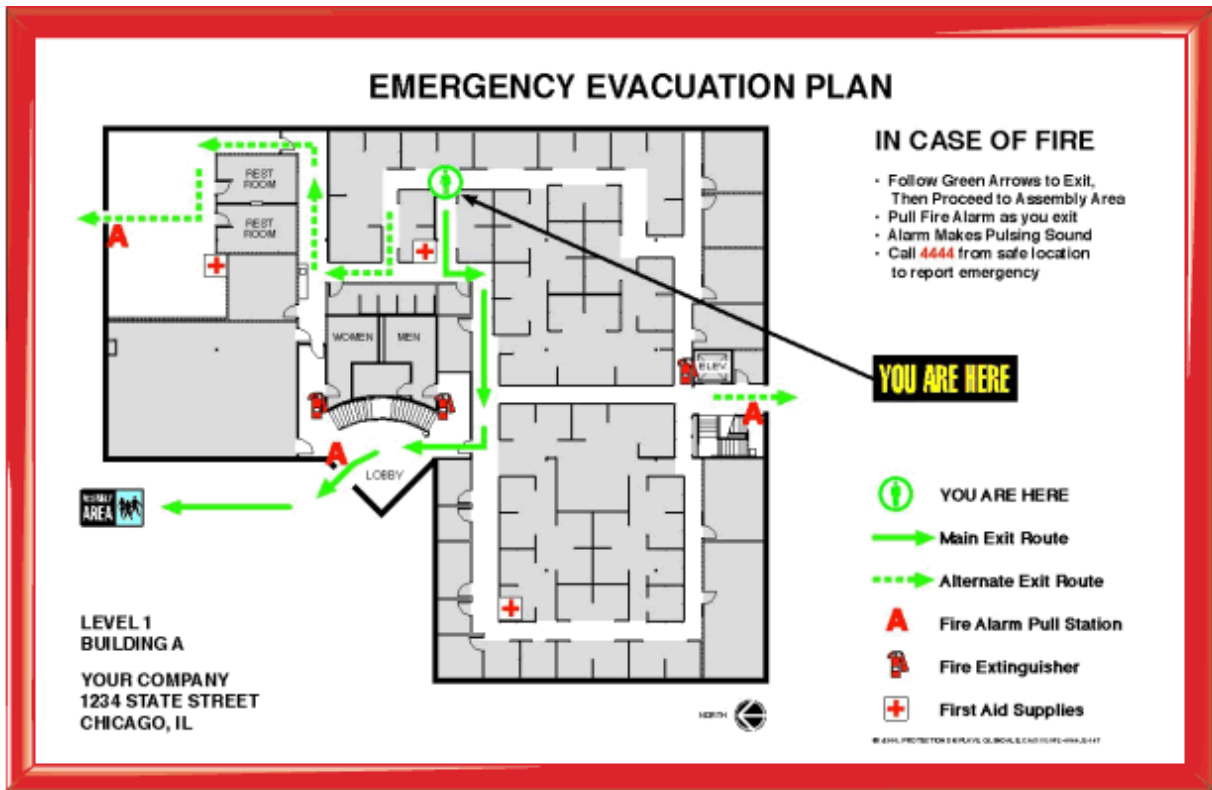
Fire Exit Routes & Evacuation Assembly Areas

29CFR1910.36 Evacuation Routes



Above is an example of an Emergency Evacuation Plan with Assembly areas. Your facility's map does not have to look like this one, but it would be helpful to have an evacuation map posted in the facility so that members are aware of where assembly areas as well as all exits are in the event of a disaster. On this map, you may also find it helpful to place the location of communication equipment, such as radios, phones, etc., in order to be able to find these important devices quickly.

Emergency & Medical Equipment Location Plan



This is another example of an emergency evacuation plan. Also illustrated on this map is emergency and medical equipment in order for first aid supplies, fire alarms, and fire extinguishers to be easily located near the incident that's taking place. Equipment such as electrical panels and AEDs are also great to have on these maps.

Establishment Day School

A roster of students in the establishment's day school is retained by the coordinator of each program and all staff members assigned to the group of students. Each list is updated as students are dismissed from the group. In case of an emergency, roll will be called to make sure all students are accounted for.

In the event of a hostile person on the playground, any establishment day school staff member can make an emergency call over the PA system. The emergency call will be an "Actual Crisis Response." Students will be brought into the building and the lock down procedures will be used. The staff member will call 911 and the [Establishment Leadership Team].

In case of severe weather, establishment day school staff members will monitor the weather radio. If necessary, the tornado drill procedure will be implemented. In the event of fire or explosion, the normal fire drill procedures will be followed.

An annex for the entire day school's plan should be added in the back of this plan.

Transportation & Trips

Emergency preparedness is just as important outside of the establishment just as it is inside of the establishment. Making sure that rosters and emergency contact information is present and available when leaving the premises of the establishment is imperative.

A. Transportation/Trip Safety and Accidents

With the number of tractor trailers, buses, and congested roadways, transportation safety is paramount to ensure the wellbeing of members and staff.

1. Preparation

- a. An emergency kit containing the following: member rosters, first aid kit, pencils, paper, stick-on name tags, phone number list, signs to display bus numbers, area maps, and route maps should be taken on all trips.

2. Response

Accidents Without Injuries

- a. [Establishment Leadership Team] or their designee will receive uninjured members when they arrive at the establishment and continue to evaluate and meet their needs.
- b. Families will be contacted about the incident.

Accidents With Injuries

- a. [Establishment Leadership Team members] or their designee will proceed to the accident scene.
- b. Fellow uninjured passengers will provide first aid to injured passengers until Emergency Medical Services arrives, as needed.
- c. [Establishment Leadership Team] or their designee will go to the hospital and transport any uninjured passengers back to the establishment who may have gone to the hospital with an injured passenger.
- d. Advise establishment members of hospital(s) to be utilized.
- e. Uninjured members will be transported from the accident scene back to the establishment. Designate staff to receive uninjured members when they arrive at the establishment and continue to evaluate and meet their needs.
- f. Notify family contacts of members involved immediately, especially for minors and when there are injuries.

Bomb Threat Checklist

- 1.) Do not touch or disturb any suspicious packages found in any way.
- 2.) If the bomb threat is received by telephone, the person receiving the call should:
 - a.) Take notes of specifics of the conversation. Was there an accent? Deep voice? High-pitched voice? Male or female voice? Words used to trigger the sense that the bomb threat could be viable?
 - b.) Notify [*Establishment Leadership Team*].
- 3.) Contact law enforcement to have them assess if the threat is credible.

*Pay attention for these red flags when handling

