

## **Emergency Preparedness Toolkit for School-Based Health Centers**

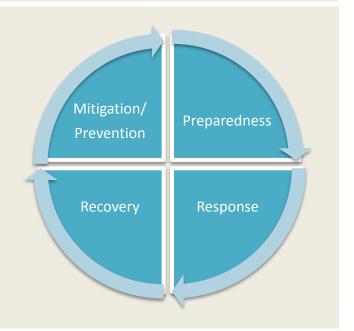
#### **Emergency Preparedness**

Many different federal, state, and local agencies are developing plans and resources to address potential large scale emergencies. SBHCs need to be an integral part of these plans at a national, local and community level. According to the 2013 US Department of Education student census, 50.1 million students attended public elementary and secondary schools where over 3.3 million full-time teachers were employed. Integrating SBHCs into emergency preparedness plans at all levels ensures that students and school staff have access to needed resources and recovery tools in the event of an emergency.

There are many different types of emergencies (natural disasters, school violence, bioterrorism, pandemics, etc.). Risk level and response networks are different for every community. Therefore, it is important for every SBHC to understand their (and their sponsor's) role in local emergency response plans.

#### What Roles do SBHCs Play in Emergency Preparedness?

- Mitigation/Prevention: Although SBHCs have no control over some of the hazards they face, they can take actions to mitigate the impact on their students and staff.
- Preparedness: Good planning can facilitate a rapid, coordinated, effective response when a crisis occurs.
- Response: When there is a crisis, you need a response plan. We hope this toolkit will enable you to create an effective plan to enact if such an event does occur.
- Recovery: After a crisis, proper measures need to be conducted to ensure students and staff return to their normal work and learning environment as soon as possible.



#### What is the Path to Emergency Preparedness Success?

- Develop a crisis lead team
- Develop an emergency plan
- Develop a communication plan
- Provide regular practice and training

#### **Your Crisis Lead Team:**

Fill in the following chart with the name, title, and contact information of each member on your crisis lead team.

Name	Title	Contact Information

# **Main Responsibilities:**

Fill in the following chart with the name of the staff member in charge of each duty listed.

Main Spokesperson	
Backup Spokesperson(s)	
Communication to the media	
Communication to the parents	
Communication to the community	
Communication to the principal	
Alerting external emergency personnel	
Recording emergencies post incident	
Staff member(s) to teach safety curriculum	

Social worker(s) to provide grief counseling	
Staff member(s) to conduct daily debriefing of staff and students during recovery	

# **Additional Roles and Duties:**

Fill in the following chart with any additional, specific duties assigned to each member of your crisis lead team.

Name	Specific Duties

#### **Emergency Preparedness in Stages:**

Fill in the following chart with general steps your crisis team should take during each of the following steps of emergency preparedness. For a more in-depth description of each stage, see the following PDF: <a href="http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf">http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf</a>

#### Mitigation and Prevention

Example: provide IDs for students and staff to avoid an intruder coming on to school grounds

#### **Preparedness**

Example: define roles and responsibilities for staff during a crisis; conduct monthly fire drills

## Response

Example: evacuate/lock down the school: administer first aid

## Recovery

Example: keep families, the community, and media informed: provide grief counseling

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Use the following section to detail the role of your SBHC in community emergency preparedness



# Community Emergency Plans You Follow

Do you follow the Red Cross/state health department drill schedule?

If so, who participates?

What is their role?

Who attends the meetings?

How frequently/when are the drills?

## **Drill Schedule:**

Use the following chart to lay out a plan for conducting safety drills within your school. Attach any needed drill instructions to this toolkit.

Type of Drill (Fire drill, intruder in the building, tornado, etc.)	Frequency and Specific Date (Once a month, the first of every month)

## **Emergency Responders**

Use the following chart to record the local emergency responders in your community and their contact information (health department, American Red Cross chapter, fire department, etc.)

Emergency Responder	Contact Information
Equipment Checklist	
Check off and confirm you have each item on the easy-to-access area of your health center.	following list. The equipment listed should be kept in an
Master keys for each staff member	
Radios	
Emergency medication kits	
Flashlights	
Staff/student roster	
Printed campus layout	
Student emergency data cards	
Printed evacuation site maps and plans	

# **Children with Urgent Medical Needs**

Use the following chart to record any children with urgent medical needs, as well as instructions on their care and medications, and parent contact information.

Name	Medication/Needs	Parent Contact Information
Attachments		
The following is a checklist of	documents that should be attached to th	is toolkit.
Instructions for turning off the	on vial day overteen Kina alayer	
Instructions for turning off the	sprinkler system/lire alarm	
A general template of a press	release	
A guideline for recording/docu	menting emergencies	
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Staff and student rosters		
Campus layout with evacuation	n sites	

Staff Sign-C	<b>Off</b>
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Have your crisis lead team go over this toolkit thoroughly, and sign off upon completion.

Name	Date	Signature

The emergency preparedness toolkit should be reviewed annually and modified as needed. Signature of the following individuals marks the approval of the resource and should be referenced in the event of an emergency.

SBHC Coordinator.
Date:
Clinical Director (if applicable):
Date:
Principal:
Date: