

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?

1. **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.
2. **Preparedness:** Good planning can facilitate a rapid, coordinated, effective response when a crisis occurs.
3. **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.
4. **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	

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: <http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>

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

Community Plan:

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

Community Partners

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 following list. The equipment listed should be kept in an easy-to-access area of your health center.

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 this toolkit.

Instructions for turning off the sprinkler system/fire alarm

A general template of a press release

A guideline for recording/documenting emergencies

Staff and student rosters

Campus layout with evacuation sites

Staff Sign-Off

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: _____