

# Emergency Response Guide



This guide is designed to help the Incident Commander remember and control the many tasks that must be done quickly to manage an emergency at school. The guide is designed to help do the following tasks for the Incident Commander:

- Document personnel assignments to response teams.
- Act as a checklist and reminder for response activities.
- Record contact information for key responders.
- Document the critical actions taken to protect students.
- Map out the extent of the emergency on the campus.
- Remember the general safety and Triage references.

The job of the Incident Commander is to see the **Big Picture** and set the **objectives** for everyone else responding to the incident. The incident commander must communicate the objectives to the SEMS team and they complete the tasks to fulfill the objective.

## Common objectives for school emergencies would be:

“In the next 10 minutes we need to account for all Students and Staff”

“Search all of the bungalows and report back in 20 minutes”

“In the next 5 minutes set up the Request and Reunion gates with sufficient staff to service all parent requests quickly”

“In the next 3 minutes communicate to everyone on campus that there is a hazard at... and insure that no one goes near it”

## Incident Commander’s Initial Actions & Responsibilities

- Evaluate size/scope of the incident and identify hazards
- Initiate action - Evacuate, Lockdown or Shelter-in-Place
- Establish Incident Command Post and assign staff to SEMS
- Assign staff to make notifications: 911 LASPD, LD, School Staff, and ConnectED

## How to use this form

To use this form: flip open this page and begin to use pages 2 and 5 to record the critical initial notifications and actions. Once these notifications are done flip open to pages 2, 3 and 4 to document assignments, contact information and locations of key elements.


# What Did You Do and When Did You Do It?

During an emergency it is difficult to remember what happened and when directions were given. **Use this form to document the key directions given to insure student and staff safety, management of the incident by school personnel and appropriate requests for additional support.**

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# Incident Map of School and Community

When Police and Fire Departments respond to a major incident, they establish a Unified Command Post. It is critical that the school have a representative at that location. **Use the top of this form to record the name and contact information for the people in charge of the responding agencies. Use the grid to draw a map of the incident.**

Incident **Unified** Command Post Location

Police Contact

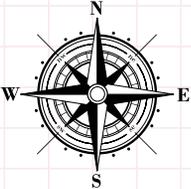
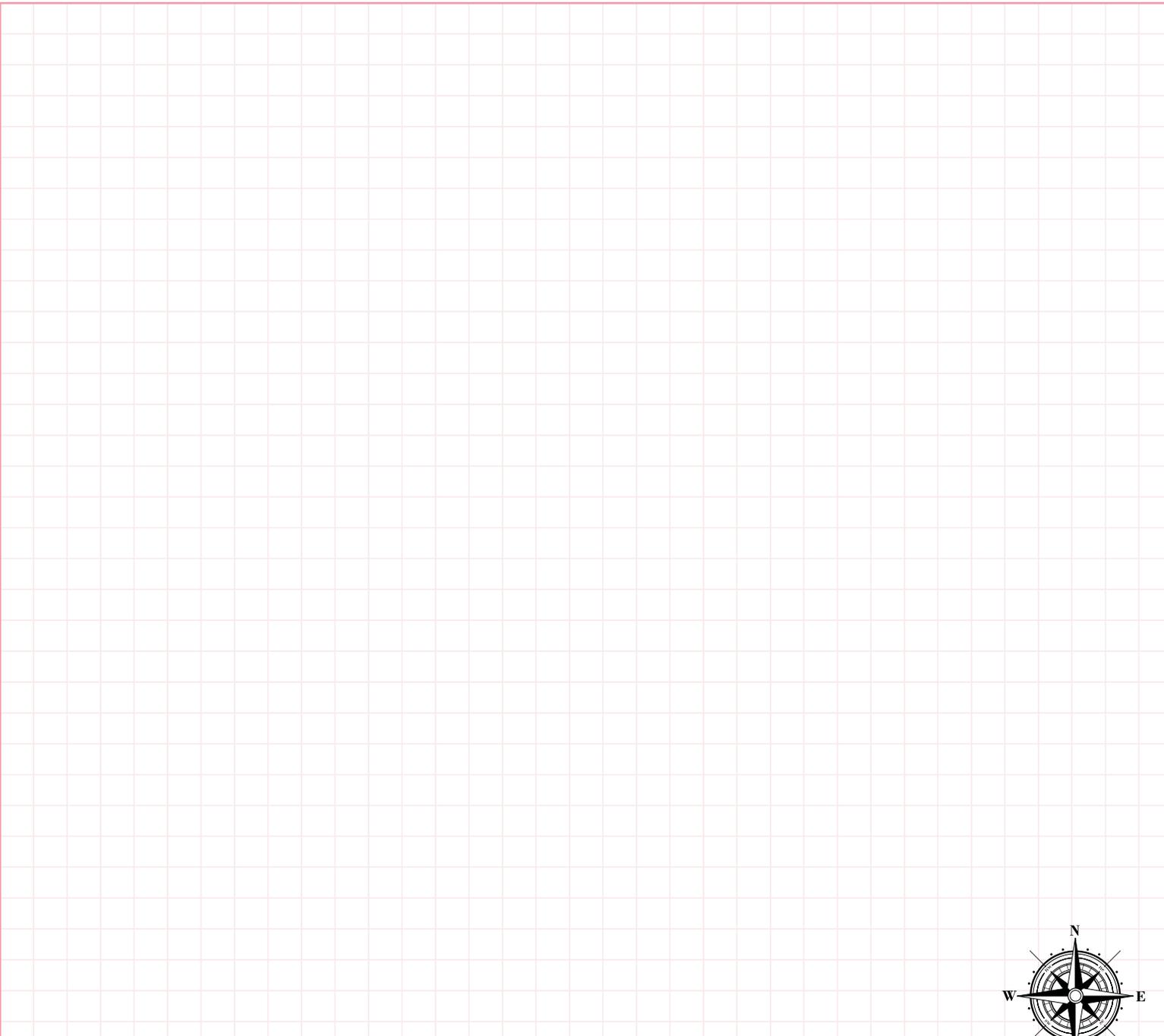
School Police Contact

Fire Department Contact

Police Cell Phone Number

School Police Cell Number

Fire Cell Phone Number



Date/Time

Weather Conditions

Temperature

# SEMS Assignments and Incident Organizer

Date/Time	Incident Type		
Student Injuries	Student Fatalities	Staff Injuries	Staff Fatalities
Damage assessment to building & utilities			
Major Problems/Concerns (control, concerns or impacts)			
Safety Concerns			



# Notifications, Contact and Incident Information

It will take time for help to arrive so requests for assistance must take place quickly. **The top of this page lists the critical calls that need to happen.** Below is a checklist for the Incident Commander to use at the beginning of the emergency.

√ when notified	Agency Notified	Time Completed
	911	:
	School Police (213) 625-6631	:
	Local District - Contacted: _____	:
	LAUSD Office of Communications (213) 241-6766	:
	ConnectED Message to Parents	:

## Benchmark Actions for Incident Command

1. Confirm Event – do you know what happened? Victims? Damage?
2. Insure safety of Students and Staff
3. Confirm appropriate notifications have been made – see list above.
4. Give appropriate command using PA, Campus Radio or Cell Phone Tree:
  - ♦ **Lockdown** (Danger is right outside the building)
  - ♦ **Evacuation** of building or campus
    - On-Site to designated area or alternate areas (EQ or Fire)
    - Off-Site to areas nearby (walking)
    - Off-Site to out of the area (transportation needed)
  - ♦ **Shelter In Place** (Hazardous Materials Release)
5. Establish Incident Command Post with the School Emergency Response Box

## Everything after this point is done only if it is safe to do so.

- Assist LASPD**, local law enforcement or fire department if the event calls for the establishment of a Unified Command Post. Coordinate with first responders.
- Test Communications** with school SEMS Staff
- Communicate with the Operations Section Chief** on the following:
  - ♦ Current location and condition of all people on school property when the incident began, especially all injured people.
  - ♦ Proper Areas for safe assembly, First Aid, Reunification, etc.
  - ♦ Family Reunification process is well staffed.
- Communicate with the Planning and Intelligence Section Chief** on the following:
  - ♦ Ascertain the extent of the incident beyond the school grounds. “How big is this incident?”
  - ♦ Ascertain the anticipated timeline for all response and recovery activities. “What do we need?”
- Communicate with the Logistics Section Chief** on the following:
  - ♦ The status of campus stored supplies, and the procurement for externally acquired additional supplies such as food, etc.
- Communicate with the Finance Section Chief** on the following:
  - ♦ Ensure that a solid documentation process is underway with all expenses including both staff time and procurement expenses.
- Keep an accurate log** of Incident Command Post activities. Use page 2 to start your log.

# General Reference Reminders

## General Search & Rescue Reminders

**Work with a buddy and a team. Size-up all situations – Is it too dangerous? If yes, STAY OUT and keep others away.**

### Area Assessment and Action

**Lightly damaged** - Search, Triage and Treat victims where you find them, then Evacuate victims to treatment areas.

**Moderate damage** - Search and Evacuate victims as you find them.

**Heavy damage** - STAY OUT!

### Look for marked hazards:

Blue = Health Hazard

Red=Fire Hazard

Yellow = Instability Hazard

Numbers are scaled 0-4, where 0 is harmless and 4 is lethal. **STOP** if any area is marked greater than 1.

### Victim Assessment:

Remember to check the A, B, C's

**A** Airway **B** Breathing **C** Circulation (pulse)



### When an area is searched, mark the door:

Mark one line on the door upon entry \.

Cross the line when your search is done X.



## Fire

Extinguishers are rated for type of material they can extinguish.



**PASS** the extinguisher. **P**ull the pin, **A**im at the **base** of the fire, **S**queeze the trigger hard, **S**weep slowly from one side of the fire to the other.

**TRIAGE** - Determine number and severity of injured; establish tagging and extrication teams; establish triage area, if necessary. Maintain rapid, orderly flow of patients to treatment area.

**TREATMENT** - Establish treatment area; determine personnel and equipment needs. Clearly mark areas for "IMMEDIATE", "DELAYED," "Minor," and "Deceased." Establish treatment teams; identify order of patient transport.

**TRANSPORTATION** - Establish patient loading zone (near treatment area). Assign patients to ambulances; supervise loading. Record patient names, time and destination.

**COMMUNICATIONS** - Communicate with receiving hospitals; assign destination hospitals to ambulances in loading zone. Maintain patient log.

## General First Aid Reminders

### Victim Assessment and Action

Call out to the injured group. Say, "If you can hear my voice, come to me." These people probably don't need immediate treatment and are tagged "M"—Minor. Proceed to people who haven't moved and begin Triage.

### Respiration

**Look, listen, and feel.** If not breathing, open the airway (head tilt/chin lift). Give 3 quick breaths. If still not breathing, repeat above. If still not breathing, mark/tag with black "D"—Deceased and move to the next victim.

**If breathing,** count the breath rate. If greater than 30/min. tag "I"—Immediate. If less than 30/min. continue to assess for bleeding.

### Perfusion (Bleeding)

Have the victim/bystander control severe bleeding (direct press, elevate, pressure point). Check circulation, use the "blanch test"—press the victim's nail bed or any light skinned area. Keep level with the heart. If color comes back slowly, greater than 2 seconds, mark/tag "I"—Immediate. If color comes back quickly, less than 2 seconds, move on and check Mental Status or Check Radial Pulse.

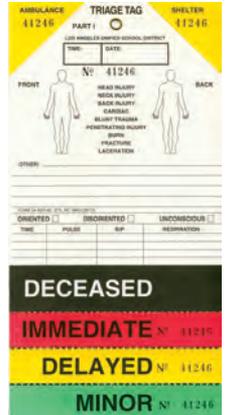
### Mental Status

Have the victim follow simple commands. If disoriented or unable to follow simple commands mark/tag "I"—Immediate. If follows simple commands, is oriented and has passed all tests, mark/tag with yellow "D"—Delayed.

### Shock

Treat all "I"—Immediate patients for shock. Lie victim flat, elevate legs and maintain body temperature. Transport all patients as soon as possible; begin with those marked/tagged "I"—Immediate. Do not move the DEAD unless absolutely necessary.

"M" Minor Don't forget to reassess M—Minor injuries after the I—Immediate have been taken care of.



### Hazardous Material Incident

THINK SAFETY! Is the benefit worth the risk?

- Safe approach: upwind; from above; or from upstream.
- Isolate and deny entry.

### Fire Hazard (flash points)

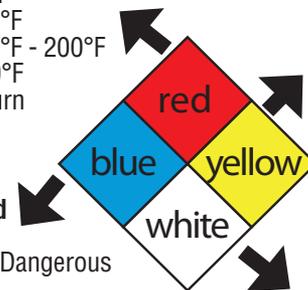
- 4 - Below 73°F
- 3 - Below 100°F
- 2 - Below 100°F - 200°F
- 1 - Above 200°F
- 0 - Will not burn

### Reactivity

- 4 - May detonate
- 3 - Shock & heat may detonate
- 2 - Violent chemical change
- 1 - Unstable if heated
- 0 - Stable

### Health Hazard

- 4 - Deadly
- 3 - Extremely Dangerous
- 2 - Hazardous
- 1 - Slightly Hazardous
- 0 - Normal Materials



### Specific Hazard

- ACID - Acid
- ALK - Alkali
- COR - Corrosive
- OCY - Oxidizer
- P - Polymerization
- ☢ Radioactive
- W - Use no water