

Three Rivers Emergency Preparations Sub-Committee Notes – Jan 16, 2018

To Do:

- 24 hours' worth of emergency supplies (water, MRE's, space blankets, etc.) available for each classroom/administration
- Window coverings to protect others from seeing in as well as protect occupants inside from any flying debris/glass
- Plastic shimmers for the doors in case of unwanted occupants on campus
- Assess communication capabilities in case of no cell/internet connectivity (radios, sat phone, etc.)
- Emergency kit/backpack for each classroom – specifics TBD
- Vest or some identifying piece of clothing for staff/administration
- Define roles & responsibilities when emergencies occur – do they differ with different types of emergencies?

To Consider:

- 1st Aid/CPR training for staff – all staff should have basic training
- 1st Aid/CPR training for students – if available and as appropriate
- School-wide (including parents and families) disaster preparedness program.
- Assessment of critical incident debriefing/counseling plan
- Bomb threat checklist
- Inventory of construction/rescue equipment
- Fire proof file cabinet (either 2 or 4 drawer depending on need)
- ICS basic training for staff (100/700 course); management training for administrator? (300/400 course)
- Prepare Disaster guide for staff and families similar to one produced by Humboldt County Office of Education
 - Examples of relevant forms should be included
 - Families receive overview of the guide during orientation
 - Develop release paperwork and proper protocols

Forms and Procedures

- Evacuation gathering points and student accounting.
- Reunification procedures and student sign-out forms.