
Emergency Action Planning

— Melody Coniglio, CSNT —

What you will learn in this session

- Training
 - Committee Planning
 - Assessing the needs of the department(s)
 - Writing a plan
 - Executing your plan
 - ORC 3301-83-15
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Train to Empower

Your staff know when something is not right. Empower them to make good sound decisions. If it's not the right decision for moment then use it for a learning experience.

Be sure to always do a “lessons learned” after a crisis to improve everyone's reaction.

Discussion

Training Considerations

- What would be your district's policy on a gun sighting in the community?
 - Do they have a panic button that they can push and get help directly from law enforcement? Description of the person(s), location, vehicle, any other important information.
 - Do they radio it in to dispatch and have police check it?
 - Does your driver stop and try to pick-up the students?
 - Do they pick up more children after this stop?
 - Where does the bus go next? To the school or safe location?
 - Will law enforcement escort the bus to said location and the school?
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Continued Discussion

- So the driver stopped and person with a gun is now on the bus. Now what?
 - Do the students know what to do in a situation like this? Buildings have a plan for an active shooter, does the transportation department?
 - Run, hide or fight? Combo of these?
 - Make sure the drivers teach the children that they evacuate for **any** emergency situation. Then run to the closest house. What do the students do once they find someone to help?
 - Who is calling 911 in the situation? It all happened so fast. What's the plan?
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Discussion Items

Using the bus to create safety

- Don't open the doors if the situation doesn't seem right, motion the person to come around to the window.
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Discussion Items

If they get on the bus and refuse to leave or demand the driver drives or driver feels they have no other choice as the threat is greater:

- Evacuate the bus and run
 - Go down the road at 30 or so mph and slam on the breaks
 - Swerve
 - Activate the red lights to gain attention
 - If the driver can, call into dispatch notify of the situation/ hit panic button
 - First chance the driver gets, yell for the students to evacuate and run
 - Throw whatever is available at the person, use safety equipment, book bags, bottles or whatever you have
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Active Shooter Myths

- Out of the blue
 - Never saw it coming
 - They just snapped
 - The situation will go away
 - Violence is random
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Active Shooter Realities

- Warning signs have often been talked about
 - Troubled behavior could be a warning sign
 - Bullying could be a stepping stone
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Why do we need a plan?

To Prevent, Protect and Act

Everyone is needed in the process to prevent a tragedy. Planning for the such an event and educating the public and those around us is key.

See Something, say something- let this be your mantra.

Forming key relationships with community leaders help aid in the process of forming a committee for the best plan possible.

We plan for bus evacuations and where to go for tornado's, why not active shooter?

You cannot plan for every crisis event. You will have to keep reminding your committee that. Your getting the main structure planned out.

Assessing Your Department for Crisis

- What is the most common crisis situation for your department, big or small
 - Ranking those from the most common to least common
 - Do you have the personal needed to carry out the plan successfully? If not what/who else it needed?
 - Should follow a basic plan overall with inserts for specific events
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Committee- Who should be apart of the committee?

- Are you doing this as part of district wide incentive or department only?
 - District wide you could have around 20 people.
 - Department is up to you as the committee chair.
 - People to consider (suggestions)
 - Police/Fire
 - Superintendent
 - Building Administrators
 - Department Heads
 - Secretaries
 - Trainers
 - Seasoned Staff
 - Key Community Members
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Writing a Plan



- Think of this as a puzzle
 - What will house the plan
 - Who will provide the training
 - Writing a crisis plan can aid with many situations
 - Practice/train on your plan
 - Revisit your plan often, keep record of changes
 - BOE approval and adoption
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Things to keep in mind when planning

We have 3 natural responses- freeze, fight or flight?

On average it will take law enforcement 5-6 minutes to arrive.

Information is the key to make good decisions and should be shared with key people that will aid/ share in the responsibility in student safety. (committee)

Use all available means of communication when in the situation and include how those will be utilized and by whom.

Written Plan of Action

We can't plan for everything that could happen, but having the framework could be the difference between the best case and worst case. What role does everyone play?

Start thinking about the following and how to support your drivers and students. Giving them the tools they need to be successful.

Do all students evacuate the bus? What do they do once they get off?

- Options for School Bus Crisis
 - Escape and Run
 - Lockdown and Hide
 - Fight
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Written Plan of Action Cont.

Driver:

- Evaluate all the time while in route
 - Checking for hazardous conditions and or situations
 - Stop or not to stop
 - Request additional services such as law enforcement/EMS
 - Do you need to evacuate the area/bus and where to go (provide a general map to evacuation location(s))
 - What is the rest of the fleet doing in the event of crisis (this could vary from situation to situation)

 - Red Button/Panic Button- make sure there is a procedure for the driver and office staff (empower your staff)
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Cont. Written Plan of Action

Driver cont.:

- Follow the instructions of Law Enforcement or EMS, make sure all the staff know once safety forces enters the picture they are in control of the situation. We follow their lead.
 - All other radio traffic is halted unless ER and listen for instructions/requests
 - If there is a location meeting points make sure the driver's know them and which situations they use them for and why.
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Cont. Written Plan of Action

Transportation Office:

- Remain calm
 - Calling 911 or documenting panic button information
 - Notify as per district policy Administrators, best to establish point of contact (POC)
 - Print out list of possible students on said vehicle, give to POC
 - Field calls and use approved script (have scripts ready from district PR housed in a shared drive)
 - Pull GPS location up right away
 - Pull/access staff rosters and contact numbers (best in shared drive)
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Cont. Written Plan of Action

Mechanic(s):

- Ready to assist in ways as instructed by Transportation Director
- Have extra vehicle(s) ready to go if needed

Board Office:

- Help field calls with approved script, including public announcements
 - Direct media to proper person or location as per action plan
 - Point of contact (POC) for Dir. of Transportation to speak directly to
 - POC to update Building Administrators and provide student lists
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Cont. Written Plan of Action

Building Administrator:

- Obtain names from POC, know the conditions of the situation
 - Update building staff, including scripts should calls come into the building
 - Ensure clinic has given updated medical information to transportation department. Best place to house would be in a google doc.
 - Ensure all reunification sheets are ready for reunion point, simple sign out sheets
 - Building will assist Law Enforcement/EMS crew with reunification
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Cont. Written Plan of Action

Transportation Director:

- Will notify Head Mechanic, Superintendent and Community Relations(POC)
 - Contact with Law Enforcement/EMS as there POC during crisis unless otherwise told
 - If possible go to the site if part of protocol (this may be a case by case situation)
 - Have additional staff available if needed (may have to pull from board office or other buildings)
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Cont. Written Plan of Action

Transportation Director:

NOTE: Communication with parents and child care providers is critical since a late/distressed bus always creates some anxiety. The Incident Commander in charge will decide when the school can begin notification/ reunion process.

- Find out who the commander is for the situation as soon as possible
 - Be ready to follow instruction, as you are not in charge
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Cont. Written Plan of Action

Superintendent:

-Superintendent and Transportation Director will work with Community Relations to notify the community of the situation.

-It's Superintendent's discretion how this communication is will be carried out, what will be communicated, when it shall be communicated and by whom.

Cont. Written Plan of Action

Community Relations:

- Will receive a list of students involved in the incident
 - Will work with the Superintendent to communicate information to families and the public about the details of the incident
 - Will manage all scripts for events and will ensure that all staff have/trained on them and are updated (best in shared drive)
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Cont. Written Plan of Action

Emergency Services Agencies:

-Police, Fire and/or EMS will take charge of the situation upon arrival. A school representative will need to be appointed that is empowered to make decisions. Should start to identify that/those people. All staff members need to be ready to take direction.

-Site Commander will decide when the school can begin individual parental notification and will work with school reps.

-EMS will triage the situation and assign accordingly. They may use all resources available to them.

Cont. Written Plan of Action

Lessons Learned- Planning for future emergencies

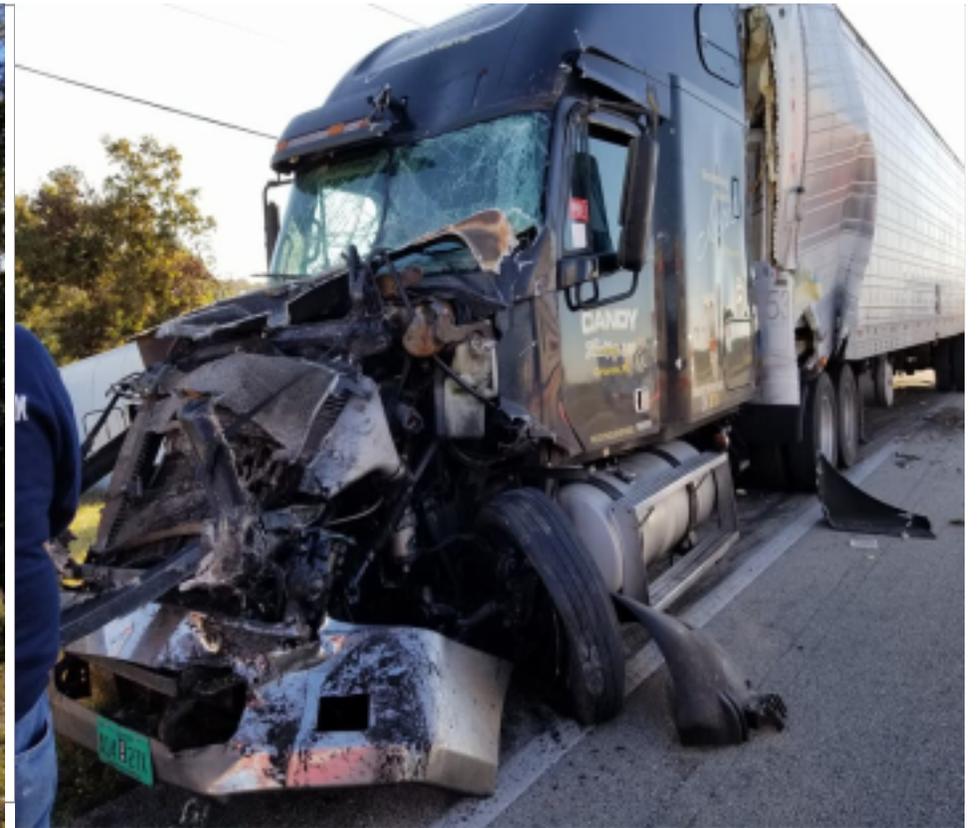
-Keep in mind just because you have a plan in place doesn't mean there will not be complication that come up during the event. Do your best to deal with the issues as come up.

-It's important to analyze the recent situation and prepare a report. Include in this report what went well or as planned and improvements should the event happen again.

3301-83-15 Emergency & Evacuation Procedures

Each school bus owner shall adopt a policy for handling emergencies on school buses while pupils are being transported. Such a policy shall include, but not necessarily be limited to, procedures for handling any medical emergencies of pupils while they are being transported. Each school bus owner shall provide training to all school bus drivers transporting pupils to ensure that the drivers understand the policy and their responsibilities. No school bus driver shall transport pupils unless the driver has received such training. These policies shall include procedures for when and how to notify parents if their students were on a transportation vehicle involved in an accident. This policy shall be developed in cooperation with all those whose services would be required in the event of emergencies. The transportation director/supervisor, school administrators, teachers, drivers, maintenance and service personnel and students shall be provided.

Crisis- Vehicle Accident



Accident

The policy shall describe how to protect the accident scene; evacuate and support students; evaluate the need for medical assistance; notify the responsible law enforcement agency, school officials and emergency services; collect and record data essential to the preparation of required reports; and communicate with parents and/or guardians. When is drug test is needed? Can your driver continue driving?

Disability of Driver

Procedures for handling situations in the event of illness, injury, or disability of the bus driver shall be included in the policy.

School Bus Failure

The policy shall describe procedures for securing the bus, disposing of and controlling passengers, notifying school officials, securing alternate equipment, and repairing and recovering the disabled school bus.

Inclement Weather Conditions

The pre-emergency policy shall provide instruction as to school closings, delayed take-ups and/or early dismissals.

Tornado

The policy shall provide procedures for drivers and students in the event of tornado sightings and/or warnings.

Dangerous and/or Threatening Situations

Policies shall also be developed to address other dangerous and/or threatening situations (weapons, assaults, unauthorized attempted boardings, and impeding the movement of the bus).

Resources

FEMA: Guide for K-12 Schools

www.fema.gov/media-library-data/20130726-1922-25045-3850/rem_s_k_12_guide.pdf

Indiana State Police

Department of Homeland Security

<https://www.dhs.gov/active-shooter-preparedness>

FEMA- Active Shooter: What You Can Do- online course

<https://training.fema.gov/is/courseoverview.aspx?code=IS-907>

Questions

Questions and Contact Information:

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