

District Crisis Response Team Planning Checklist

1. **Designate an Emergency Operations Center (EOC).**
The incident command post from which all district-level crisis response activities are coordinated.
Location: _____ DATE ASSIGNED: _____
1a. **Alternate location to be used if the EOC is not available.** _____

2. **Designate an Emergency Operations Center Director.**
The Director would be in charge of all district crisis response activities.
NAME: _____ DATE ASSIGNED: _____
1a. **Designate an alternate** to serve in the Director's absence. _____

3. **Designate a District Crisis Management Team.**
This team would assist the EOC Director in all crisis preparedness and response activities.
 - i. **Designate a Public Information Officer.**
Responsible for keeping the public informed about crisis response activities.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Officer's absence. _____

 - ii. **Designate a Safety Officer.**
Responsible for establishing safety and secure crisis response environment.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Officer's absence. _____

 - iii. **Designate a Liaison Officer.**
Responsible for coordinating with crisis response agencies from outside of the school district.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Officer's absence. _____

4. **Designate individuals to fill Incident Command System roles**
This team will include members of the Crisis Management Team and defines leadership roles and responsibilities during the response to a critical incident.
 - i. **Designate a District Intelligence Section Chief.**
Responsible for collecting, documenting and evaluating information about the critical incident and the district's crisis response.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Chief's absence. _____

 - ii. **Designate a District Operations Section Chief.**
Responsible for evaluating district facility safety; search/rescue and student release; emergency medical response; student care and mental health; and if necessary management of a morgue.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Chief's absence. _____

iii. **Designate a District Logistics Section Chief.**

Responsible for management and allocation of district facilities; supplies and equipment; staff and volunteer assignment; and district-wide communications.

NAME: _____ DATE ASSIGNED: _____

Designate an alternate to serve in the Officer's absence. _____

iv. **Designate a District Finance Section Chief.**

Responsible for authorizing incident related purchases, record keeping and accounting, and crisis responder hours time keeping.

NAME: _____ DATE ASSIGNED: _____

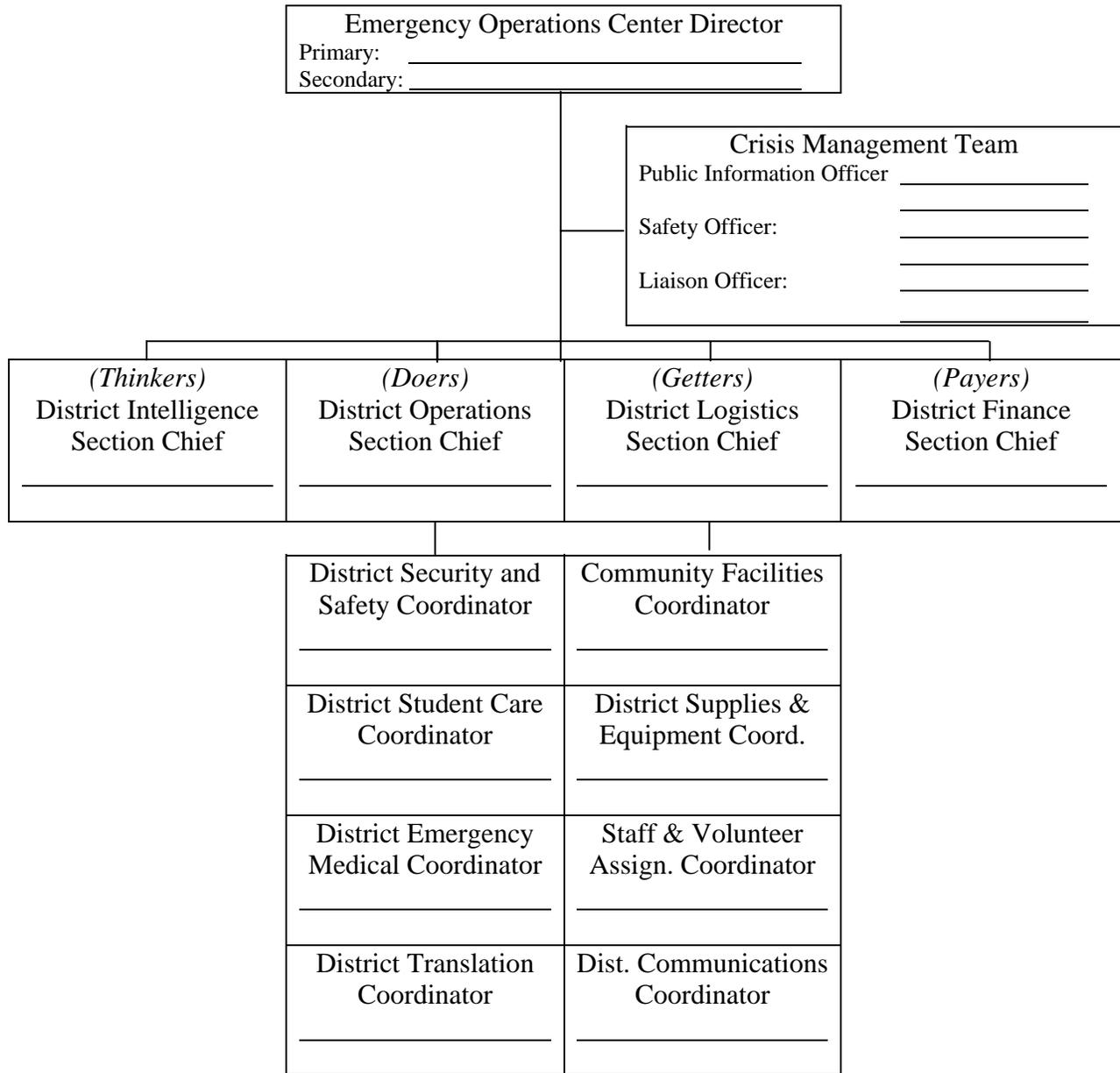
Designate an alternate to serve in the Officer's absence. _____

5. **Ensure that each school has a crisis response box.**

6. **Conduct an annual district-level crisis response tabletop drill.**

Date Last conducted: _____

District Emergency Operations Center Flowchart



School Crisis Response Team Planning Checklist

1. **Designate an Incident Command Post (CP).**
The incident command post from which all district-level crisis response activities are coordinated.
Location: _____ DATE ASSIGNED: _____
1a. **Alternate location to be used if the CP is not available.** _____

2. **Designate a School-Site Critical Incident Commander (IC).**
The Commander would be in charge of all school crisis response activities.
NAME: _____ DATE ASSIGNED: _____
1a. **Designate an alternate** to serve in the Comander's absence. _____

3. **Designate a School Crisis Management Team.**
This team would assist the IC with all crisis preparedness and response activities. These roles may be filled either by the IC him or herself, the respective district-level Officer, and/or appropriate site-based personnel.
 - i. **Designate a Public Information Officer.**
Responsible for keeping the public informed about crisis response activities.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Officer's absence. _____

 - ii. **Designate a Safety Officer.**
Responsible for establishing safety and secure crisis response environment.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Officer's absence. _____

 - iii. **Designate a Liaison Officer.**
Responsible for coordinating with crisis response agencies from outside of the school district.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Officer's absence. _____

5. **Designate individuals to fill Incident Command System roles**
This team will include members of the Crisis Management Team and defines leadership roles and responsibilities during the response to a critical incident.
 - i. **Designate a School Intelligence Section Chief.**
Responsible for collecting, documenting and evaluating information about the critical incident and the school's crisis response.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Chief's absence. _____

 - ii. **Designate a School Operations Section Chief.**
Responsible for evaluating school facility safety; search/rescue and student release; emergency medical response; student care and mental health; and if necessary management of a morgue.
NAME: _____ DATE ASSIGNED: _____
Designate an alternate to serve in the Chief's absence. _____

 - iii. **Designate a District Logistics Section Chief.**
Responsible for management and allocation of school facilities; supplies and equipment; staff and volunteer assignment; and school-wide communciations.
NAME: _____ DATE ASSIGNED: _____

Designate an alternate to serve in the Officer's absence. _____

iv. **Designate a District Finance Section Chief.**

Responsible for authorizing incident related purchases, record keeping and accounting, and crisis responder hours time keeping.

NAME: _____ DATE ASSIGNED: _____

Designate an alternate to serve in the Officer's absence. _____

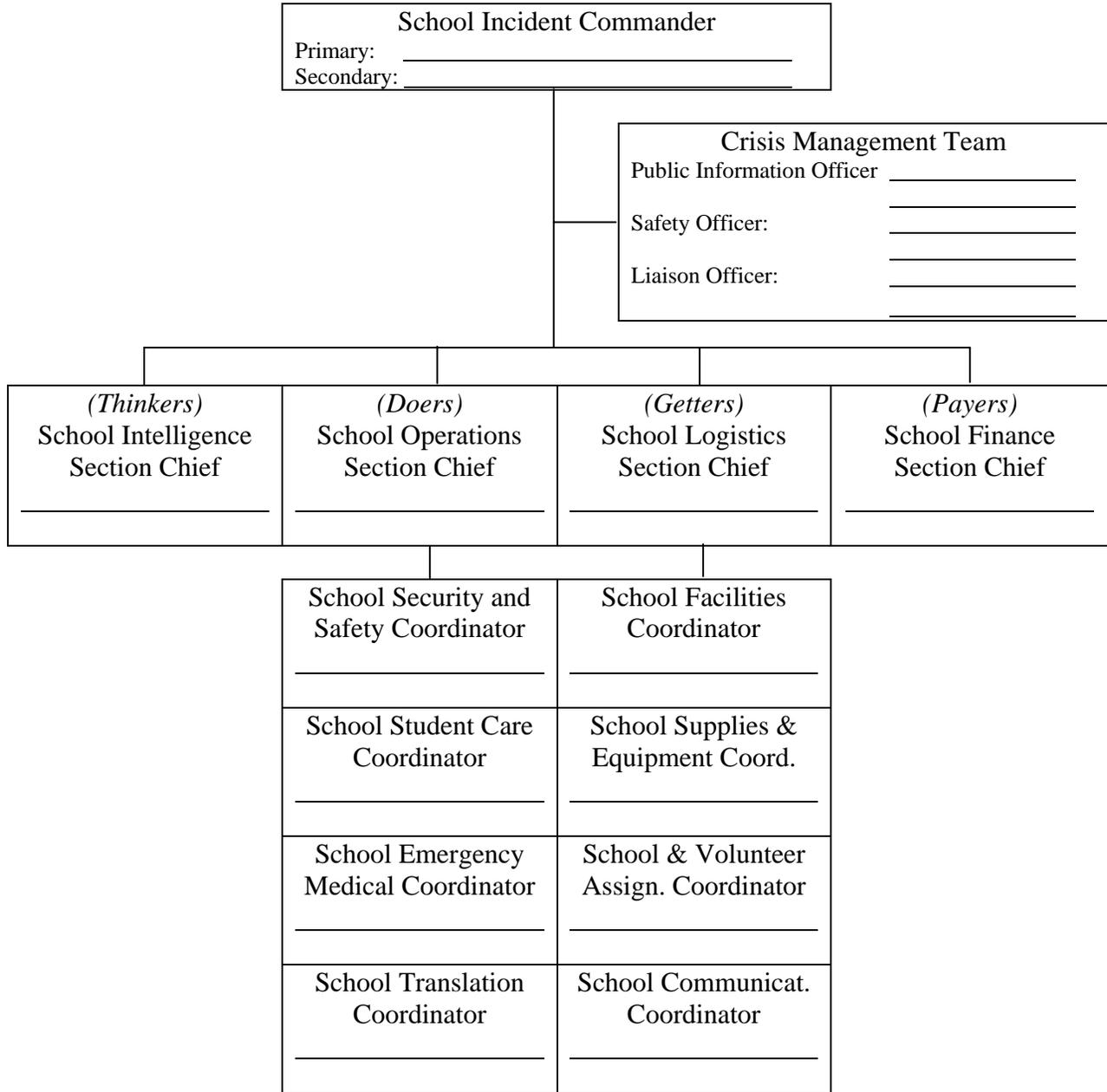
5. **Members of the Crisis Response Team should work cooperatively to complete the and maintain a crisis response box:**

- a. **Date completed:** _____
- b. **Date last check:** _____
- c. **Primary location:** _____
- d. **Duplicate location:** _____

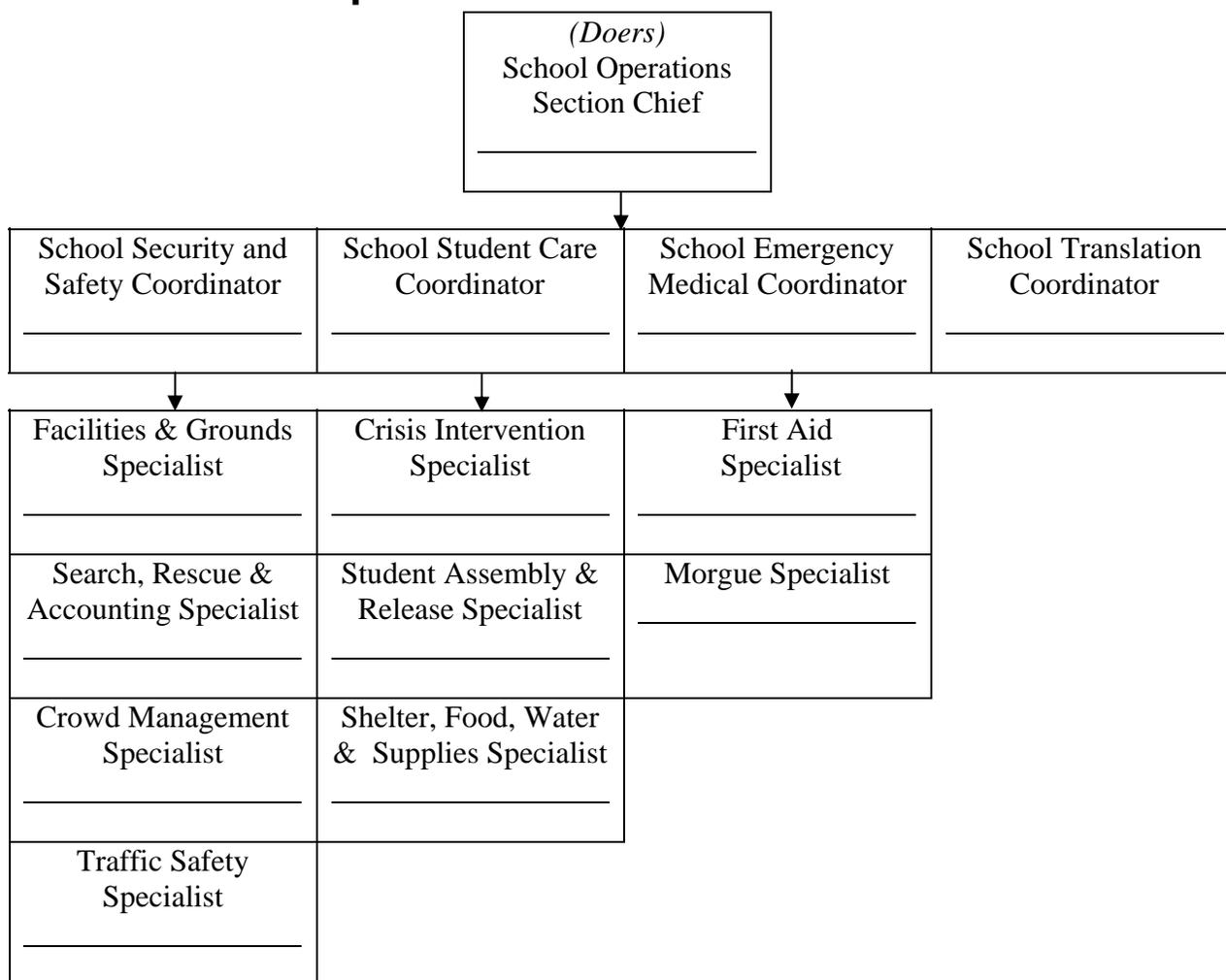
6. **Conduct an annual school site crisis response tabletop drill.**

Date Last conducted: _____

School Incident Command Flowchart



Operations Section Flowchart



Facility and Grounds Specialist:

Along with the Safety Officer, ensures that school facilities and grounds are safe.

Search, Rescue, and Accounting Specialist:

Looks for, rescues, and accounts for students and staff.

Crowd Management Specialist:

Implements procedures designed to manage large crowds (e.g., parents looking for children).

Traffic Safety Specialist:

Manages all traffic including emergency response vehicles.

Crisis Intervention Specialist:

Addresses mental health needs.

Student Assembly and Release Specialist :

Oversees location where students assemble and supervises parent/child reunification.

Shelter, Food, Water, and Supplies Specialist:

Maintains and distributes basic needs facilities and supplies.

First Aid Specialist:

Maintains and distributes first aid supplies, oversees first aid prior to emergency response personnel arrival, and works with paramedics.

Morgue Specialist

Maintains facilities and supplies to be used to house the deceased until they can be removed.

Crisis Response Box Elements

Element	Responsible Team Member
Crisis Management Team phone numbers	Critical Incident Commander
Crisis Response Team role descriptions	Critical Incident Commander
Media staging area/resources*	Public Information Officer
Media management policy	Public Information Officer
Community emergency resources listing*	Liaison Officer
Emergency response personnel staging area	Safety Officer/Liaison Officer
Structural engineering resources	Safety Officer
Aerial photos of the campus	Intelligence Section
School community map	Intelligence Section
Campus layout (with staging areas indicated)	Intelligence Section
Blueprints of all school buildings	Intelligence Section
Crisis incident log	Intelligence Section
AM/FM battery operated radio (batteries)	Intelligence Section
Battery operated weather radio (batteries)	Intelligence Section
Battery operated laptop (with AirPort)	Intelligence Section
Site status report forms	Intelligence Section
Damage documentation tools (e.g., cameras)	Intelligence Section
Keys for all campus facilities	Operations Section (Security & Safety Coord./F&G Sp.)
Fire alarm turn-off procedures	Operations Section (Security & Safety Coord./ F&G Sp.)
Sprinkler system turn-off procedures	Operations Section (Security & Safety Coord./F&G Sp.)
Utility shut-off valves/tools	Operations Section (Security & Safety Coord./F&G Sp.)
Gas line and utility layout	Operations Section (Security & Safety Coord./F&G Sp.)
Cable television satellite feed shut-off	Operations Section (Security & Safety Coord./F&G Sp.)
Yellow caution tape	Operations Section (Security & Safety Coord./SRA Sp.)
Search and rescue supplies/equipment*	Operations Section (Security & Safety Coord./SRA Sp.)
Student photos	Operations Section (Security & Safety Coord./SRA Sp.)
Parent Center location	Operations Section (Security & Safety Coord./CM Sp.)
Evacuation routes and assembly procedures*	Operations Section (Security & Safety Coord./SAR Sp.)
Evacuations sites	Operations Section (Security & Safety Coord./SAR Sp.)
Student disposition/release forms	Operations Section (Security & Safety Coord./SAR Sp.)
Student release procedures	Operations Section (Security & Safety Coord./SAR Sp.)
Student attendance roster	Operations Section (Security & Safety Coord./SAR sp)
Traffic management plan	Operations Section (Security & Safety Coord./TS Sp.)
Student emergency cards	Operations Section (Student Care Coord./SFW&S Sp.)
Special needs student listing (e.g., meds)	Operations Section (Student Care Coord./SFW&S Sp.)
Crisis Codes established	Operations Section (Student Care Coord./CI Sp.)
Lockdown procedures	Operations Section (Student Care Coord./CI Sp.)
Crisis intervention resource listing	Operations Section (Student Care Coord./CI Sp.)
Crisis intervention procedures/resources*	Operations Section (Student Care Coord./CI Sp.)

Element	Responsible Team Member
First aid supplies list and location*	Operations Section (Emergency Medical Coord.)
First aid procedures	Operations Section (Emergency Medical Coord.)
Morgue procedures and supplies*	Operations Section (Emergency Medical Coord.)
Translator listing	Operations Section (Translation Coord.)
Crisis intervention center/service rooms	Logistics Section (Facilities Coord.)
Command post/Staging area signs	Logistics Section (Facilities Coord.)
Care/Shelter resource listing (e.g., water, food)*	Logistics Section (Facilities Coord.)
Teacher Roster/Assignments	Logistics Section (SCVA Coord.)
Staff Roster/Assignments/Crisis duties	Logistics Section (SCVA Coord.)
Staff resources listing/Crisis duties	Logistics Section (SCVA Coord.)
List of key parent/community volunteers	Logistics Section (SCVA Coord.)
Crisis Response Team Identification	Logistics Section (SCVA Coord.)
Communication resources listing/locations*	Logistics Section (Communications Coord.)
Staff phone tree (with cell phone numbers)	Logistics Section (Communication Coord.)
Phone line use designation listing	Logistics Section (Communications Coord.)
Office supplies	Logistics Section (Supplies & Equipment Coord.)
Flashlights (with extra batteries)	Logistics Section (Supplies & Equipment Coord.)
Emergency resource budget information	Finance Section
Emergency personnel sign-in/sign-out sheet	Finance Section
Purchase Order forms	Finance Section
FEMA forms	Finance Section

NOTES: * = Additional description provided below

F&G Sp. = Facilities and Grounds Specialist; SRA SP. = Search, Rescue, & Accounting Specialist; CM Sp. = Crowd Management Specialist; SAR Sp. = Student Assembly and Release Specialist; CI Sp. = Crisis Intervention Specialist; TS Sp. = Traffic Safety Specialist; SFW&S Sp. = Shelter, Food, Water, & Supplies Specialist; SCVA Coord. = Staff & Community Volunteer Assignment Coordinator

Media Staging Area/Resources

- 1) School/District/Community maps (with acetate map covers)
- 2) Marking pens
- 3) Easel for display of maps
- 4) Multiple phones and phone lines
- 5) Electricity
- 6) Podium with battery powered PA system
- 7) Ruled pads or steno notebooks
- 8) Pens and pencils
- 9) Scotch/Masking tape
- 10) Laser pointer
- 11) Telephone contact list
- 12) Day-Glo Sign "All Media Report Here"
- 13) Lighting for night operations
- 14) Tape recorders and tapes (to tape all press conferences)
- 15) Media sign-in sheet
- 16) Blank press passes
- 17) AM/FM portable radio
- 18) Local telephone book
- 19) Media contact log
- 20) Overhead projector and Screening
- 21) Copy machine
- 22) Computers
- 23) Press release templates

Community Emergency Resources

- 1) Emergency Medical Responders
- 2) Police Department
- 3) Fire Department
- 4) Office of Emergency Services
- 5) Red Cross
- 6) FEMA
- 7) Community Mental Health
- 8) Local hospitals
- 9) Utilities contacts

Search and rescue supplies/equipment

- 1) Hard hats
- 2) Gloves
- 3) Master key
- 4) First aid supplies
- 5) 2-way radio

- 6) School map
- 7) Goggles,
- 8) Flashlights
- 9) Dust mask
- 10) Pry bar
- 11) Grease pencil
- 12) Pencils
- 13) Duct tape
- 14) Masking tape
- 15) Utility shut off valve location/tools
- 16) Yellow caution tape

First aid supplies

- 1) Stretchers
- 2) Staff and student medications
- 3) Forms (first aid care notice, medical treatment log)
- 4) Marking pens
- 5) Blankets Quick reference medical guides
- 6) Ground cover/tarps
- 7) Supplies
 - a. 4x4 compresses: 1000 per 500 students
 - b. 8x10 compresses: 150 per 500 students
 - c. Kerlix bandaging: 1 per student
 - d. Ace wrap: 2": 12 per campus
4": 12 per campus
 - e. Triangular bandage: 24 per campus
 - f. Cardboard splints: 24 each, sm, med.,
lg.
 - g. Steri-strip butterfly bandages: 50 per campus
 - h. Aqua-Blox (water) cases: 0.016 x students + staff = # of cases (for flushing wounds)
 - i. Neosporin: 144 squeeze packs per campus
 - j. Hydrogen peroxide: 10 pints per campus
 - k. Bleach: 1 small bottle
 - l. Paramedic scissors: 4 per campus
 - m. Tweezers: 3 assorted per campus
 - n. Triage tags: 50 per 500 students
 - o. Latex gloves: 100 per 500 students
 - p. Oval eye patch: 50 per campus
 - q. Tape: 1" cloth: 50 rolls per campus
 - r. Tape 2": 24 per campus
 - s. Dust masks: 25 per 100 students
 - t. Disposable blanket: 10 per 100 students
 - u. Space blankets: 1 per student/staff
 - v. First aid books
 - w. Heavy duty rubber gloves: 4 pair

Evacuation and assembly

- 1) Maps with primary and alternate routes indicated
- 2) Roll sheets
- 3) Emergency cards

Crisis intervention resources

- 1) Procedural checklist
- 2) Referral forms
- 3) Community resource listings
- 4) Psycho-educational flyers
- 5) Triage worksheets
- 6) Triage summary sheets

Morgue supplies

- 1) Tags
- 2) Pens/Pencils
- 3) Plastic trash bags
- 4) Duct tape
- 5) Vicks Vapo Rub
- 6) Plastic Tarps
- 7) Stapler
- 8) 2" cloth tape

Care/Shelter resources

- 1) Ground cover, tarps
- 2) Blankets
- 3) First aid kit
- 4) Water
- 5) Food
- 6) Sanitation supplies
- 7) Student activities; books games coloring books, etc.
- 8) Forms: Student accounting, Notice of first aid care
- 9) Dust masks

Communication resources

- 1) Bull horn
- 2) Two way radios
- 3) Computers with internet access
- 4) Cell phones

Crisis Intervention Checklist

- ___ 1. **Mitigate crisis damage and minimize crisis exposure**
Crisis intervention begins with an effective emergency crisis management and response.
- ___ 2. **Determine crisis facts.**
Use the crisis intervention fact sheet.
- ___ 3. **Assess degree of impact on the school.**
How many students will be affected and to what degree?
Can site resources manage the crisis or will district-level assistance be needed?
- ___ 4. **Notify the crisis intervention team and open the crisis intervention center.**
This team works cooperatively with members of the Crisis Management Team.
 - ___ (a) Set up a sign-in/sign-out system
 - ___ (b) Set up a message board
 - ___ (c) Give each crisis team member an ID badge so that the individual is easily identified.
- ___ 5. **If not already done, notify district office of the crisis situation.**
District crisis response team assistance is requested through the district office.
- ___ 6. **Notify other school sites that could be affected by the crisis.**
- ___ 7. **Contact the family(ies) of the crisis victim(s).**
- ___ 8. **Determine what information is to be shared with**
 - ___ (a) Students
 - ___ (b) Parents/Community
 - ___ (c) Staff
 - ___ (d) Media
 Remember to keep in mind parental rights to confidentiality.
- ___ 9. **Determine how the information is to be shared.**
 - ___ (a) Written bulletins and/or letters
 - ___ (b) Assemblies
 - ___ (c) Phone calls
 - ___ (d) Parent/Community meetings
 - ___ (e) Classroom presentations/discussions
- ___ 10. **If a crime has occurred, isolate victims/witnesses until law enforcement interviews are completed.**
- ___ 11. **Initiate the psychological triage and referral process.**
 - ___ (a) Make referral forms available to staff
 - ___ (b) Designate who will maintain the referral list and where it will be kept
 - ___ (c) Designate interview/counseling locations
 - ___ (d) Distribute a summary of referrals to support staff
 - ___ (e) Establish a procedure for self-referral
- ___ 12. **Identify high-risk students and plan interventions.**
 - ___ (a) Designate who will maintain the high-risk list and where it will be kept.
 - ___ (b) Decide upon interventions (i.e., individual, small group, classroom).
- ___ 13. **Hold a staff meeting.**
- ___ 14. **Computers, attendance registers and lockers.**
Following a student's death, delete the name from computers and attendance registers.
Be sure that no one calls reporting the student absent.
- ___ 15. **Debriefing held at the end of each day.**
 - ___ (a) Review the intervention process
 - ___ (b) Plan follow-up actions
 - ___ (c) Review the status of the referrals
 - ___ (d) Provide mutual support
 - ___ (e) Prioritize needs
- ___ 16. **Schedule a morning planning session.**
- ___ 17. **Plan memorials.**
- ___ 18. **Debrief and evaluate the crisis response.**