

Introduction

School Emergency Response Plan and Management Guide



DISTRICT OF COLUMBIA

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Foreword

Partnership and collaboration are essential components of the emergency planning effort. Therefore, the Emergency and Safety Alliance (ESA) was formed as an interagency team to plan, implement, manage, and sustain this project. ESA is comprised of representatives from the District of Columbia Office of Risk Management (DCORM), Metropolitan Police Department (MPD), Fire and Emergency Medical Services (FEMS), Homeland Security and Emergency Management Agency (HSEMA), Department of Health (DOH), Office of Public Education Facilities Modernization (OPEFM), District of Columbia Public Schools (DCPS), District of Columbia Public Charter School Board (DCPCB), and the Executive Office of the Mayor (EOM).

This *School Emergency Response Plan and Management Guide* establishes the framework for creating, reviewing, or updating the emergency and crisis response plans for participating school buildings in the District of Columbia. Beginning with Section 1 each page in the Guide is dated in the footer to show the date of implementation and any revisions that may be made in the future.

In a natural or manmade disaster, or under elevated national security threat levels, events occur that necessitate the coordination and delivery of crisis intervention and response services. This Guide complements the District Response Plan and documents the commitment of District officials to establish a comprehensive system for rapid and effective response in the aftermath of crisis and disaster:

Adrian M. Fenty, Mayor

“I sincerely appreciate the fact that the [U.S. Department of Education] grant funds will allow the District of Columbia schools and first responders to take proactive measures to protect our children, teachers, and staff members. The grant will allow District of Columbia public schools to work in close collaboration with local and Federal health, safety, and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations.”

Victor Reinoso, Deputy Mayor for Education

“This Guide will support our efforts to establish coordinated safety plans in all of our schools and ensure safe learning environments for all District students. We are excited to have our schools, our public safety agencies, and our human services agencies all on board.”

Michelle Rhee, Chancellor of DC Public Schools

“We at DCPS are grateful to the Department of Education and to the work of the many city agencies that went into the *School Emergency Response Plan and Management Guide*. School safety is the most basic and necessary denominator for student learning. But it requires a wealth of city resources, collaboration and expertise to ensure that during an emergency, all agencies and systems are operating on the same plan and procedures to keep students safe. This plan and guide will be critical in ensuring we are meeting our responsibility to children.”

Cathy Lanier, DC Metropolitan Police Department, Chief of Police

“Public safety encompasses many different components; one well defined area is the safety of our children and our schools. The Plan before you is a result of the leadership of the Mayor of the District of Columbia, Adrian M. Fenty. The Plan expresses the collaboration of the District of Columbia Public

Schools, Metropolitan Police Department, District of Columbia Fire and EMS Department, District of Columbia Homeland Security and Emergency Management Agency, Department of Health, and the Executive Office of the Mayor.”

Dennis Rubin, DC Fire and Emergency Medical Services, Fire Chief

“The document before you is the result of a collaborative effort by District of Columbia public safety agencies, DC Public School System, DC Department of Health, DC Fire and Emergency Medical Services Department, Homeland Security and Emergency Management Agency, and the Office of Mayor Adrian M. Fenty. Many months of hard work and commitment by all involved have produced this Emergency Plan to make city schools safer for our children.”

Kelly Valentine, DC Office of Risk Management, Director

“The District of Columbia’s *School Emergency Response Plan and Management Guide* provides a compilation of the most “user friendly” procedures, guidelines, and checklist to effectively manage the risk of loss during an emergency. It prepares our schools to respond to any emergency that may occur and minimize the impacts and harm to the school community. This Emergency Response Plan will not only support the District of Columbia’s school system but will also assist other District Government agencies with the development of a quality and efficient Building Evacuation and Emergency Response Plan.”

Carolyn Gardner, Student Support Center, Executive Director

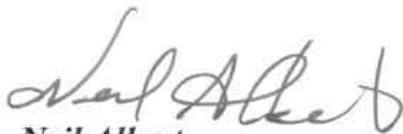
“This comprehensive plan contains all the elements necessary to help schools prepare for, respond to and mitigate a wide variety of emergencies. The fact that the Plan’s online component ties schools directly to First Responders and the appropriate agencies across the District is a groundbreaking initiative in improving the safety of all students. We are thrilled with the efforts of Mayor Fenty and the DC Emergency and Safety Alliance to implement this ambitious project. I fully expect this Plan and its supporting elements to become a model for effective emergency management in urban schools.”

Authorizing Signatories

October 2009



Adrian M. Fenty
Mayor



Neil Albert
City Administrator



Victor Reinoso
Deputy Mayor for Education

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- District of Columbia Office of Risk Management
- District of Columbia Department of Health
- District of Columbia Department of Mental Health
- District of Columbia Office of the Chief Technology Officer
- District of Columbia Public Schools
- District of Columbia Public Charter School Board
- District of Columbia Office of Public Education Facilitates Modernization

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Acronyms and Abbreviations

AAAS	American Association for the Advancement of Science	FEMA	U.S. Federal Emergency Management Agency
AHERA	Asbestos Hazard Emergency Response Act	FEMS	DC Department of Fire and Emergency Medical Services
AHJ	Authority Having Jurisdiction	HBV	Hepatitis B Virus
AIDS	Acquired Immunodeficiency Syndrome	HIV	Human Immunodeficiency Virus
AMP	Asbestos Management Plan	HSAS	DC Homeland Security Advisory System
ANSI	American National Standards Institute	HSEMA	DC Homeland Security and Emergency Management Agency
BBP	Bloodborne Pathogens	IC	Incident Commander
BMP	Best Management Practices	ICS	Incident Command System
CAP	Corrective Action Plans	IPM	Integrated Pest Management
CCT	Central Crisis Team	JIC	Joint Information Center
CDC	U.S. Centers for Disease Control and Prevention	LEA	Local Education Agency
CFSA	DC Child and Family Services Agency	MPD	Metropolitan Police Department
CISM	Critical Incident Stress Management	MSDS	Material Safety Data Sheets
CP	Command Post	NCR	National Capital Region
CPR	Cardio-Pulmonary Resuscitation	NFPA	National Fire Protection Association
DCOSHA	DC Occupational Safety and Health Agency	NIMS	National Incident Management Structure
DCPCS	DC Public Charter Schools	OAG	Office of the Attorney General
DCPS	DC Public Schools	OP	Operations Post
DCRA	DC Department of Consumer and Regulatory Affairs	OPEFM	DC Office of Public Education Facilities Modernization
DDOE	DC Department of the Environment	PA	Public Address System
DMH	DC Department of Mental Health	PEPCO	Potomac Electric Power Company
DOC	DC Department of Corrections	PIO	Public Information Officer
DOH	DC Department of Health	PM	Preventive Maintenance
DPW	DC Department of Public Works	PPE	Personal Protective Equipment
DRP	District Response Plan	QBE	Quality Building Environment
ECP	Exposure Control Plan	SCT	School Crisis Team
EOC	Emergency Operations Center	SDWA	Safe Drinking Water Act
EPA	U.S. Environmental Protection Agency	SERT	School Emergency Response Team
ESA	Emergency and Safety Alliance	SOP	Standard Operating Procedure
EST	Executive Support Team	VAMP	Violation Abatement Management Protocol

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