

Before and After Hour Programs

Depending on Assistance Needed, Call:	
Police, Fire and EMS Emergency	911
Building Owner Representative	
Maintenance	
Security	
Poison Control Center	800-222-1222
DC Mental Health Access HelpLine TDD/TYY	888-793-4357 202-673-7500
Other	

Situation Description

The *School Emergency Response Plan and Management Guide* has been developed to ensure the safety and security of all occupants including those who participate in before and after hour programs. However, the operating days and times of these programs occur outside of normal school hours, which could result in limited to no response by the School Emergency Response Team (SERT); making it necessary for the program director/facilitator to be familiar with the response plan and protocols.

Preparedness

Because the safety of building occupants is of the highest priority, we are providing you with the following guidelines.

- The building administrator, or a member of SERT, must review the *School Emergency Response Plan and Management Guide* with the program director/facilitator to ensure their understanding of the individualized building plan along with his or her responsibilities during an emergency.
- Existing response protocols should be reviewed to ensure their functionality during off hours. Adjustment to these protocols may be necessary to accommodate certain programs.
- School staff that may be present during these before and after hour programs must be aware that limited to no response by SERT is probable and they may have to assume roles not normally assigned.
- Practice with all program participants so they are familiar with response protocols.

- Facility directors and staff should prepare a listing of individuals requiring special assistance and their specific needs, as this information could aid timely actions of first responders.
- Review all information in the building emergency plan with staff members. Emphasize the importance of occupant supervision in the event of an emergency.
- *School Emergency Procedure Guides* (flipcharts) must be available for use during before and after school activities.

Program Director/Facilitator Responsibilities

Due to the potentially limited resources available during a before or after hour program the director/facilitator must be prepared to respond to an emergency and may have the following responsibilities:

- Take steps necessary to ensure the safety of program participants, staff, and other occupants in the implementation of Emergency Response Protocols;
- Determine whether to implement Universal Emergency Procedures (evacuation; alert status; shelter in place; severe weather/safe area; drop, cover, and hold; lockdown);
- Initiate response actions and call 911 to alert emergency services, as needed;
- Render first aid if needed. Program staff should be trained and certified in first aid and CPR;
- Work with emergency service personnel (depending on the incident, community agencies such as police or fire department may have jurisdiction for investigations, rescue procedures, etc.);
- Account for program participants, staff, and other occupants on sign-in/attendance sheets when relocated or as emergency procedures dictate;
- Report any missing or injured occupants to emergency response personnel.
- Contact the building owner's representative (in the case of a school this is usually the principal).
- Record emergency information and response actions for later reporting and possible investigations.

Note: Additional information and emergency management recourses are available at the Emergency and Safety Alliance website: <http://esa.dc.gov>

Procedures

In the event that the Incident Commander is not available the program director/facilitator will decide which Universal Emergency Response Procedures to implement, based on the situation. There are four basic procedures that can be used in responding to various emergencies:

- Evacuation
- Alert Status
- Lockdown
 - Shelter-in-Place
- Severe Weather Safe Area
 - Drop, Cover, and Hold

Note: Refer to the School Emergency Procedures Guide (flipchart) for details.

Every incident requires that certain emergency management functions be performed. The following functions are the very minimum requirements before and after hours programs must perform during an emergency:

- Activate the building’s fire alarm system at nearest fire alarm pull station if building *Evacuation* is necessary (or initiate the Secondary Evacuation Warning protocol if alarm is not functional).
- In the event of a *Bomb Threat*, cellular phones and walkie-talkies should not be used as they may activate an explosive device, however, hard wired public address systems are permissible.
- Program participants must follow directions as outlined in the appropriate response procedure.
- Program participants should go to the designated emergency location or evacuation locations. Do not stop for participants/staff belongings.
- Call 911 to alert Emergency Responders that the building’s alarm system is sounding, the occupants are responding to an emergency, and that follow-up calls will be made once the nature of the emergency is known. *Note: School alarms do not have a direct connection to DC Fire, so you must dial 911.*
- Assist individuals needing special assistance in responding or exiting the building.
- Assigned persons should check restrooms, locker rooms, storage areas, and other areas that may be occupied to assure that everyone is responding appropriately to the emergency.
- During an emergency, the program director/facilitator should report to the Command Post identified in the school’s emergency response plan (typically near the main vehicular entrance to the building) to meet emergency responders, if possible.
- The Incident Commander (Emergency Responders) gives the all clear when the incident is resolved or the building can be reentered.

Program Information

The following information must be provided to SERT for inclusion in their planning initiatives (update when necessary).

Before and After Hour Program Information							
Program Name							
Days of Operation	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start Time							
Finish Time							
Director/Facilitator							
Contact Number							
Alternate Director/Contact							
Alternate Contact Number							

Before and After Hour Program Emergency Checklist

Although each situation is different, the following is intended as a general listing of actions to consider when faced with an emergency or critical incident as an after or before hour program director/facilitator:

- ✓ Take a deep breath. Don't panic. Verify information and obtain *School Emergency Procedures Flipchart*.
- ✓ Determine whether to call 911 and which Universal Emergency Response Procedures to implement.
- ✓ Initiate response actions following the procedures outlined in the *School Emergency Procedures Flipchart*.
- ✓ Account for program participants and staff; render first aid if necessary.
- ✓ Program Director/Facilitator or designee reports to the Command Post (identified in the *School Emergency Response Plan*) to meet emergency responders.
- ✓ Contact the building owner's representative (typically the school principal).
- ✓ Document actions taken for reporting to the *School Emergency Response Team*.