Introduction

School Emergency Response Plan and Management Guide

The contents of this Guide were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. The contents may be modified and reproduced for individual school and District Government use only. This Guide may not be reproduced in any form for sale or unauthorized distribution.
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
# Acknowledgments

We would like to thank the Kentucky Center for School Safety and the Baltimore County Public Schools for the use of their manuals and methodologies in the development of this Guide. Much of this plan has been either directly adapted from or based on their efforts. We appreciate the hard work and dedication of the individuals from these respective school districts.

The School Emergency and Safety Alliance would like to express its gratitude to the following agencies for assistance in completing the School Emergency Response Plan and Management Guide:

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- District of Columbia Metropolitan Police Department
- District of Columbia Homeland Security and Emergency Management Agency
- 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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• Patrice White, Hazard Mitigation Officer, HSEMA
• Andrea Wilson, Special Assistant, EOM
# Acronyms and Abbreviations

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