

EMERGENCY MANAGEMENT RESPONSE PLAN

January 2019

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INTRODUCTION

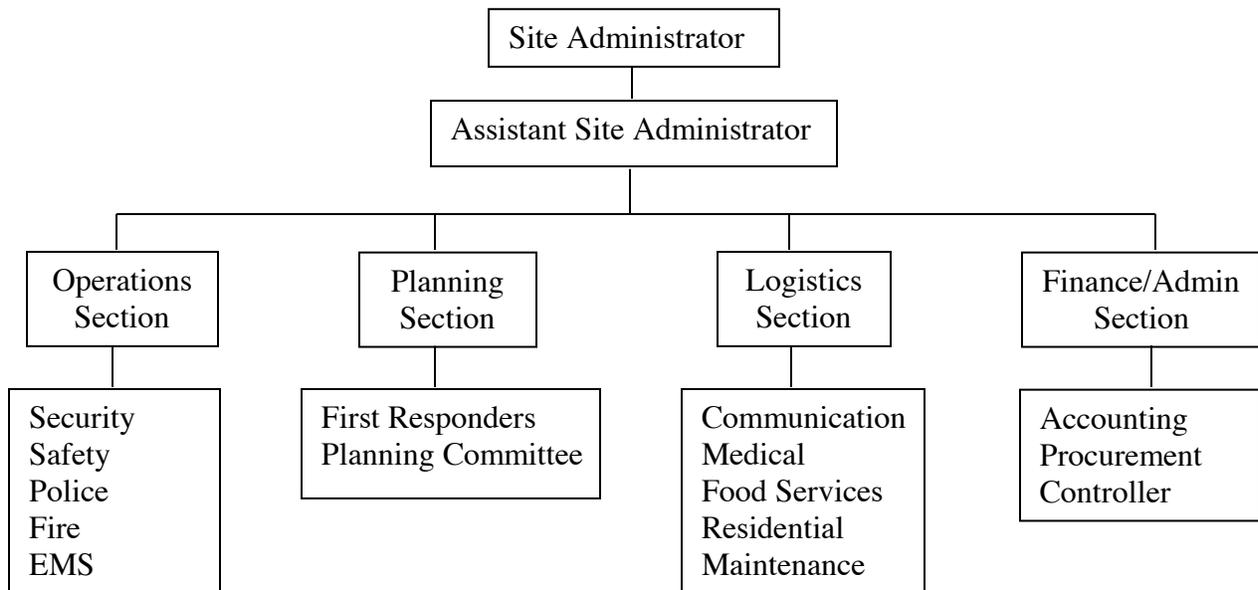
PURPOSE

The primary purpose of the Emergency Management Response Plan (EMRP) is to provide a comprehensive, yet simple framework for the protection and safety of students, staff, faculty, and school facilities in case of an emergency. This plan describes the responsibilities of the Emergency Management Response Team, First Responders, staff, and faculty members when responding to an emergency.

MISSION STATEMENT

It is the mission of the Emergency Management Response Team to ensure that all appropriate and reasonable precautionary measures are taken to safeguard human life and property in times of unforeseen events, which may threaten normal living and work conditions. The team aims to achieve this mission through commitment and dedication to upholding safety and protection measures for all citizens within its jurisdiction.

EMERGENCY MANAGEMENT RESPONSE TEAM AUTHORITY CHART



The President of the university (Site Administrator) or designee appoints individuals to serve on the Emergency Management Response Team, and which membership is representative of all aspects of the university (see above). The appointments are reviewed continually for consistency in both service and commitment to the safety and security of all the campus community. External members and organizations may be added to support and assist in emergency responses.

Team Roles and Responsibilities

- Site Administrator- the University President or designee is the site administrator, makes all final decisions, and designates members to the Emergency Management Team.
- Assistant Site Administrator- the Safety Officer or designee is the assistant site administrator, and will designate a support team trained in emergency management to assist during an emergency.
- EMR Team- The team will be assigned to the following departments: Operations, Planning, Logistics, and Finance/Administration Sections, and will develop an emergency communication system in cooperation with first responders, medical providers, law enforcement, and other entities as necessary to secure the safety of the campus community during an emergency.

Function

The function of Emergency Management Response Team is to advise and support site administrators in full response situations, conduct the initial evaluation of the emergency, and determine whether a response of the local emergency response team is required. The team will assist the first responders as follows:

- a) Verify the emergency or threat
- b) Initiate a response plan
- c) Attend to evacuation/first-aid and security issues
- d) Advise local team on the need for level of response and identify resources
- e) Determine/designate the following:
 - i. Emergency response area
 - ii. Evacuation/staging area
 - iii. Pick-up/transportation area
 - iv. Command post location
- f) Coordinate post emergency procedures

Upon activation, the team will support first responders as follows:

- a) Provide law enforcement liaison(s)
- b) Provide media representative
- c) Provide and arrange transportation as necessary
- d) Refer personnel to trauma counseling as necessary
- e) Prepare and deliver parent and community information sessions
- f) Inform nearby schools, organizations, and businesses as necessary

Declaration of an Emergency

The Assistant Site Administrator, or designee, will first determine whether an emergency exist, then will notify the University President or designee, declare an emergency, and inform the EMR Team. If an immediate response is required, the EMR Team will be activated and the emergency response plan implemented. All emergency management response team members will be activated and report to the designated incident command center.

Incident Command Center

The Command Center for the Crownpoint, New Mexico campus is located on the second floor conference room of Efficiency Apartment building two. An alternative site is the library. All other locations will establish their own.

IMPLEMENTATION

The EMR plan will be implemented only when there is an actual or imminent danger to a large number of people. In an emergency, the Assistant Site Administrator, in consultation with Site Administrator, will make all decisions, conduct an initial threat assessment, determine the need for additional resources, and ensure that all team members are in place to ensure a comprehensive response to the emergency situation.

Communication

The university will contact all NTU facilities, departments, and personnel via RAVE alerts, emails, cell phones and intercom. All classrooms, multi-purpose rooms, residential buildings, and offices will initiate communication capabilities with the command center and outside emergency resources.

Drills

In accordance with the emergency plan, the Assistant Site Administrator, or designee, will conduct the following preparation during the academic year: fire drills, evacuation drills, lock down drills, review of communication procedures, active shooter drills, equipment audits, etc.

Security Assessment

At the beginning of each semester the site administrator and/or designee will assess campus facilities and grounds, security and emergency response team, and buildings for hazards that may interfere with safe evacuations.

EMERGENCY LEVELS

An emergency situation can be defined as a sudden, generally unanticipated event that profoundly and negatively affects a segment of the school population, community or region and may involve potential or serious injury.

Geographical Emergencies

- a) University Emergency – An emergency that poses a danger to the overall safety and well-being of students, employees, campus visitors, and structures within the confines of the university.
- b) Community Emergency – An emergency in the immediate vicinity of the campus or surrounding areas which could create mass injuries or casualties and impact businesses, schools, and organizations.
- c) State, Tribal, or National Emergency – An emergency having broad impact that requires resources and assistance by the tribal, county, state or federal offices and emergency services.

Classifications

These classifications help to determine the severity of the situation:

- a) Minor Emergency – An incident which does not impact the overall function of the university.
- b) Major Emergency – An incident which disrupts the overall operations of the university; when outside emergency services is required, and major policy considerations and decisions is required from the university's administration during the crisis.
- c) Disaster – Any event or occurrence which has taken place and has seriously impaired or halted the operations of the university, where mass personal injuries/casualties and severe property damage may be sustained, and when a coordinated effort of all campus-wide resources, and outside emergency services is required to effectively address the situation.

Types of Emergencies

- a) Natural Causes: Tornadoes, Earthquakes, Floods
- b) Accidental Causes: Fires (chemical, natural gas, electrical or ordinary structural) Hazardous chemical Accidents or Spills (vapor or liquid), Explosions (compressed gas, containerized liquid or man-made) Loss of Utilities (gas, electricity, cooling system, water)
- c) Societal Causes: On-campus civil disturbance, work place violence, hostage situation, bomb threats or explosions, child abduction, robbery, suspicious packages

Partial Response

A partial response to an emergency will be activated at the discretion of the EMR administrators. The response team may be limited to first responders, the site administrator or designee, safety officer, security personnel, and may include school administrators, counselors, and designated staff/faculty.

Full Response

A full response to an emergency will consist of the following personnel: the NTU Emergency Management Response Team, First Responders, identified internal key emergency persons, and external resources and agencies.

EMERGENCY RESPONSE PROCEDURES

Regardless of the type of emergency or disaster, the initial activation and implementation of the Emergency Response Plan should always be clearly communicated, with full instructions, clear responsibilities, and prepared to endure long term interruption for students, key offices, and personnel.

High Winds/Tornadoes

In the event of a tornado or high wind:

1. The Team and Site Administrators will alert all employees of impending dangerous weather via RAVE alerts, email, intercom, and instructions whether to take shelter or evacuate.
2. Supervisors will perform an accounting and a final check in their area and/or proceed to a designated shelter if an evacuation is ordered.
3. All employees will check their area and ensure that all employees received the warning.
4. Employees will assemble in designated areas: the lowest level of buildings without windows, a restroom, center stairwell, hallway or office, close the doors and stay sheltered until the all-clear is given by emergency personnel.
5. Designated Team members will direct area(s) where employees will move to if ordered to take shelter

in the building.

6. If outside, personnel should take cover in a building close by or in a ditch or ravine.
7. After the emergency passes, trained emergency personnel and supervisors will check for injuries, reported injured to medical personnel and property damages will be reported to Maintenance department.

Earthquakes

During an earthquake all school personnel should attempt to get under a table or desk or any place where the employee feels safe.

1. After an earthquake has stopped, initiate emergency procedures.
2. Stay calm and await instructions from emergency personnel, your immediate supervisor or designee.
3. Keep away from overturned fixtures, windows, filing cabinets and electrical power.
4. Trained supervisor and employees will check for injuries, and provide assistance as needed, check for fires and ensure that utilities are shut off to control gas and water leaks.

Floods

During a flash flood and situations of extreme water flow on campus:

1. The EMR Team will instruct employees and students to evacuate to higher ground.
2. Employees and students must avoid walking or driving through flood waters.
3. Move vital materials, records, and equipment to higher and drier grounds as necessary.

Fire

Upon the detection of smoke and/or fire;

1. Immediately call the Safety officer, Security.
2. Pull the nearest fire alarm in the common area.
3. Move personnel away from the fire, evacuate the building, and go to a clear area.
4. Emergency communications will be made via RAVE Alert, email, and telephone intercom system.
5. If a fire exceeds the incipient stage, call the local Navajo Nation Fire Department
6. Fire Instructions:
 - a. Close doors as you exit the building
 - b. Use stairways to exit from upper levels.
 - c. Walk to the assembly area for all roll calls.
 - d. Leave walkways and driveways open for fire and emergency responders.
 - e. Only trained employees will use fire extinguishers.
 - f. Individuals who walk with assisting devices (crutches, canes, etc.) should evacuate as soon as possible, and request assistance from a fellow student, faculty, or staff member
 - g. Wheelchair users who are on the main level of a building, and can exit directly to the outdoors should do so as quickly as possible, and meet in the designated area. Those on floors other than the level of exit should proceed to the nearest area of refuge. Areas of refuge are identified on emergency evacuation plans posted on each floor of each building.
 - h. Visually impaired/blind persons should be advised of the nature of the emergency, assisted, and informed of any obstacles in your path during evacuation.
 - i. Persons who are deaf or hearing impaired may not perceive an audible fire alarm. Use an alternate warning system, such as writing them a note and telling the person of the situation, the nearest evacuation route, and the designated meeting area.

Hazardous Material

A spill is defined as an unexpected release of any hazardous material. Hazardous material may have the potential to affect the general health and safety of campus constituents, the surrounding community, or any ecological threats as posed by the release or potential release of materials on campus.

Upon detection of a spill:

1. Notify Security, Safety Officer, and maintenance.

2. Evacuate the affected area to protect personnel from entering the hazardous area.
3. If the spilled substance is unknown, contact the Navajo Nation Fire Department and the Police department for assistance.
4. The EMR team will assess the situation for possible evacuation and recommendations.

Chemical Accidents

In case of an unexpected release of any chemical or spill:

1. Contact Safety Officer, Security, and the Fire Department.
2. Isolate and move personnel away from the area affected.
3. The EMR team will assess for possible evacuation and further recommendations.

Loss of Utilities: Electricity, water, gas and/or propane

- 1) Contact Safety Officer, Security, Maintenance, and appropriate utility agency to report status of outage.
- 2) As necessary, contact EMR team to establish emergency shelter and wait for response procedures.
- 3) EMR team, as necessary, will determine status of the situation, make recommendations, and make arrangements for residential and faculty tenants for possible long-term evacuation.

Medical: An injury or medical situation

- 1) Immediately contact Security, Safety Officer, and secure injured person.
- 2) Contact Emergency Medical Services, and Navajo Police as necessary.
- 3) All relevant information should be given to appropriate responding agency and NTU department for immediate family members.
- 4) An incident report shall be made and filed with the Dean of Student Services and Security office.

Situation: An injury or medical situation during a field trip. The field trip coordinator should ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person has a cellular phone in case the emergency happens enroute to or from a destination. It is also advisable that the staff member be trained in first-Aid and CPR.

1. Staff member will assess situation and provide first aid or CPR as appropriate.
2. If the injury is major or life-threatening, either the staff member or designee will call emergency personnel immediately.
3. The staff member will contact the university security immediately to report the incident.
4. Upon return to the university, the staff member will file an incident report with the Dean of Student Services and the Security office.
5. Follow-up will be conducted through the appropriate department.

Civil Disturbances

1. Report any unusual activity or extraordinary disturbance taking place on campus or classroom to Security or Safety Office.
2. Security and Safety Officer will review the situation and take action depending on the nature of the event.

Situation: Hostage in the work place or classroom

1. Contact Security and Police Department.
2. Secure the area and remove personnel.
3. EMR team will notify departments to activate lock down.
4. Counselors will be notified to assist with crisis counseling and referral.

Active Shooter

Evacuate (Run)

- a. Find an accessible escape path, attempt to evacuate the premises
- b. Leave your belongings behind

- c. Help others escape, if possible
- d. Keep your hands visible
- e. Follow instruction of all police officers

Hide (Hide)

- a. Find a place to hide where shooter is less likely to find you
- b. Find protection and out of the shooters' view
- c. Blockade the doors with heavy furniture
- d. Silence your cell phone and pagers
- e. Remain quiet and remain calm

Take Action (Fight)

- a. As a last resort, take action against the shooter
- b. Attempt to disrupt and/or incapacitate the active shooter
- c. Throw items and improvising weapons at the shooter
- d. Yell as loud as you can

Bomb Threat

1. If a letter or package is received, handle it as little as possible.
 - a. Isolate the package and calmly inform your supervisor and contact Security.
2. If a threat is made via email, text, or telephone call:
 - a. Get as much information as possible about the sender/caller.
 - b. Record all information the sender/caller gives you and stay on the telephone until you obtain all information.
 - c. Keep caller on phone as long as possible. Ask caller to repeat information.
 - d. Discretely tell a co-worker to contact Security and indicate that a bomb threat is being received.
 - e. Ask the following questions:
 1. When is it set to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. Why is caller doing this?
3. After receiving a threat:
 - a. Remain Calm. Do not discuss threat in public.
 - b. Do not touch suspicious packages, letters, objects, etc.
 - c. Do not start or repeat rumors.
 - d. Do not attempt to search for a bomb on your own. Leave the search effort to the appropriate authorities.
4. The EMR team will activate the Emergency Response Plan and evacuation.

Child Abduction – when a child under the age of eighteen years is taken illegally from the parent/guardian.

1. Notify Security, Police department, and Social Services as necessary.
2. All departments will be alerted via RAVE Alert and email.
3. EMR team will contact Child Care Center and Family Housing to conduct a head count.
4. Security will initiate a check point at entrance to monitor outgoing traffic.

Suspicious Package - includes envelopes, boxes, bags, luggage, etc. If an employee feels that a package poses a danger or threat, all persons shall leave the area immediately.

1. Notify Security and Police Department
2. Isolate the package.
3. Evacuate the area immediately.
4. Do not touch or attempt to open the suspicious package.
5. Safety Officer and Security will assess and determine evacuation and recommendations.

Characteristics of a suspicious package:

1. Unexpected container received from someone unfamiliar to you.

2. Unusual weight and dimension given its size.
3. Exhibits protruding wires, strange odors or stains.
4. Postmarked from a city which does not match return address.
5. Displays distorted handwriting or addresses with homemade labels or cut and paste lettering.

EVACUATION PROCEDURES

The EMR team will establish safe evacuation routes from all campus facilities. Information regarding the safe evacuation of all students, staff, and faculty must be posted in all classrooms, multi-purpose rooms, hallways, offices, residential rooms, and other public areas. The following guidance should be distributed to the general campus community:

1. Do not block, even temporarily, building evacuation routes and exits.
2. Do not ignore a sounding alarm or official instructions to evacuate a building.
3. Ensure that those in the general vicinity are aware of the evacuation.
4. Close, do not lock, doors behind you as you exit your work areas or classrooms.
5. Evacuate quickly and calmly, by way of the nearest exit, to a safe distance from the building. Keep clear of emergency vehicles. Leave sidewalks and roadways clear for emergency responders.
6. Stay with the group from your area or with your class. Do not re-enter the building until the all clear has been given. Follow instructions given by the Security and EMR team.
7. If it is necessary to evacuate the campus in a vehicle, exit in the direction given by the Security or other emergency authority. Do not put your vehicle in a position where it blocks the way for others. Some vehicles may be selected for emergency transportation. If your vehicle is chosen, please cooperate. If the road is not usable, leave your vehicle and evacuate on foot

LOCKDOWNS

Upon notification of a Code lock down:

1. If code red is alerted, the threat is internal. All doors must be locked; lights turn down, and everyone moved away from windows and doors until all clear is announced by Security.
2. If code yellow is alerted, the threat is external. Security will initiate check point, lock all doors, students, staff, and faculty admitted into and out of classrooms, emergency management team activated, instructions by safety personnel, and team.
3. Communication or announcements on Lock Down will be made through the intercom or through electronic notification (i.e. RAVE Alert, e-mail)
4. All staff, faculty, and students must remain in classrooms or department and wait for Code Green from emergency personnel.

EMERGENCY RESPONSE TEAM RESPONSIBILITIES

Prior to emergency:

1. Ensure that emergency checklists are site specific and current
2. Ensure alert rosters are current
3. Designate emergency response areas, evacuation/staging areas/pick up points and transportation areas/command post location
4. Train all staff, faculty, and students annually in emergency procedures
5. Ensure that communications between classrooms, residential, and the main office are functioning
6. Exercise emergency procedures according to regulations
7. Maintenance of complete set of keys to facility in central location and accessible to site administrator or designee
8. Maintain current facility blue prints and site plans in central location

During Emergency:

1. Verify emergency or threat
2. Contact emergency services as necessary
3. Assume direction of emergency procedures at site until relieved by law enforcement or emergency services acting as scene commander

4. Ensure that applicable checklists are accomplished
5. Advise team leaders on the need for full response/as liaison with local team
6. Initiate evacuation procedures if necessary
7. Initiate information advisory to nearby schools and parents
8. Coordinate and post emergency procedures

Security Personnel Responsibilities:

1. Assist site administrator in the verification of emergency or threat
2. Assist site administrator in perimeter security
3. Assist site administrator in the evacuation of students and staff

Child Care Responsibilities:

1. Supervise children
2. Assist in evacuation of children
3. Report unaccounted children to site administrator or designee

Residential Responsibilities:

1. Activate emergency measures for residential students
2. Initiate student count for Family Housing and Efficiency Apartments
3. Assist with communication
4. Assist in the evacuation of students

Office Staff Responsibilities:

1. Activate emergency measures for department.
2. Provide assistance with communications (telephones, radios, messengers)
3. Document activities and assignments
4. Maintain alert rosters

Counselors Responsibilities:

1. Provide assistance to students, staff, and faculty at staging areas
2. Assist site administrator with student notification

Faculty Responsibilities:

1. Supervise students
2. Assist in the evacuation of students
3. Report unaccounted for students to site administrator or designee

TRAINING:

The Emergency Response Team will be trained in the following area to maintain compliance with the plan:

1. Fire Safety
2. CPR
3. Basic First Aid
4. Emergency Management Procedures
5. HAZMAT
6. Crisis Management
7. Active Shooter
8. Mass Evacuation

Incident Command Protocol

Identify the Threat

1. Threat: Shooter, Bomb, Other,
2. Call:
 - Navajo Police
 - Emergency Medical Services
 - Fire Department
3. Communication
 - Rave Alert, Email, Intercom Announcements
 - alert schools, businesses, chapter, as necessary
4. Convene Emergency Management Team
 - Security Supervisor
 - Safety Officer
 - Public Information Officer

Isolate the Incident

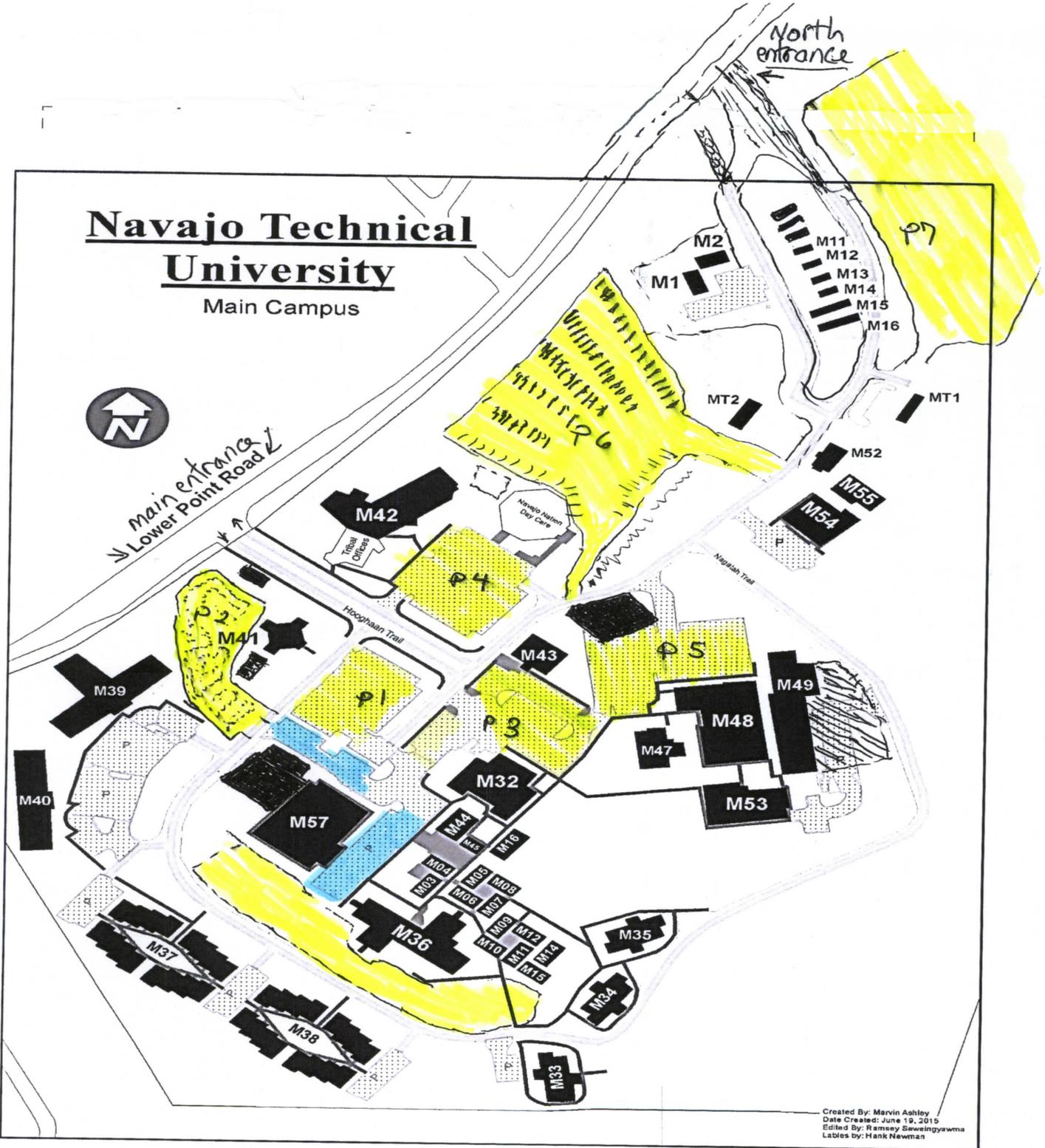
1. Establish Perimeter
 - NPD Protocol
 - Incident Team Assignments
 - Initiate Incident command center
2. Team Leads
 - Safety Officer
 - Security Supervisors
 - Incident Management Team
 - Public Information officer
3. Convene Backup or Support Team
 - designated Transportation personnel
 - designated Maintenance personnel
 - designated Administrative Assistants

Contain the Situation

1. NPD, EMS, NFD Protocols
2. NTU Administration and Community
 - continuous updates and alerts
 - communicate lockdown duration, etc.
3. Public Relations
 - Press Officer updates
 - Press Conferences/Media
4. Incident Command Announcements
 - Intercom
 - RAVE Alerts
 - Computer Alerts

Appendix A

Site Map for NTU Crownpoint Campus



Appendix B

Telephone List for Crownpoint Community

Crownpoint Navajo Police Department	505-786-2050	Fax 505-786-2066
Crownpoint Health Clinic	505-786-5291	
Crownpoint Fire Department	505-786-7385	
Navajo Nation Emergency Management	505-786-6892	Fax 505-786 2015
Eastern Navajo Headstart Program	505-786-2350	Fax 505-786-2415
Social Services -Family Services Unit	505-786-2303	
Department of Behavioral Health Services	505-786-2111	Fax 505-786-2020
Crownpoint Chapter House	505-786-2130	Fax 505-786-2136
Navajo Tribal Utility Authority	505-786-5566	1-800-528-5011
Continental Divide Electric Company	505-285-6656	1-877-775-5211
Ikard & Newsom Propane Company	505-786-5359	1-800-442-6453

K-12 Schools

Crownpoint Community School	505-786-6160	Fax 505 786-6163
Crownpoint Elementary School	505-786-5324	
Crownpoint Mid School	505-786-5663	Fax 505721-5499
Crownpoint High School	505-786-5664	Fax 505 721-1699

Navajo Technical University

Administration Building	505-786-4100	Fax 505-786-5644
Business Office	505-786-4184	
President	505-786-4112	
Dean of Instruction	505-786-4113	
Human Resource Office	505-786-4110	or 4109
Dean of Student Services	505-786-4104	
Student Services Counselors	505-786-4138	
Residential Services	505-786-4175/5960	Fax 505-786-4227
Maintenance & Operation	505-786-4211/4187/4188	
Food Services	505-786-4128	
Child Care Center	505-786-4122/4198	
Library	505-786-4300/4301/4130	
Title III Program Office	505-786-4103	
Transportation	505-786-1107/1109	
Security	505-786-4345	
Veterinary Teaching Hospital	505-786-4150	

Empowerment Building Tenants

Navajo Nation Childcare	505-786-3524
Navajo Nation Scholarship Office	505-786-2318
Office of Special Education and Rehabilitation	505-786-2260
Department for Self Reliance	505-786-2384
Eastern Navajo Land Commission	505-786-2430

Federal Agencies

Federal Emergency Management Agency
Homeland Security Administration
Federal Bureau of Investigation

Physical Address:
Navajo Technical University
Lower Point Road/State Highway 371
Crownpoint, NM 87313

Appendix C

NTU in Crownpoint, New Mexico

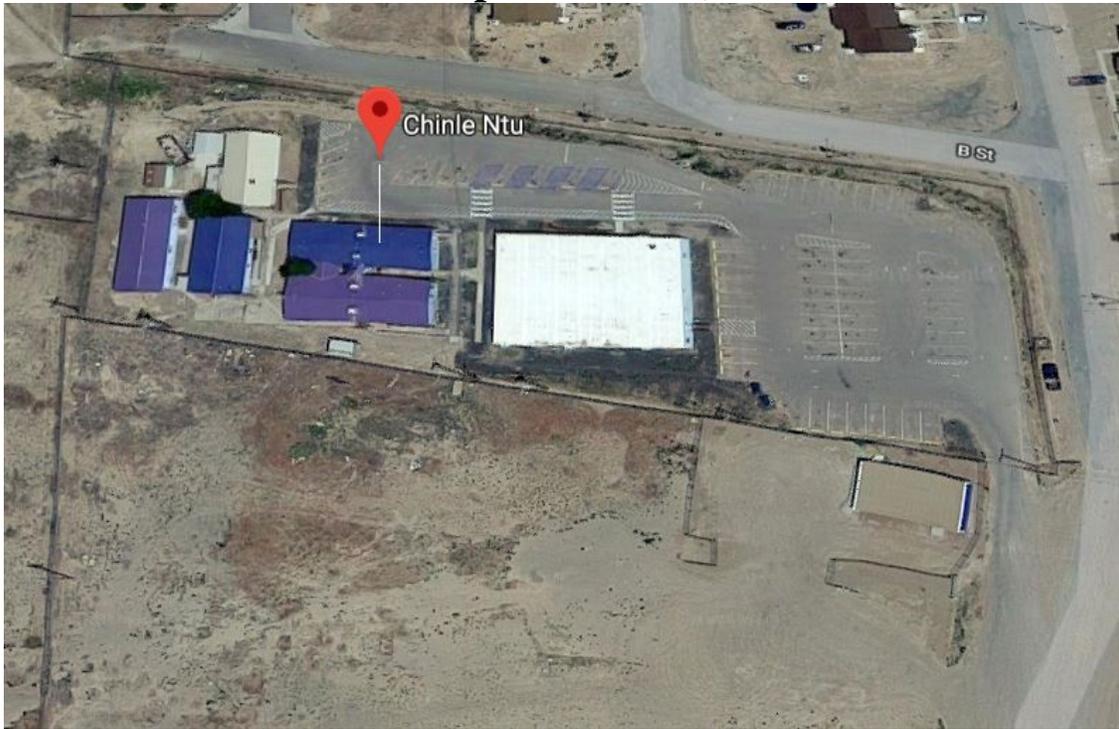


Appendix D

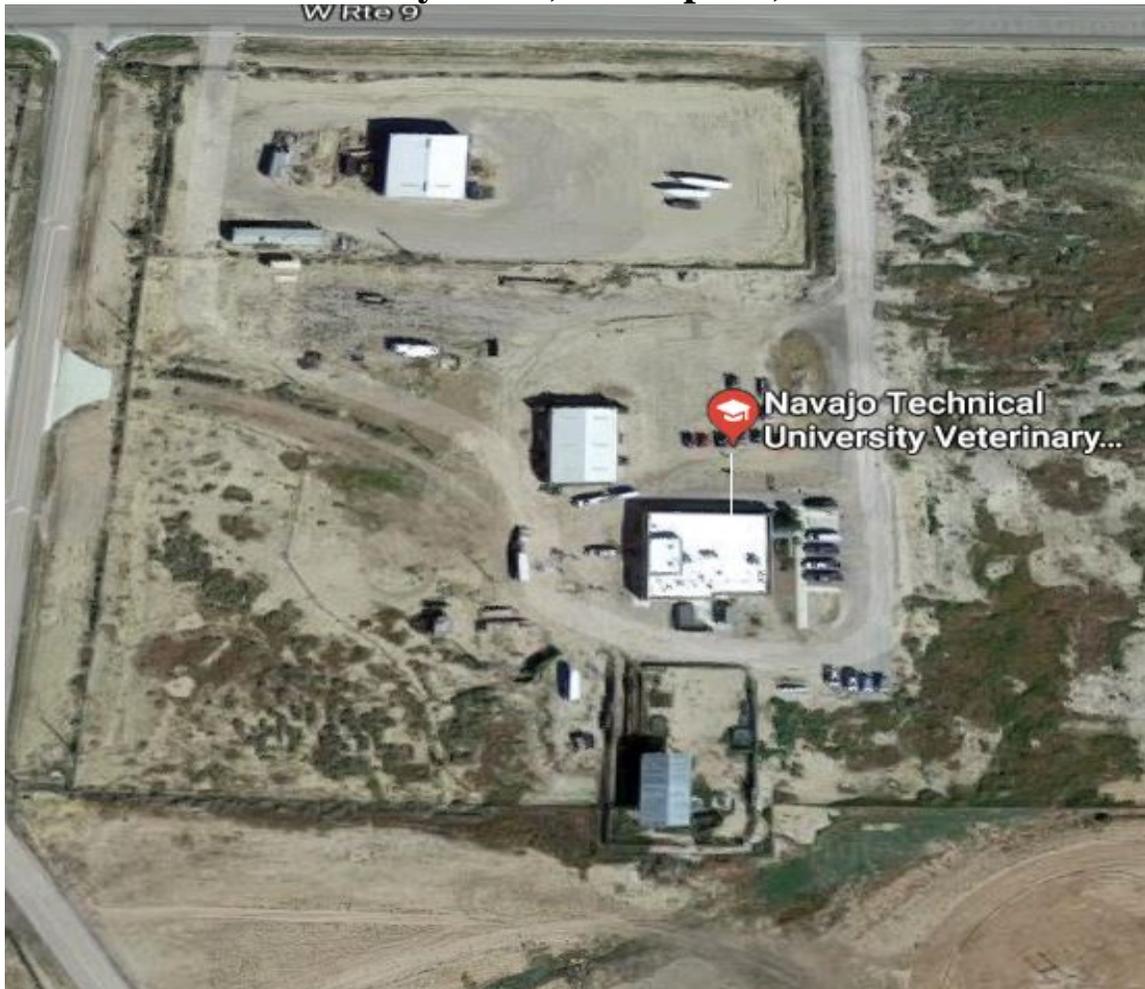
NTU Crownpoint and Chinle BUILDING CODES

BLDG	BLDG	BLDG	BLDG
M1	Modular Classroom/ABE/GED	M53	Culinary Arts/Hospitality Center
M2	Modular Classroom/ABE/GED	M54	Information Technology
M3	Modular Classroom/Energy Systems	M55	Fabrication Lab
M4	Modular Office/Counseling	M56	Green House
M5	Modular Classroom/Early Childhood	M57	Wellness Center
M6	Modular Classroom/English	M57A	Student Union Building
M7	Modular Classroom/Math	M57B	Science Laboratory
M8	Modular Classroom/E-Learning	MT1	CDL Trailer
M9	Modular Classroom Math	MT2	Maintenance Trailer
M10	Modular Classroom Dine' Studies	M50	Welding Shop
M11	Modular Classroom Stem Lab	MT11	Faculty/Staff Trailer
M12	Modular Classroom Math	MT12	Faculty/Staff Trailer
M14	Modular Classroom English	MT13	Faculty/Staff Trailer
M15	Modular Classroom English	MT14	Faculty/Staff Trailer
M16	Book Store	MT15	Faculty/Staff Trailer
M31	Walk in Freezer/Storage	MT16	Faculty/Staff Trailer
M32	Multi-Purpose (Cafeteria, Copy)	MT17	Faculty/Staff Trailer
M33	Faculty Housing complex A(1-6)	MT18	Faculty/Staff Trailer
M34	Faculty Housing complex B(1-6)	MT19	Faculty/Staff Trailer
M35	Faculty Housing complex C(1-6)	MT20	Faculty/Staff Trailer
M36	Student Service/Law Advocate/Nursing	MT4	Maintenance Storage
M37	Student Family Housing (Apt 1-16)	MT5	Maintenance Storage
M38	Student Family Housing (Apt 17-32)	MT6	Guard House
M39	Efficiency Apartment 1	MT7	Dome (Observatory)
M40	Efficiency Apartment 2	MT8	Faculty Housing
M41	Culture Center Dine' Studies/Math	MT9	Faculty Housing
M42	Empowerment Center(Admin)	EAST CAMPUS	
M43	Library	E1	Veterinarian/Clinic/classroom
M44	Administration/Admission/Registration	E2	Veterinarian Barn
M45	Outside Restrooms	E3	Pole Barn
M47	Child Care Center	CHINLE CAMPUS	
M48	Science Building/Business/ Technology	C1	Admin/Classroom
M49	Trades Building	C2	Admin/Classroom
M50	Welding Shop	C3	Carpentry Class
M51	Metal building	C4	Storage Shed

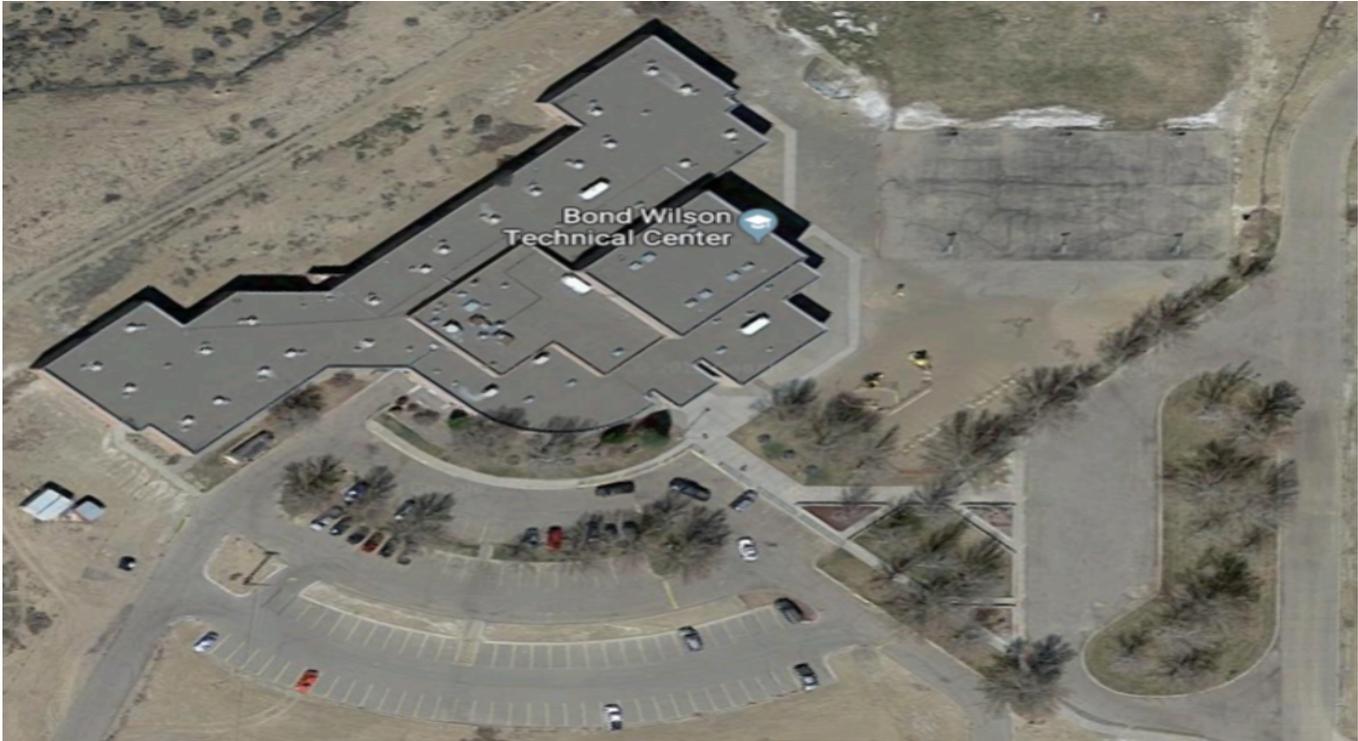
Appendix E
NTU Campus in Chinle, Arizona



NTU Veterinary Clinic, Crownpoint, New Mexico



Appendix F
NTU at Bond Wilson in Kirkland, New Mexico



NTU at Teec Nos Pos, Arizona



Appendix G

TEAM LEADER CHECKLIST

Prior to any crisis, the following should be accomplished:

- Fill team positions with qualified and appropriate personnel
- Ensure team members are trained annually in their responsibilities
- Conduct meetings with team to discuss scenarios and changes to the crisis checklists
- Ensure that all regional schools have updated policies on crisis response procedure
- Ensure that the community first responders have current site checklists
- Determine what conditions will constitute a full response
- Develop annually approved memorandums of understanding (MOUs) with community resources and other schools

During a full response, the following should be accomplished:

- Activate the EMR crisis response team
- Assemble crisis and Emergency Management Teams at pre-designated area
- Communicate with all affected
- Determine team strengths and weakness, contact alternates
- Distribute team badges
- Continually update all personnel on preliminary information about the crisis
- Hand out assignments and team information sheet
- Deploy team members to designated command post, staging, transportation, media and first aid areas
- Check-in with site administrator and local area law enforcement and emergency services personnel
- Ensure that communications with members are functional
- Brief the media liaison for approved public releases
- Ensure that a team member is assigned to work with responding parents
- Ensure that psychologist(s) and counselor(s) are with students and staff
- Schedule relief for team members
- Reassemble team after crisis to debrief
- Compile reports and submit to participating agencies