



THE CONSULTANT—FALL 2010

SEPTEMBER IS NATIONAL PREPAREDNESS MONTH!

For more information, visit the Department of Homeland Security's website at www.ready.gov



EMERGENCY PLANNING—HOW DO I START?

Yes, an emergency action plan (EAP) is required by MN statute, OSHA and, in part, by fire code. More importantly, emergency planning is a critical element in your district's ability to provide a safe environment for our community's most vulnerable population—our children. The purpose of an EAP is to coordinate responses and allocate responsibilities during emergencies. Well-developed plans and proper employee training can result in fewer, less severe injuries and less structural damage to your facilities in the event of an emergency. State Fire Marshals are going to be looking closely at emergency action plans during their inspections. So, what are the steps necessary for a well-developed plan?

1. **Put together a team.** EAPs should be developed cooperatively with district employees and community members involved in emergency management. Ideally, your team would consist of representatives from your administration and operations/facilities departments, local police and fire departments, the local hospital or EMS, and county emergency management. Each one of these groups can provide a different perspective so that your plan is feasible.
2. **Review "Universal Procedures."** Universal procedures are responses that could occur in the event of any emergency, threat, or hazard. Lockdown, evacuation, and sheltering-in-place are examples of universal procedures. These should be clearly defined in writing, and communicated to staff and students so everyone is on the same page when needed. Universal Procedures may vary from school-to-school depending on the size and nature of the facility and its occupants.
3. **Review Emergency Procedures** for specific situations. There may be potential emergencies specific to your district or even to one building in your district (near an airport or nuclear power plant). These specific situations should be reviewed to determine if there are any special responses that need to take place.

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HOW DO I START? *CONTINUED*

- 4. Train your staff.** Every staff member in your district (including subs and part-timers) need to be provided training on the universal and emergency procedures. Evacuation maps in a classroom are a great start, but are not considered sufficient by OSHA or the State Fire Marshal. Training can occur during workshop week, new staff orientation, or by department and can be classroom training, online training, or even a simple handout. Regardless of time or method, the information must be communicated to your staff on an annual basis.
- 5. Practice, practice, practice.** MN Statute requires every school to practice their universal procedures for fire evacuation (5 times per year), lockdown (5 times per year), and shelter-in-place (one tornado drill). Schools should be practicing their emergency procedures as well. Tabletop exercises are a great way to accomplish this. Get your entire team together and run through a few scenarios. If you have the time and ability, run a full scale drill involving all emergency responders. You won't know where your weaknesses are in your procedures until you practice.
- 6. Review.** It is important to review your procedures periodically (minimally once per year). Staff change, buildings change, and they can change fast. Your plan needs to be up-to-date in order to be effective.

“You will not know where your weaknesses are until you practice.”

EXAMPLE—BEGINNING TABLETOP SCENARIO

A student calls in a bomb threat to your Middle School during the lunch hour in the winter. The secretary taking the call follows the “bomb threat” checklist and states that the student is irrational and determined to “blow up the school.” From the details of the call, it is apparent that he/she may have the materials and knowledge to build a bomb. The student states that the bomb will “hurt a lot of people” and that “by the end of the day people will be sorry.” The Principal is on site and becomes the Incident Commander.

QUESTIONS:

1. What are the Principal's first action steps?
2. What Universal Precautions are applicable?
3. What circumstances may make one more appropriate than the other?

For more information on tabletop exercises or for a step-by-step process to develop your emergency action plan, contact IEA or visit the MN School Safety Center website at :

<http://www.mnssc.state.mn.us/>

EMERGENCY MAPS AND DRAWINGS

Having a clear emergency action plan for your building is a crucial piece in the puzzle of providing a safe environment for staff, students and visitors occupying a building. As part of that plan, having a posted emergency map where it can be clearly viewed provides a continual refresher of how to respond in an emergency. In a crisis, building occupants may not think clearly; therefore, only the basic and most important details should be displayed on posted emergency maps.



A posted emergency map should include the following:

- Exit routes and shelters – clear routes based upon the location of occupants and exit doors, including assembly points. Locations appropriate for shelters, or “areas of refuge,” should be clearly marked as well.
- AED locations – simple heart symbol in the AED locations identified on the map
- Fire extinguishers and alarm pulls – if building is not sprinklered, the locations of pull stations and fire extinguishers should be identified using symbols
- Exterior door numbers – having correctly labeled door numbers allows occupants to exit to the appropriate exit door and assembly locations outside the building

The district should also maintain building drawings showing locations of fire prevention equipment as required by MN State Fire Code. Providing this information to the local authorities can aid in swift response during an emergency. These drawings should identify the following items:

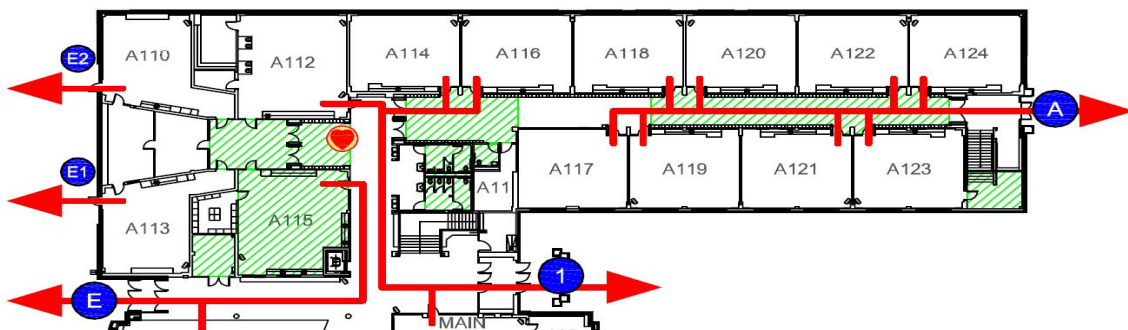
- Exterior fire hydrant and emergency vehicle access
- Secondary exit routes, manual fire alarm boxes, and portable fire extinguishers (if not on posted emergency maps)
- Occupant-use hose stations
- Fire alarm annunciators and controls

An additional recommendation is to mount a sprinkler zone map in the sprinkler riser/valve location to provide emergency responders with efficient water shut off to the building, thereby limiting water damage to building materials.

For more information on emergency maps or MN State Fire Code requirements, please contact IEA at 763-315-7900.



- **xx** EXTERIOR DOOR #
- **♥** AED LOCATION
- **●** YOU ARE HERE



READY FOR ANY WEATHER

reproducible Worksheet 2

Name: _____

This is a story about some forest characters who are not so different from you or me. Read the story, then think about the questions. Write your answers on the lines.



THE HIKING ADVENTURE

The sky was sunny and bright. "Hey, Dad! Can we go for a hike today?" Rory asked, excited.

"Sure!" Dad exclaimed. "But first, we should tell Mom where we're headed, and then we have to get organized." Dad reached into a closet and pulled out his sturdy green and gold backpack. Together, they looked inside and found lots of useful items—a small first aid kit, a flashlight, and some extra batteries.

Rory put paper and markers into her own backpack. Dad carefully reviewed his favorite map of the forest, and Mom peeked her head around the corner and asked, "Don't you need these?" She held up two bottles of water, some granola bars, and a pair of sweatshirts. Dad smiled and said, "Thanks, Purrilla," and packed these important items, too.

It was turning out to be a great afternoon, but things can change in a moment—and they did. The sky grew black and the air got cold. *Brrr!* Rory was glad she had a sweatshirt. Dad looked at the sky and saw that a big storm was brewing. "Look over here, Rory," he said. "Let's take some shelter until the storm passes." They ducked inside a shallow cave just in time. Then the rain came pelting down!

"Oh, no, Mom will be worried!" said Rory. Dad smiled and told her not to worry; Mom and Dad had made a plan in case something like this happened. Hector Hummingbird, Dad's best friend, would be coming to find them any minute! Suddenly, in front of them were two shining eyes. It was Hector Hummingbird!

"There you are! Purrilla asked me to fly out to find you!" tweeted Hector.

"We're just fine," laughed Dad. "But thanks for checking on us! Once the rain stops, you can take a message back to let Purrilla know that we're okay."

"That sounds great," said Hector, as he shook out his wet feathers. Snug and dry in the opening of the cave, Dad, Rory, and Hector shared a snack and some water. Everyone was tired, but they were safe.

QUESTIONS:

- Describe Dad, the main character.

- What did Dad mean when he said, "We have to get organized"?

- What important items did Mom remind Dad and Rory to bring?

- Do you think that before this hike Mom and Dad talked about how to stay in touch during an emergency?

About the Characters:

DAD (Rex) is a forest explorer who loves taking his family on adventures! An all-around athlete, he stays in great shape by climbing rocks and trees, swimming across rivers, and running through the forest and plains.

MOM (Purrilla) is friendly and energetic, and will defend her family at a moment's notice. Her wisdom and common sense come in handy when her family has questions.

RORY is learning how to plan ahead so that she can handle any situation calmly and with confidence.

HECTOR HUMMINGBIRD, Dad's best friend, is dependable and true. He is known by other forest creatures as the one to go to when a message needs to be communicated quickly!

Visit www.ready.gov and click on *Ready Kids* to find out even more about how your family can prepare for emergencies.

IN THE NEXT EDITION OF THE CONSULTANT:

- How to Avoid Slips, Trips, and Falls in the Winter Weather
- Safety Hazards of Clay—Irritants, Silica, and Mold Issues
- PCBs in Caulking Materials



UPCOMING EVENTS

September 14—11:30 am—1:00 pm

ASSE chapter meeting “Your ASSE Today and OSHA Update”

Presented by Maribeth Anderson, ASSE Regional V.P.
and James Kruger, MN OSHA

September 16—9:00-11:00 am

Metro ECSU meeting “The Cost of Safety”

Presented by Joe Morin, SFM, The Work Comp Experts

November 16—7:00-9:00 am

MN OSHA Compliance Seminar—Free

“New Department of Health Lead Standard”

Register at <http://www.dli.mn.gov/OSHA/ConstructionBreakfast.asp>

December 1-2— 8:30 am-4:00 pm each day

Multi-Hazard Emergency Planning for Schools in Marshall, MN

Free FEMA training from MN School Safety Center

Register at http://www.mnssc.state.mn.us/trainings_conferences.asp

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