

Small Organization Emergency Response Planning: Where do I start?

John Kelley, Assistant Head of School - Verde Valley School Sedona, AZ



Presentation Overview

Emergency Response Plan

What is an ERP?

Why do we need this?

How is it used?

Case Study

Organizational Overview

Assessment

Task

Process

Results

Your ERP

Lessons Learned

Resources

Q & A

Emergency Response Plan

What is the purpose of an ERP?

To provide structure and procedures for responding to emergency situations.

A large document that resides in a variety of locations.

Key Features

- Plan for responding to wide variety of potential hazards (vary greatly)
- Describes how people and property will be protected
- Contains structure for administrative response and communication guidelines
- Details who is responsible for carrying out specific actions
- Identifies available resources: personnel, equipment, facilities, supplies, etc.
- Outlines how follow up actions will be coordinated



Emergency Response Plan

Why does my organization need this?

- Having a plan allows an organizations to respond in a systematic, calm, and unified manner.
- So that staff are informed, trained, and practiced in these situations.
- It provides a means to communication **proactively** with outside resources.
- Reduces anxiety and provides a sense of preparedness and competence to stakeholders.

You do not want to be building the bike while you are riding the bike.



Emergency Response Plan

How is it used?

Before:

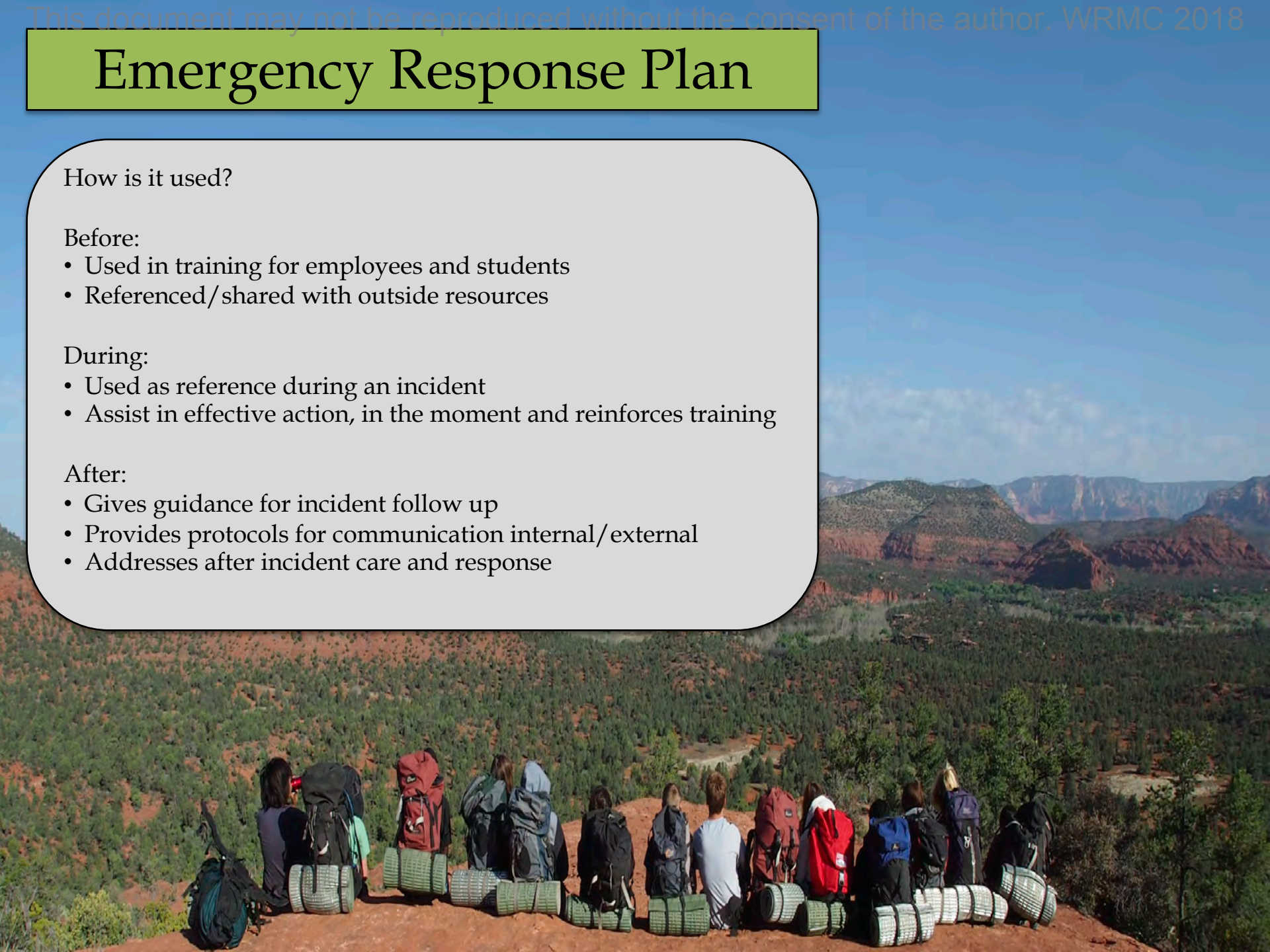
- Used in training for employees and students
- Referenced/shared with outside resources

During:

- Used as reference during an incident
- Assist in effective action, in the moment and reinforces training

After:

- Gives guidance for incident follow up
- Provides protocols for communication internal/external
- Addresses after incident care and response



Organizational Overview & Risk Assessment

Verde Valley School

- International Independent Boarding and Day School
- 9-12th Grade
- 120 Students, from 17 Nations, 30% day students
- 95% of faculty and their families live on campus
- Located in Sedona, AZ - 150 acre campus abutted by National Forest
- Activities: Equestrian, Mountain Biking, Rock Climbing, International Service Work, Outdoor Activities, Organic Farm, Summer Programs, etc...
- IB + Dirt

We have many complex risk factors to consider.

Unique Risk Factors

What are some of the risk factors that we have to consider?

Organizational Overview

Your Organization

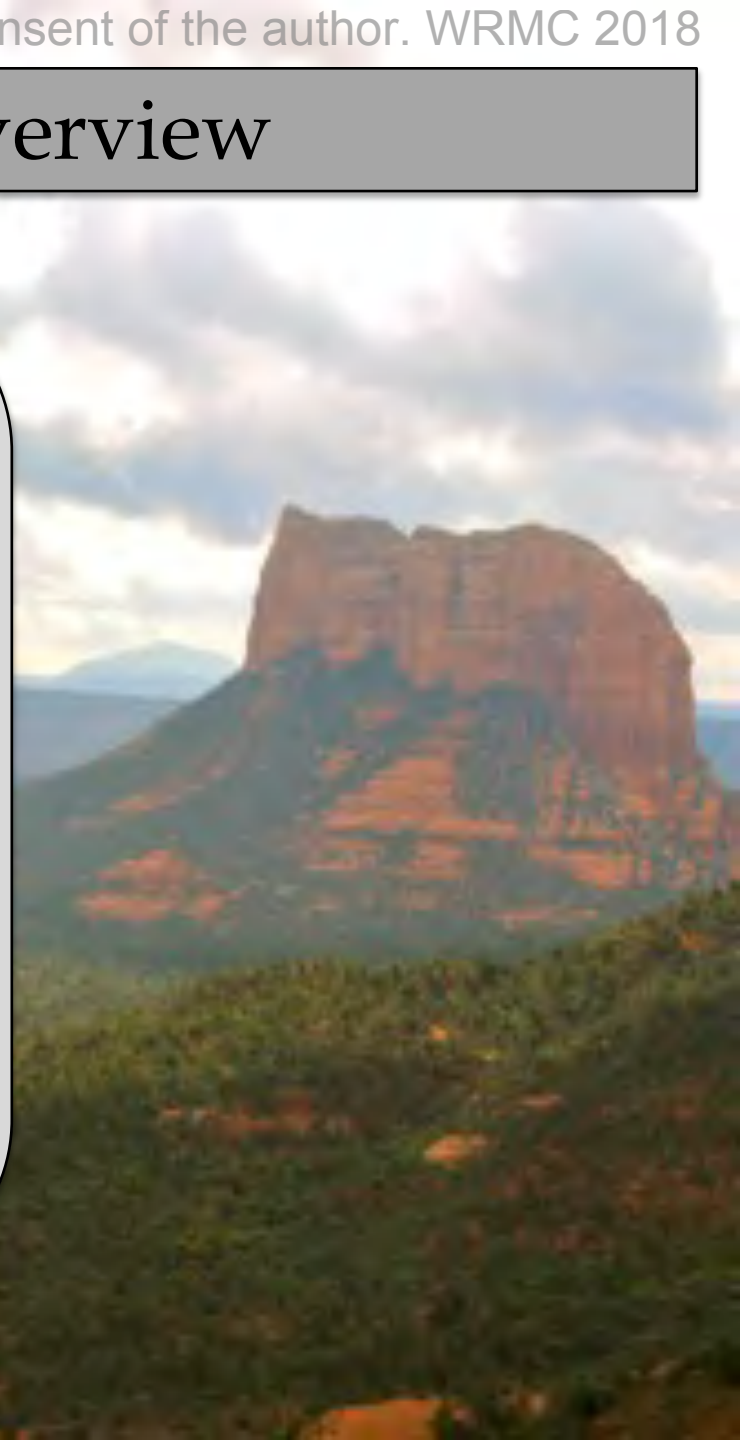
Introduction and Elevator Speech:

Who are you?

What do you do?

In a sentence, describe your organization.

In your opinion, what are the top three items that your organization needs to address in relation to emergency response?



ERP Assessment

Assessing What's In Place:

- Does your organization have an Emergency Response Plan?
- If you have one, is the information complete and accurate?
- Who created the plan?
- How was the plan created?



Training

Training (self assessment):

- Past Experiences and Mentors
- NOLS Administrative Risk Management Training
- Federal Emergency Management Agency Training (FEMA)
- Center for Disease Control (CDC)
- Local Emergency Services: Local Camps and Schools
- Other Relevant Organizations (NAIS, TABS, etc.)

Where do you see your areas for growth in terms of risk management?

How might trainings help support you and your organization?

Gathering Organizational Data and Resources

- Incident and Near Miss Reports
- Risk assessments, risk tolerance, mission, etc.
- Maps and Evacuation Routes
- Liability Insurance Records
- Physical Plant Information (water shut offs, power, fire, etc.)
- Phone calls and emails: other similar organizations' to review ERPs

Collecting Data and Resources:

- Do you have access to this data?
- What other data or resources would be helpful to your organization?

Seeking Support & Collaboration

Internal

- Risk Management Team
- Health Team
- Administrative Support
- On Campus Security

External

- Outside Experts (OB, NOLS, RM Consultants, other similar schools)
- Have people out for lunch (*at the same time*):
 - EMS, FIRE, SHERIFF, SWAT...
- County Risk Management Agent and Camp Groups
- Campus Emergency Walk Through

Support & Collaboration

Internal

- Who in your organization is responsible for risk management and emergency response?
- Who do you have in your organization that can help support you in this process?

External

- Are there similar organizations (local or regional) that might be of assistance?
- Are there risk management experts/consultants that you can utilize for assistance?
- What other areas for collaboration do you have available?

(Group - Share)

Emergency Response Plan Draft

The creation of the Emergency Response Plan Draft:

- Lengthy writing process
- Built in-house or with outside consultants
(with aspects modeled off other organizations)
- Reviewed Internally: Admin, AODs, RM Team, BOT, etc.
- Reviewed Externally: Other organizations, local EMS, RM experts
- Feedback:
 - Led to a series of revisions
 - The creation of Quick Charts
 - Improved communication and targeted trainings
 - Communication Systems
 - Other updates and changes

Result: Complete(*ish*) ERP

The Living Document

- Training/Evaluation
- Review
- Updates:
 - Scheduled
 - Following Change or Incidents
- Repeat

Reviewing the Process

Overview of Key Process Steps

- Clarify purpose and function of an ERP
- Clear understanding of your organizations' unique risk factors
- Understand what you have in place (or not)
- Self Assessment: experience, training, and support
- Gather organizational data and resources
- Gather internal/external support and collaboration
- Build your plan
 - Review: Internal/External
 - Revise
 - Repeat

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Helpful Resources

Document Resources:

- Readiness & Emergency Management for Schools
- WRMC Resource Center Online
- Federal Emergency Management Agency
- Other similar organizations
- Standard Response Protocols
- NOLS, OB, AEE, etc.

Training Resources:

- Wilderness Risk Management Conference
- NOLS Administrative Risk Management Training
- Federal Emergency Management Agency Training
- Center for Disease Control
- Local Emergency Services
- Local Camps and Schools

Q & A

Thank you. For questions, suggested resources, or a copy of this presentation email: johnk@vvsaz.org