



Cass-Clay Unified School Response
Emergency Response Flipchart > BERT Edition
Revised: Summer 2013

This flipchart provides school building officials with the current, best practices for responding to various incidents that may occur in the school setting.

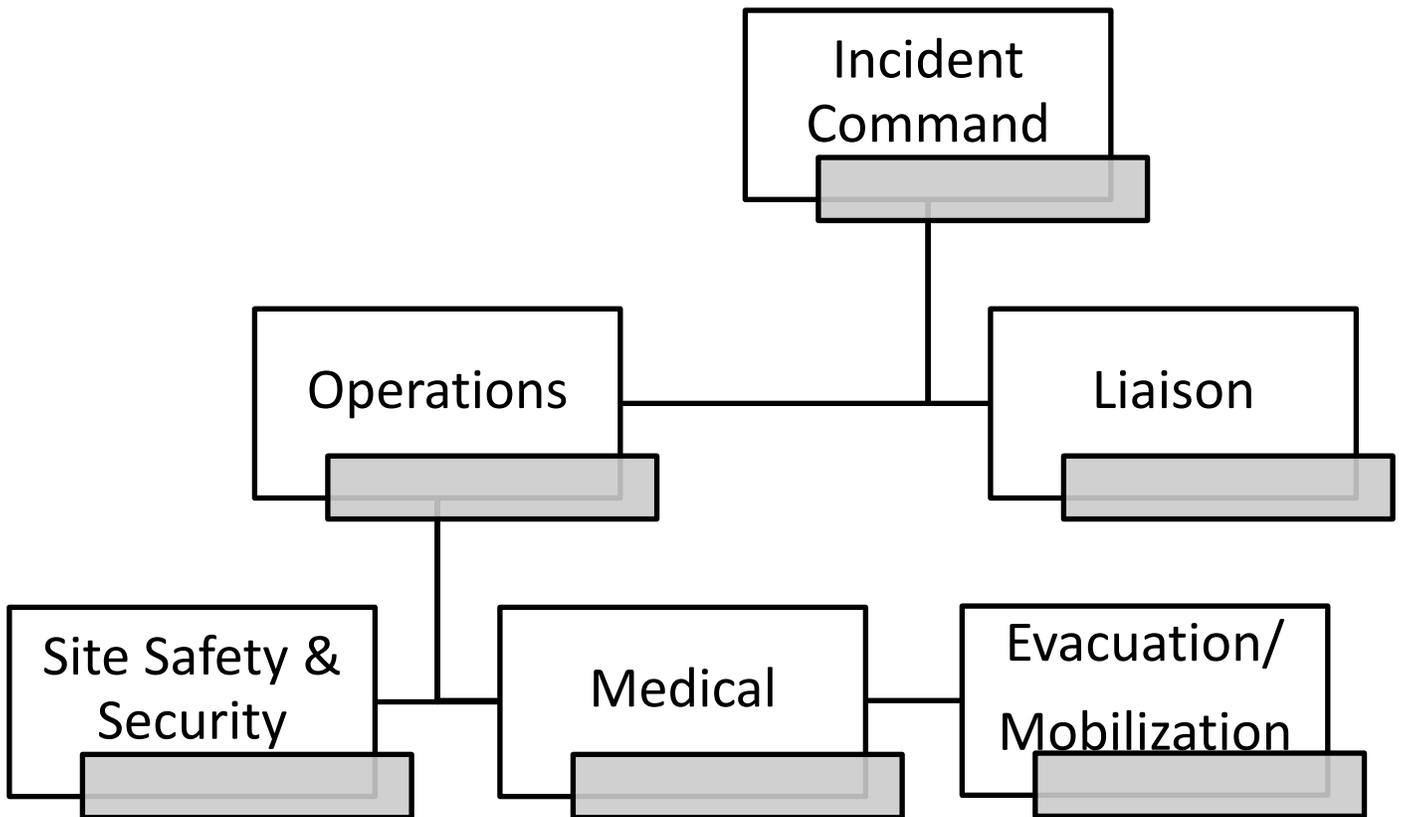
In an ideal situation, the Building Emergency Response Team (BERT), often in conjunction with law enforcement or another first-responder entity, will issue the response directive to the building staff. The BERT may also rely on the District Emergency Response Team (DERT) for assistance in various aspects of the response.

However, in extreme circumstances, the BERT should expect that staff will use their professional judgment to protect themselves and the students in their care.

<http://www.casscountynd.gov/county/depts/sheriff/CCUSR/Pages/>

Command Post Kit Contents (Recommended)

- BERT Emergency Response Flipchart (including specific job folders)
- Classroom Emergency Response Flipchart
- CCUSR Additional Information Packet
- Emergency folder or clipboard (for student and staff lists, medical information, contact info, etc.)
- Floor plans with primary and secondary evacuation routes, all exits, Haz-Mat shelters, tornado shelters and all shut-off locations
- Complete set of master room and padlock keys
- Room Status Cards > 1 red / 1 green
- Disaster response forms
- List of all staff trained in CPR or first aid
- Local phone book
- Orange emergency vests > 5-10
- First aid supplies
- Markers (dry erase and permanent) > 4
- Bullhorn
- Flashlights and batteries > 2
- Leather work gloves > 2 pairs
- Whistle
- Goggles or protective eye gear
- Legal pad > 5
- Self-adhesive name badges > 100
- Black plastic garbage bags (for trash) > 10
- Duct tape > 2 rolls
- Construction sheet plastic > 1 roll
- Caution tape > 1 roll
- Pry bar
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Emergency Contact Information

- Fire, Police, Ambulance > 911
- Cass County Sheriff’s Office > 701-241-5800
- Clay County Sheriff’s Office > 218-299-5151

- Police Department > _____
- Fire Department > _____

- Cass County Social Services > 701-241-5765
- Clay County Social Services > 218-299-5200

- Fargo Cass Public Health > 701-241-1360
- Clay County Public Health > 218-299-5002

- Essentia ER > 701-364-8400
- Sanford ER > 701-234-5121

- Salvation Army > 701-232-5565
- Red Cross > 701-364-1800

- Other:
 - _____
 - _____
 - _____
 - _____
 - _____

District Office

- _____
- _____
- _____
- _____
- _____

School Building

- _____
- _____
- _____
- _____
- _____

Final Notes of Importance

- It is imperative for every member of the BERT to be familiar with the content contained within both the Classroom Emergency Response Plans and the CCUSR Additional Information Packet.
- As the BERT is formed, consider the impact the chain of command in one position has on another.
- The student and staff lists included in the Command Post Kit should be updated at the beginning of each quarter. Run the lists with pictures, if possible. Ensure the lists are run with every detail you would need to know about each student and staff member during an incident, in the event that PowerSchool was not accessible.
- Each fall, and continually throughout the year, students and staff should be educated on your expectations of them in the event of an emergency. Information and practice helps to alleviate fear.
- PA/Intercom/All Call System Instructions & Access: _____
- Teachers are taught to ONLY display room status cards when prompted by a member of the BERT or law enforcement. Know what you’re looking for once you’ve asked for the cards to be displayed:
 - Green = all accounted for; no injuries
 - Red = missing student; additional student; injuries
- Position Log > Form #214 (Activity Log), found in the Additional Information packet
- Command Post >
 - Primary Location: _____
 - Secondary Location: _____
- Rally Points > _____

Incident Commander

You are solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations. Your main goal is to ensure the safety of students, staff and others on campus. Your behavior sets the tone for students and staff.

Start-Up Tasks

- Obtain your personal safety equipment, staff ID and vest.
- Assess the type and scope of emergency.
- Determine the threat to human life and structures.
- Implement emergency procedures and hazard-specific procedures.
- Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives.
- Activate the BERT.
 - Appoint a backup or alternate Incident Commander.
- Activate all functions and assign positions as needed.
 - Complete the Incident Assignments form.
- Ensure that emergency services and the district office have been informed.

Operational Tasks

- Continue to monitor and assess the total school situation.
- Report to the school district on the status of students, staff and facility.
- Develop and communicate revised incident action plans as needed.
- Begin student release, if and when appropriate.
 - Consider district policy and the safety of students to determine when to release.
- Authorize the release of information.
- Identify and mitigate safety hazards and situations.
 - Stop or modify all unsafe operations.
- Consider district policy and the safety of staff to determine when to release.
- Remain at the Incident Command Post and in charge of your campus until redirected, released or relieved.

Close-Out Tasks

- Authorize deactivation of sections, branches or units when they are no longer required.
- Deactivate the entire emergency response.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies.
- Close out all logs. Ensure that all logs, reports, message forms and other relevant documents are completed.
- Announce the termination of the emergency and proceed with recovery operations if necessary.

Liaison Officer

You serve as the point of contact for agency representatives from assisting organizations and agencies outside the school district and assist in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Start-Up Tasks

- Check in at the Incident Command Post for a situation briefing.
- Obtain necessary equipment and supplies.
- Put on a position identifier (staff ID and vest).
- Open and maintain a position log to support the history of the emergency or disaster.

Operational Tasks

- Keep the Incident Commander informed of responding agencies' action plans.
- Provide necessary briefings to responding agency representatives.

Close-Out Tasks

- At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies.
- Close out all logs. Provide logs and other relevant documents to the Incident Commander.

Operations Chief

You manage the direct response to the disaster, which can include site facility check/security, search and rescue, medical/behavioral health, student care and student release.

Start-Up Tasks

- Check-in at the Incident Command Post for a situation briefing.
- Obtain necessary equipment and supplies.
- Put on a position identifier (staff ID and vest).
- Open and maintain a position log to support the history of the emergency or disaster.

Operational Tasks

- Assume the duties of all operations positions until staff are available and assigned.
- As staff members are assigned, brief them on the situation, assign them as needed, and supervise their activities using the position task lists.
- Keep the Incident Commander informed of operations staff action plans.
- Provide necessary briefings to operations staff.
- Make sure that staff members are following the standard procedures, using appropriate safety gear, and documenting their activities.

Close-Out Tasks

- At the Incident Commander's direction, release operations staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Commander.

Operations – Site Safety & Security

The staff assigned to this section should work in pairs and should not take any action that will endanger themselves.

Start-Up Tasks

- Check-in at the Incident Command Post for a situation briefing.
- Obtain necessary equipment and supplies.
- Put on a position identifier (staff ID and vest).
- Open and maintain a position log to support the history of the emergency or disaster.

Operational Tasks

- Monitor onsite cameras and other security features, if applicable.
- Lock gates and external doors and report to the Incident Command Post when completed.
- Be sure that the entire campus has been checked for safety hazards and damage.
 - As you observe the campus, report any damage to the Incident Command Post.
 - No damage should be repaired before full documentation, such as photographs and video evidence, is complete, unless the repairs are essential to immediate life-safety.
- Restrict access to damaged or hazardous areas.
- Locate, control and extinguish small fires as necessary.
- Shut down electricity only if the building has clear structural damage or if advised to do so by Incident Command.
- Route fire, rescue and police as appropriate.
- Advise the Incident Command Post of all actions taken for information and proper logging.

Close-Out Tasks

- Return equipment and reusable supplies.
- When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Incident Commander.

Operations – Medical

The staff assigned to this section is responsible for providing emergency medical response, first aid and counseling. The section informs the Operations Chief or Incident Commander when the situation requires health or medical services that staff cannot provide and ensures that appropriate actions are taken in the event of deaths.

Start-Up Tasks

- Check-in at the Incident Command Post for a situation briefing.
- Obtain necessary equipment and supplies.
 - Bring all medications from the school office.
- Put on a position identifier (staff ID and vest).
- Open and maintain a position log to support the history of the emergency or disaster.

Operational Tasks

- Establish scope of disaster with the Operations Chief and determine probability of outside emergency medical support and transport needs.
- Review safety procedures and assignments with personnel.
- Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials) if possible, away from students and parents, with access to emergency vehicles.
- Oversee the assessment, care and treatment of patients.
- Make sure that accurate records are kept.
- If needed, request additional personnel and brief all newly assigned individuals.
- Report deaths immediately to the Incident Command Post.
- Keep the Operations Chief informed of the overall status of the section.
- Work with all emergency services personnel.

Close-Out Tasks

- Return equipment and reusable supplies.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to the Incident Commander.

Operations – Evacuation/Mobilization

The staff assigned to this section is responsible for

Start-Up Tasks

- Check-in at the Incident Command Post for a situation briefing.
- Obtain necessary equipment and supplies.
- Put on a position identifier (staff ID and vest).
- Open and maintain a position log to support the history of the emergency or disaster.

Operational Tasks

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Close-Out Tasks

- Return equipment and reusable supplies.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to the Incident Commander.