Small Organization Emergency Response Planning: Where do I start?

John Kelley, Dean of Students – Fountain Valley School

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
- Details who is responsible for carrying out specific actions
- Identifies available resources: personnel, equipment, facilities, supplies , etc.
- Outlines how 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.
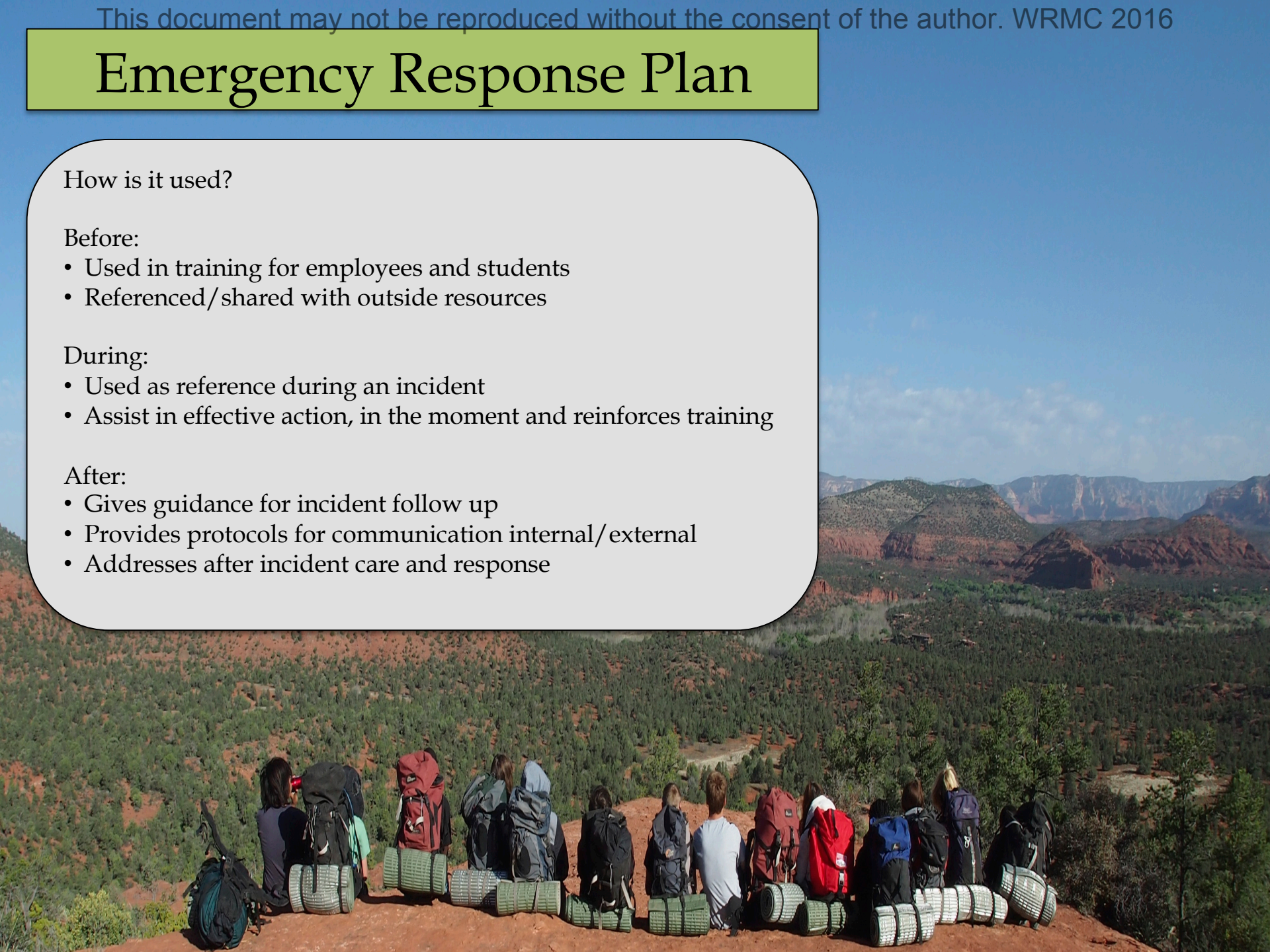
Emergency Response Plan

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

Fountain Valley School

- International Independent Boarding and Day School

- 9-12th Grade

- 240 Students, from 23 Nations, 70 day students

- 95% of faculty and their families live on campus

- Located in Colorado, 1,000 acre campus

- Activities: Equestrian, Mountain Biking, Rock Climbing, International Service Work, Outdoor Activities, Gardening, Farm, Summer Programs, etc…
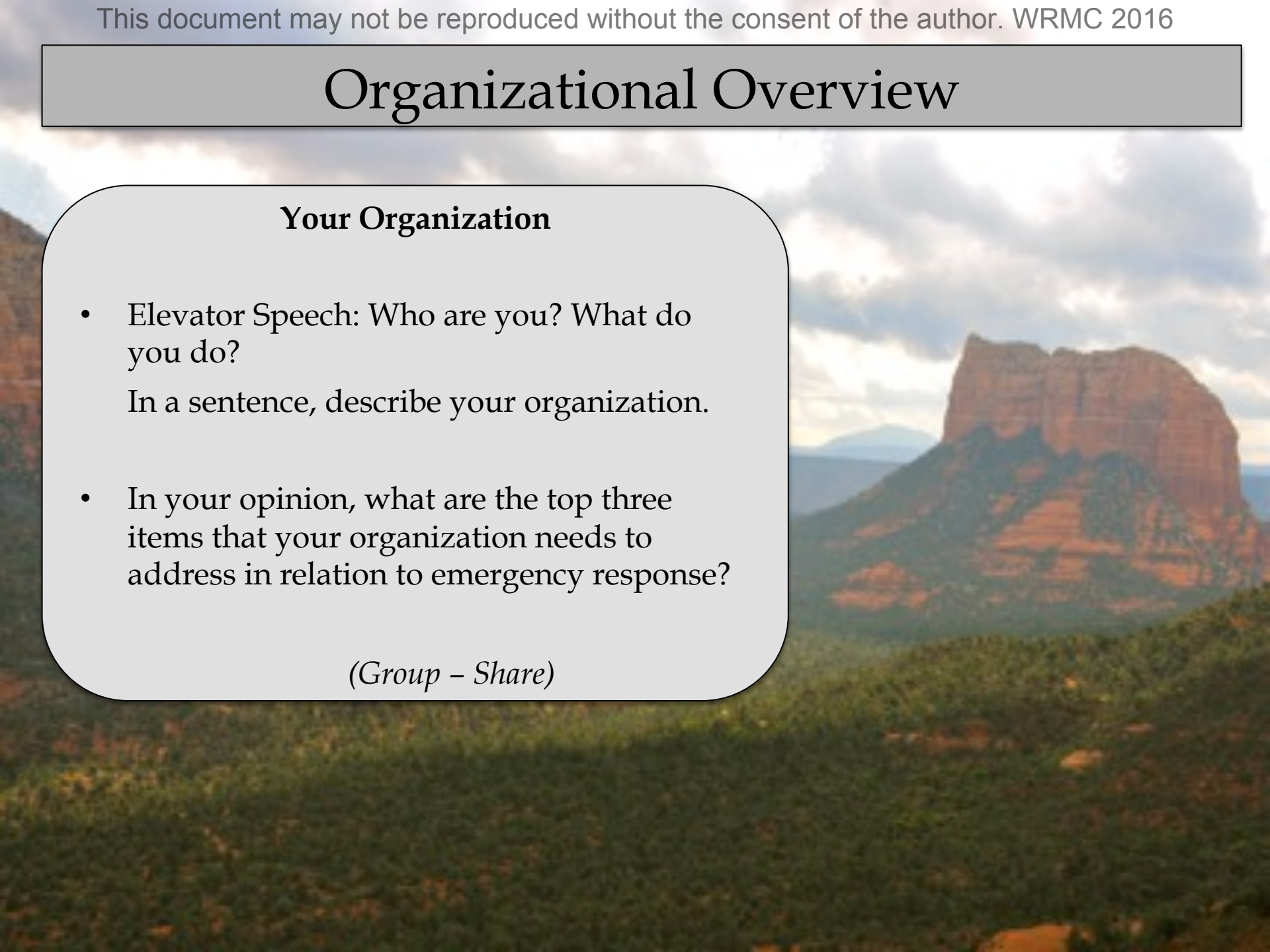
We have many complex risk factors to consider.

Organizational Overview

Your Organization

- 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?

  (Group – Share)

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
- NOLS Administrative Risk Management Training
- Federal Emergency Management Agency Training (FEMA)
- Center for Disease Control (CDC)
- Local Emergency Services: Local Camps and Schools

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

How might trainings remediate these weaknesses?

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:
  - 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 to 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
  - Other updates and changes

Result: Completed ERP *(sort of)*

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

Helpful Resources

Document Resources:

• Readiness & Emergency Management for Schools

• WRMC Resource Center Online

• Federal Emergency Management Agency

• Other similar organizations

• 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: jkelley@fvs.edu