Small Organization Emergency Response Planning: Where do I start?

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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
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
Why does my organization need this?

- Having a plan allows an organization 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
• 9-12\textsuperscript{th} 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 (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 assistance?
• What other areas for collaboration do you have available?

(Group – Share)
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
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
Thank you. For questions, suggested resources, or a copy of this presentation email: jkelley@fvs.edu