

# SCHOOL CRITICAL INCIDENT CHECKLIST

## \*\*\*Locate – Isolate – Evacuate\*\*\*

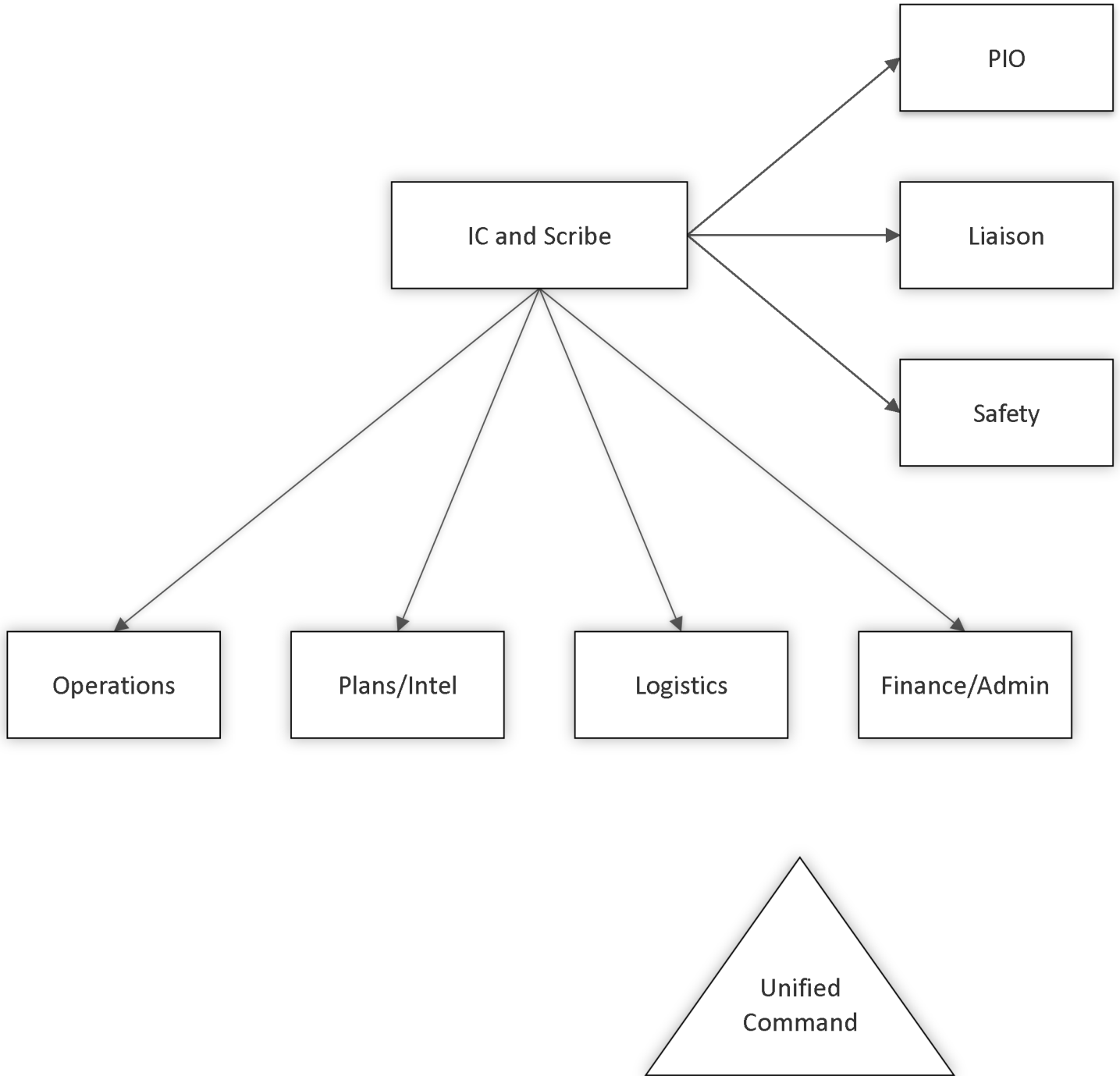
- \*\*\*Declare an MCI – Number of injured\*\*\*
- \*\*\*Use the Incident Command System\*\*\*
- Advise all emergency responders and school personnel – Exact location and nature of the emergency
- Inner perimeter – Team Leader
- Outer perimeter – Team leader
- Determine injuries and evac – Team leader
- Line of Fire evac – Team leader
- Repeat/update incident information and description to all staff
- Name a staging area if necessary
- Call out of other district resources – Administration, Teachers, Maintenance, Physical Plant, Custodial, Outside Contractors, etc.
- Fire Department/Ambulance Standby – Notify battalion chief to CP for briefing, and allow BC to establish and deploy fire resource
- Establish an EOC location
- Notify allied agencies as necessary – PDs, FDs, SOs, state, nearby schools or school districts, etc. school district administration
- Create a log
- Fill out ICS/Unified Command Diagram and Critical Incident Information Sheet and distribute
- Intelligence OIC Situation Status: What’s going on; How big is the emergency; # of people and buildings affected; planning for the next 12 hrs.
- PIO – Broadcast press to respond to a specific location – Conduct briefings as necessary – Consider use of Pool Video
- Crisis media relations plan –Press Briefings Times 100, VIP Tours, Staffing an Information Room
- Logistics OIC - Staging Area manager, Security of Buildings, Food, Water and personal needs of staff and students.
- Mutual aid decision – Liason OIC if needed
- Sign-in/sign-out rosters for all assigned – logistics OIC
- A/V unit call-out for documentation

- Who is primary report writer (consider admin OIC)
- \*\*\*Hold scheduled meetings with all ICS staff, unified command and the OICs as necessary.
- Student and staff counseling assistance
- Appoint a medical liaison person - if large number of injured
- Updates to press every 30 min – adjust as necessary
- Updates to all staff as frequent as possible – 15/20 min
- Prepare for the next shift – planning oic w/ logistics oic

### \*\*\*Recovery\*\*\*

- Appoint a responsible close-out OIC – use ICS
- Closing of perimeter to inner as security device – Maintain Scene Integrity – Log all who enter and leave
- Photos/video of school scene prior
- Everyone check out (sign in/out rosters) - Through staging area
- Follow-up person for neighborhood briefing and thank you
- Team for estimation od damages – Call out of risk management staff E
- Damage forms – For district liability
- 1st Report of injury forms
- Workers comp forms
- Clean up of all areas used
- Designate or confirm who writes the after action report – Admin
- Arrange for post traumatic stress debriefings – Students and Staff
- Announce date, time and location for after action critique

# INCIDENT COMMAND SYSTEM



**SCHOOL INCIDENT INFORMATION**

INCIDENT NAME:  
START DATE / TIME:  
END DATE / TIME:

<p data-bbox="289 409 711 478">WHAT HAS OCCURRED</p>	<p data-bbox="914 409 1336 478">WHO IS AFFECTED</p>
<p data-bbox="289 1098 711 1167">THREAT CONDITIONS</p>	<p data-bbox="894 1098 1352 1167">INCIDENT MAP</p>