

School Emergency Management Team / School Safety Committee and MERT Team Information

Who should be included in the Committee(s)? A School Emergency Management Team/School Safety Committee/MERT might include administration, office personnel, teacher, school nurse, lead custodian, food service manager, and counselor. Coordination with community representatives from SRO, Dare Officers, Fire Dept, Sheriff's Dept, Centerstone, Public Health, Police Dept, and/or a representative from PTO is suggested. There should be a person and an alternate designated for each role (please refer to SAF-F019 "School Emergency Management Team Information"). No person should serve in two positions, since this would not be feasible in the event of a true emergency. A minimum of TWO persons should be currently certified in CPR. It is important to remember that school Administration should inform all staff of the members of these teams. There should be an assigned Committee Chairperson.

Can you provide information to us about these Committee(s)? Primary guidance for safety information can be found using the online Emergency Management plan <https://cmc'ss.em-plans.com/>. (With the practice of the first tabletop session, all School Emergency Management/School Safety Committee members will be granted online access to the plan.) Incident Command should be discussed (NIMS ICS course information) and individual roles / responsibilities for each member in a crisis situation should be discussed and clearly identified. Listed under the "RESPONSE" section of the plan are 35 incidents that could occur at any time. Our response to these incidents, as a team, is critical. As we all know, plans that are never reviewed or practiced are useless. It would be wise to spend time discussing our team's familiarity with the response to these incidents. Prevention and Preparedness suggestions are listed for each section of the online plan and each section should be given strong consideration.

MERT involves AED usage and training regarding AED's for staff members and students. There are three components to training for these Committee(s): **1) Team-** these are the individuals serving on the committees. There will be an annual Tabletop Session and an annual drill for MERT that the team will conduct. **2) School personnel (not on the team)-** they will receive training during Annual Employee Training completed by Professional Development. **3) Students:** High School students- annually, they will watch an awareness video provided by the Safety and Health Department. The awareness video will have a mock scenario that is presented for their benefit. Middle School students- annually, they will watch an awareness video provided by the Safety and Health Department. The awareness video will have a mock scenario that is provided for their benefit. Elementary School students- no action necessary. Annually, a minimum of one drill should be completed. It is recommended that one planned drill occurs and another unplanned drill occurs prior to the end of the school year. In each drill, staff members should be assigned to do the following: direct EMS personnel to the scene, documentation and timing of interventions provided (and by whom), AED usage, and two or more persons performing CPR during the crisis. After completion of the drill, go to safety.cmc'ss.net and use your MyLogin information to submit completion of the drill. If this does not work, please contact Emily Bowers or Lauren Richmond for further assistance.

Other items for team review would include Student Injury reports, as well as any accidents/safety incidents that have occurred at the facility, and reasonable suggestions for corrections that can be made at the school level should be considered. Student involvement, when appropriate, may also prove beneficial to the success of the Committee.

In addition to the suggestions above, the following are other activities/topics for Committee Chairpersons to plan for their meetings: reporting work-related serious injuries (OJI's), reporting school air quality and health concerns, earthquake drills, reporting safety hazards, student rosters/, Go-kit "readiness"/classroom emergency supplies, SDS (Safety Data Sheets)-(found online at www.cmcss.net)/chemical safety in the workplace, schedule of MERT, fire (evacuation), and safety drills for the year, and injury/illness prevention/school nursing issues.

How often should meetings/drills be held? It is recommended that School Emergency Management Team/School Safety Committees /MERT meet at a minimum of twice yearly (once each semester). More meetings are recommended. One of the meetings should be a tabletop exercise session. State requirements for drills include: Fire (monthly and with one during the first 15 days of the school year (August)), Safety (four each school year), and MERT (once each school year). Please contact Emily Bowers and / or Lauren Richmond for specific drill requirements.

What is a tabletop session? How do we conduct the tabletop sessions? A tabletop exercise session will provide a simulation of an emergency situation in an informal, stress-free environment. A scenario and series of events are provided by PowerPoint and / or video, to stimulate discussions by the School Emergency Management Team/School Safety Committee. Participants should be reminded that there are never any wrong answers. The tabletop exercise allows participants to examine the roles, responsibilities, tasks, and overall logistics associated with managing a simulated emergency situation and compare this to team behavior during similar real-life emergency situations.

. These sessions will help to better identify methods for managing common crisis elements such as parent-reunification issues, mobilization of support services (transportation, food services, etc), parent and media crisis communications, etc. Common "lessons learned" include: unrealistic expectations of public safety partners in a crisis, jumping into lockdown scenarios faster than necessary based on the threat, managing parents and the media after the crisis, and parent-reunification plans. ***** PLEASE NOTE: The first tabletop exercise session for your school will be conducted by the Safety and Health Department. Afterwards, feel free to develop your own tabletop exercise session for your team members.***

Who conducts/leads the drills? Each team should have a "chairperson" that will be in charge of organizing meetings and submitting meeting notes to Central Office. Drills should be practiced following the information written in the CMCSS online Emergency Management plan (see the flowchart for each "Response" situation) and the Classroom and Office Emergency Procedures guide (flip chart).

Where should Committee Meeting Minutes be sent? Please type minutes and send them via courier to Emily Bowers in the Safety and Health Department at Central Office. Tabletop exercise session notes should include a "Lessons Learned" section to help better serve the needs of the district.

Who do I contact for questions? Please contact the Safety and Health Department at 920-7917, 920-7836, 920-7827, 920-7976, or 920-7917 for any questions or comments.