

SCHOOL DISTRICT RAPID RESPONSE DISASTER PREPAREDNESS PLAN

“Mitigation, Preparedness, Response, Recovery”

* Develop County Emergency Directory List:

Fire Dept. / EMS-

Police Local/ State-

Sheriff-

National Guard Emergency Response Team-

KY Regional Emergency Management-

Red Cross Louisville Chapter-

School Transportation Director/Bus Drivers-

Cafeteria Managers at each school/Food Service Personnel-

School District Maintenance Director

District Superintendent-

Purchasing radios for all school personnel involved in an emergency situation can help communication tremendously in managing a disaster situation, especially when power, cell towers or satellite signals are lost and computers, phones and cell phones become useless. Having district and school administrative staff with radios that have the local first responder channels is helpful. Local 911 dispatch should have all school channels.

* Develop Bottled Water Supply Company Agreement:

Determine whether to use 5-Gallon Bottled Water Stations, Disposable Drinking Cups or Bottled Water!

*High Bridges Springs -

*Crystal Springs -

*Mountain Glacier -

*Calverts Spring -

*Kentuckiana Culligan-

What are two other options you can plan for to have drinking water?

1. _____

2. _____

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✧ ESTABLISH AGREEMENTS WITH TRUCKING CO FOR DIESEL POWERED REFRIGERATED/ FREEZER UNITS:

Example Trucking Companies:

American Cold Trucking Co-

Cape Girardeau Trucking Co-

Contacted Commercial Distributors-

REMEMBER MOST UNITS WILL RUN APPROXIMATELY 48 HOURS BEFORE REFUELING IS NEEDED, SO EXTRA FUEL WILL BE NEEDED TO BE SUPPLIED BY THE COMPANIES FOR THE DURATION OF THE DISASTER!

What are two other options you can plan for to have powered refrigerated/freezer units.

3. _____

4. _____

✧ Determine District School Disaster Feeding Site:

Choose a school in the district with a Cafeteria close to Gymnasium to be preferred location to Bed and Serve Meals to Displaced Disaster Victims.

✧ Determine District School Disaster Feeding Site-Continued:

Determine Square Footage (SF) of Gymnasium and \div Total SF by 7 SF-Per Person to achieve total number of people housed within space provided. This information can be used to notify emergency officials the total number of persons that can be placed within the designated shelter (Not to exceed the maximum fire code of the facility).

Base number of two sided Buffett Style Serving Tables Needed to Feed Displaced Victims.

Determine total number of Water Stations or Water Bottles needed for each day!

✧ Storing Donated Foods for Disaster Feeding and Reporting Readiness:

Storing Donated Food Separate from Purchased Foods makes inventory of these foods much faster for Food Service personnel during an Emergency by providing available USDA food inventories to the Department of Agriculture within the 12 hour window possible.

Use only regular "**Brown Box**" Donated Foods during declared emergencies to ensure reimbursement by completing the KY-FD-50 Emergency Feeding Form located on the Food Distribution Website at www.kyagr.com

Most FFS-Processed Foods are obtained through exchanging "**Brown Box**" Donated Food Value and therefore would be considered "**Purchased Foods**". If these foods are necessary to use during extreme disaster circumstances, make certain to complete the Purchased Food Reimbursement KY-FD-51 Form located on the Division's Website, to obtain Full Product Value!

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* Prepare Kitchen for Emergency Food Preparation:

Designate a Kitchen Manager to oversee the disaster feeding service, Red Cross and other volunteers will need assistance working the various types of equipment.

Ensure to have extra Food Service supplies, such as Gloves, Aprons, Hair Nets and Hats!

Have Maintenance establish 3-phase plug/s outlets for all necessary food preparation equipment and any emergency lighting for generators, if the school cannot afford these units. Have these outlets located outside the facility so emergency management personnel can use generators to power the necessary Food Service Equipment, Lighting, Heating /Air Condition units to accommodate meal preparation and bedding areas.

Purchase and have on-hand a complete First-Aid Supply Box, Flashlights, Disposable Gloves, Batteries and Blankets to initially assist with disaster victims, until emergency personnel can reach the site.

* USE BUSES TO ASSIST WITH TRANSPORT OF DISASTER VICTIMS TO SHELTER:

Buses can be an important tool to be used initially to retrieve disaster victims from disaster areas and transport them to designated shelter areas until emergency personnel can take over these responsibilities.

* ESTABLISH AGREEMENTS WITH POTABLE TOILET UNIT AND DUMPSTER SUPPLY COMPANIES:

Depending on the number of displaced disaster victims being sheltered it may be very beneficial to plan to have portable toilets available. Also have an ample supply of toiletries and hand soap in supply (remember most everything used in a presidentially declared disaster is reimbursable)!

Also it will be necessary depending on the number people displaced to have a Dumpster Company move existing dumpsters from other district schools to the disaster site to dispose of all waste products!

* DISTRICTS SHOULD DEVELOP AND POST A SCHOOL DESIGNATED AREA DIRECTORY MAP:

By developing a designated map of the schools layout, disaster victims will be able to locate areas where restrooms (portable toilets), cafeteria (feeding sites), water-stations, changing and bedding areas can be found! Having signage prepared in advance to direct victims/responders, to these areas will be helpful.

* CONTRACT WITH ORGANIZATIONS THAT RECEIVE AND CAN SUPPLY DONATED ITEMS AND GOODS:

Organizations and businesses such as Walmart, K-Mart, Goodwill and Grocery stores, can supply items such as clothing, shoes, personal items, snack foods and produce. These items can assist displaced victims bare their situation and make it little more tolerable.

* HAVE ON HAND A COPY OF THE KY EMERGENCY MANAGEMENT AND RED CROSS REGIONAL MAPS:

By having a copy of these maps you can quickly identify the KY Emergency Management and Red Cross Chapter contact within your school district's region.

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* IMPORTANT INCIDENT COMMAND SYSTEM WEB TRAINING AND CERTIFICATION:

In order for you to effectively communicate with first responders and Red Cross personnel, it is strongly encouraged that you take the following courses at:

<http://training.fema.gov/IS/NIMS.aspx>

IS-100.b [Introduction to Incident Command System, ICS-100](#) or

IS-100.SCa [Introduction to the Incident Command System for Schools](#)

AND

IS-700.a [National Incident Management System \(NIMS\) An Introduction](#)