



507 North E Street
Lind WA 99341

Lind-Ritzville Cooperative Schools

"Achieving success together"



209 E Wellsandt Ave
Ritzville WA 99169

Dear Parent/Guardian,

The following is a summary of the key Components of the Lind-Ritzville Cooperative Schools ***Emergency Response Crisis Management (ERCM) Plan***. This document is an outline of our comprehensive plan and will give you an inside look into our safe schools planning and preparation. For safety and security purposes, the actual plan is not published for the general public; however, the "Plan" has been reviewed by emergency response agencies.

Emergency Response Crisis Management (ERCM) Plan

Our Cooperative recognizes that a possibility exists for a natural or man-made problem to occur while students are in our custodial care. It also recognizes that a plan must exist for coping with crisis.

We can do many things to prepare for an emergency, threat, or crisis before the event. Case studies and crisis research in the last few years have suggested good practices for emergency management based on actual experiences and lessons learned by crisis victims and survivors.

Our Cooperative has created an Emergency Response and Crisis Management (ERCM) Plan. It's based upon the four well accepted disaster planning concepts of "Prevention, Preparedness, Response and Recovery."

A checklist for each phase follows.

1. Prevention: Addresses what our schools can do to reduce or eliminate risk to life and property.

- Connect with area emergency responders to identify hazards.
- Review safety audits to examine our buildings and grounds.
- Work with those responsible for violence prevention strategies.
- Encourage staff to provide input and feedback into crisis planning.
- Review incident and drill data.
- Determine major problems with regard to student violence.
- Assess how the district addresses these problems.
- Conduct an assessment to determine how problems, as well as others, may impact our vulnerability to various issues.

2. Preparedness: Focus on the process of planning for the worst-case scenario.

- Involve families, staff, students, emergency response agencies, and the ESD.
- Identify what emergencies and or crises the plan will include.
- Define roles and responsibilities.

- Develop methods for communicating with staff, students, families, emergency responders and the media.
- Maintain accountability procedures during a crisis.
- Obtain necessary equipment and supplies.
- Prepare for immediate response.
- Update maps and facility information.
- Maintain student release procedures.
- Practice the Plan.
- Address liability issues.

3. Response: Steps taken during an emergency or crisis.

- Determine if a crisis is occurring.
- Assess the situation and choose the appropriate response.
- Notify the appropriate emergency response agencies.
- Activate the district/school Incident Management Team.
- Use the Incident Command System.
- Shelter-In-Place, Evacuate, Lock Down, or Escape as appropriate.
- Triage injuries and provide emergency first aid.
- Keep emergency supplies nearby and organized at all times.
- Trust leadership.
- Maintain communication among all relevant staff at designated locations.
- Provide for the logistical needs of the incident.
- Document response activities.

4. Recovery: Return to learning and restore the learning and teaching environment after a crisis.

- Plan for recovery in the preparedness phase.
- Use the Incident Management Team.
- Restore the physical plant, as well as the school community.
- Provide assessment of emotional needs of staff, students, families and responders.
- Provide stress management during class time.
- Conduct daily debriefings for staff, responders, and others assisting in recovery.
- Assess curricular activities that address the crisis.
- Strive to return to learning as quickly as possible but allocate appropriate time for recovery.
- Remember anniversaries of a crisis.
- Capture "lessons learned" and incorporate them into ERCM plan revisions and trainings.

In an emergency or crisis affecting any one building of the district:

- The principal or designee will act as the School's Incident Commander and shall:
 - I. Quickly formulate an Incident Action Plan (IAP).
 - II. Activate appropriate teams as needed.
 - III. Give team leaders and outside agencies a briefing.
 - IV. Command and control the incident according to the Incident Command System (ICS) and the National Incident Management System (NIMS). Expand into a Unified Command (UC) structure as outside agencies arrive. As UC is created the District Superintendent may also respond to take the District IC role.

- V. The superintendent will act as the Cooperative's Public Information Officer (PIO) as needed.
- The Incident Management Teams (IMT) and their Leaders shall gather and:
 - I. Receive a briefing
 - II. Receive a team assignment.
 - III. Function within their assigned Team.
 - IV. Report directly to their Team Leader.
 - V. Brief their authorized replacement if relieved.

The Cooperative ERCM plan and has been distributed to appropriate emergency response agencies. However, certain sections require campus specific information or actions and, for safety purposes, these details are not published. Below is an outline of the detailed plan.

ERCM Plan Contents

Section I

Contact Information

- Contacts
- Prepared Response Information

Section II

Basic Plan

- Introduction
- Concept of Operation

Section III

Prevention

- Community Partners
- Previous Safety Audit Review
- Violence Prevention Strategies
- Incident Data Collection
- Major District Problems
- How Problems Are Being Addressed

Section IV

Preparation

- ERCM / Safety Team Meetings
- Supplies
- Training
- Drills & Exercises
- Incident Management Team Concept
- Organization
- Team Job Descriptions
- Incident Management Team
- Evacuation Team
- First Aid Team
- Student Supervision Team
- Reunion Team

Search & Rescue Team
Damage Assessment Team
Fire/ Utility Control Team
Security Team
Recovery Team

Section V

Response

Standard Operating Procedures
Emergency Contacts
Lockdown
Suspicious Person on Campus
Evacuation
Fire
Bomb Threats
Hazardous Material Release On Campus/ Off Campus
Earthquakes
Red – Green Card Accountability
Parent Student Reunions

Section VI

Recovery

Restoration Procedures
Student
Staff
Community
Facility
Recovery Resources
Follow Up Interventions
Lessons Learned
Plan Revision Methodology

If you have any questions, comments, or suggestions, regarding this plan or other safety issues, please contact myself or a building administrator.

Sincerely,

Don Vanderholm

Superintendent,
Lind-Ritzville Cooperative Schools