



Lessons Learned Information Sharing

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October 2007 *Lessons Learned Information Sharing* Newsletter

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School Emergency Management Planning

New LLIS.gov Best Practice Series on School Emergency Management Planning

LLIS.gov recently published a new Best Practice series on School Emergency Management Planning. These Best Practices provide an overview of core principles of emergency management planning for schools and are intended to bring school administrators and local emergency responders together in the school emergency management planning process. To access the new Best Practices, log onto [LLIS.gov](#) and click on [SCHOOL EMERGENCY MANAGEMENT PLANNING](#) under FEATURED TOPICS.

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Chemical Stockpile Emergency Preparedness Program

LLIS.gov Partners with the Chemical Stockpile Emergency Preparedness Program (CSEPP)

The CSEPP—a unique partnership between FEMA and the US Army—assists communities adjacent to the eight US chemical weapon stockpile sites prepare for and respond to chemical agent emergencies that may originate at these sites. LLIS.gov has partnered with CSEPP to identify and collate essential CSEPP-related resources and Lessons Learned. The CSEPP resource page presents planners with a collection of CSEPP-related plans, after-action reports, and studies, as well as LLIS.gov Lessons Learned culled from CSEPP after-action reports. To access the CSEPP resource page, please log onto [LLIS.gov](#) and click on [CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM](#) under LLIS PARTNERS.

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Association of State and Territorial Health Officials

LLIS.gov Partners with the Association of State and Territorial Health Officials

LLIS.gov is pleased to announce a partnership with the Association of State and Territorial Health Officials (ASTHO). ASTHO is the national nonprofit organization representing state and territorial health agencies. ASTHO's members—the chief health officials of these jurisdictions—are dedicated to formulating and influencing sound public health policy and to assuring excellence in state-based public health practice. To view ASHTO resources, please log onto [LLIS.gov](#) and click on [ASSOCIATION OF](#)

[STATE AND TERRITORIAL HEALTH OFFICIALS](#) under LLIS PARTNERS.

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LLIS.gov Technical Upgrades

Technical Enhancements to *LLIS.gov* are Complete

The *LLIS.gov* system recently completed a series of technical upgrades in order to improve system performance and functionality. Highlights include a new and vastly improved search engine with in-text highlighting, improved indexing, and spell suggestion, as well as more user-friendly message board and secure emailing tools. If you have any questions or concerns regarding *LLIS.gov*, please contact our Help Desk at help@llis.dhs.gov and we'll be happy to assist you.

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New Original Content Posted Since Last Newsletter

The *LLIS.gov* Team continues to post new Lessons Learned, Best Practices, Practice Notes, and Good Stories to the system on a regular basis. Weekly updates about new original content can be found in the "NEW LLIS CONTENT" box on the homepage of *LLIS.gov*. Since the last newsletter, *LLIS.gov* has posted the following original content:

Best Practices

- **[School Emergency Management Planning: Overview](#)**
School administrators should work with local emergency responders to develop emergency management plans (EMP). A comprehensive EMP should account for possible hazards that could impact the school and should incorporate the prevention, preparedness, response, recovery, and mitigation phases of emergency management. Because schools are integral parts of their communities, their EMPs should be coordinated with the local emergency management community.
- **[School Emergency Management Planning: Hazard Vulnerability Assessments](#)**
Hazard Vulnerability Assessments (HVAs) are essential elements of school emergency management planning. Schools can utilize HVAs to identify potential hazards and to prioritize prevention and mitigation efforts. HVAs are typically conducted by risk assessment teams that include school personnel and representatives from the local emergency management community.
- **[School Emergency Management Planning: Incident Management Teams](#)**
An incident management team (IMT) is an organized group of faculty and staff members trained in the implementation of a school's emergency response protocols. IMTs provide administrators with immediate access to trained teams to assist in the management of incidents at schools. IMTs should be organized according to the principles of the incident command system in order to facilitate coordination with emergency responders. IMTs should meet regularly to review response protocols, to receive training, and to participate in school crisis drills.

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Lessons Learned

- **[Chemical Incident Response: Assigning Staff to Greet and Instruct Patients at a Hospital Decontamination Area](#)** (*Umatilla Community CSEPP Exercise, 2007*)
Hospital incident commanders should ensure that personnel are stationed at the hospital decontamination area at all times. These hospital staff members should greet and instruct incoming patients while standing a safe distance away from the entrance of the decontamination area.
- **[Chemical Incident Response: Ensuring that Assistance Center Support Personnel Are Trained to Perform Their Assigned Functions](#)** (*Umatilla Community CSEPP Exercise, 2007*)
All emergency response personnel who support the establishment and operation of an assistance

center must be thoroughly trained and able to perform their functions as outlined in the Chemical Stockpile Emergency Preparedness Program incident response action plan.

- **[Chemical Incident Response: Ensuring that Responders Maintain Awareness of Their Surroundings at a Decontamination Site](#)** (*Umatilla Community CSEPP Exercise, 2007*)

Fire and law enforcement personnel should maintain a heightened state of awareness of their surroundings throughout operations at a decontamination site. This can help emergency response personnel ensure that the decontamination area is secured at all times.

- **[Fire Operations: Utilizing Fully Charged Air Tanks in Hazardous Environments](#)** (*St. Louis, MO, High-rise Apartment Fire, 1998*)

Fire departments should ensure that firefighters entering immediately dangerous to life and health atmospheres have fully charged air tanks on their self-contained breathing apparatus.

- **[Incident Management: Employing Trained Field Observers](#)** (*San Diego County Firestorms, 2003*)

Incident commanders should ensure that field observers have proper training and understand their roles and responsibilities. Properly employed field observers can greatly assist the incident commander with obtaining and reporting pertinent situational information during a large scale incident.

- **[Incident Safety: Deploying Trained and Equipped Safety Officers](#)** (*San Diego County Firestorms, 2003*)

Incident commanders should ensure that properly trained and equipped safety officers are immediately deployed at large scale incidents. The incident safety officer must participate in all planning meetings to ensure the implementation of a safety plan in the Incident Action Plan.

- **[School Communications: Incorporating School Radio Stations into Campus Emergency Operations Plans](#)** (*Hurricane Katrina, 2005*)

School administrators should consider incorporating their campus radio stations into their emergency operations plans. This can help disseminate information to the greater campus community during an emergency.

- **[School Safety: Incorporating School Maintenance Staff into School Incident Management Teams](#)** (*Platte Canyon School Shooting, 2006*)

School administrators should be prepared to provide Incident Command with a knowledgeable school maintenance staff member during a school crisis. A maintenance staff member may provide responders with necessary details on building specifications, mechanical equipment, and other vital details.

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Practice Notes

- **[Fusion Center Products: Maryland Coordination and Analysis Center's Anti-Terrorism Quick Reference Guides](#)**

The Maryland Coordination and Analysis Center, the state fusion center, produces anti-terrorism quick reference guides for law enforcement officers and private sector homeland security stakeholders in the state.

- **[Public Education: The Seattle, Washington, Fire Department's Self-Teaching Kits for Workplace Fire Safety](#)**

The Seattle, Washington, Fire Department's Public Education Division developed self-teaching kits to provide city businesses with a simple, cost-effective way to educate employees in critical workplace fire safety procedures.

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Good Stories

- **[Central Puget Sound, Washington's Regional Public Information Network](#)**

Central Puget Sound's Regional Public Information Network (RPIN) provides residents of King,

Pierce, and Snohomish counties, in Washington, with a single online source of alerts from more than 100 federal, state, and local government, emergency response, health, transportation, and utility agencies. RPIN also acts as an information center during an emergency and allows partner agencies to network with one another.

- **[Mather LifeWays' "PREPARE" Training Program for Healthcare Workers](#)**

Mather LifeWays' "PREPARE" program trains senior-living and long-term care professionals to address the medical and psychosocial needs of elderly residents affected by emergency situations. It also gives trainees the skills to train other members of their organizations.

- **[The Wisconsin Center for School, Youth and Citizen Preparedness's "Responding to Emergencies and Disasters with Youth" Initiatives](#)**

The Wisconsin Center for School, Youth and Citizen Preparedness's "Responding to Emergencies and Disasters with Youth" camps provide middle and high school students with training and basic skills to fulfill their own needs as well as the needs of their homes, schools, and community during and after an emergency.

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LLIS.gov is a partnership between the Department of Homeland Security and the Memorial Institute for the Prevention of Terrorism, and is supported by DeticaDFI and the Henry L. Stimson Center.

The [Memorial Institute for the Prevention of Terrorism \(MIPT\)](#) is a non-profit, nationally recognized think tank creating state-of-the-art knowledge bases and sharing information on terrorism. Sign up for MIPT newsletters and announcements [here](#). Other MIPT systems include:



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