



After Hour Emergencies During a Pandemic How to Plan



Wisconsin Association of School Business Officials
WASBO Conference



PRESENTERS

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Pandemic Planning Agenda

- Communication
- Emergency Contacts
- Five Minute Face Time
- 911
- Facilities Scheduling
- Staff Training
- Athletic & Theater Events
- Summer School
- Facility Emergencies

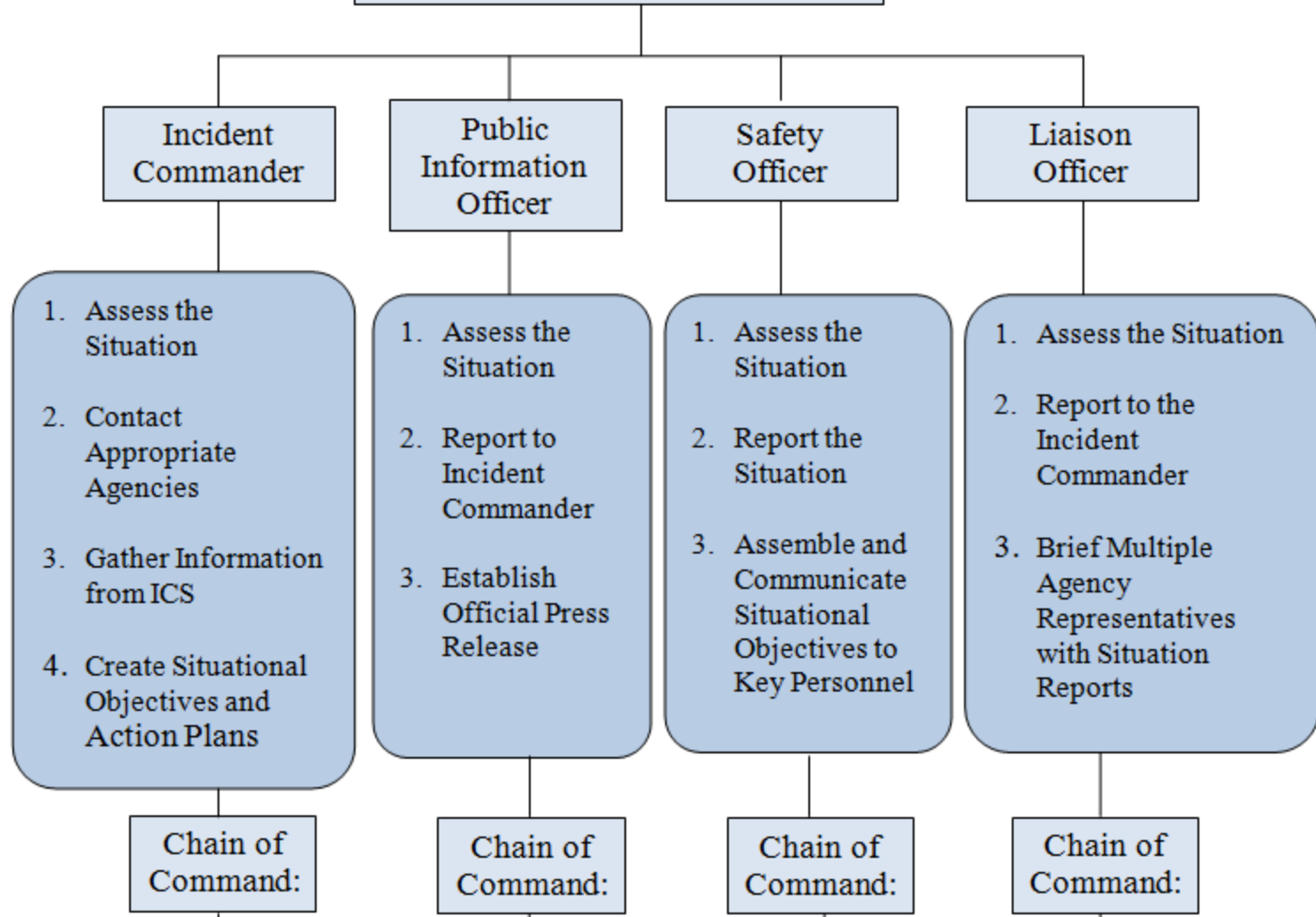
Emergency Contacts

- Where are they posted?
 - Boiler rooms
 - Alarm & emergency panels
 - Security systems
 - Near intercoms
 - Receiving rooms
 - District Office
 - In all district vehicles
 - Are they programmed in the necessary cell phones?

Communications

- Proper signage: examples masks required or recommended, Hand sanitizers, and social distancing.
- Provide updated mitigation plan for any building usage groups on facility usage software.
- Post current cleaning/disinfecting protocols.

Incident Command System



Facilities Scheduling

- Form/contract for responsible and contacts
- Provision & set-ups needs – could be in contract
- Expectation Levels
 - How are they getting in?
 - Who has keys?
 - What access do they have?
 - Can you program and section off their fobs?
- HVAC schedules
 - Reinforce responsible scheduling

After Hours Event Management

Primary contact person:

- Elementary/Middle Schools – Custodian
- High Schools – Building/Event Manager
- Primary contact person at school representing District with a direct means to communicate to all after hour building users.
- Second shift Custodial Supervisor available to our primary contact people in the event of an emergency

After Hour Event Management

Prior to event:

- Review permits for start times and set up needs
- Note who the primary contact person is and other relevant information.
- Check to make sure areas are ready – proper set-up, no safety issues, etc.



Five Minute Face Time

Start of the Event/Building Use:

- Face-to-face meeting with building user including
 - Safety issues & precautions
 - Evacuation areas
 - Location of emergency equipment in case of emergency, AED, Fire Extinguisher, Evacuation Maps, etc
 - Meet with key people to see if they need anything else for their event
- Two way radios issued for almost all groups depending on proximity to staff (immediate & direct communication) in case of emergency

911 Protocols

- Who's allowed to call 911?
- 911 or 9-911?
- Analog vs. digital
- Landline vs. cell phone
- Communication loop/Dispatch/Ambulances
- Are your doors numbered from the inside and outside?
- Are your classrooms numbered or lettered?

After School Events

- After Hours Personnel
 - Who's in charge during emergency – specifically at schools where principal has gone home
- During/After Event:
 - Check on progress periodically as necessary
 - At end of event check to make sure there were no issues and secure area
 - Report any deficiencies or problems

Are your gates unlocked?



Other Techniques

- Sliding shifts to accommodate facilities scheduling
- Added buzz-in system to before & after school daycare
- Park & Rec - call night supervisor at the high school to check in or with any concerns
- Access times and phone numbers posted at all main & active entrances?
- Are your fire pull stations covered?

After Hour Emergency Protocols

Name/Emergency Contact	Position	Activity	Cell/Office
	Custodian On Duty	Custodial/Event	
	Director of B & G	Operations/Safety/ Security	
	Custodial Operations Supervisor	Custodial	
	Maintenance	Operations/Maintenance	
	Maintenance	Operations/Maintenance	
	Athletic Director	Athletics	
	Auditorium Facility/Tech Manager	Auditorium Event	

Staff Training

- Who's all trained?
 - CPR, First Aid, AED
 - Does everyone know where it is located?
 - Reported if used?
- Are there scheduled times teachers can enter the building on weekends & prep for school year?
- Does your custodial staff know what to do?
 - How to use the intercom system which is through the VoIP phones in each classroom/space?
 - Are there scripted messages prepared?

Local Police/SRO/Fire Department

- Active participant at all safety committee/crisis response meetings?
- Camera access to the squads or dispatch?
- SRO access to the cameras
- Keys or fobs in all squads
- Annual tours, all shifts
- Emergency drill log & present for all emergency drills
- Allow training in the building
- Maps of fire numbers & shutoffs
 - Electronically, PDF, Google doc?

Crisis Plan

- Crisis Plan Information
 - Who receives it and what pieces are public?
 - Emergency shut-offs?
- Utility Room/Electrical Panels
- Chemical Storage Rooms
- Access to Roof
- Food Storage Rooms

Threat/Vandalism Reporting

- Any threat regarding a bomb threat/shooting
 - Social media, written or restroom wall?
 - Who needs to know?
 - Routing
 - When to get the police involved?
 - Removal of threat or graffiti
 - Timing of communications

Athletic Events

- Develop a plan
- Develop an after hours emergency plan
- Pre-game meeting
- Contingency plans
- Look at weather and have access on phone during event
- Produce a command matrix for operations & facilities
- Don't assume any details – inform workers of emergency protocols and clear expectations

Athletic Events

- Make sure workers are visible
 - Similar windbreakers or vests
- Protect the gates & lights
- PA techniques – listed or scripted
- What are, Who, When
- Sportsmanship announcement
 - Proactive
 - At every single announced event
 - Frosh, JV, Varsity

Athletic Events

- Camera locations
 - Make sure all of your gyms & important areas are covered
- Signage
 - What's prohibited?
- Police
 - Breathalyzers?
 - Presence for all football games & dances
 - Stop up at every varsity event
- Provide keys & fobs to
 - Visiting teams
 - Lead official
 - Booster Club

Athletic Events

- Limit traffic patterns
 - By natural barriers and staff
 - Designated places for media/credentialed?
 - Access
 - Photographers
 - Professional
 - Amateur
- Student section locations

Athletic Events

- Athletic Director dictates the music
 - 650 songs
- No student selecting songs
- Online ticketing for larger events?
- Mother Nature & Severe Weather
 - Lightning
 - Where do you evacuate to?
 - Football, soccer, softball, baseball, etc.

Theater Events

- Intercom volume – notify front office when event is taking place
- Set building safety & training
- Fire Department approvals
- Facility/Tech Manager in charge
 - Subcommittee of Safety Committee
- Online ticketing

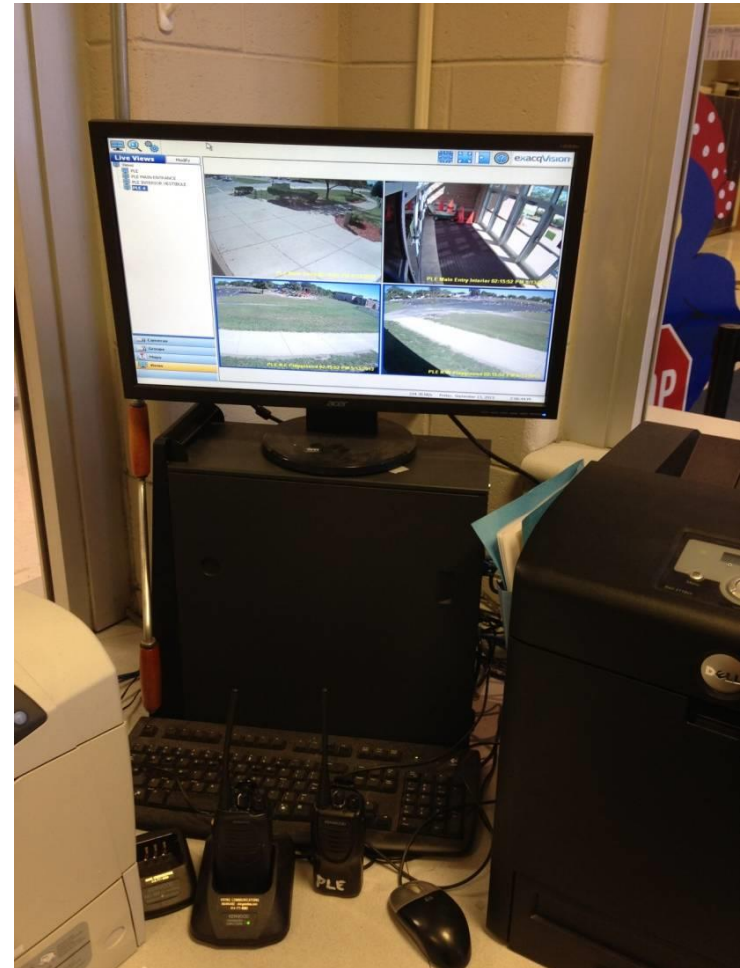
District Vehicles

- Scheduling – sign in and out procedures
- Clipboards
 - Mileage
 - Emergency Contacts
 - In case of an accident
 - Process for filling the gas tank
- How do you handle district vehicle breakdowns?
- Background check & driving records on all drivers
- Who's responsible for allowing people access?

Summer School

- Maintain secure entrances?
- Drills
- Staff meeting of all safety & security procedures
- Summer school staff access control schedule?
- Summer School planning meeting?
- Pick up/drop off separation/changes
- Bussing & communication to parents
- Just because it is the summer doesn't mean we sacrifice safety for convenience

Secure Entrances



Emergency Restoration

Fire/Flood/Tornado

- Restrict building access as much as possible due to potential hazards
 - Asbestos, mercury, lead, chemicals
- Structural, electrical, hazardous materials
- Don't allow school district employees into the building
- Work with insurance company ASAP to define roles
- Set-up a pre-arranged agreement (ERPP) with a remediation/restoration company that will agree to and has the resources to respond promptly

Facility Emergencies

- City, Village, Municipality – Utilities
- Insurance Company (adjuster)
- Restoration company
 - Pre-approved by insurance provider
- Multi-disciplined environmental consultant
- Environmental contractor
- Provide agency maps and site utilities prior to the event
- Prevent surprises
- School closing communications?
- Who's allowed to make the call?

After Hours Lessons Learned

- Table top exercises with appropriate people
- What to do with children after release – walkers/parent pick-ups/custody issues
- Have you reviewed pick-up & drop-off procedures?
- Updated memorandums of understanding with emergency departments to include busses and after school programs such as daycares
- Offboarding process for all employees



QUESTIONS?