

EMERGENCY PREPAREDNESS WORKSHEET FOR SCHOOL HEALTH STAFF

INTRODUCTION

This worksheet is intended to guide school health staff as they discuss and plan for a natural or man-made disaster of moderate to large size in their communities, i.e. a disaster requiring intervention/services for tens, hundreds, thousands or tens of thousands of people in a very short period of time.

THE EMERGENCY PREPAREDNESS SYSTEM

In a moderate to large-scale emergency, the NM statewide emergency preparedness system will be activated. Each county and certain cities in New Mexico have an emergency plan and an emergency manager. All counties and some cities in the state have also formed Local Emergency Planning Councils (LEPCs), usually led by the county emergency manager. These councils most likely will include representatives from local police, fire, hospital, health department, schools and military agencies.

Local emergency plans and emergency managers in New Mexico are linked together to form twelve NM Homeland Security Regions. All school/school district emergency teams are encouraged to have representatives on their LEPCs and be familiar with the Homeland Security Region under which they fall.

EMERGENCY PREPAREDNESS INFORMATION

To assist schools/school districts plan for an emergency event of moderate to large size, the following information should be readily available for school emergency team use.

County Emergency Manager Contact Information

Name: _____
Address: _____
Phone: _____ Fax: _____ E-mail: _____
Cell Phone: _____ Pager: _____ Other: _____

Regional Emergency Manager Contact Information

Name: _____
Address: _____
Phone: _____ Fax: _____ E-mail: _____
Cell Phone: _____ Pager: _____ Other: _____

LEPC School Representative(s) Contact Information

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

EMERGENCY PREPAREDNESS TRAINING/EXPERIENCE

In a medium to large-scale emergency, the presence of school staff with certain kinds of training and experience can be crucial in the response process. List school staff with training/experience in the areas identified to facilitate contacting these individuals in an emergency situation.

Red Cross/Red Cross Nursing

Incident Command System (ICS)

Public Health Service Site (PHSS)

COMMUNICATION

In an emergency event of moderate to large size, it will be important to communicate with other school staff and emergency responders and to monitor news bulletins. In such emergency situations routine modes of communication, i.e. cell or land line phones, computers and pagers may fail under staggering demand. List school/school district communication modes which are not dependent on phone systems or traditional power sources.

SURVEILLANCE/REPORTING

School nurses are essential community partners in surveillance for diseases or syndromes such as plague, influenza, anthrax or smallpox. Suspicion of any disease or syndrome in large numbers of adults and children in an identified community should be reported to the NM Office of Epidemiology Hotline @ 827-0006 or 1-800-432-4404.

RESOURCES

www.fema.gov

<http://epi.health.state.nm.us/han/>

www.bt.cdc.gov

www.dps.nm.org/emergency/

NASN Position Statement, School Nurse's role in Emergency Preparedness, www.nasn.org

NM Office of Emergency Management, www.dps.nm.org/emergency/

Emergency Medical Services for Children, *The Resource Kit*, <http://www.ems-c.org>