

Temporary Staff Safety Response and Procedures Training Guide

Introduction

This guide provides critical information to prepare substitute teachers, temporary staff, and volunteers for handling emergencies in the school environment. Understanding emergency procedures and communication protocols is essential to maintaining the safety and security of all students and staff during crises.

Training Outline

1. School Emergency Operations Plan Overview

All temporary staff should familiarize themselves with the school's emergency operations plan. This plan outlines responses to various emergencies, including natural disasters, threats, and accidents. Key components include:

- **Functional Annexes:** Address the critical functions required in an emergency, such as communication, evacuation, and medical response.
- **Hazard-Based Annexes:** Specific procedures for different hazards (e.g., fire, earthquake, intruder).

2. Emergency Procedures

You will be trained on the following emergency responses:

- **Evacuation:** The process for safely exiting the building during a fire or other emergencies.
- **Shelter in Place:** Staying safely inside the building during external threats (e.g., severe weather).
- **Lockdown:** Securing the classroom and protecting students in the event of an intruder or immediate danger.
- **Earthquake Procedures:** How to protect students and yourself during seismic activity.

3. Incident Command System (ICS) Overview

In an emergency, the school uses the Incident Command System (ICS) to manage the response. This system outlines roles and responsibilities for all staff, ensuring coordinated actions. You will learn:

- The role of the ICS in school emergencies.
- How the ICS is implemented during an event.
- Your specific responsibilities within this framework.



4. Buddy System

All temporary staff and volunteers are paired with full-time or permanent staff members to provide support and guidance. The buddy system ensures:

- Efficient communication during emergencies.
- Clear role delegation.
- Support for staff unfamiliar with the building or specific procedures.

5. Emergency Communication

Effective communication is critical in an emergency. Training will cover:

- How the school communicates during emergencies (e.g., radios, intercoms, walkie-talkies).
- How to locate and operate communication devices.
- Identifying key contact numbers (main office, security, nurse, etc.).

6. Following Emergency Procedures

In any emergency, it is essential to follow established procedures to ensure student safety. You will be trained on:

- Conducting attendance and reporting missing students.
- Providing medical aid to students in need, if necessary.
- Understanding your role in assisting students with special needs or mobility issues.

Critical Considerations and Training Topics

Temporary staff should be aware of the following important questions and topics:

- Do you need keys to access doors in the event of an emergency? Ensure you have access or know where to find the necessary keys.
- How do you dial out on the classroom phone? Learn the dialing process for external communication.
- What should you bring during emergencies? Always carry essential items like student rosters, a first aid kit, and communication devices (if applicable).
- Do you need a walkie-talkie? Certain staff may require walkie-talkies for efficient communication during emergencies.
- How does the building communicate emergencies? Familiarize yourself with the school's communication systems, such as intercoms and radios.
- What are the key contact numbers? Memorize or keep a list of important contact numbers, including the main office, security, and nurse.
- What is the protocol during drills and lockdowns? Be prepared for emergency drills and understand your role in ensuring student safety.
- What is your role when students are outside or at lunch? Know your responsibilities for student safety during outdoor activities or lunch breaks.

Special Procedures

Summer School Procedures

If you are working during summer school, there may be additional or modified procedures based on different staffing levels, building access, or activities. These will be covered in detail during your training.

Outside of School Procedures

If you are involved in field trips or activities outside of school grounds, ensure you understand the specific emergency protocols for off-campus incidents.

Conclusion

Safety is our top priority, and every member of the school community plays a crucial role. By understanding and following these procedures, you contribute to maintaining a safe learning environment for our students. If you have any questions, please reach out to your designated buddy or the school administration.

