



August 2004

Teen School Emergency Response Training—Be Ready!



Planning Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Speaker: Emergency Management	31 Curriculum				

- ? Review Teen SERT with Drama Teacher for possible scenario final creation by Drama (and participation).
- ? Review Teen SERT model & equipment list- seek grant or sponsors for equipment.
- ? Review list of speakers and contact local emergency management for contact information of each speaker, including telephone and address.
- ? Review p. 8 of “Are You Ready” manual and list the kit items. Request local vendor donation of items for demonstrations.
- ? Contact local utility company for donations of mounted shutoff props for demonstrations.
- ? 8/9/04– Contact list of speakers and review the Teen SERT program with them. Determine their level of interest, then schedule them to speak (look at calendar for dates).
- ? 8/16/04—Order “Are You Ready” manual for class—1-800-480-2820, H-34, or make that the 1st day assignment for the students.
- ? 8/16/04– Schedule speakers (make sure to have the kids send a thank you to each speaker-this has proven to be very special to the speakers).



September 2004

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Curriculum	2 Disaster kits	3 Family plan & homework assignment	4
5	6 Speaker: Forensics	7 Speaker: 911 Dispatcher	8 Family plan review with students	9 Curriculum	10 Curriculum	11
12	13 Curriculum	14 Speaker: Firefighter	15 "Are you Ready" Wildland fire vs. structure fire	16 Review & fire extinguisher exercise	17 Speaker: Wildland firefighter	18
19	20 Speaker: Search & Rescue team member	21 Sept 11 & Oklahoma videos	22 Curriculum	23 Curriculum	24 Hands-on with SAR equipment	25
26	27 Curriculum	28 Speaker: Hazardous Materials	29 Curriculum	30 Speaker: Terrorism (Law Enforcement)		

- ? Familiarize yourself with lockdown procedures, create list for students for an exercise on 10/4/04.
- ? Familiarize yourself with locations of fire extinguishers. Include inspections in a hands-on exercise with the students.
- ? Have back-up batteries for cameras and other recording devices.
- ? Notify school newspaper of the date of the exercise. (After your school has completed at least one exercise and you are comfortable with the program, you might want to invite your local media, leaders, and administration to participate as observers of the exercise.)
- ? Notify school administration of exercise.



October 2004

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Speaker: School Resource Officer Re: school safety	2
3	4 School lockdown & inspection	5 Speaker: Canine Unit	6 Curriculum	7 Speaker: S WAT & Special Operations	8 Terrorism Wrap-Up	9
10	11 Speaker: Volunteer Opportunities	12 Curriculum	13 Curriculum	14 Speaker: Victim's Advocate Agency	15 Speaker: American Red Cross	16
17	18 Curriculum	19 Curriculum	20 CPR	21 CPR	22 CPR	23
24	25 CPR	26 CPR	27 Triage, Treat, Transport	28 Triage, Treat, Transport	29 Triage, Treat, Transport, hands-on	30

? Check moulage kit. Resupply items needed.
 ? Send home permission slips for "likeness" release (for use of pictures or video of kids). Make sure you review each return for identification of students that parents do not authorize for release. You may want to identify them by putting a "T" or "X" on the back of their shirts/vests for identification.



November 2004



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Sun	Mon		Fri	Sat
	1 Moulage & hands-on	? Test cameras (batteries, film, video)		6
7	8	? 11/2/04—Review scenario with drama teacher. ? 11/2/04—Ask school to announce exercise for student/staff awareness and prevention of over-reaction. If exercise is outdoors, notify 911, as neighbors/passersby may call it in as a real incident.		13
14	15	? 11/2/04—Make sure there is water available for the students, especially if you have more than one exercise.		20
21	22	? 11/2/04—Moulage drama students so they are done 15 minutes prior to exercise (keep them in the classroom, don't let them walk around the school). If you have more than one exercise, allow 5-10 minutes for touching up their moulage.		27
28	29	? Assign evaluation (you may want to consider a 2-3 page narrative).		