

**STATEMENT OF PURPOSE:**

Schools should employ an all-hazards approach to school emergency preparedness and include SN/ASN on the Local Education Agency's Public Safety Team and School Crisis Planning Team. School nurses are knowledgeable about the pathophysiology of physical and psychological trauma and are a valuable resource for the provision of health care and support in emergencies and to collaborate with community agencies in the development of comprehensive emergency response procedures. Emergencies that may occur at school may include student, staff, and visitor health-related emergencies or injuries; mass casualty incidents; weather-related emergencies; hazardous materials emergencies.

**AUTHORIZATION/LEGAL REFERENCE:**

16 V.S.A. § 1481- Fire and Emergency Preparedness Drills  
[legislature.vermont.gov/statutes/section/16/033/01481](http://legislature.vermont.gov/statutes/section/16/033/01481)

16 V.S.A § 1165 - Alcohol and drug abuse  
<http://legislature.vermont.gov/statutes/section/16/025/01165>

16 V.S.A. §§164 and 165 - Vermont State Board of Education Manual of Rules and Practices

- Education Quality Standards: 2121.5. Tiered System of Support  
<http://education.vermont.gov/documents/state-board-rules-series-2000>
- 4212.3B. Emergency Plans and Pupils <https://education.vermont.gov/sites/aoe/files/documents/edu-state-board-rules-series-4000.pdf>

Vermont Standards Board for Professional Educators - Rules Governing the Licensing of Educators and the Preparation of Educational Professionals, Rule Series 5100 (pg. 178-185)  
[https://education.vermont.gov/sites/aoe/files/documents/Rules%20Governing%20the%20Licensing%20of%20Educators\\_9\\_20\\_2019.pdf](https://education.vermont.gov/sites/aoe/files/documents/Rules%20Governing%20the%20Licensing%20of%20Educators_9_20_2019.pdf)

**REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLE:**

- Provide continuous coordination, preparation, planning, and training for all school members within the framework of the school's emergency management plan.
- Make emergency and first aid care available in a confidential manner to students.
- Be knowledgeable of the Incident Command System (ICS) and specific emergency protocols for the school. Participate in ICS 100, Introduction to the Incident Command System training which provides the foundation for higher level ICS training and describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS).
  - The ICS 100 training should be taken at the beginning of a new job as a SN/ASN. The training should be repeated at least every three years, or at the threat of new epidemic or other major population health and safety concern.

**RECOMMENDED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLE:**

- Serve on the school or Local Education Agency's response committee that develops, reviews, and evaluates emergency plans.
- Coordinate emergency procedures with community and municipal resources (e.g., EMS, physicians, and hospital emergency room staff).
- Serve on community-wide planning groups that assess the school's ability to manage an emergency and determine emergency plans.
- Identify unique emergency preparedness needs for children with special needs (see Standards of Practice: School Health Services Manual, Section # 27, Students with Special Health Needs).
- Develop a "Go Box" that contains essential information and equipment and is portable, accessible, and something that an assigned person can grab and take with them as soon as an emergency is declared.
- Survey staff members and identify skills, previous training, and capabilities in emergency preparedness.
- Be a resource to the school and the broader community for emergency preparedness.
- Plan for student/staff needs during an emergency (healthcare needs, emergency medications, medical information, and supplies).
- Oversee the storage, maintenance, training, and use of the Automatic External Defibrillator (AED). Assess and determine in partnership with EMS and school administration when and to whom trainings and maintenance may at times be delegated.
- Provide triage, direct care and counseling to students, families, staff, and victims of the emergency until the commander of emergency services arrives.

**RESOURCES:**

American [Red Cross](#)

- [Nurse Assistant / CNA Training](#)
- [Nurse Assistant / CNA Testing](#)
- [Instructor Training](#)
- [Vermont State Competency Exam](#)

Academy of Pediatrics: [Strategic Plan for Disaster Preparedness](#)

Centers for Disease Control and Prevention: [Caring for Children in a Disaster](#)

NATIONAL ACADEMY OF SCIENCES, NATIONAL ACADEMY OF ENGINEERING, NATIONAL ACADEMY OF MEDICINE:  
[Health and Community Resilience](#)

National Association of School Nurses: [Disaster Preparedness](#)

- [Emergency Resources, Equipment and Supplies List for Schools](#)
- *Position Statements:*
  - National Association of School Nurses. (2019). [Emergency preparedness](#) (Position Statement). Silver Spring, MD: Author.
  - [School Emergency Triage Training](#) - Available live or online.

United Way of Vermont: [Extensive multiple resources specific to each locale or region of the state](#)

US Government:

- [GUIDE FOR DEVELOPING HIGH-QUALITY SCHOOL EMERGENCY OPERATIONS PLANS](#)
- [Disaster Assistance](#)
- [Ready Check](#)

Vermont

- Department of Health: [EMERGENCY PREPAREDNESS, EMS & INJURY PREVENTION](#)
  - [Crisis Standards of Care Plan](#) May 18, 2020, Version 1.1
- Department of Public Safety [VERMONT SCHOOL CRISIS GUIDE](#)
  - [Division of Emergency Management & Homeland Security](#)
  - [School Nurse Relocation and Reunification Planning](#) - Best Practices in VT
  - [Summary of School Nurse Roles in a Crisis](#)
  - [School Nurse Go-Bags: What should be included?](#)

**SAMPLE POLICIES, PROCEDURES, AND FORMS:**

- Staff Skills Inventory and Survey

Staff Skills Inventory and Survey

Sample Template

Name & School \_\_\_\_\_ / \_\_\_\_\_ Room \_\_\_\_\_
Name School

During any disaster situation, it is important to be able to draw from all available resources. The special skills, training, and capabilities of the staff will play a vital role in coping with the effects of any disaster incident, and they will be of paramount importance during and after a major or catastrophic event. The purpose of this survey/inventory is to pinpoint those staff persons with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator or designated person.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERIENCE AND TRAINING. Circle YES or NO where appropriate.

- First Aid (current card Yes / no)
--- CPR (current card yes / No)
--- Triage of the injured
--- Fire Fighting
--- Shelter Management
--- Emergency Management
--- Search and Rescue
--- Law enforcement
--- Emergency Planning
--- Construction (electrical, plumbing, carpentry, Etc.)
--- Mechanical Ability
--- Special radio or Information Technology experience
--- Structural Engineering
--- Waste Disposal
--- Truck/Bus CDL (current license Yes / No)
--- Multi-lingual
--- Camping
--- Survival Training and Techniques
--- Food Preparation
--- Running/Jogging
--- Journalism/ Communications
--- Recreational Leader
Suggest: acknowledge adults with previous traumatic experience that may need care PROVIDE system for these adults to share concerns or plan for self-care during an event.

DO YOU KEEP A PERSONAL EMERGENCY KIT: \_\_\_\_\_ In your car? \_\_\_\_\_ In your room?
DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY? (i.e., athletic bibs, traffic cones, carpet squares) \_\_\_\_\_ Yes \_\_\_\_\_ No
DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE THAT COULD BE USED IN AN EMERGENCY? PLEASE LIST:
COMMENTS:
WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD DISASTER STRIKE WHILE YOU ARE AT SCHOOL?