

School Earthquake Preparedness & Post Loss Management

Best Practices to Reduce Your Loss



Overview

- Pre-Earthquake Best Practices to Help Mitigate the Severity of the Event
- MUSIC's Response to a Earthquake Event

Pre-Event Best Practices

- Your District Needs to be Proactive in Planning for an Earthquake
- Key Activities to Focus on Include:
 - Developing a School Business Continuity Committee
 - Identifying Buildings Prone for Significant Damage
 - Implement/Complete Retrofits to Reduce Loss
 - Implement Policies/Procedures to Protect Data and Key Documents
 - Complete Earthquake Drills



School Business Continuity Committee

- Primary Purpose of Committee is to.....

Develop a Plan to Bring a School Back to Regular Operational Status as Quickly as Possible



School Business Continuity Committee

- The Committee Should Identify Key Functions and Activities Necessary to a School System
- Recovery involves Planning, Practice and Building upon Scenarios. Do not Assume You are Ready to Recover from a Disaster or Incident
- Chain of Command

It Takes a Lot of Time to do it Well. Do a Lousy Job of it and Long Term Consequences Follow. Think, Plan, Prepare, Practice, and Recover.

School Business Continuity Committee

- Sample Committee Membership

- School District Administrator
- School Principal
- IT Coordinator
- Director of Building and Grounds
- Transportation Director
- Food Service
- Nurse
- Counselor



School Business Continuity Committee

- Look at Critical Functions from the following:

- Facilities
- Services
- Records
- Food Service
- Transportation
- School Nurse
- Psychological Services
- Instruction and Curricular Program
- School Calendar



School Business Continuity Committee

- Facilities
 - Water and Sewer
 - Structural Integrity of Facility
 - Lights
 - Electricity
 - Gas
 - Life Safety & Fire Suppression



School Business Continuity Committee

- Services

- Telephone and External Communications
- Network Operations
- Nursing or Health Programs
- Transportation
- Food Service



School Business Continuity Committee

- Recordkeeping
 - Payroll
 - Accounting
 - Student Academic
 - Student and Staff Medical
 - Classroom Gradebooks- Misc.
 - Fees, Fines etc.....



School Business Continuity Committee

- Food Service

- Refrigeration
- Cooking
- Sanitation
- Supply



School Business Continuity Committee

- Student Transportation
 - School Buses
 - Route Adjustments
 - Fuel Supply



School Business Continuity Committee

- School Nurse & Counseling Services
- Health Screening Services
- Medication Management
- In-House & Outside Counseling Services



School Business Continuity Committee

- Administration

What are the legal requirements for the resumption of instructional services and how does this closure impact the state mandated hours of instruction.

E-learn capabilities ???

School Business Continuity Committee

The Overall Purpose of the Committee is to Identify Key Pieces of the Puzzle and Develop a Plan to Mitigate as Many of the Concerns as Possible

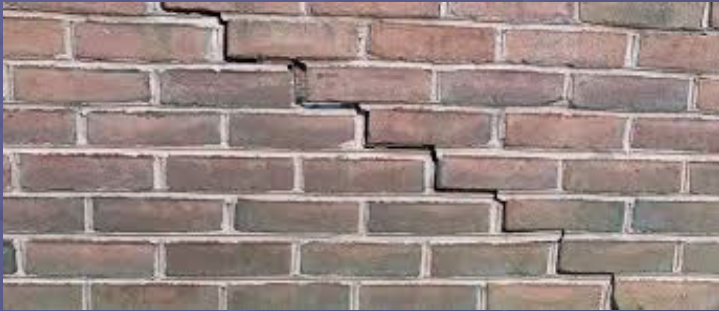


Earthquake Building Analysis

- Committee or Facilities Should Survey all Buildings Within the District to Identify the Following:
- Building Especially Vulnerable to Earthquake Damage
- Building Contents which are Especially Vulnerable to Damage or Creating a Potential Safety Issue During an Earthquake

Earthquake Building Analysis

- Examples of Buildings Especially Prone to Earthquake Damage



Earthquake Building Analysis

- Once Especially Vulnerable Buildings are Identified Then a Plan Should be Developed to Consider Structural Repairs or Retrofits.



Earthquake Building Analysis

- Examples of Building Contents Especially Vulnerable



Earthquake Building Analysis

- Once Especially Vulnerable Buildings Contents are Identified Then a Plan Should be Developed to Consider Retrofits.



Earthquake Building Analysis

- Other Best Practices
 - Automatic Gas Shut Off Valves
 - Maintain Emergency Lighting Units
 - Maintain Fire Extinguishers
 - Maintain Classroom Emergency Buckets
 - Maintain All Egress Routes Free From Clutter
 - Maintain Accurate Building Content Inventory

Earthquake Key Document Protection

- Paper and Electronic Data
- Water Proof and Fire Proof Safe
- Back –Up Electronic Data at least Daily
- Maintain Electronic Back-Up Data Off-Site
 - Earthquake , Fire and Storm Safe facility
 - Geographical Location



Earthquake Drills

- All Students and Staff Should Participate in Earthquake Drills
 - Drills Should Be Completed at Least Two Times/Year
 - Staff Drills Should Include Emergency Response Protocol



Post-Earthquake

- Life Safety and Student Accountability Number ONE Priority
- Begin Salvage Operations
- Contact MUSIC or Insurance Provider
- Implement Plan Developed by the School Business Continuity Committee

MUSIC's Roll and Involvement

- How Does MUSIC Help Prepare for a Catastrophic Earthquake Event?
- Earthquake Coverages
- Gallagher Bassett's Response to a Catastrophic Earthquake Event



MUSIC's Roll and Involvement

- Both Gallagher and Gallagher Bassett Have Crisis Response Plans
 - Plans to Ensure All Employees are Accounted For
 - Alternative Communication Methods for Employees
 - Plans for All Data to be Backed Up
 - Plans For Any Gallagher Office to Take Over for any Office



MUSIC's Roll and Involvement

- MUSIC Provides Member Districts Numerous Insurance Coverages Pertaining to Earthquakes

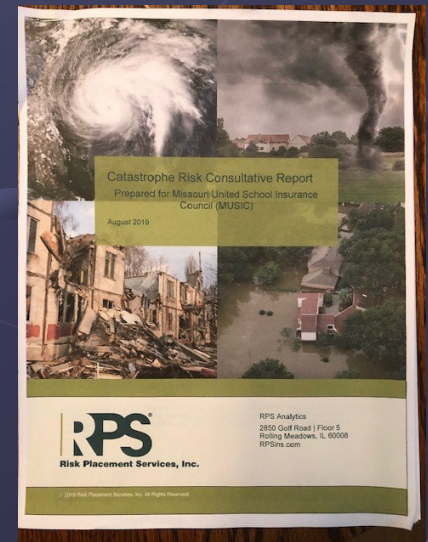
Shake & Bake

- Earthquake Specific Coverage
- Property Coverage (Fire and Sprinkler Leakage)
- Loss of Income



MUSIC's Roll and Involvement

- MUSIC Contracts with a Catastrophic Loss Engineering and Analytic Company to Determine the Potential Impact of a Significant Earthquake
 - All Structures in the Earthquake Zone are Analyzed
 - Property Values in the Earthquake Zone are Analyzed
 - They Complete Probability Analysis of
 - Loss Based on Magnitude of Earthquake Event



MUSIC's Roll and Involvement

- Gallagher Bassett Has a Post-Loss Earthquake Event Plan
 - Contracts With Several Independent Adjuster Firms
 - These Firms Understand MUSIC' Coverage and Service Commitment Criteria
 - Contracts With Numerous Salvage and Construction Firms
 - These Firms Will be On-Site Within 24 Hours
 - Contracts With Financial and Record Recovery Firms



Key Points

- Preparing for a Catastrophic Earthquake Event is Extremely Important and a Team Effort Between the School District and MUSIC
- Establishing a District School Business Continuity Committee is Essential
- Developing a Plan to Retro-Fit Certain Buildings is Important



Key Points

- Engaging All Students and Staff in Earthquake Drill is a Must
- MUSIC is a Partner in Helping Your District Respond to and Recover From an Earthquake
- Working Closely With MUSIC Post Event is Imperative



Questions

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