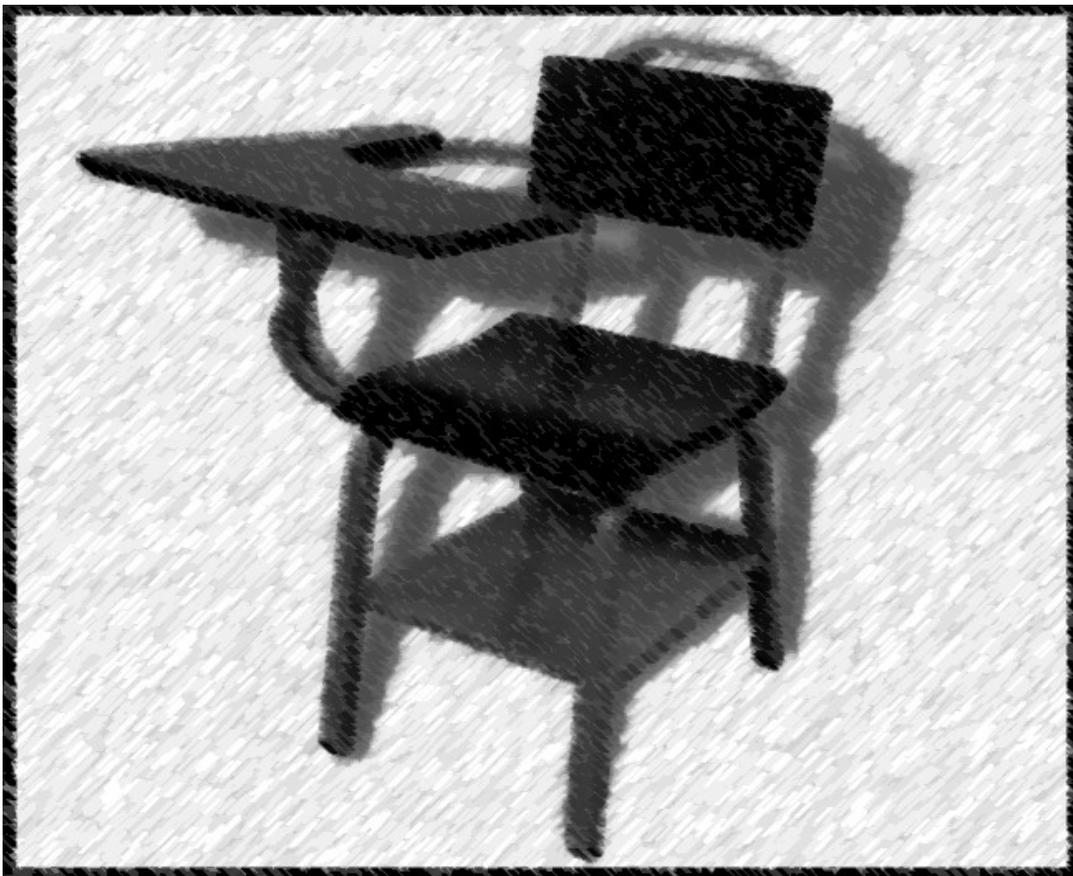


School Safety Course



Pre – Work



**Office of Foreign Disaster Assistance
United States Agency for International Development
USAID/OFDA**

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GENERAL INFORMATION ABOUT THE COURSE AND PRE-WORK

INTRODUCTION

Document Contents: This document consists of three parts: a) General Information about the Course, b) Pre-Work, and c) Expectations about the Course. These 3 components are indispensable to understanding the basic aspects of the course and to adequately prepare before it begins.

A) GENERAL INFORMATION ABOUT THE COURSE

- Provides information about the purpose, training and performance objectives of the course. Explains the methodology, the rules of the group's work and presents a synthesis of lesson contents and the agenda. In addition, it includes the participant registration form and the lesson and instructor evaluation forms.

B) PRE-WORK

- Participants will use it as guidance for EXPLORATORY WORK before the course, to collect important information regarding the risks and resources of a school selected by them. This information will be used in the practice exercises carried out during the SSC, to take immediate and practical advantage of what is learned.

C) EXPECTATIONS ABOUT THE COURSE

- This part answers the question: How will this course help me in my risk prevention, mitigation and emergency preparedness work?

Careful study by participants of this document will help form a clear idea of the scope of the course and thereby define their expectations regarding its use and usefulness in risk management work in the school or other contexts.

NOTE: The list of expectations requested in Part C, the registration form and the pre-work, duly completed, shall be handed in by participants to the course coordinator or secretariat, before the inauguration session.

A. GENERAL INFORMATION ABOUT THE COURSE

PARTICIPANT PROFILE

Qualified course participants include: education authorities, teachers and administrative staff of schools, parents, public officials and staff from NGOs whose mission is related or may relate to risk prevention and mitigation and emergency preparedness and response in schools.

Participants shall:

1. Have a high school diploma.
2. Be personally and institutionally available to participate in the promotion and/or execution of risk management plans in schools.
3. Be capable of team work.
4. Have formal authority or leadership.
5. Have access to schools.

PURPOSE

To provide participants with the knowledge and skills required to guide the promotion, design, development and systematization of safety plans for schools.

TRAINING OBJECTIVES
Upon completion of the course participants will be able to: <ol style="list-style-type: none">1. Describe the concepts of emergency, disaster and adverse event.2. Explain risk and its factors.3. List useful resources for risk management.4. Explain the importance of knowing the risks and the resources.5. Describe the areas and components of risk management.6. List five reasons supporting the role of education in risk management.7. Describe the objectives and scope of the School Safety Plan.8. Explain the key activities to promote and implement a School Safety Plan.9. Identify the benefits of emergency management preparedness in schools.10. Identify the differences between simulations and drills, in situations observed during course exercises.

PERFORMANCE OBJECTIVE

Participants organized in working groups and using their knowledge and course materials, will be able to, in six hours:

1. Propose viable solution strategies in two situations of risk detected in a school.
2. Design a proposal for managing a hypothetical emergency situation in a school.
3. Carry out a simulation exercise, preferably in a school.

METHOD

The method to be used will be the Interactive Teaching Method, wherein the instructor and all participants are part of the group and actively interact during lessons and practical exercises in order to achieve the proposed objectives.

This type of learning stimulates participants to respond and offer contributions during the lessons and provides immediate feedback.

CERTIFICATION

To obtain the approved course certificate, attendance and participation in all activities (lessons, work, exercises, etc.) is mandatory.

The certificate verifies that participants have achieved the objectives, proven by the evaluations after each lesson and the individual and team performance evaluations.

RULES TO PARTICIPATE IN THE COURSE

Without exception, the following rules shall be observed for the duration of the course:

- No smoking inside the classroom.
- No telephones, cellular phone, radios, beepers or others and no weapons.
- Attendance in 100% of all activities, including lessons, exercises, work groups or any other part of the course.
- Be on time. When the instructor begins the lesson, all participants should be duly seated in the classroom.
- Ask questions, make comments, contribute ideas, as the method favors and stimulates participation, while respecting and listening to what others have to say, in order to earn the right to be heard.
- Contribute, with your personal work, to the success of the group.
- Fill in the evaluation forms at the end of each lesson, which could be picked up by the instructors to verify whether objectives were achieved.
- No phone calls during the lessons. Calls will be received and messages taken by support staff, who will notify you at the next break. Emergencies, of course, will be the exception to the rule.

AGENDA

Day 1

Time	Lesson
09:00	Opening
09:40	General Information about the Course
09:50	Break
11:20	Risks and Resources
13:20	Lunch
14:30	Fundamentals of Risk Management
16:00	Break
16:20	Fundamentals of Risk Management
16:55	Evaluation of the Day's Work
17:00	End of day

Day 2

Time	Lesson
09:00	School Safety Plan
11:00	Break
11:20	School Safety Plan
12:00	School Emergency Management Plan
13:20	Lunch
14:30	School Emergency Management Plan
15:50	Break
16:10	Table Top/Simulation Exercises And Drills
17:00	Evaluation of the Day's Work
17:10	End of day

Day 3

Time	Lesson
09:00	Simulation Exercise
10:30	Simulation Exercise Preparation
11:00	Break
11:20	Simulation Exercise Preparation
13:20	Lunch
14:30	Simulation Exercise Preparation
15:00	Simulation
16:00	Review of the Course
17:00	Closing

COURSE CONTENTS

Lesson 1: GENERAL INFORMATION

Introduction of the personnel participating in the course, general information about the participants, analysis of course rules, course purpose, objectives, method and contents.

Lesson 2: RISKS AND RESOURCES

With contributions from the instructor, participants' experience and written material provided (from each country), participants identify the risks to which a school, the community and the country are exposed, and the resources available to reduce them.

Lesson 3: FUNDAMENTALS OF RISK MANAGEMENT

The lesson presents the concepts commonly used in risk management, as well as the areas and components of risk management.

Lesson 4: SCHOOL SAFETY PLAN

Starts by introducing the concept of risk management education and later introduces the concept of the School Safety Plan and the steps to design it. In an exercise, participants will be able to analyze some risks in a known school and the possible solutions, using their experience and a matrix as guideline.

Lesson 5: SCHOOL EMERGENCY MANAGEMENT PLAN

The Emergency Management Plan as a part of the Risk Management Plan. Studies the guidelines to prepare a response to a possible adverse event that may occur in a school. An exercise allows participants to learn and use a form to present the most important information on how the school would respond to a possible emergency or disaster.

Lesson 6: TABLE TOP/SIMULATION EXERCISES AND DRILLS

The concepts of simulation and drill, their main characteristics, the fundamental similarities and differences between them and their usefulness.

To supplement the theory, a simulation exercise and a drill will be carried out. The intent of these exercises is to strengthen, from a practical perspective; the contents studied in the theory lesson and provide participants the opportunity to participate in the organization, execution and evaluation of these techniques.

Lesson 7: REVIEW OF THE COURSE

A general review of the main topics of the course to reinforce what was learned.

B. PRE-WORK

General Information about a School

This course requires the information used in the practice exercises to be realistic. The results of these exercises are expected to be considered useful directly in your school or community. In this way, at the conclusion of the course, participants will be able to apply what they learned to their own reality and offer solutions to the problems associated with existing risks in their institutions.

For this reason, the more familiar participants are with their schools, the easier it will be to carry out the exercises in the course and their subsequent mission to promote and implement risk management plans.

Instructions:

1. How to do the pre-work

- a. If you are a principal, teacher or parent, do the pre-work individually, based on the information of your school.
- b. If you are attending the course with other colleagues from the same school, try to form a group with them and do the pre-work jointly. If this is not possible, do it individually.
- c. If you are a member of a local emergency organization (Firefighters, Red Cross, Civil Defense, Police, others) select a school in your community where you would apply the knowledge obtained from the course. Do the pre-work individually based on information from that school.

OBJECTIVES OF THE PRE-WORK

This Pre-Work has the following objectives:

- a. To identify, before the course, a school in which the practice exercises will be based.
- b. To collect basic and realistic information about a school, to be used as input in the practice exercises of the course.
- c. To be able to work in the course based on a concrete reality (school selected by YOU).
- d. To apply to a known school, all the knowledge and other experience obtained from the course, with more possibilities for success.

**SELECTED SCHOOL
(Pre-Work)**

1. Name of School: _____

2. Telephone: _____ Fax: _____

3. Exact Address: _____

4. Name of Principal: _____

5. No. Students: _____

6. No. Classrooms: _____ Average No. Students per Classroom: _____

7. No. Teachers _____ No. Administrative Staff _____

8. Class Schedule (s) : _____

9. No. Years of Building (exact or approximate): _____

10. Type of prevailing construction material: _____

11. Your opinion about the safety conditions of the building (from personal observation):

12. Areas of highest risk:

a. Inside the building: _____

b. Outside the building (in a radius of up to 300 m): _____

13. Safest Areas

a. Inside the building: _____

b. Outside (near the building on a radius of 300 meters): _____

14. Main emergencies experienced by the institution:

A. NATURAL EVENTS

B. MAN-MADE EVENTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

15. Main emergencies the institution may experience, according to existing hazards:

A. NATURAL EVENTS

B. MAN-MADE EVENTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

16. Does a safety program or plan currently exist in the school for emergencies?

Yes _____ No _____

17. Are there currently teaching or administrative staff in the school trained in first aid? _____
firefighting? _____ Red Cross volunteers? _____ volunteers or firefighters? _____

Others _____

18. Does the school have its own material resources to respond to emergency situations? List and indicate quantities for each one (you may use additional sheets)

Resource	Quantity	Resource	Quantity

19. Does the institution have access to external resources that may support response actions in times of emergency? List them.

20. What other human or material resources does the school have for emergency situations? List them.

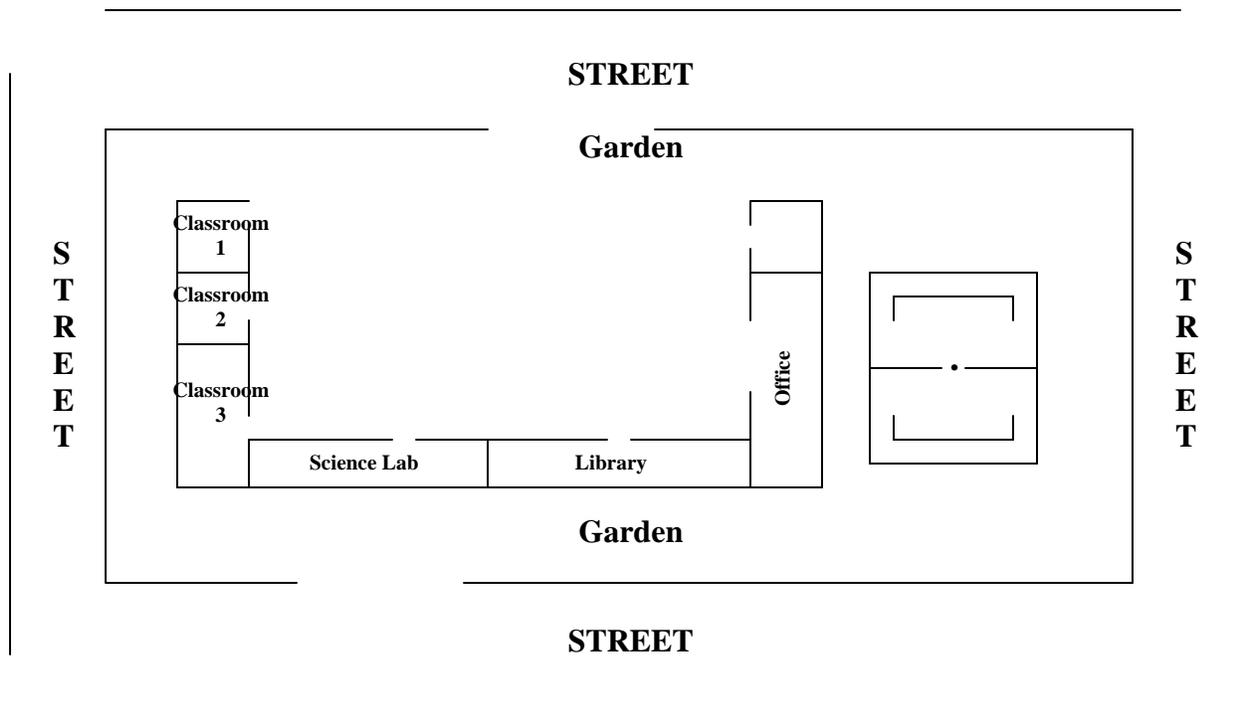
21. Main risk management activities carried out in the institution.

DRAWING OF THE SELECTED SCHOOL

22. Make a drawing or sketch of the school building (simple plan), not necessarily technical but clear and logical in the distance and length ratios, to enable identification of:
- Location of each classroom and other building facilities (administration, library, maintenance, laboratory, gymnasium, toilets, others).
 - Doors and other exits from classrooms, offices and other departments, to safe areas inside the building.
 - Exit doors from classrooms, offices and other departments, directly into safe areas outside the building.
 - Location of gates and other means of exit to the exterior of the facility, to open patios or other safe places inside the school property.

This is an example of a drawing of the infrastructure of a school:

ST. SURIK SCHOOL



SCHOOL DRAWING

Name of School: _____

23. Name of participant(s): _____

Signature(s): _____

Submission date of PW to Course Coordinator: _____

C. EXPECTATIONS ABOUT THE COURSE

Once having analyzed the purpose, the objectives and the contents of the course and taking into account the risks and needs identified in the school where this knowledge will be put into practice, make a list of the expectations this activity has generated, considering the usefulness and applicability of what you will learn in the course. To facilitate this exercise, you can answer the question:

How will this course help me?

1. _____

2. _____

3. _____

4. _____

5. _____

REGISTRATION FORM

01. Course: _____
02. Place: _____ 03. Date: _____
04. If you have participated in any other activity sponsored by OFDA, please indicate its name, place and date: _____
05. Name: _____
(First name) Last name (O/names)
06. Date of birth: _____ 07. Gender: F ___ M ___
Day Month Year
08. Home address: _____
Street and No. City Country
09. Mailing address: _____
Box City Country
10. Place of work: _____
11. Address : _____
Street and No. City Country
12. Telephone: Home: _____ Office: _____ Email: _____
13. Previous position: _____ Duration in this position: _____
14. Present position: _____ Starting date: _____
15. Title (Professional): _____
16. Education: Primary _____ Secondary _____ University _____
17. Have you been involved in teaching/instructional activities: Yes ___ No ___
Topics _____
For how long: _____
18. Experience in field of emergencies:
Vulnerability analysis _____ Planning _____
Needs analysis _____ Damage assessment _____
Search and rescue _____ Health administration _____
Logistics _____
Others (specify) _____
19. Of the previous categories, which one do you consider corresponds to your area of specialisation? _____
20. Please print your name (first name, one initial, last name) as you would like it to appear on your certificate).
