

DISTRICT QUESTIONNAIRE

**Please circle the number for the response that best represents you and your opinions.  
For open-ended questions, please write your response in the space provided.  
There are no right or wrong answers. All your responses will be kept confidential.**

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Please provide the following information about your school district:

Name of School District: \_\_\_\_\_

How many school sites are there in your district?: \_\_\_\_\_

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1. Is your school district a (an):

Elementary school district..... 1

Unified school district..... 2

High school district..... 3

Other ..... 4

Specify: \_\_\_\_\_

2. What is your current position or title at this district?

\_\_\_\_\_  
**RECORD YOUR POSITION/TITLE**

3. How long have you been working  
at this school district?

\_\_\_\_\_  
**RECORD # OF YEARS**

4. What percent of your annual work time is spent  
on emergency preparedness and response activities?

\_\_\_\_\_  
**RECORD % OF TIME**

5. Does your school district have a committee or team that  
specifically deals with emergency preparedness and response?

YES..... 1

NO..... 2

6. Does your district office have a full- or part-time  
emergency preparedness coordinator?

YES, full-time ..... 1

YES, part-time ..... 2

NO..... 3

DON'T KNOW ..... 4

7. To your knowledge, please tell us if the emergencies and crises listed below have: 1) **Occurred in the last three years**, i.e., since September 2002, 2) **Occurred over 3 years ago**, i.e., before September 2002, or 3) **Never occurred in or around your school district**.

	<b>WITHIN LAST 3 YEARS</b>	<b>OVER 3 YEARS AGO</b>	<b>NEVER OCCURRED</b>
Airplane crash .....	1	2	3
Angry parents .....	1	2	3
Animals/insects on campus .....	1	2	3
Bioterrorism .....	1	2	3
Bombs (including threats) .....	1	2	3
Major motor-vehicle accidents on/near campus .....	1	2	3
Chemical/hazardous materials release .....	1	2	3
Civil disorder .....	1	2	3
Criminal activity in the neighborhood .....	1	2	3
Earthquake .....	1	2	3
Epidemic (e.g., food poisoning).....	1	2	3
Extreme cold .....	1	2	3
Extreme heat .....	1	2	3
Fire at a school .....	1	2	3
Fire in the neighborhood .....	1	2	3
Flood .....	1	2	3
Gang activity (on campus or in neighborhood) .....	1	2	3
High winds/Storms .....	1	2	3
Icy Conditions .....	1	2	3
Power failure.....	1	2	3
School shootings .....	1	2	3
Strangers on campus .....	1	2	3
Terrorist activity/threat .....	1	2	3
Violence behavior involving student(s) and/or staff .....	1	2	3
Weapons on campus .....	1	2	3
Other .....	1	2	3

Specify: \_\_\_\_\_

8. In your opinion, which of the events listed in question 7 above is the most likely to occur in or around your school district in the future? Write your answer on the line below.

\_\_\_\_\_

9. In your opinion, of the disasters or emergencies listed in question 7 above, which one(s) do you feel your school district is not at all prepared or least prepared to handle?

\_\_\_\_\_

10. Thinking of all of the emergencies and/or disasters your school district has experienced in the last three years (since September 2002), which of the following consequences did they have?

**CIRCLE ALL THAT APPLY**

- School lockdowns ..... 1
- Evacuation of students and staff from classrooms..... 2
- Financial impact..... 3
- Injury/illness to staff/students ..... 4
- Death of staff/students ..... 5
- Mental health problems among staff/students ..... 6
- Building and other property damage..... 7
- No emergency/disaster impacts during last 3 years ..... 8
- Other ..... 9

Specify: \_\_\_\_\_

11. Thinking of all of the emergencies or disasters your school district has experienced in the past (not limited to the last 3 years), what event had the most significant impact on your district?

\_\_\_\_\_

12. In your opinion, how prepared is your school district for emergencies and/or disasters in terms of each of the following aspects of emergency preparedness?

	<b>NOT AT ALL PREPARED</b>	<b>VERY WELL PREPARED</b>
A) Emergency/Disaster plan	1 - - - - 2 - - - - 3 - - - - 4 - - - - 5	
B) Emergency drills/exercises	1 - - - - 2 - - - - 3 - - - - 4 - - - - 5	
C) Emergency response training	1 - - - - 2 - - - - 3 - - - - 4 - - - - 5	
D) Emergency equipment and supplies	1 - - - - 2 - - - - 3 - - - - 4 - - - - 5	

13. Using a scale of 1 to 10 where 1 is not at all prepared and 10 is extremely well prepared, how would you rate your school district's current overall preparedness for disasters and other emergencies?

1 - - - - 2 - - - - 3 - - - - 4 - - - - 5 - - - - 6 - - - - 7 - - - - 8 - - - - 9 - - - - 10

**NOT AT ALL PREPARED** **EXTREMELY WELL PREPARED**

14. In certain emergency situations, schools may be required to shelter students for up to 72 hours. In your opinion, how prepared is your school district to shelter students for at least 24 continuous hours? Please use a scale of 1 to 10 where 1 is not at all prepared and 10 is extremely well prepared.

1 - - - - 2 - - - - 3 - - - - 4 - - - - 5 - - - - 6 - - - - 7 - - - - 8 - - - - 9 - - - - 10  
**NOT AT ALL** **EXTREMELY WELL**  
**PREPARED** **PREPARED**

15. Do you know which schools within your district, if any, are designated Red Cross shelters?

YES..... 1  
NO..... 2  
DON'T KNOW ..... 3

16. Do you have a personal copy of your school district's current emergency plan?

YES..... 1  
NO..... 2

17. Was the district emergency plan reviewed during the last school year, that is, since September 2004?

YES..... 1  
NO..... 2  
DON'T KNOW ..... 3

18. Is your district's current emergency plan designed according to the Standardized Emergency Management System (SEMS)?

YES..... 1  
NO..... 2  
DON'T KNOW ..... 3

19. As far as you know, are the following procedures addressed in your school district's current emergency plan?

	<u>YES</u>	<u>NO</u>	<u>DON'T</u> <u>KNOW</u>
Earthquake procedures.....	1	2	3
Fire procedures.....	1	2	3
Lockdown procedures.....	1	2	3
Student release procedures.....	1	2	3
Other emergency procedures .....	1	2	3

Specify: \_\_\_\_\_

20. As far as you know, are the following items included in your district office’s current emergency plan?

	<u>YES</u>	<u>NO</u>	<u>DON’T KNOW</u>
Organizational chart of staff emergency response roles.....	1	2	3
Emergency contact list for district staff.....	1	2	3
Emergency contact list for all school sites .....	1	2	3
Emergency contact list for local emergency responders .....	1	2	3
Emergency contact list for city/county offices .....	1	2	3
Location of District Emergency Operations Center .....	1	2	3
Campus maps of all school sites in the district.....	1	2	3
Inventory of emergency equipment and supplies .....	1	2	3
Other .....	1	2	3

Specify: \_\_\_\_\_

21. Do the schools in your district have site-specific emergency plans?

- YES.....1 →ANSWER A
- NO.....2 →GO TO Q.22
- DON’T KNOW .....3 →GO TO Q.22

A. Does the district maintain a copy of all of your school sites’ current emergency plans?

- YES..... 1
- NO.....2
- DON’T KNOW..... 3

22. Has your district office provided a copy of your current district and school site emergency plans to local and state authorities?

- YES..... 1
- NO.....2
- DON’T KNOW ..... 3

23. As far as you know, are your school site plans designed according to the Standardized Emergency Management System (SEMS)?

- YES, all of them are..... 1
- YES, some of them are.....2
- NO, none of them use SEMS ..... 3
- DON’T KNOW ..... 4

24. Does your district participate in emergency planning for the city and/or county?

- YES..... 1
- NO..... 2
- DON'T KNOW ..... 3

25. Who in your school community is involved in developing your school district's emergency preparedness policies, plans, and activities?

**CIRCLE ALL THAT APPLY**

- School administrators ..... 1
- Other school site staff..... 2
- Parents..... 3
- Students..... 4
- School board ..... 5
- County Office of Education ..... 6
- Local emergency responders..... 7
- Other ..... 8

Specify: \_\_\_\_\_

26. In your opinion, how committed are the following members of your school community to improving emergency and disaster preparedness in your school district?

- |                                     | <b>NOT AT ALL<br/>COMMITTED</b>   | <b>VERY<br/>COMMITTED</b> |
|-------------------------------------|-----------------------------------|---------------------------|
| School Principals .....             | 1 - - - 2 - - - 3 - - - 4 - - - 5 |                           |
| School Board.....                   | 1 - - - 2 - - - 3 - - - 4 - - - 5 |                           |
| District Administrators .....       | 1 - - - 2 - - - 3 - - - 4 - - - 5 |                           |
| County Office of Education .....    | 1 - - - 2 - - - 3 - - - 4 - - - 5 |                           |
| State Department of Education ..... | 1 - - - 2 - - - 3 - - - 4 - - - 5 |                           |

27. What is/are the source(s) of funding for emergency preparedness in your school district?

**CIRCLE ALL THAT APPLY**

- Part of annual district budget..... 1
- Local grant..... 2
- State grant ..... 3
- Federal grant ..... 4
- School fundraising ..... 5
- PTA fundraising..... 6
- We have no funding for emergency preparedness..... 7
- Other ..... 8

Specify: \_\_\_\_\_

28. What is your emergency response role?

**CIRCLE ALL THAT APPLY**

- I am not assigned to a particular emergency response role..... 1
- I am not clear about my emergency response role..... 2
- Overall management of the incident ..... 3
- Coordinate information being released to the public ..... 4
- Serve as a liaison to external agencies ..... 5
- Communicate with parents ..... 6
- Provide first aid and/or coordinate with paramedics ..... 7
- Search and rescue..... 8
- Account for students and/or staff ..... 9
- Student assembly and release..... 10
- Grounds and maintenance (e.g., utility shut-off) ..... 11
- Organize and/or distribute food, water and supplies..... 12
- Campus security and/or traffic safety ..... 13
- Track expenditures..... 14
- Coordinate and/or provide crisis counseling services..... 15
- Other..... 16

Specify: \_\_\_\_\_

29. Does your school district use the Incident Command System?

- YES..... 1
- NO..... 2
- DON'T KNOW ..... 3

30. During the last school year, that is since September 2004, what type of emergency preparedness and response training did you receive?

**CIRCLE ALL THAT APPLY**

- Cardiopulmonary resuscitation (CPR)..... 1
- First Aid ..... 2
- Standardized Emergency Management System (SEMS)..... 3
- Search and Rescue ..... 4
- In-service training on general emergency procedures ..... 5
- In-service training on specific emergencies (e.g., fire, lockdown) ..... 6
- I received no training related to emergency response..... 7
- Other ..... 8

Specify: \_\_\_\_\_

31. In your opinion, how adequate is the emergency preparedness and response training of the following members of your school district? Please use a scale of 1 (Not at all adequate) to 5 (Very adequate).

	<b>NOT AT ALL</b>		<b>VERY</b>
	<b>ADEQUATE</b>		<b>ADEQUATE</b>
District administrators.....	1	----	2 ---- 3 ---- 4 ---- 5
Other district office staff.....	1	----	2 ---- 3 ---- 4 ---- 5
School administrators .....	1	----	2 ---- 3 ---- 4 ---- 5
School teachers .....	1	----	2 ---- 3 ---- 4 ---- 5
Other school staff.....	1	----	2 ---- 3 ---- 4 ---- 5

32. In an emergency, district staff may be required to perform various tasks. What kind(s) of training do you think would help you prepare for such situations? In what areas of emergency preparedness do you think you or your school staff need more training?

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33. During the last school year, how many district-wide drills did your district conduct?

\_\_\_\_\_

**RECORD # OF DRILLS**

34. During the last school year, how many city drills or exercises did your district participate in?

\_\_\_\_\_

**RECORD # OF DRILLS/EXERCISES**

35. During the last school year, how many county drills or exercises did your district participate in?

\_\_\_\_\_

**RECORD # OF DRILLS/EXERCISES**

36. Was the Standardized Emergency Management System incorporated into these drills and exercises?

- YES..... 1
- NO..... 2
- DON'T KNOW..... 3

37. As far as you know, what types of communication devices are used during disasters or emergencies in your school district?

**CIRCLE ALL THAT APPLY**

- None..... 1
  - Bells/Alarms ..... 2
  - Cell phones ..... 3
  - Computers..... 4
  - District cable TV..... 5
  - Intercoms ..... 6
  - Pagers..... 7
  - Satellite telephones ..... 8
  - School broadcast system..... 9
  - Telephones (land line) ..... 10
  - Two-way radios ..... 11
  - Other ..... 12
- Specify: \_\_\_\_\_

38. Of the communication devices mentioned above, which one do you think:

- A. Is used most often during emergencies in your district? \_\_\_\_\_
- B. Is most reliable during emergencies in your district? \_\_\_\_\_
- C. Is least reliable during emergencies in your district? \_\_\_\_\_

39. As far as you know, are the communication devices/systems compatible throughout your district?

- YES.....1 →GO TO Q40
- NO.....2 →ANSWER A

A. Which communication device(s)/system(s) is/are not compatible throughout your district?  
\_\_\_\_\_

40. To your knowledge, which of the following emergency equipment or supplies are available at schools in your district?

**CIRCLE ALL THAT APPLY**

- Emergency alert system ..... 1
  - Fire extinguishers..... 2
  - First aid supplies ..... 3
  - Flashlights and batteries..... 4
  - Food ..... 5
  - Water..... 6
  - Search and rescue equipment..... 7
  - Students' emergency information cards..... 8
  - Supplies for children with special medical needs ..... 9
  - Other ..... 10
- Specify \_\_\_\_\_

41. What other emergency equipment and/or supplies do you think are necessary in your district? Or, do any of the current equipment or supplies need to be replaced with new ones?

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42. To your knowledge, how are the parents of students in your school district involved in emergency preparedness and training?

**CIRCLE ALL THAT APPLY**

- They are on an advisory committee for disaster planning ..... 1
  - They donate emergency equipment/supplies ..... 2
  - They help develop/review school emergency plans/policies ..... 3
  - They raise funds for purchasing emergency equipment/supplies ..... 4
  - They participate in emergency drills and trainings ..... 5
  - Parents are not involved in emergency preparedness activities ..... 6
  - Other ..... 7
- Specify: \_\_\_\_\_

43. As far as you know, which of the following community organizations or agencies does your school district work with on emergency preparedness and response?

**CIRCLE ALL THAT APPLY**

- City offices/managers ..... 1
  - County Office of Emergency Management ..... 2
  - County Office of Education ..... 3
  - Other school districts ..... 4
  - Fire department ..... 5
  - Police/Law enforcement ..... 6
  - Health care agencies (hospitals, clinics, etc.)..... 7
  - Public health department ..... 8
  - Red Cross ..... 9
  - Sheriff's department ..... 10
  - Private businesses or companies ..... 11
  - We have not coordinated with local agencies so far ..... 12
  - Other ..... 13
- Specify: \_\_\_\_\_

44. Which of the following supportive services does your district office provide to your school sites to assist in emergency preparedness and response?

**CIRCLE ALL THAT APPLY**

- Provide models or templates for school site emergency plans ..... 1
  - Provide technical assistance to develop plans and activities ..... 2
  - Provide funding for emergency preparedness activities ..... 3
  - Provide emergency equipment and supplies ..... 4
  - Provide trainings in emergency response ..... 5
  - Conduct drills..... 6
  - Provide information on school emergency preparedness ..... 7
  - Other ..... 8
- Specify: \_\_\_\_\_

45. Which of the following school monitoring activities does your district office implement?

**CIRCLE ALL THAT APPLY**

- Review school site emergency plans annually..... 1
- Require annual submission of a copy of school site emergency plans ..... 2
- Require regular reports of emergency training, exercises, and drills..... 3
- Observe school drills and exercises ..... 4
- Require reports of emergency equipment and supply inspections..... 5
- Require reports of campus hazard assessments ..... 6
- Participate in school site council/committee meetings ..... 7
- Other ..... 8

Specify: \_\_\_\_\_

46. Is there anything else you would like to tell us about emergency preparedness in your district or in general?

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**IMPORTANT!!**  
**PLEASE READ FINAL PAGE**

47. We will be conducting telephone interviews to follow up on this questionnaire survey. The purpose of the follow-up interview is to clarify and to explore issues that were addressed in this questionnaire. It will also provide an opportunity for you to let us know about anything that you were not able to express in this questionnaire. The interview will take approximately 20-30 minutes. Your participation in this interview is voluntary and you may refuse to answer any questions or quit at any time without penalty. All information you provide is confidential. Any reports, publications or other material developed from this study will not contain your name, the name of your school or district, or any other information that could identify specific individuals, schools, or districts.

If you would like to be eligible for the follow-up telephone interview, please provide your name and a telephone number that we can reach you at. We will detach the information you provide below from this questionnaire and keep it separate so that your questionnaire responses remain confidential.

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**YES, I would like to be eligible for the follow-up telephone interview.**

Name: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

Phone number: \_\_\_\_\_

**After you complete this questionnaire, please seal it in the provided envelope and send it to:**

**SOUTHERN CALIFORNIA INJURY PREVENTION RESEARCH CENTER  
UCLA SCHOOL OF PUBLIC HEALTH  
10911 WEYBURN AVE. SUITE 200, LOS ANGELES, CA 90024**

**Thank you very much for your participation in this study.**