

**SCHOOL 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:

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

Name of School Site: \_\_\_\_\_

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1. Is your school a (an):

- Elementary school..... 1
- Middle school ..... 2
- High School ..... 3
- Other ..... 4

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

2. What is your current position at this school?

- Assistant principal..... 1
- Custodian ..... 2
- Nurse ..... 3
- Principal ..... 4
- Secretary ..... 5
- Security manager/officer..... 6
- Teacher..... 7
- Other ..... 8

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

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

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

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

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

5. 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 site**.

	<b>WITHIN LAST 3 YEARS</b>	<b>OVER 3 YEARS AGO</b>	<b>NEVER OCCURRED</b>
Airplane crash.....	1	2	3
Angry parent(s).....	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 school.....	1	2	3
Fire in the neighborhood.....	1	2	3
Flooding.....	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
Violent behavior involving student(s) and/or staff.....	1	2	3
Weapons on campus.....	1	2	3
Other.....	1	2	3

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

6. In your opinion, which of the events listed in question 5 above is the most likely to occur in or around your school site in the future? Write your answer on the line below.

\_\_\_\_\_

7. In your opinion, of the disasters or emergencies listed in question 5 above, which one(s) do you feel your school is not at all prepared or least prepared to handle?

\_\_\_\_\_

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

**CIRCLE ALL THAT APPLY**

- School lockdown..... 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: \_\_\_\_\_

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

\_\_\_\_\_

10. In your opinion, how prepared is your school for emergencies and/or disasters in terms of each of the following areas 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	

11. 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'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**

12. In certain emergency situations, schools may be required to shelter students for up to 72 hours. In your opinion, how prepared is your school 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**

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

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

14. Is the plan specific to your school site or is it a general plan?

SITE-SPECIFIC PLAN... 1  
GENERAL PLAN..... 2  
DON'T KNOW..... 3

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

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

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

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

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

	<u>YES</u>	<u>NO</u>	<u>DON'T 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: \_\_\_\_\_

18. As far as you know, are the following items included in your school’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 school staff .....	1	2	3
Map of campus layout .....	1	2	3
Gas line and utility lines lay-out.....	1	2	3
Location of designated command posts .....	1	2	3
Location of designated staging area <u>on campus</u> .....	1	2	3
Location of designated staging area <u>off campus</u> .....	1	2	3
Map of evacuation routes .....	1	2	3
Inventory of emergency equipment and supplies.....	1	2	3
Inventory of emergency communication systems .....	1	2	3
Emergency contact list for local agencies and responders .....	1	2	3
Student roster.....	1	2	3
Staff roster .....	1	2	3
List of students with special needs .....	1	2	3
Other.....	1	2	3

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

19. Does your district office have a copy of your school’s current emergency plan?

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

20. Is your school a designated Red Cross shelter?

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

21. Does your school provide information and instructions to students on how to prepare for and respond to disasters at home?

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

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

**CIRCLE ALL THAT APPLY**

- School administrators ..... 1
- School teachers..... 2
- Other school staff..... 3
- Parents..... 4
- Students..... 5
- School board ..... 6
- School district ..... 7
- County Office of Education ..... 8
- Local emergency responders..... 9
- Other members of the community ..... 10

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

23. To your knowledge, how are the parents of your students involved in emergency preparedness activities at your school?

**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: \_\_\_\_\_

24. What is/are the source(s) of funding for emergency preparedness at your school?

**CIRCLE ALL THAT APPLY**

- Part of annual district budget..... 1
- Part of annual school budget..... 2
- Local grant..... 3
- State grant ..... 4
- Federal grant ..... 5
- School fundraising ..... 6
- PTA fundraising..... 7
- We have no funding for emergency preparedness..... 8
- Other ..... 9

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

25. 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: \_\_\_\_\_

26. Does your school use the Incident Command System?

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

27. 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: \_\_\_\_\_

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

	<b>NOT AT ALL</b>		<b>VERY</b>
	<b>ADEQUATE</b>		<b>ADEQUATE</b>
Administrative staff .....	1	----	2
		----	3
		----	4
		----	5
Certificated staff (e.g., teachers) .....	1	----	2
		----	3
		----	4
		----	5
Classified staff (e.g., non-teaching staff) .....	1	----	2
		----	3
		----	4
		----	5

29. When responding to school emergencies, school staff may be required to do 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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30. During the last school year, how many earthquake drills were conducted at your school?

\_\_\_\_\_ **RECORD # OF DRILLS**

31. During the last school year, how many fire drills were conducted at your school?

\_\_\_\_\_ **RECORD # OF DRILLS**

32. During the last school year, how many lockdown drills were conducted at your school?

\_\_\_\_\_ **RECORD # OF DRILLS**

33. During the last school year, how many district-wide drills were conducted at your school?

\_\_\_\_\_ **RECORD # OF DRILLS**

34. What other types of drills have you conducted at your school?

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35. Is the Standardized Emergency Management System incorporated into your school drills?

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

36. When does your school conduct drills?

**CIRCLE ALL THAT APPLY**

- During class hour..... 1
- During recess..... 2
- During lunch..... 3
- Before/After school hours..... 4

37. Do you report your drill activities to the school district?

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

38. As far as you know, which of the following people are on a school site committee or team that deals with disaster planning and emergency preparedness at your school?

**CIRCLE ALL THAT APPLY**

- School administrators ..... 1
  - Teachers ..... 2
  - Maintenance and facilities personnel..... 3
  - Security personnel..... 4
  - School nurse..... 5
  - Parents..... 6
  - Students..... 7
  - Community responders (e.g., police, fire department) ..... 8
  - There is no committee/team that deals with emergency preparedness ..... 9 → **Go to Q.39**
  - Other ..... 10
- Specify: \_\_\_\_\_

A. How involved is the school site committee/team in developing and reviewing your school's emergency preparedness policies, plans and activities? Please use a scale of 1 (Not at all involved) to 10 (Extremely involved).

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

39. Does your school have a designated crisis response team?

YES..... 1

NO..... 2

40. Does your school have a full- or part-time emergency preparedness coordinator?

YES, full-time..... 1

YES, part-time ..... 2

NO..... 3

DON'T KNOW ..... 4

41. In your opinion, how committed are the following members of your school community to improving emergency and disaster preparedness in your school? Please use a scale of 1 (Not at all committed) to 5 (Very committed).

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

42. As far as you know, which of the following community organizations or agencies does your school 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 schools in the district ..... 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: \_\_\_\_\_

43. As far as you know, what types of communication methods are used during disasters or emergencies at your school?

**CIRCLE ALL THAT APPLY**

- None..... 1
  - Bells/Alarms ..... 2
  - Cell phones ..... 3
  - Computers..... 4
  - Designated student runners ..... 5
  - District cable TV..... 6
  - Intercoms ..... 7
  - Pagers..... 8
  - Satellite telephones ..... 9
  - School broadcast system..... 10
  - Telephones (land line) ..... 11
  - Two-way radios ..... 12
  - Other ..... 13
- Specify: \_\_\_\_\_

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

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

45. As far as your know, which of the following things are available in your school for emergencies and disasters?

**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 \_\_\_\_\_

46. Were your emergency equipment and supplies inspected/maintenanced this past school year?
- YES.....1  
NO.....2  
DON'T KNOW.....3

47. What other emergency equipment or supplies do you think are necessary for your school?  
Or, which of your current equipment or supplies need to be replaced with new ones?

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48. Is there anything else you would like to tell us about emergency preparedness at your school or in general?

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49. 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.**