

NJROTC Wheeling Safety & Emergency Action (Pre-Mishap) Plan

- Encl (1) Chapter 9, Para 1 NSTC M-5761.1a
(2) Information to gather
(3) Report format

This plan is separated into two sections. **IN THE EVENT OF AN EMERGENCY, TAKE STEPS TO LIMIT OR PREVENT INJURY AND LOSS OF PROPERTY FIRST.** The Emergency Action Plan (EAP) contains guidance in the event of an emergency, but personnel should have a working knowledge of the information before an emergency arises.

1. General Safety.

1.1 The SNSI and NSIs are accountable for the safe conduct of NJROTC training under their purview and must be on-site and capable of stopping any training during arduous or potentially high risk activities. These activities include conditions of environmental or physical nature such as physical exertion, dangerous climatic or weather conditions, or exposure to hazardous evolutions. The SNSI or NSIs will maintain situational awareness of all training evolutions involving cadets. He will remain alert for cadet panic, exhaustion, or lack of confidence that impairs safety or negates the risk of training and take appropriate steps to rectify the situation.

1.2 Most unit events and activities will have an Operational Risk Management (ORM) assessment completed 2 weeks prior to the event. The Cadet-in-Charge will draft the ORM and submit for SNSI approval. The ORM will be referenced by the Cadet Operational Plan (COP). Note: The purpose of an ORM is to identify and manage all operational risks in unit evolutions and will focus on cadet safety. It is not a 'paper drill.' It should be created as a collaborative effort with those involved. It must be briefed and practiced, then reviewed in the after-action report (AAR) for feedback and improvement.

When required DD2297 Deliberate Risk Assessment Worksheet will be completed by the SNSI.

2. Training Time Out.

2.1 Anytime a cadet or instructor experiences apprehension concerning personal safety, an immediate Training Time Out (TTO) shall be called. This is a period in which the training situation shall be reviewed. Clarification of procedures or requirements, additional explanation and instruction, or modification of the training will be made before training continues. If the cadet refuses to continue with training after a TTO or uses TTOs excessively, the cadet will be removed from training. No reprimands or punishment shall be conveyed to the cadet withdrawn from training, however if circumstances warrant the cadet may be removed from the program if unable to participate in NJROTC training.

2.2 Cadets will be briefed on TTO at the beginning of each semester and before commencing any arduous or hazardous evolution new to the cadet. It will be briefed before any high-risk evolution.

3. Emergency Action Plan (EAP).

3.1 IN THE EVENT OF AN EMERGENCY, NOTIFY APPROPRIATE FIRE & RESCUE SERVICES FIRST. The primary consideration is the safety of human life.

3.2 Emergency Responses:

A. In school emergency responses are coordinated through the main office and can be contacted at ext. 7000 or with the 'panic' intercom buttons. Provide a quick but sufficient description of the incident, your name, and if an ambulance is required.

B. Local area emergency responses are provided by dialing 9-911.

3.3. First Response assistance.

A. The school nurse is available during the school day anytime students are in the building. She is CPR qualified and is the primary first-aid provider. Her extension is 7075, she will be contacted by the main office in the event of an emergency. State law prevents her from distributing prescription drugs, but student with needing anti-allergy medication may have a waiver signed and the drugs held in the nurse's office.

B. The school trainer is CPR qualified and has access and training for the school's emergency **defibrillator**. His extension is 7136.

C. The school athletic coordinator is CPR qualified. The extension is 7020.

D. The closest defibrillator to the NJROTC classroom is in the hallway by room 135.

E. The Freshman receive Adult CPR training in health class.

E. The closest fire extinguisher between the NJROTC room 120 and the male staff head. Fire evacuation procedures and route postings are per school and state requirements. Routes are posted next to room exits.

F. Outlets in the Naval Science classroom are controlled by the circuit breaker panel in the maintenance closet in the center hallway complex (next to male staff head). Keys from maintenance personnel are required to open the closet.

4. Notifications.

4.1 As soon as possible after emergency and medical assistance have been notified, the notification process should begin. The SNSI or NSIs will normally handle notifications. If the SNSI and NSIs are not present, they should be notified immediately. They will then carry out the remainder of the notifications. In the event they are not available or are unable to make notifications, the following list should be used. Parents are to be notified only by school personnel unless otherwise necessary for medical treatment. In order to control rumors, no cadets should spread information or make statements to the press until cleared by the SNSI. Once notified, the principal will normally handle notifications among district personnel and the parent.

SNSI	LtCol Beyer	847-718-7116	760-717-8746
NSI	CSCS Cotillier	847-718-7115	207-350-5401
WHS Principal	Dr. Brad Hubbard	847-718-7010	
WHS Assoc Principal	Angela Hawkins	847-718-7014	

District 214 Superintendent	Dr. Scott Rowe	847-718-7601
Area Three Manager	MGySgt Rampa	815-693-6676
NETC Programs (Operations)		850-452-9487
NETC Duty Officer		850-452-4010

4.2 Reports

4.2 A report will be made to the Area Manager in the event of any NJROTC training resulting in injury of a cadet that requires medical attention beyond first aid, when hazards or incidents may be identified in NJROTC training that could jeopardize safety, or when circumstances may make it appear that NJROTC training might jeopardize or might have jeopardized safety (especially if public concern has been noted). A telephone or e-mail report will normally be made first, and a written safety report provided per as directed. If lacking direction or in doubt whether a report is required, send the NETC report or ask guidance from the NETC duty officer. Guidance and criteria for sending reports to NETC are containing in section 9 of NSTC M576.1A and provided as encl (1).

Report Criteria

Except from NSTC M-5761.1A, Chapter 9

1. The following reports will be submitted as required:

a. Special Incident Reports. Instructors and cadets are not Active-Duty service members, or Federal employees, and therefore are not subject to Special Incident Reporting under OPNAVINST 3100.6 series. However, instructors should report any incident that can be deemed "significant" under the following factors: severity of the incident, potential for adverse media interest, and potential consequences of the incident. Incidents which have the potential to generate any adverse press coverage or be the subject of broad media inquiry must be communicated to NSTC CD by the most expeditious means. In cases of doubt, the incident should be reported. Normally, reporting should be done by telephone call to the Area Manager who will report the details to NSTC CD. Instructors shall keep the telephone number of Area Managers and NSTC CD with them at all times, in order to facilitate rapid communications. To preserve privacy, names will not be used in a report except for the point of contact. In the absence of the Area Manager, instructors should communicate directly to NSTC CD staff, who will in turn contact the NSTC Chief of Staff (COS). A determination will be made by the COS as to whether a Unit Situation Report (SITREP) should be sent to the Chief of Naval Operations. If the COS determines that a SITREP should be released, NSTC CD, with the assistance of the respective Area Manager, will draft a SITREP in accordance with OPNAVINST 3100.6 series. NSTC Flag Admin will release all NJROTC/NNDCC SITREPs approved for release by the COS. A SITREP may require follow-up report(s) and/or a final

report. As information continues to flow from the unit to the Area Manager to NSTC CD, NSTC CD will indicate on each draft SITREP whether it is an initial, follow-up, or final report. Follow-up reports will be reported until action is completed and a final SITREP is submitted. Examples of events that will normally trigger a final SITREP are cadet disenrollment following misconduct, funeral, criminal conviction, or investigation completions. Examples of reportable incidents include:

(1) Any cadet death or cadet serious injury that occurs during program training;

(2) Any cadet or instructor incident, event, or accident that has generated or has potential to generate adverse media interest;

(3) Property damage or loss of Government property or equipment exceeding \$10,000;

(4) Serious crimes allegedly committed by a cadet or instructor (for example, aggravated assault, kidnapping, rape, larceny exceeding \$10,000, the wrongful manufacture, distribution, transportation, or sale of illegal drugs, sexual misconduct, murder or attempted murder);

(5) Accidental fires or arson on an installation that result in death, serious injury, or property damage exceeding \$10,000;

(6) Bomb threats, riots, disturbances, or demonstrations when cadets and or instructors are involved;

(7) Allegations of cadet maltreatment, such as assaults, abuse, or exploitation;

(8) Instances of consensual sex between persons legally capable of granting consent are reportable if other considerations such as sexual harassment or adverse publicity are involved; and

(9) Actual or alleged cadet mistreatment that takes place within a Navy organizational setting or facility or during a unit event.

b. Unit Impact Reports. The unit shall forward impact reports via the Area Manager to NSTC CD reporting event that are likely to impact unit operations. These include matters such as the school's refusal to hire the appropriate number of instructors, flood, fire damage or loss of unit space.

c. Safety Reports. Submit reports to NSTC CD via the Area Manager for training-related injuries requiring medical treatment. **(NOTE: Medical treatment is defined as treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and similar minor first aid treatment which does not ordinarily require professional medical care).** Reports may be submitted via electronic mail to the Area Manager and must include the following information: unit, cadet name, date and time of

incident, location and description of occurrence, description of medical treatment provided, action taken to prevent recurrence, submitting instructor's name, and date of submission.

Information to gather for Report of Accident

Name of injured:_____

Age:_____ School:_____ Date of Accident:_____

Cadet___Staff___Visitor___Time of accident:___A.M.___P.M.

Nature of Injury:_____

First aid given?___Yes?___No? By whom?_____

Was injured requested to see a physician?___Yes?___No?Nurse?___Yes___No

What medical facility was individual taken to?_____

Did injured leave school or meet?___Yes___No Date:_____ Time:_____

Was cadet injured acting in regular line of duty?___Yes___No

If cadet was injured was parent notified?___Yes___No

Names of witnesses:_____

Where and how did the accident occur?_____

What steps have been taken to prevent a similar accident?_____

Signature of person completing form:_____

Date report completed:_____

Date report forwarded to NETC:_____

Retain one copy for your records and return the original to the Area Manager. If another school involved, provide copy for their use.

INCIDENT REPORT _____
(Date of Report)

NJROTC UNIT: NJROTC Wheeling
UIC: 96218

CADET NAME: _____
Last, First NS Class (1-4)

Date and time of incident:

Location/Description of Occurrence:

Description of Medical Treatment Provided:

Action Taken to Prevent Recurrences:

Submitting Instructor: