

SITE CRISIS PREPAREDNESS PLAN

FOR

SOLANA RANCH SCHOOL

2017-2018

Supplement to
SOLANA BEACH SCHOOL DISTRICT
EMERGENCY AND DISASTER PREPAREDNESS PLAN

List of Key Personnel

2017-2018

PRINCIPALJerry Jones

SECRETARY.....Kathy Schmedding

CLERK.....Eva Montague

SCHOOL NURSE.....Kelly Bandak

HEALTH CLERK.....Julie Paris

PLANT FOREMAN.....Victor Becerra

NIGHT CUSTODIAN.....Ivan Peraza

NIGHT CUSTODIAN (4 HR.)Raymond Tom

EMERGENCY ASSIGNMENT(S)

Emergency Quick Reference

LOCKDOWN DRILL: All Buildings Closed. **Please discuss this with your class before it happens.** When you hear the Lockdown announcement, please:

- 1) Calmly get up and shut and lock your door.
- 2) Have your students either duck and cover or move to a safe location in the room. Our role is to keep the students safe - for example, you may have an alcove that might be safer than ducking and covering. Figure out what is best for your particular classroom (avoid being by windows if possible).
- 3) An announcement may follow allowing students to return to their desks, but to remain in the room.
- 4) When it has been determined that all is safe - an all-clear announcement will be made. Someone will unlock your door and you can go back to business as normal.
- 5) If you are out on the playground or outside, and it is safe to do so - bring your class back to your room, and follow steps 1 - 3.
- 6) All staff not in a classroom, or with students, should go to nearest room and lock door.

Main Door Locking Responsibilities:

- Victor will lock lower South wing exit doors.
- Kathy will lock Front Door & Office Hallway.
- Eva will lock lower North wing.

EARTHQUAKE DRILL:

IF YOU ARE INDOORS - STAY INDOORS.

Drop to the floor and get under a desk, table or other sturdy furniture. REMEMBER: "DROP, DUCK and COVER". Hands clasped behind the head, arms cover the ears, elbows meet and cover the eyes, head rests as close to knees as possible, body is curled tightly in a position facing away from windows. If a desk or table is not available, stand in doorway or corner facing away from windows. An announcement will be made if you need to evacuate the building.

IF YOU ARE OUTDOORS - STAY OUTDOORS.

Move away from building, trees, fallen wires, or telephone poles.

DO NOT LEAVE SCHOOL GROUNDS OR RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY A SCHOOL OFFICIAL. AN ANNOUNCEMENT WILL BE MADE WHEN THE DRILL IS OVER.

FIRE DRILLS:

There is a map posted by each classroom door. Our fire alarm consists of a real loud, shrill ring. Teachers and students should walk out quickly and silently through the exit door designated on the map. Doors should be closed behind you and lights turned off. **Take attendance when you reach your designated area.** An announcement will be made when the drill is over.

EMERGENCY/DISASTER DRILL PROCEDURE

Step One:

Drop and Hold

The office will announce over the intercom: "Our drill is beginning. Imagine that there is an earthquake happening right now. **DROP AND HOLD.**" After one minute, the office will announce: "Imagine that the earthquake has stopped. Please proceed with the evacuation plan."

Step Two:

Evacuate

Keep students calm and quiet. If no students are injured, evacuate the classroom. Take your Emergency Pack with you. Connect with your consolidation partner.

If you are the First Aid partner, hand over your class and your emergency pack to your consolidation partner. **CHECK BOTH CLASSROOMS FOR INJURED STUDENTS.** Rejoin your class on the field.

If you are the Group Supervision Partner, lead both classes to the assembly area on the field using your regular fire drill route if possible.

Step Three:

Out on the Field

If you have students with you that are enrolled in someone else's homeroom send those students to rejoin their class(es) only when you can see the homeroom class and/or the homeroom teacher.

Teachers will take roll by passing out the ID Tags. Students should put their ID Tags on and sit down. Students must remain quiet.

Teachers will then:

- Write on the remaining ID Tags (in pencil so that it can be erased later) the last known whereabouts of the student.
- Separate the tags into two piles:
 - Absent
 - Injured or missing
- Give the cards to the designee from the Operations Center who will be around to collect them.
- Leave your class with you consolidation partner and check in with your assigned team at the Operations Center.

Step Four:

Teams accomplish assigned missions

Step Five:

The drill will be over when a long single bell is sounded. Team members will rejoin their classes out on the field to bring them back to the classroom. Students are to remain silent until they reach the classroom.

SOLANA RANCH ELEMENTARY SCHOOL

CRISIS (EARTHQUAKE) PROCEDURE

Step One: Drop and Hold

Wait until shaking has stopped to check for injuries.

Step Two: Evacuate

Keep students calm. Evacuate the classroom. Take your Emergency Pack* with you. Lead the students, following your regular fire drill route if it is safe, otherwise use common sense in selecting an alternate route to your assigned assembly area.

If a student is seriously injured and cannot walk with the class make sure that the injured child is wearing a label with his/her name written on it. The injured student (or staff member) should not be moved until First Aid personnel have evaluated the injuries. Reassure the injured student (or staff member) that the Search and Rescue Team will be making its rounds very soon and to wait calmly.

Place a diagonal strip of blue tape on the door to notify Search and Rescue that someone injured lies within.

Note: If an earthquake or disaster occurs during Lunch or Recess, students and staff should take cover under lunch tables and benches or move to an open area or the playground upon first indication of ground movement. The safest place to be is in the open. Stay away from buildings, structures such as backstops, trees and power lines. Students and staff should remain in drop position until the ground movement ends.

Step Three: Out on the field

If you have students with you that are enrolled in someone else's homeroom, take those students to rejoin their class(es) at the main assembly area after you have your class in place at your assigned letter.

Teachers will take roll by passing out the ID Tags. Students should put on their ID Tags and sit down. Students **must** remain quiet. Aides and Teachers should wear their ID Tags as well.

Teachers will then:

- Write on the remaining ID Tags, indicating last known whereabouts of each student.

- Separate the tags into two piles:

1) Absent

2) Injured or missing (with notations)

- Give the tags to the runner from the Command Post. This person will come to you.
- Leave your class with your Consolidation Partner and check in with your assigned team at the Command Post. Do not leave class until it is in the hands of your "Buddy Teacher."

OR

- Remain with your class and your Consolidation Partner's class and wait for further instructions. Instructional Aides should remain with their grade level until ID Tags have been turned in. Then they should check in with their assigned team at the Command Post or wait with their grade level for further directions.

- Note:
- Teachers will remain with students until directed by the Command Post to return to their classrooms or until all children are released to parents and it is safe to leave the campus.
 - Inquiries regarding damage and injuries are to be directed to the Command Post. DO NOT respond to these questions yourself.

* **Contents of classroom emergency packs:**

- | | | |
|---|------------------------------|------------------|
| • Flashlight w/batteries | • Yellow china marker pencil | • 3x5 cards (50) |
| • Ballpoint Pen | • Current Class List | • Colored Pinnie |
| • ID Tags for each child on yarn necklace | • Emergency Plan | • Pencil |
| • Personal items teachers desire, ie: tennis shoes; energy bars, etc. | | |

NOTE: TEACHERS SHOULD MAKE SURE THAT THEIR LESSON PLANS FOR SUBSTITUTE TEACHERS

INCLUDE INSTRUCTIONS AS TO THEIR DUTIES SHOULD AN EARTHQUAKE OR DISASTER

OCCUR. EMERGENCY BAGS SHOULD BE IN THE HANDS OF ADULTS ONLY. DO NOT GIVE TO

A STUDENT.

**SOLANA HIGHLANDS
EMERGENCY PROCEDURES
Unsafe Situation
OR Intruder on Campus**

EMERGENCY TELEPHONE NUMBERS

Police, Ambulance, Fire.....911
District Office.....858-794-7100

REPORT OF WEAPONS FIRED ON OR NEAR SCHOOL

If there is a report of shots fired at or near our school:

1. Notify police department using 911.
2. Safety is the main concern. Keep everyone in an area under cover and concealed if possible. Stay behind solid walls and doors. Keep away from windows.
3. If the suspect is seen, do not engage the suspect.
4. If the suspect is outside, try to keep him/her outside. If it is safe, lock the entry doors.
5. A suspect should be considered armed, unstable and extremely dangerous.

STRANGER OR INTRUDER ON CAMPUS

Lockdown School Plan

1. The signal will be given over the intercom, that there is a lock-down drill.
Aides will blow whistle 3x to signal to students to run inside the school.
As soon as a decision is made to lock down the school, administration will notify law enforcement, using 911.
2. If students are in class at the time of the signal,
 - a. Staff will:
 - ☒ Lock the classroom doors;
 - ☒ Have students lie on the floor;
 - ☒ Turn off lights and close blinds (if you have them);
 - ☒ Remain locked in offices until advised to move personally by administration or public safety officer or an all-clear signal.
 - b. Administration will:
 - ☒ Act with custodians to check locks on all exterior doors and classroom doors;
 - ☒ Designate a person (principal, if possible) to coordinate with public safety personnel at their command post; and
 - ☒ Be available to deal with the media/press and bystanders to keep site clear of visitors.

3. If students are not in class at the time of the signal,
 - a. Teachers and classified staff will:
 - ☒ Blow whistles 3 times. All call will signal lock-down if possible;
 - ☒ Assist in moving students into the nearest safe building entrance available;
 - ☒ Lock doors of room if possible;
 - ☒ Remain with students to maintain order;
 - ☒ Keep students in a safe area until advised personally by administration or public safety personnel to move or that there is an all clear signal; and
 - b. Principal and public safety personnel will:
 - ☒ Work with staff to move students into the nearest safe building available;
 - ☒ Act with custodians to check locks on all exterior doors and classroom doors;
4. All-clear signal will:
 - a. Be given after consultation with police on the scene; and/or
 - b. Be a personal notification by the administrator. Staff is not to act upon bells or PA messages without this personal notification.

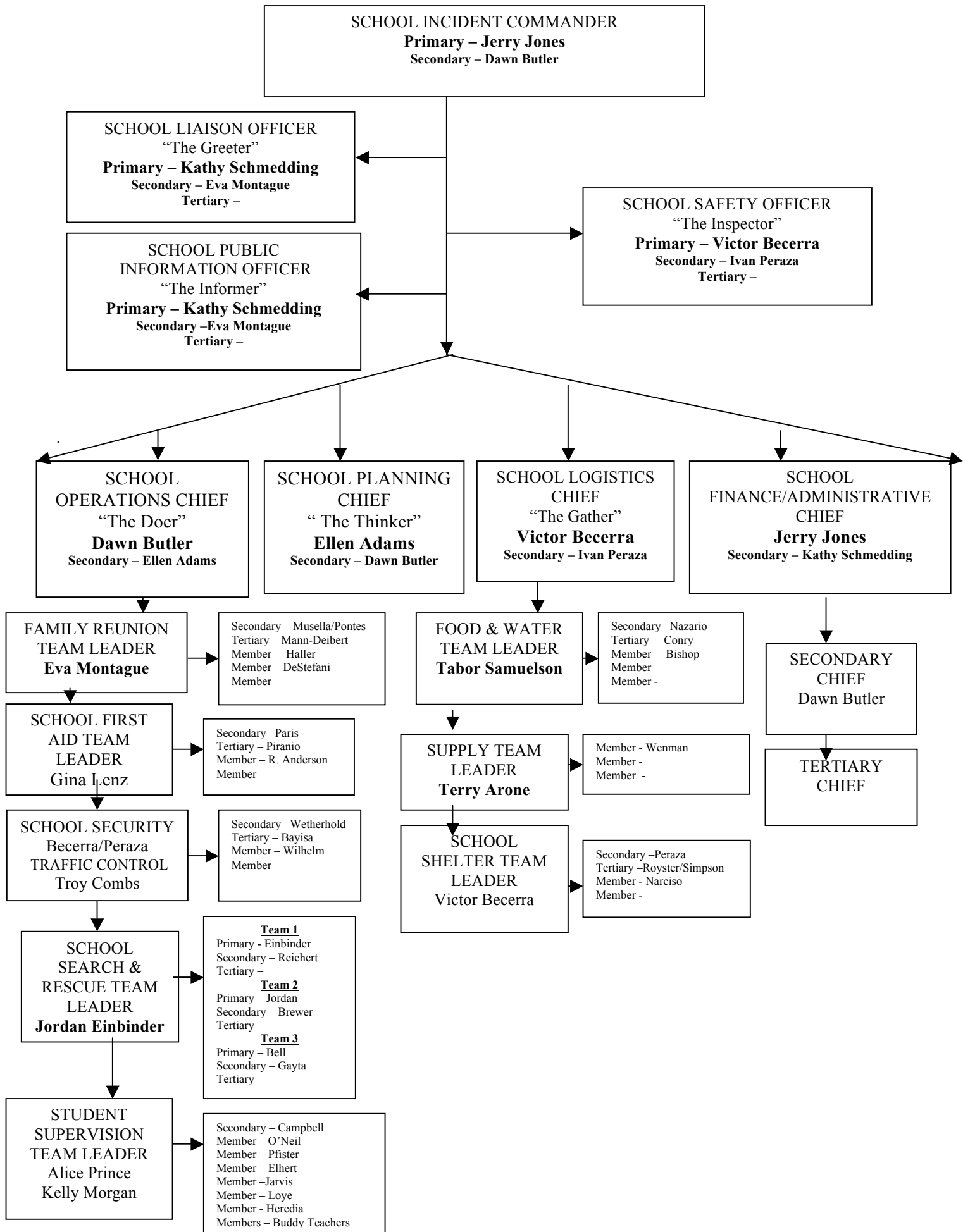
Reminder: Please teach students to not scream as they run into the building. Students should be aware in advance that we expect them to listen carefully to staff during an emergency or drill.

AFTER ACTION OF ANY EMERGENCY

After an emergency situation, the following plan is suggested.

- ☒ Communication with everyone involved advising that the emergency is over.
- ☒ Conduct a head count to insure everyone is accounted for. If someone is not present, do you know where he/she is? Locate everyone. Report anyone not accounted for.
- ☒ Does anyone need medical attention?
- ☒ Does anyone need another type of support?
- ☒ Is the facility safe to enter?
- ☒ Have all appropriate notifications been made?
- ☒ Administration will notify parents.

In days following an incident, debrief with appropriate school safety/administration team members to review incident responses/outcome for additions/corrections to school safety plan.



School Incident Commander

Assigned Staff:

Jerry Jones

Team Supervisor

Dawn Butler

Member (Alternate Supervisor)

Member

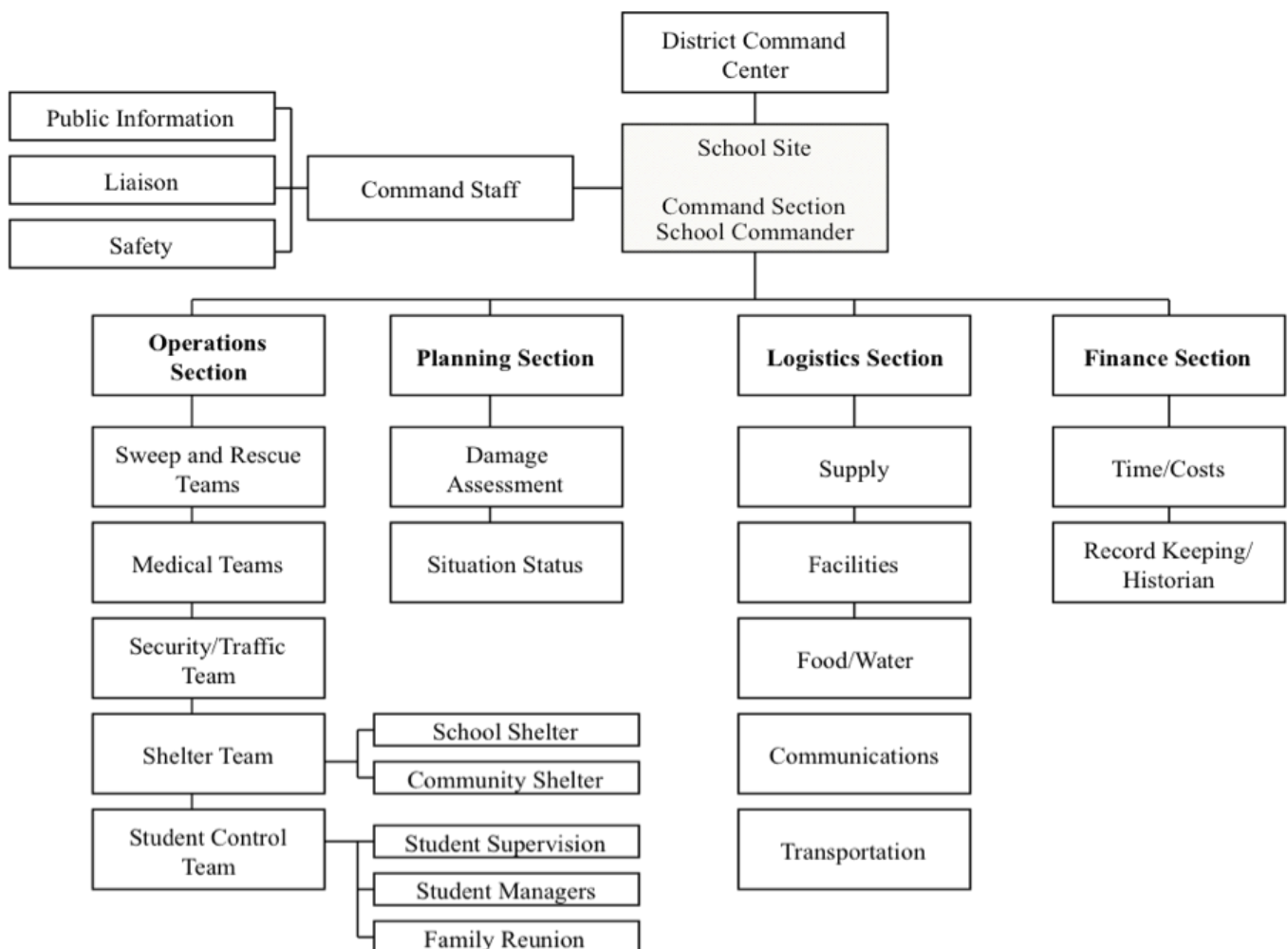
Reports to:

District Command Center

Emergency Duties:

- Serves as Chief of Staff for the school site. Activates and manages the School Site Council Command Post.
- Accounts for the presence and condition of all students and staff.
- Manages and controls the emergency organization. Assigns all Section Chiefs and Command Section Staff.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Incident Commander

Jerry Jones

(Principal)

Dawn Butler:

Duty Position Responsibilities:

Serves as Chief of Staff for the entire school site. Initiates and manages the school site Incident Command System. Directs the School Command Staff and Section Chiefs.

I. Initial Steps:

1. **Confirm severity of event** based on initial reports.
2. Direct **call** to appropriate agency (law enforcement, fire dept., district office and/or 911).
3. **Give** appropriate **command** to entire school.
 - Containment
 - Lockdown entire school
 - Shelter in Place
 - Evacuation
 - 1) On site
 - 2) Off site by foot
 - 3) Off site by transportation
4. Initiate Incident Command System.

II. Operational Steps:

1. Establish Incident Command Post.
 - 1) Access ICP backpack.*
 - 2) Read entire duty responsibilities checklist.
 - 3) Identify yourself as the School Incident Commander (vest).
 - 4) Establish site communication
 - 5) Brief Command Staff.
 - Public Information Officer-(**only individual authorized to release information to parents and press**). (principal)
 - Liaison Officer
 - Safety Officer
 - 4) Plan Periodic briefings (15-30-45-60 minutes)
 - 5) Brief Command Staff of situation assessment and develop Incident Action Plan.
 - 6) Direct School Operations Chief to deploy other response teams as needed:
 - Search & Rescue Team
 - Family Reunion Team
 - First-aid Team
 - School Security & Traffic Control Team
 - Student Supervision Team
 - 7) If students/staff have evacuated direct teachers to take class roll immediately after assembling at evacuation site.

III. Closure:

1. Submit Activity Log to Finance Chief.
2. Direct Finance Chief to gather all:
 - Incident Action Plans
 - Activity logs from each member of Command Staff and School Section Chiefs
3. Conduct debriefing with command staff, district office and support agencies.
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?

School Public Information Officer

Assigned Staff:

Kathy Schmedding

Team Supervisor

Eva Montague

Member (Alternate Supervisor)

Member

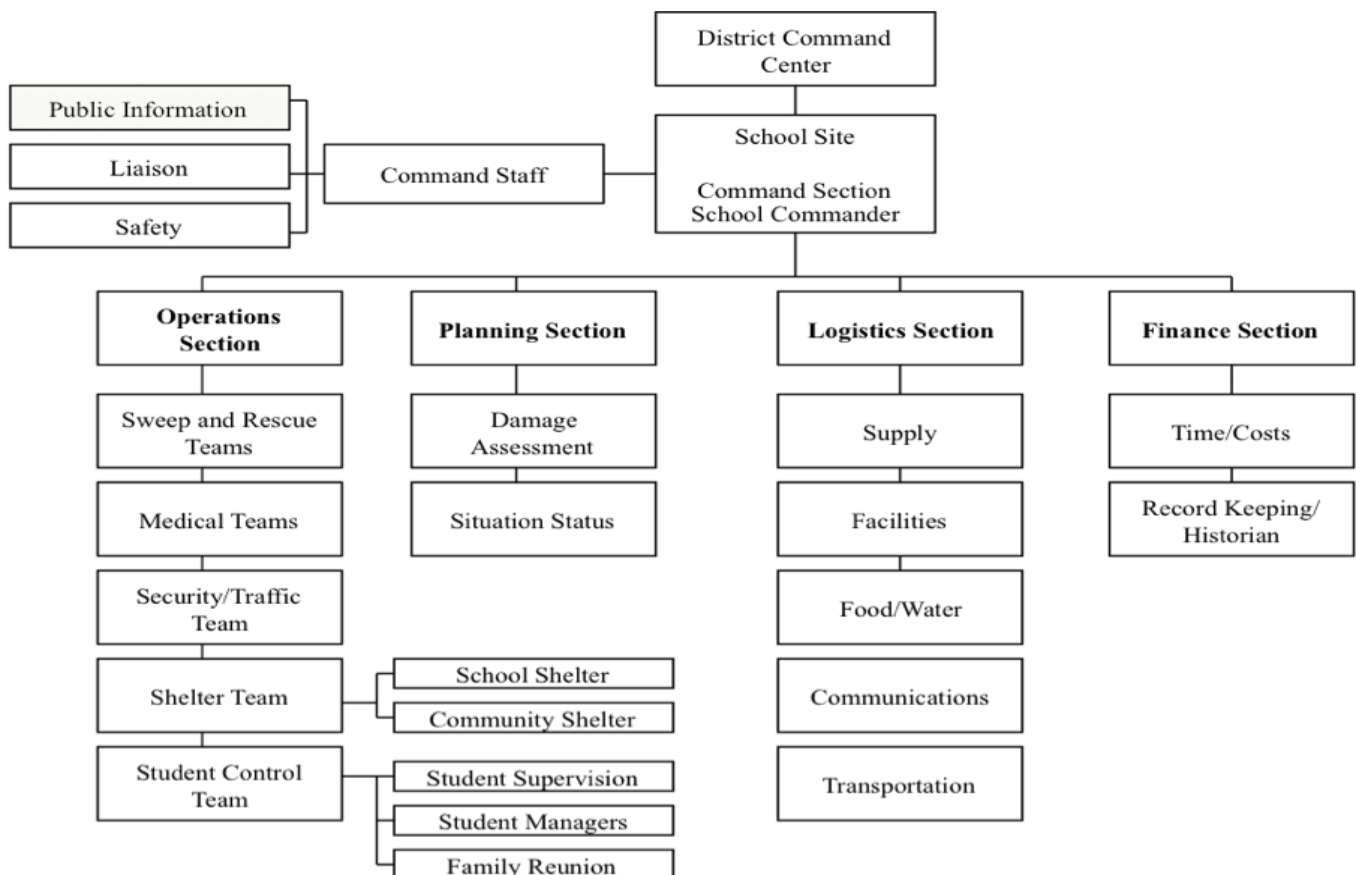
Reports to:

School Commander

Emergency Duties:

- Prepares and disseminates emergency public information from the School Site.
- Keeps the public informed on a timely basis during a threatened or actual emergency at the School Site through the use of all media and means available.
- Maintains relations with media representatives and holds periodic press conferences, as necessary.
- Monitors radio stations broadcasting emergency information until Communications Unit in Logistics Section takes over this duty.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Public Information Officer

Kathy Schmedding

Primary

Eva Montague

Secondary

Tertiary

Role and Responsibilities

Collects accurate and complete information regarding the incident at the school site for release to the news media and other appropriate agencies.

I. Initial Steps:

1. Read entire PIO duty check list.
2. Obtain briefing from School Commander.
3. Identify yourself as PIO
4. Designate a bilingual assistant if needed.
5. Remind all team members to direct the media to the School Information Officer for official statements.
6. Set up Information Center **away** from School Command Post.

II. Operational Steps:

1. Prepare incident summary report:
 - 1) Incident cause/time.
 - 2) Number/nature of injuries/damage. **(NO VICTIM NAMES)**
 - 3) School response:
 - Containment
 - Lockdown
 - Shelter in place
 - Evacuation
 - On site
 - Off site
 - 4) School requests to the public.
 - 5) Obtain authorization to release information.
2. Speaking to the media.
 - 1) Media members properly identifiable.
 - 2) Read/translate only approved incident summary report. **(no victim names).**
 - 3) Avoid “no comment”. Say “information unavailable”.
3. Keep Activity Log.
4. Attend periodic briefings with School Command Staff.

III. Closure

1. Submit Activity Log to Finance Chief.
2. Debrief with the School Command Staff and support agencies. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?

Public Information Officer's Incident Summary Report

Date: _____

Time: _____

1. Incident

cause/time: _____

2. Number/nature of injuries: (no victim names)

3. Nature of damage:

4. School Response:

- Containment
- Lockdown
- Shelter in place
- Evacuation location(s) _____

5. Parent/Student Reunification instructions:

6. Additional school information/request(s) to the public: _____

Incident Commander signature: _____

Title/Position: _____

School Liaison Officer

Assigned Staff:

Kathy Schmedding

Team Supervisor

Eva Montague

Member (Alternate Supervisor)

Member

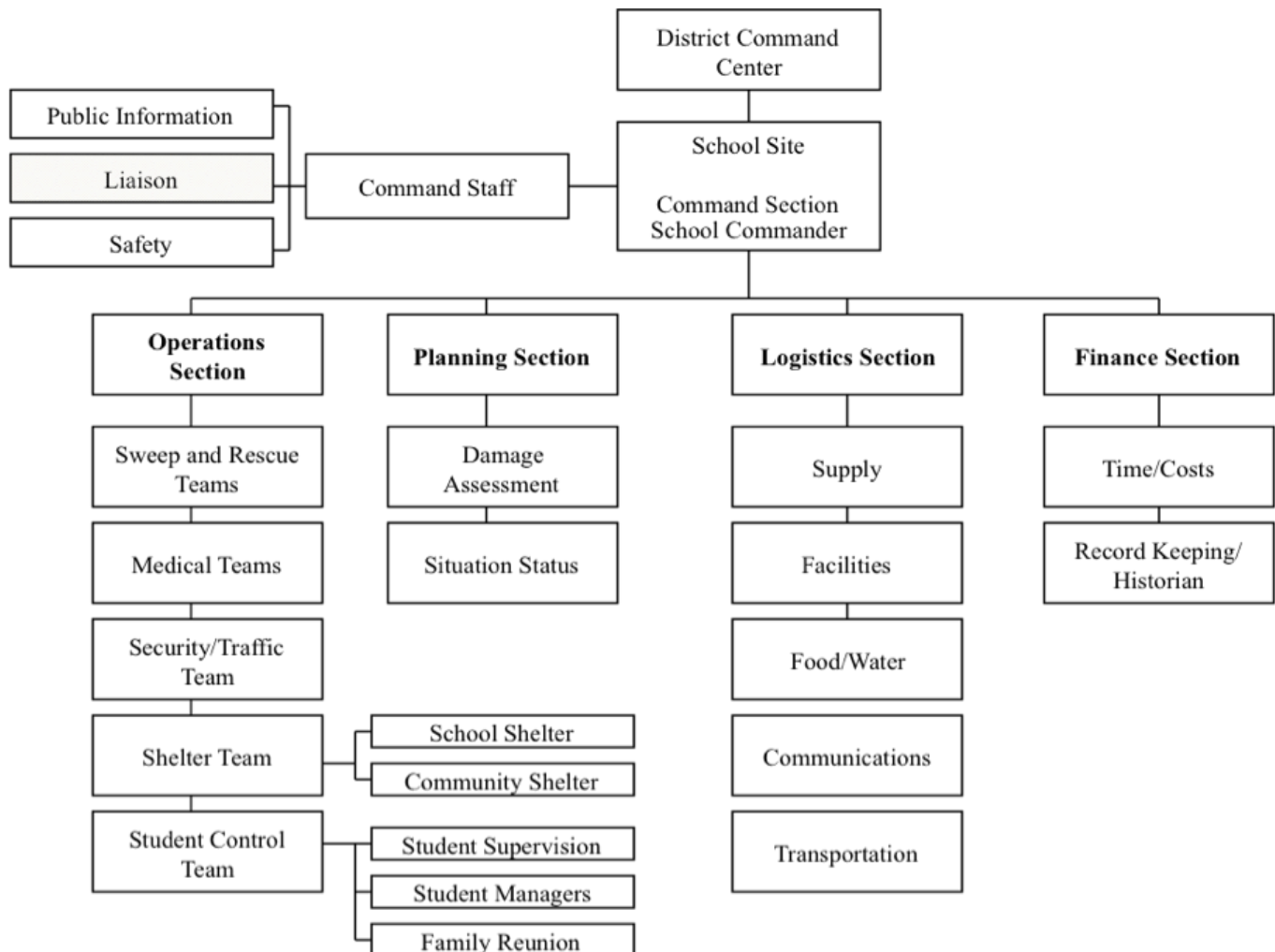
Reports to:

School Commander

Emergency Duties:

- Establishes contact and maintains coordination with all responders from offsite.
- Manages the Dependent Care Program.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Liaison Officer

Primary Liaison Officer – Kathy Schmedding

Secondary Liaison Officer – Eva Montague

Tertiary Liaison Officer –

Duty Position Responsibilities:

Contact for all off-site responders. Needs to know who is functioning in each leadership role of school's Incident Command System.

I. Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Read entire check list.
3. Identify yourself as School Liaison Officer (vest).
4. Select place of contact for meeting responding support agencies. (school parking lot, front of school, etc.)
5. Remind all team members to direct the media to the School Public Information Officer for official statements.
6. Know who the School Command Staff & Section Chiefs are during the incident:
 - School Incident Commander _____
 - Public Information Officer _____
 - Safety Officer _____
 - Liaison Officer _____
 - Operations Chief _____
 - Logistics Chief _____
 - Planning Chief _____
 - Finance Chief _____

II. Operational Steps

1. Maintain coordination with all responding agencies and direct them to appropriate Command Staff Officer and/or Section Chief.
2. Meet for periodic briefings with Command Staff.

III. Closure

1. Collect and submit Liaison Officer & Dependent Care Chief activity logs to Finance Chief.
2. Debrief with Command Staff, Section Chiefs, District office and Support Agency. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?

School Safety Officer

Assigned Staff:

Victor Becerra
Team Supervisor

Ivan Peraza
Member (Alternate Supervisor)

Member

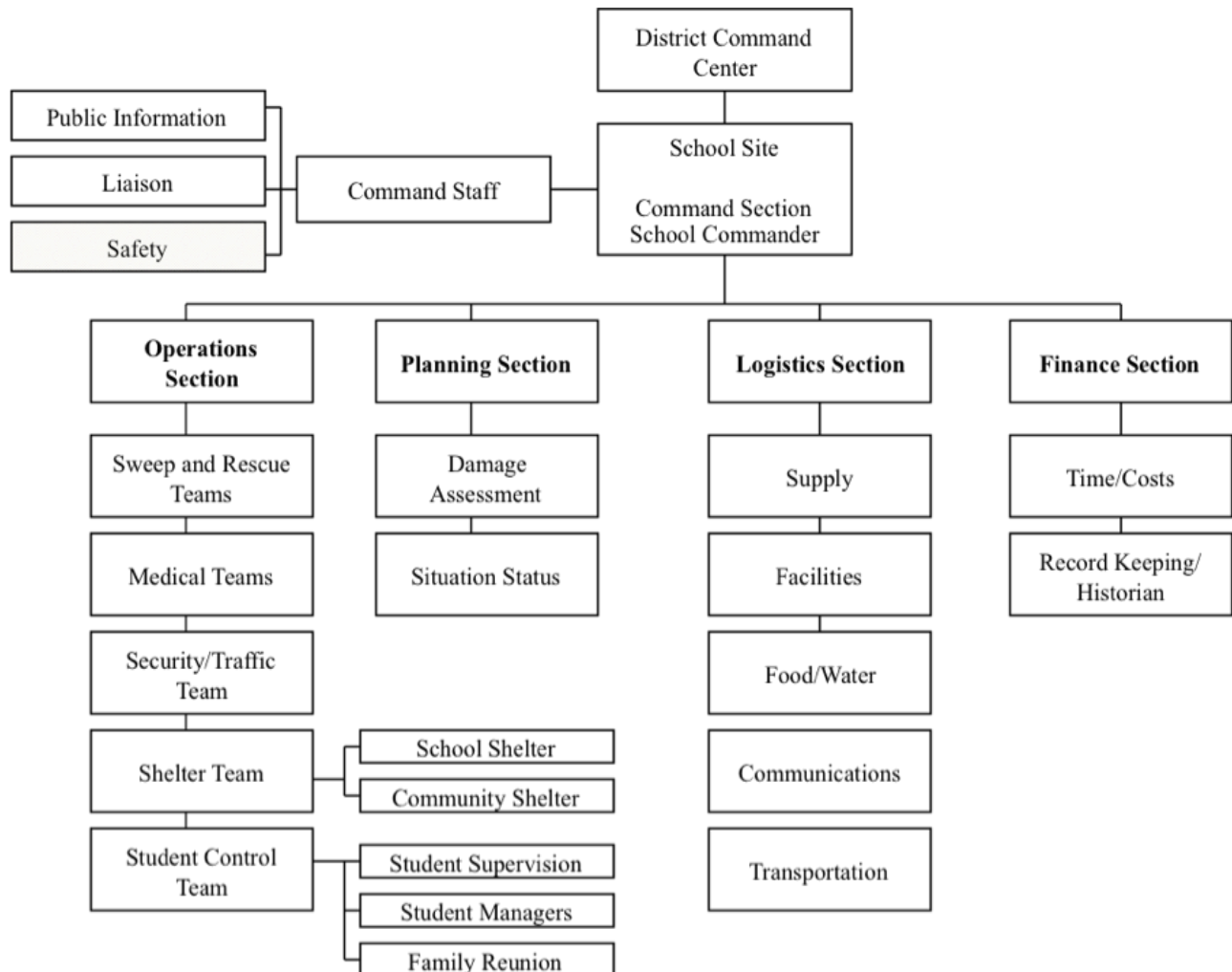
Reports to:

School Commander

Emergency Duties:

- **Monitors and assesses hazardous and unsafe situations.**
- **Develops measures to assure safety of all staff, students, and volunteers.**
- **Investigates accidents and reports to Time/Cost Unit any potential claims.**

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Safety Officer

Primary School Safety Officer – Victor Becerra

Secondary School Safety Officer – Ivan Peraza

Tertiary School Safety Officer –

Duty Position Responsibilities:

Monitor and assess hazardous and unsafe conditions and develop measures to assure the safety of all staff, campus visitors and volunteers.

I. Initial Steps

1. Obtain briefing from School Incident Commander.
2. Read entire School Safety Officer Duty Checklist.
3. Identify yourself as School Safety Officer.
4. Designate an assistant if necessary.
5. Remind all team members to direct media to School Public Information Officer for official statements.

II. Operational Steps

1. Maintain an Activity Log.
2. Identify and report accidents and/or hazardous situations to School Incident Commander.
3. Exercise authority to prevent or stop unsafe acts.
4. Meet for periodic briefings with School Command Staff.
 - Consult with Operations Chief and other School Command Staff regarding safety concerns.

III. Closure

1. Collect and submit School Safety Officer Activity Log to School Finance Officer.
2. Debrief with School Command Staff, School Sections Chiefs, District Office and support agencies.

Discuss:

- What went well?
- Why did it go well?
- What didn't go well?
- Why didn't it go well?

School Operations Section Chief

Assigned Staff:

Dawn Butler

Team Supervisor

Ellen Adams

Member (Alternate Supervisor)

Member

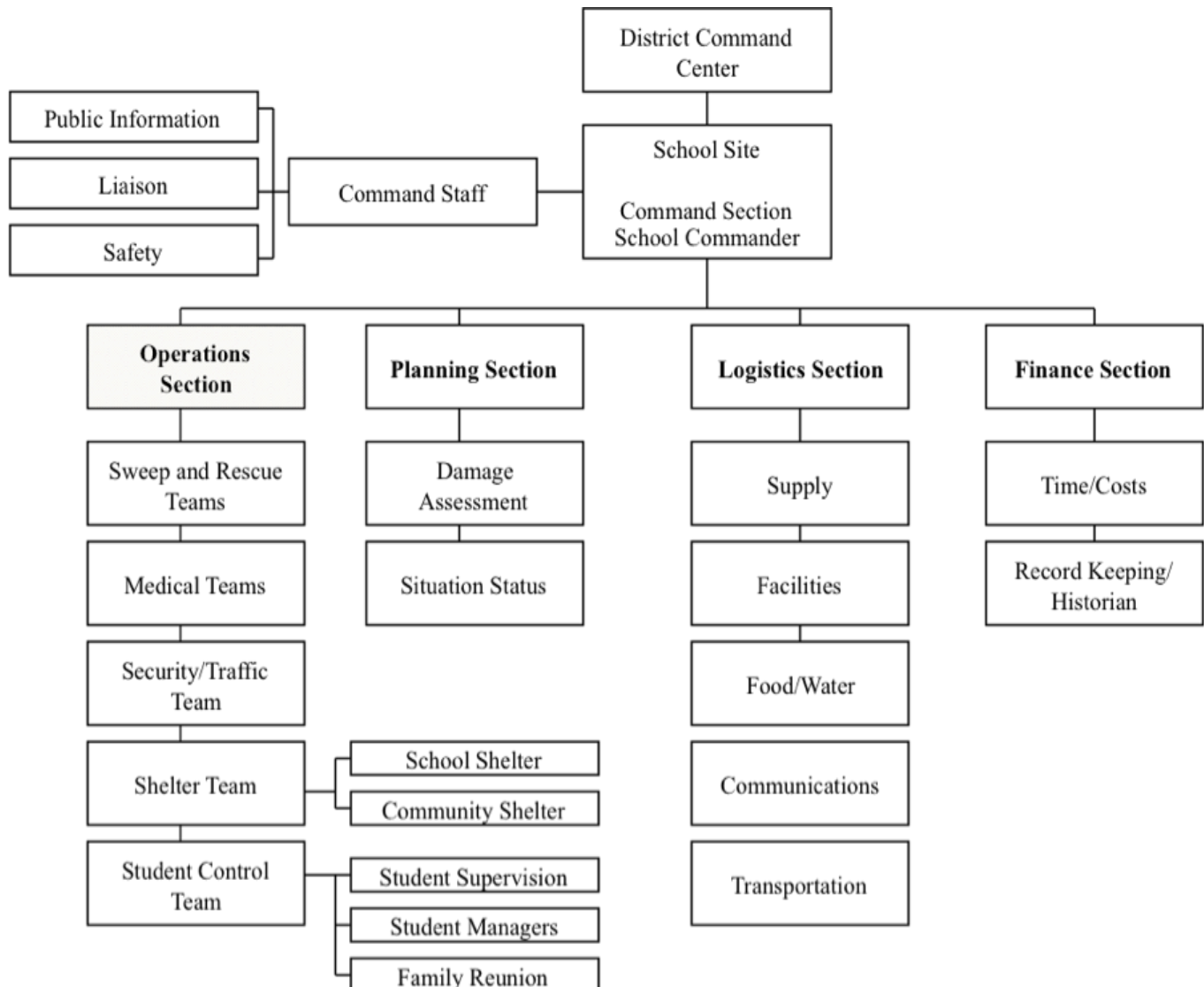
Reports to:

School Commander

Emergency Duties:

- **Manages the Response Teams Section.**
- **Assumes operational command of response effort.**
- **Evaluates and acts on operational information.**
- **Keeps School Commander informed of all Response Team activities.**

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Operations Section Chief

Primary School Operations Chief – Dawn Butler

Secondary School Operations Chief – Ellen Adams

Tertiary School Operations Chief –

Duty Position Responsibilities:

Coordinates and supervises efforts of school emergency response teams:

- Student Supervision Team
- Search and Rescue Team
- Family Reunion Team
- School Security & Traffic Control Team
- First-aid Team

I. Initial Steps

1. Obtain briefing from School Incident Commander.
2. Read entire duty checklist.
3. Identify yourself as School Operations Chief.
4. Designate an assistant if necessary.

II. Operational Steps

1. Maintain Activity Log
2. Assign/deploy Response Teams as directed by School Incident Commander.
3. Receive and evaluate situation reports from response team leaders.
4. Meet for periodic reporting & briefing with School Incident Commander.
5. Frequently communicate with school response team leaders to determine any needs for assistance.
6. Assign other specific tasks to available school response leaders.
7. Communicate additional or anticipated needs to Logistics/Supply Chief.

III. Closure

1. Collect and submit all School Response Teams' Activity Logs to School Finance Officer.
2. Collect and submit School Operations Chief's Activity Log to School Finance Officer.
3. Debrief with School Incident Command Staff, School Section Chiefs, district office and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?

Family Reunion Team Leader

Assigned Staff:

Eva Montague
Team Supervisor

Musella/Pontes
Member (Alternate Supervisor)

Gini Mann-Deibert,
Jennifer Haller, Haley
DeStafani
Members

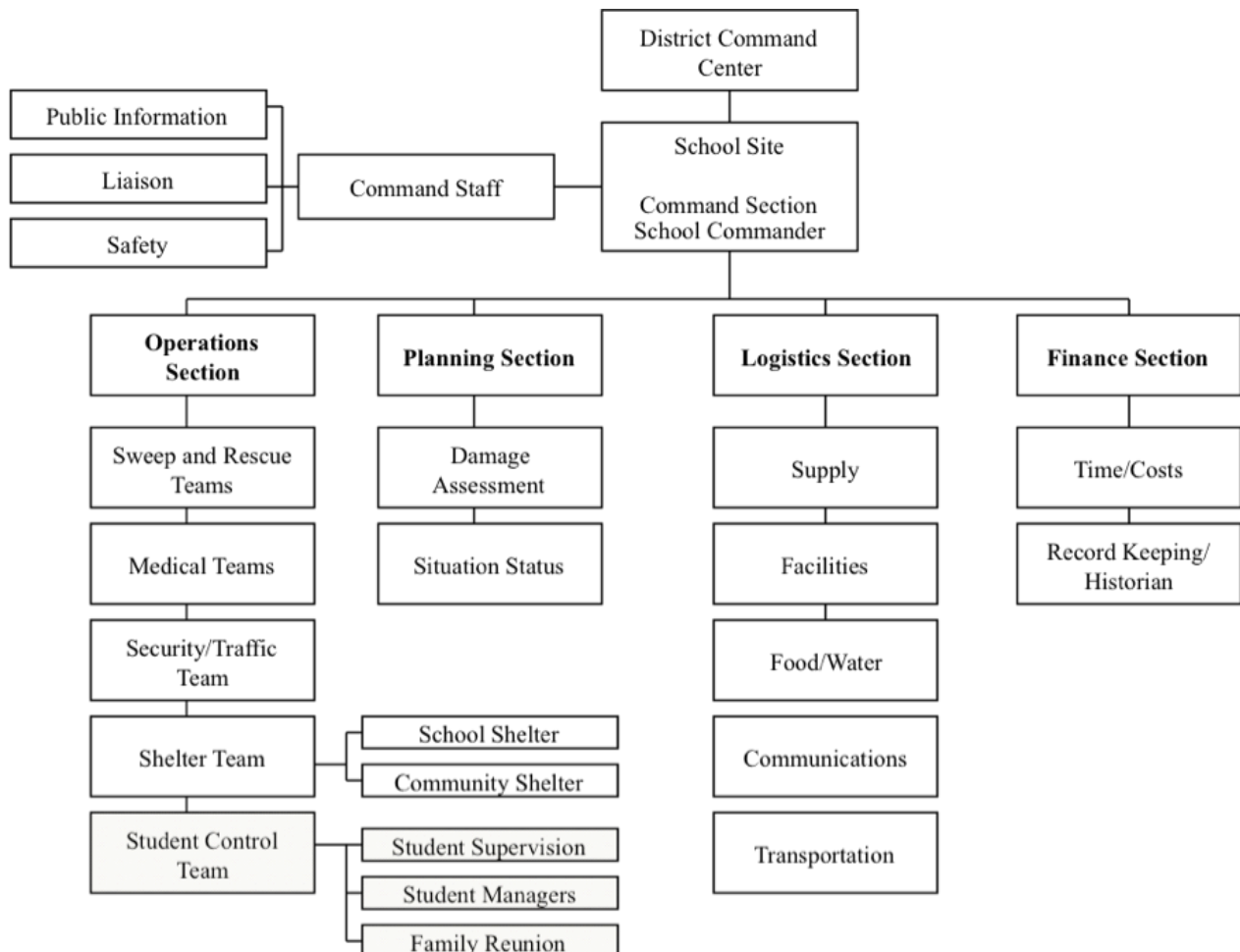
Reports to:

Response Teams
Chief

Emergency Duties:

- Supervises the evacuation of students from classrooms and other school areas.
- Accounts for all students.
- Assembles students in an orderly manner at the designated Student Assembly Area.
- Supervises the reunion of students with their parents or other authorized adult.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



Family Reunion Team Leader

Primary Family Reunion Team Leader – Eva Montague

Secondary Family Reunion Team Leader – Kimberly Musella/Katie Pontes

Tertiary Family Reunion Team Leader – Gini Mann-Deibert

Member Family Reunion - Jennifer Haller, Haley DeStefani

Duty Position Responsibilities:

Supervise the Family Reunion Team site and the release of students to authorized adults.

I. Initial Steps:

1. Obtain briefing & directions from School Operations Chief.
2. Read entire duty checklist.
3. Identify yourself as Family Reunion Team Leader (vest).
4. Designate assistants.
5. No team members should make statements to the media. Direct media to School Public Information Officer.
6. Access student emergency or locator cards from attendance clerk, health office aide, counseling or assistant principal's office staff.
7. Establish the location and set up tables and chairs for the Family Reunion Team/Site.

II. Operational Steps:

1. Receive all class roll call (attendance) forms.
2. Report missing students and staff to Student Supervision Team Leader immediately.
3. Maintain Family Reunion Log.
4. Individuals picking up students **must sign** Family Reunion Log.
5. Use runners to locate and summon students.

III. Closure:

1. Collect and submit all Family Reunion Logs to School Operations Chief.
2. Debrief with School Incident Command Staff and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?

School First-Aid Team Leader

Assigned Staff:

Kelly Bandak
Team Supervisor

Julie Paris/Member
(Alternate Supervisor)

Jojo Piranio

Regina Anderson
Members

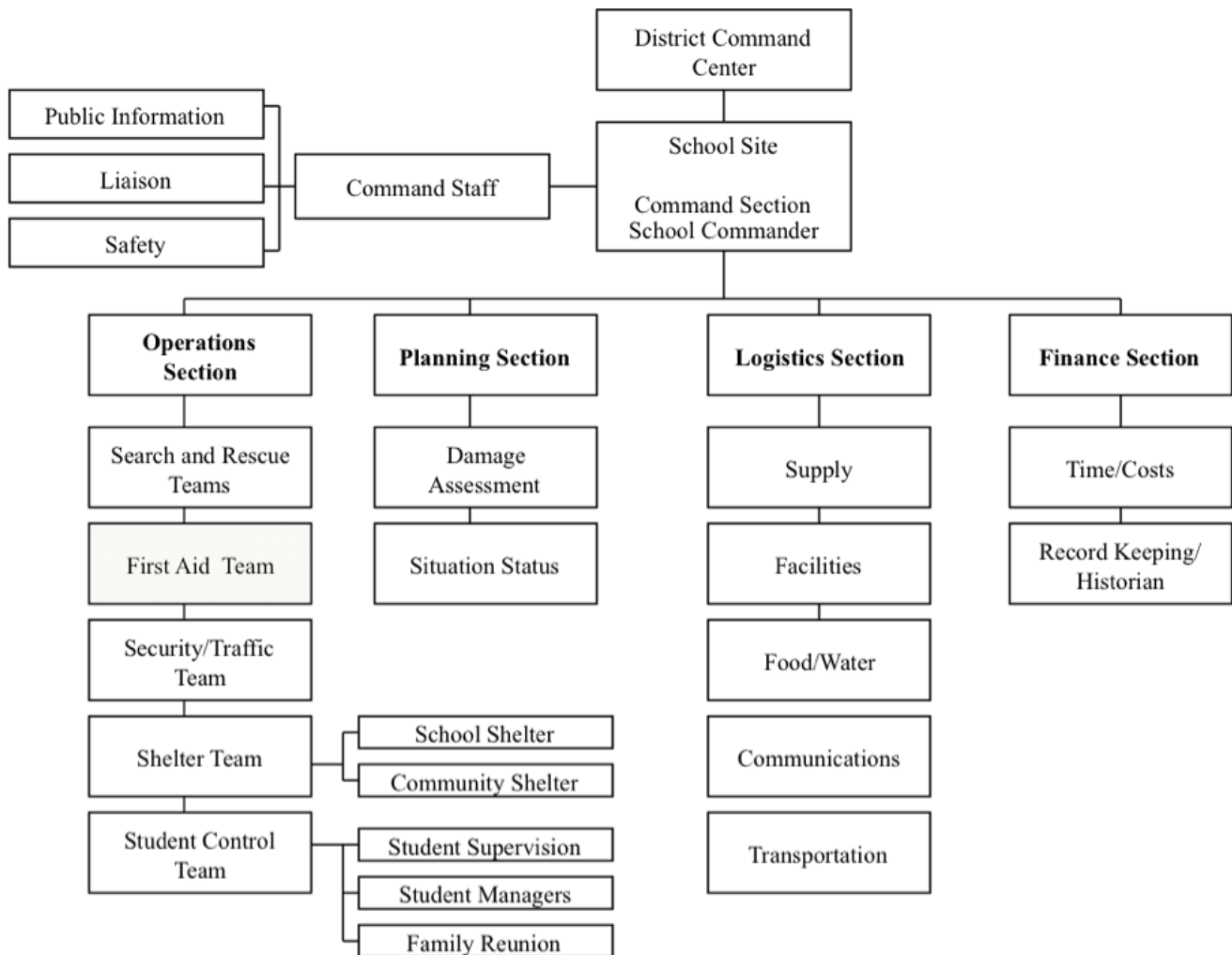
Reports to:

Response Teams
Chief

Emergency Duties:

- Sets up and staffs School First Aid Center.
- Supervises the triage and treatment of injured at the School Site.
- Establishes a morgue at the School Site, if necessary.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School First-Aid Team Leader

(School Nurse, Health Office Aide or First-aid certified staff)

Primary Team Leader – Kelly Bandak

Secondary Team Leader – Julie Paris

Tertiary Team Leader – Jojo Pirano, Regina Anderson

Duty Position Responsibilities:

Establish the school first-aid center for triage and treatment of injured/ill students and staff. Set up morgue if necessary.

I. Initial Steps:

1. Obtain briefing from School Operations Chief.
2. Read entire duty checklist.
3. Identify yourself as the Medical Team Leader.
4. Designate an assistant if necessary.
5. Assemble your medical team with no more than 5 key members who report directly to you.

First-Aid Team Member duties:

- Triage _____
 - Treatment _____
 - Additional Staff if necessary
7. Establish location of first-aid center and confirm location with School Operations Chief. Pre-designated areas are room(s) or area(s) _____
 8. Identify first-aid center so location can be seen from a distance.
 9. Gather all first-aid center supplies and take them to designated room(s)/area(s) if necessary. Use medical team members or students to help.
 10. Gather all prescribed student medications and take them to first-aid center. Ensure that medications that require cold temperature are placed in ice cooler.
 11. Ensure that student emergency and health cards are at the first-aid center.
 12. Pre-designate a morgue area away and out of sight.

II. Operational Steps:

1. Maintain First-Aid Activity Log.
2. Conduct triage.
3. Supervise treatment of injured by first-aid staff.
4. Make requests for additional supplies/personnel to School Operations Chief.
5. Periodically brief School Operations Chief. (30 min.)
6. Remind all team members to direct the media to the School Public Information Officer for official statements.
7. If necessary, establish morgue away and out of sight. Cover any victims' bodies.

III. Closure:

1. Collect and submit all First-Aid Activity Logs to School Operations Chief.
2. Debrief with First-Aid Team then debrief with School Operations Chief. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?

Security/Utilities Team Leader/Traffic Control

Assigned Staff:

Victor Becerra/Ivan Peraza
Team Supervisor/Utilities

Troy Combs
Team Supervisor/Traffic

Member (Alternate Supervisor)
Theresa Wetherhold

Member: Kiki Bayisa

Member: Lori Wilhelm

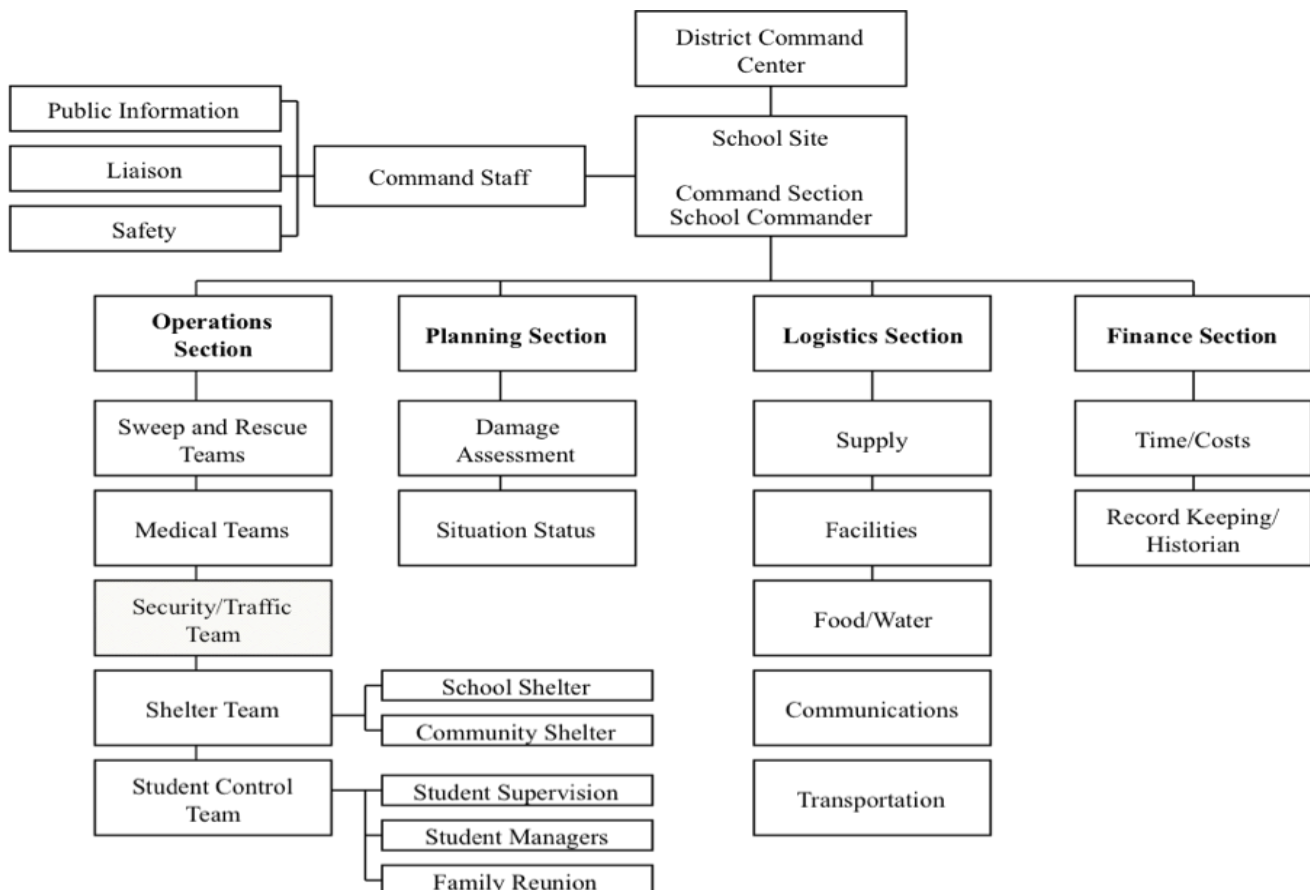
Reports to:

Response Teams Chief

Emergency Duties:

- **Assembles a Security/Utilities Team.**
- **Turns off all School Site Utilities when necessary.**
- **Secures the School Site.**
- **Assists in extinguishing small fires.**
- **Coordinates security throughout the school during a crisis**
- **Establishes security perimeter around hazardous areas.**
- **Establishes security at Family Reunion Site, school entrances/exits and parking lot.**

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Security & Traffic Control

Team Leader

Primary Team Leader (Utilities) – Victor Becerra/Ivan Peraza

Primary Team Leader (Traffic) – Troy Combs

Secondary Team Leader – Theresa Wetherhold

Tertiary Team Leader – Kiki Bayisa/Lori Wilhelm

Duty Position Responsibilities:

Coordinates security throughout the school during a crisis. Establishes security perimeter around hazardous areas. Establishes security at the Family Reunion Site, school entrances/exits and parking lot.

I. Initial Steps:

1. Obtain briefing from School Operations Chief or School Incident Commander.
2. Read entire duty checklist.
3. Identify yourself as School Security & Traffic Control Team Leader.
4. Remind all team members to direct the media to the School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Activity Log.
2. Assign School Security Team to establish safety perimeter around hazardous area(s) with yellow caution tape and monitor the area until help arrives.
3. Assign School Security Team to Family Reunion Site.
4. Assign Traffic Control Team to school entrances/exits and parking lot(s).
5. Attempt to maintain normal traffic pattern that parents are familiar with.
6. Guide/direct responding support agencies (law enforcement, fire protection) to School Liaison Officer.
7. Direct parents to Family Reunion Site.
8. Post legible traffic directions on closed gates to guide motorists.

III. Closure:

1. Submit Activity Log to School Operations Chief.
2. Debrief with School Security & Traffic Control Team members and School Operations Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?

School Search/Rescue Team Leader

Assigned Staff:

Jordan Einbinder
Team Supervisor
Brittany Reichert
(Alternate Supervisor)
 Tertiary

Bix Jordan
Carrie Brewer
Member

Rob Bell
Roderick Gayta
Member

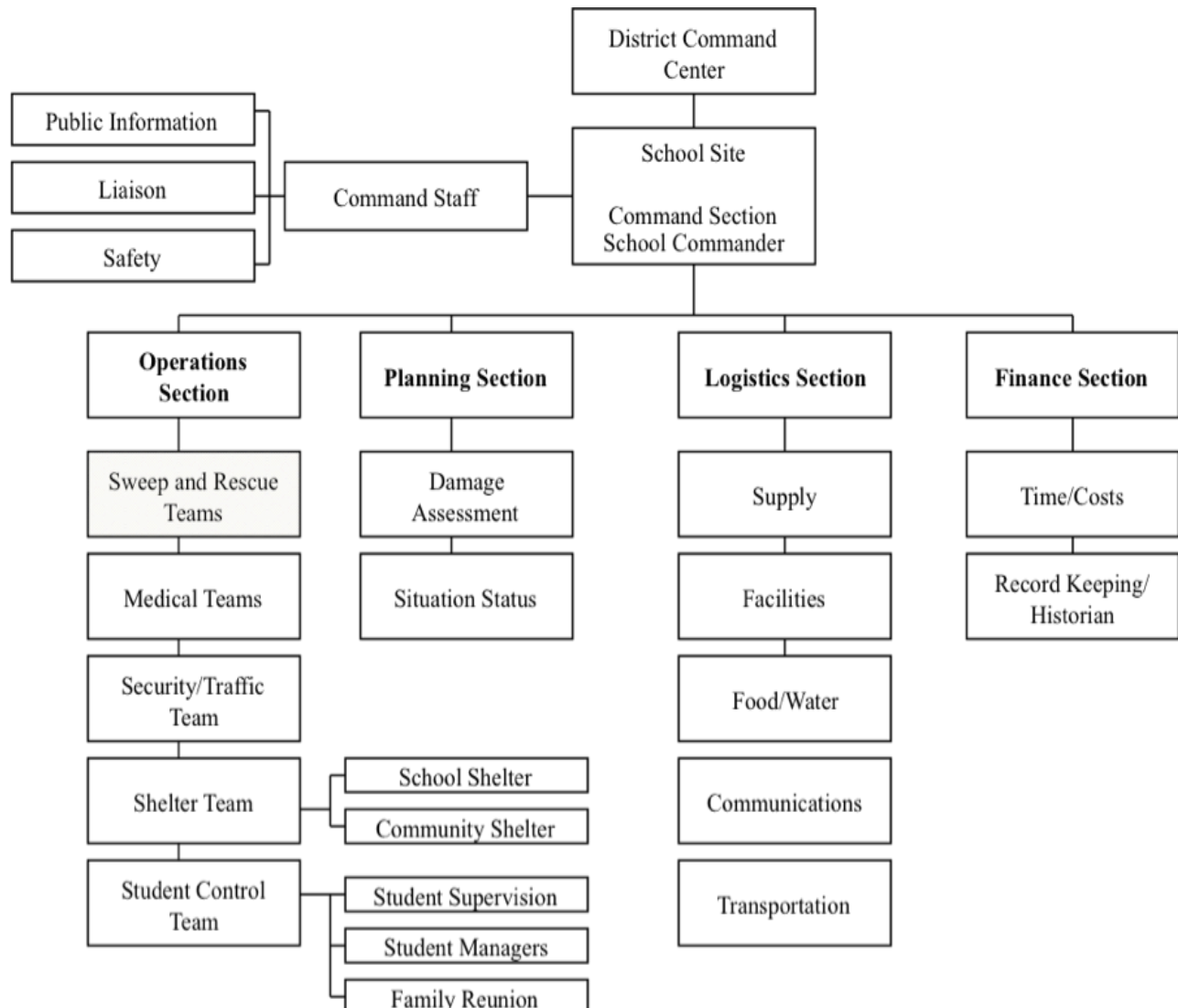
Reports to:

Response Teams
Chief

Emergency Duties:

- **Assembles Sweep and Rescue Team(s).**
- **Manages Sweep and Rescue Teams with sweep predetermined area in an established pattern.**

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Search & Rescue Team Leader

<u>Team 1</u>	<u>Team 2</u>	<u>Team 3</u>
1. Einbinder	1. Jordan	1. Bell
2. Reichert	2. Brewer	2. Gayta
3.	3.	3.

Duty Position Responsibilities:

Supervise a Search & Rescue Team. Search a predetermined area of the school site in an established pattern to find/rescue trapped or injured students/staff and extinguish fires if possible.

I. Initial Steps:

1. Obtain debriefing from School Operations Chief or School Incident Commander.
2. Access Equipment in shed.
3. Read entire duty checklist.
4. Identify yourself as a Search & Rescue Team Leader (vest).
5. Access hard hats, safety goggles and gloves (shed).
6. Remind all team members to direct the media to the School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Damage/Injury Assessment Log. School map (attached).
2. Access Search & Rescue Team Kit (special equipment).
3. Initiate search of assigned area(s).
4. Searches should be conducted in groups of 2 or 3 members.
5. Searches should be proximal, visual, vocal and auditory.
6. Proceed quietly in order to hear calls for help.
7. Mark each searched room door with the following:
 - Large "X" made from bright colored adhesive tape.
 - Time & date search was completed.
 - Team number
10. Stay within voice contact of your search & rescue members.
11. Request 911 assistance for seriously injured persons. If necessary remove seriously injured persons to the School First-Aid Center.
12. Assist less seriously injured persons toward School First-Aid Center.
13. Deceased victims should be covered and moved out of sight **unless the body is part of a crime scene.** Mark location on school map.
14. Mark unsafe areas using yellow caution tape. Mark location on school map.
15. Report to School Operations Chief when search is completed.

III. Closure:

1. Submit all Damage/Injury Logs to the School Operations Chief.
2. Debrief with other Search & Rescue Teams and the School Operations Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What didn't go well?
 - 4) Why didn't it go well?

Student Supervision Team Leader

Assigned Staff:

Alice Prince/
Kelly Morgan
Team Supervisor

Cobi Campbell

Member (Alternate Supervisor)

Kaylynn Pfister

Lyn O'Neil

Tanya Elhert

Julie Jarvis

Kendra Heredia

Laura Loye

Buddy Teachers

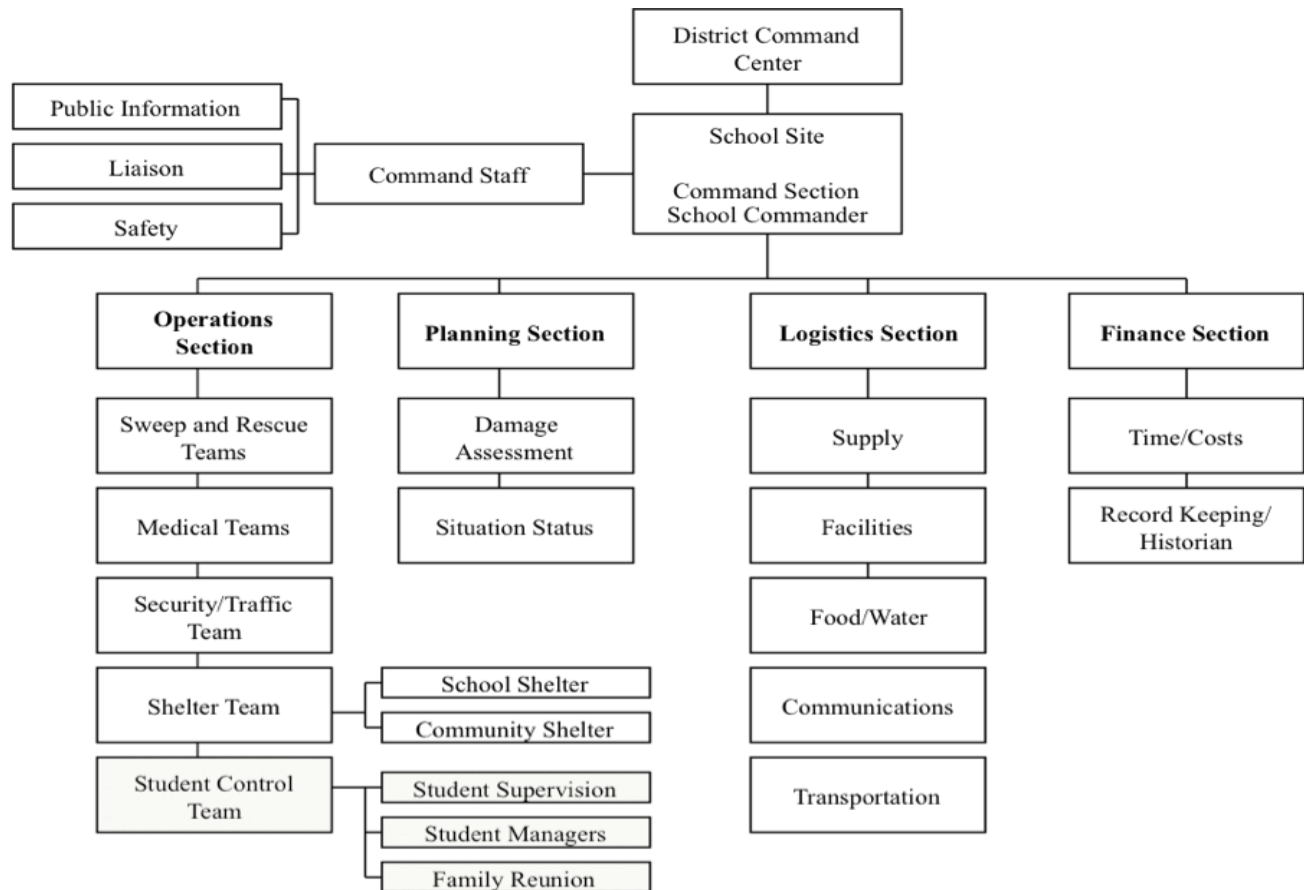
Reports to:

Response Teams
Chief

Emergency Duties:

- Supervises the evacuation of students from classrooms and other school areas.
- Accounts for all students.
- Assembles students in an orderly manner at the designated Student Assembly Area.
- Supervises the reunion of students with their parents or other authorized adult.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



Student Supervision Team Leader

Primary Student Supervision Team Leader – Alice Prince/Kelly Morgan

Secondary Student Supervision Team Leader – Cobi Campbell

Members Student Supervision Team Leader – Pfister, O’Neil, Elhert, Jarvis, Heredia, Loye & Buddy Teachers

Duty Position Responsibilities:

Assume overall responsibility of student evacuation area including student and staff accountability check and Parent/Student Reunion Team/Site.

I. Initial Steps

1. Obtain briefing from School Incident Commander or School Operations Chief.
2. Read entire duty checklist.
3. Identify yourself as the/a Student Supervision Team Leaders.
4. Designate an assistant if necessary.
5. Establish the location of the student evacuation site and Family Reunion site.
6. Remind all team members to direct the media to the School Information Officer for official statements.

II. Operational Steps

1. Maintain Activity Log.
2. Supervise assembly of teachers and students at prearranged positions in the evacuation area.
3. Once in position direct teachers to conduct roll call (attendance). Report the name(s) of any missing students on attendance form to the School Operations Chief immediately.
4. Once roll call has been completed double up class supervision via teacher/buddy system so released teachers may report to their assigned Response Teams.
5. Deploy and record names of teachers assigned to the Family Reunion Team.
6. Record names of remaining teachers as the Student Supervision Team.
7. Direct remaining teachers to send completed attendance forms to Family Reunion Team Site via runners.
8. Meet for periodic briefings with School Operations Chief or School Incident Commander.
9. Periodically direct teachers to retake roll (recommend every 30 min.)
10. In the event of a prolonged evacuation communicate anticipated needs such as food, water, shelter, toilet needs to the Logistics/Supply Officer.

III. Closure

1. Collect and submit all School Supervision Team Leader Activity Logs and submit to School Finance Officer.
2. Debrief with School Incident Command Staff, School Operations Chief, district office and support agencies.

Discuss:

- What went well?
- Why did it go well?
- What didn’t go well?
- Why didn’t it go well?

School Planning Section Chief

Assigned Staff:

Ellen Adams

Team Supervisor

Dawn Butler

Member (Alternate Supervisor)

Member

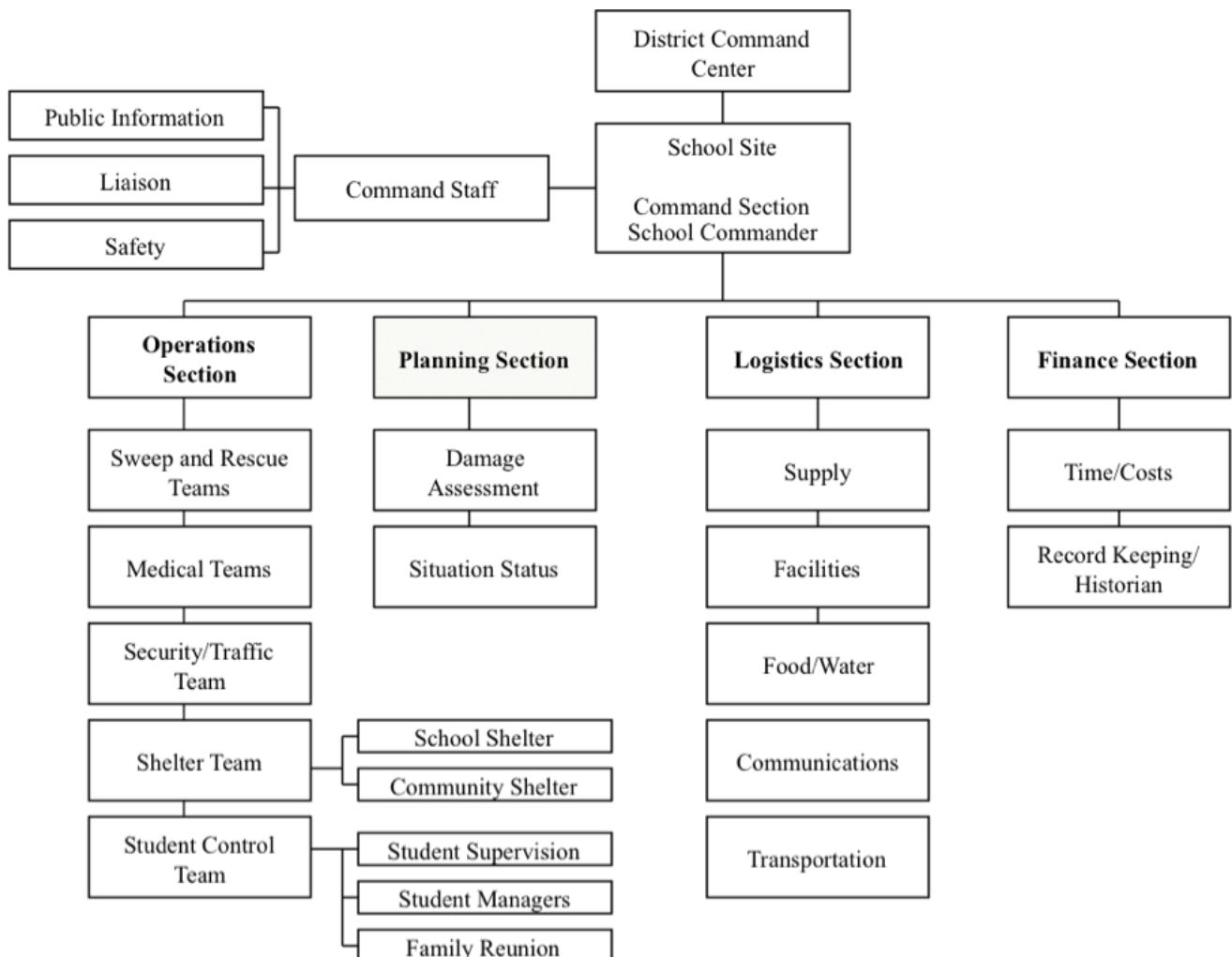
Reports to:

School Commander

Emergency Duties:

- **Manages the Planning Section in School Site Command Post.**
- **Briefs and updates the School Commander of the disaster on the School Site including situation status and damage assessment.**
- **Supervises message flow on the school site and runners in the School Site Command Post.**

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Planning Section Chief

Primary Planning Chief – Ellen Adams

Secondary Planning Chief – Dawn Butler

Tertiary Planning Chief

Duty Position Responsibilities:

Collection, evaluation, dissemination and use of information about the development of the crisis and status of the school staff and site.

Makes recommendations that addresses anticipated needs to the School Incident Commander.

I. Initial Steps:

1. Obtain briefing/instructions from School Incident Commander.
2. Read entire duty checklist.
3. Identify yourself as Planning Section Chief (vest).
4. Designate an assistant if necessary.
5. Remind all team members to direct the media to the School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Activity Log.
2. Meet with each member of Command Staff and Section Chief.
3. Review and discuss maintenance of their Activity Logs. Identify their duty's current needs and priorities.
4. Help mitigate any concerns challenging the performance of their duty.
5. Make recommendations at periodic briefings with Command Staff and Section Chiefs.
6. Keep School Incident Commander briefed and advised.

III. Closure:

1. Submit Activity Log to Finance Chief.
2. Debrief with School Command Staff and Section Chiefs. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?

School Logistics Section Chief

Assigned Staff:

Victor Becerra

Team Supervisor

Member: Ivan Peraza

Member

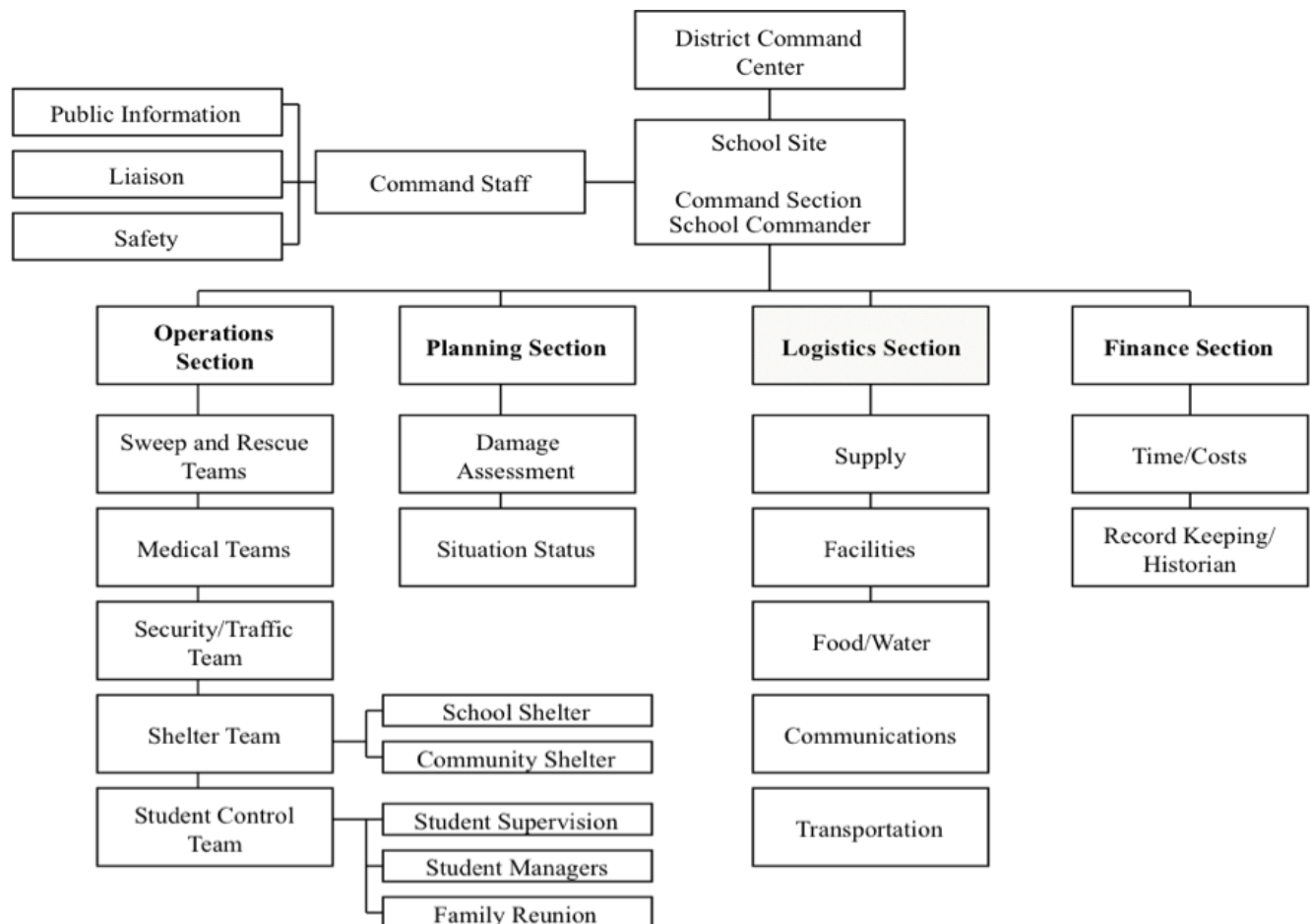
Reports to:

School Commander

Emergency Duties:

- **Manages the Logistics Section at the School Site Command Post.**
- **Procures and provides people, materials, and facilities to support the response and recovery of the School Site.**
- **Briefs and updates the School Commander.**

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Logistics Section Chief

Primary Logistics Chief – Victor Becerra

Secondary Logistics Chief – Ivan Peraza

Tertiary Logistics Chief

Duty Position Responsibilities:

Manage the teams responsible for providing personnel, equipment, facilities, technical, nutritional and other support to personnel managing a school crisis.

I. Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Read entire duty checklist.
3. Identify yourself as the Logistics Chief (vest).
4. Designate an assistant if necessary.
5. Participate in the development of the Incident Action Plan.
6. Remind all team members to direct the media to School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Activity Log. Precise information is essential for reimbursement from state and federal governments.
2. Organize and deploy the following when directed by School Incident Commander:
 - Food/Water Team
 - Supply Team
 - Facilities Team
 - Feeding Area
 - Shelter Area
 - Facilities
 - Restroom set up
 - Policing (litter) Patrol
 - Lighting
 - Heating
3. Participate in periodic briefings with command staff and other section chiefs.

III. Closure:

1. Submit activity log to Finance Chief.
2. Debrief with team members and command staff. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What didn't go well?
 - 4) Why didn't it go well?

Food/Water Team Leader

Assigned Staff:

Tabor Samuelson
Team Supervisor

Beba Nazario
(Alternate Supervisor)
Shaina Conry
Elizabeth Bishop
Members

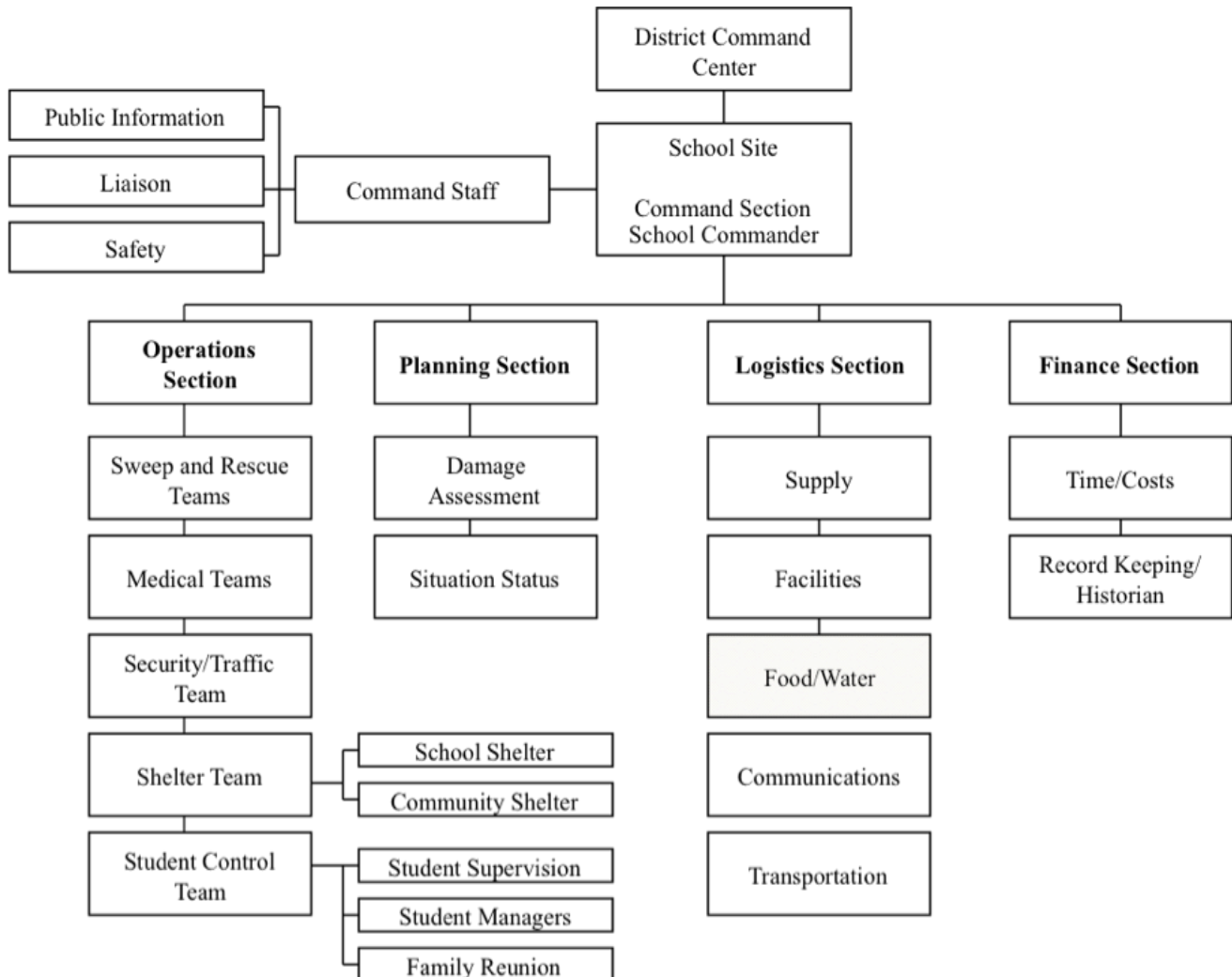
Reports to:

Logistics Chief

Emergency Duties:

- Provides food and water for the School Site.
- May also provide food and water for the Community Shelter, if activated.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



Food/Water Team

Primary Team Leader – Tabor Samuelson

Secondary Team Leader – Beba Nazario

Team Members – Shaina Conry, Elizabeth Bishop

Duty Position Responsibilities:

Provide food/water for all staff/students/volunteers at the school site for as long as necessary. May also provide food/water for the community should the school become a community shelter.

I. Initial Steps:

1. Obtain briefing from Logistics Chief.
2. Read entire duty checklist.
3. Identify yourself as member of Food/Water Team.
4. Remind team members to direct media to School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain activity log. Precise accounting is necessary for reimbursement from state and federal government.
 - Number of meals served?
 - Types of meals served?
 - Number of water units bottles served?
 - Amount of water per container?
2. Determine the number of staff needed to operate food/water team. Involve students if possible.
3. Estimate duration of crisis and ration food/water accordingly to staff/students still on site at time of serving.
4. Determine if food/water will be available from other schools or sources such as the Red Cross.
5. Keep all food/water secured in one area if possible.
6. Determine best method to serve food/water.
7. Establish feeding schedules.
8. Have disposable cups, plates, forks and spoons available.
9. Serve perishable foods first.
10. Purify all drinking water if not already done.
11. Wash hands before food preparation/contact.
12. Keep all garbage and trash in plastic bags away from staff/students.
13. Keep Logistics Chief periodically briefed.

III. Closure:

1. Submit activity log to Logistics Chief.
2. Debrief with Food/Water Team members and Logistics Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why didn't it go well?

Supply Team Leader

Assigned Staff:

Terry Arone

Team Supervisor

Kristy Wenman

Member (Alternate Supervisor)

Member

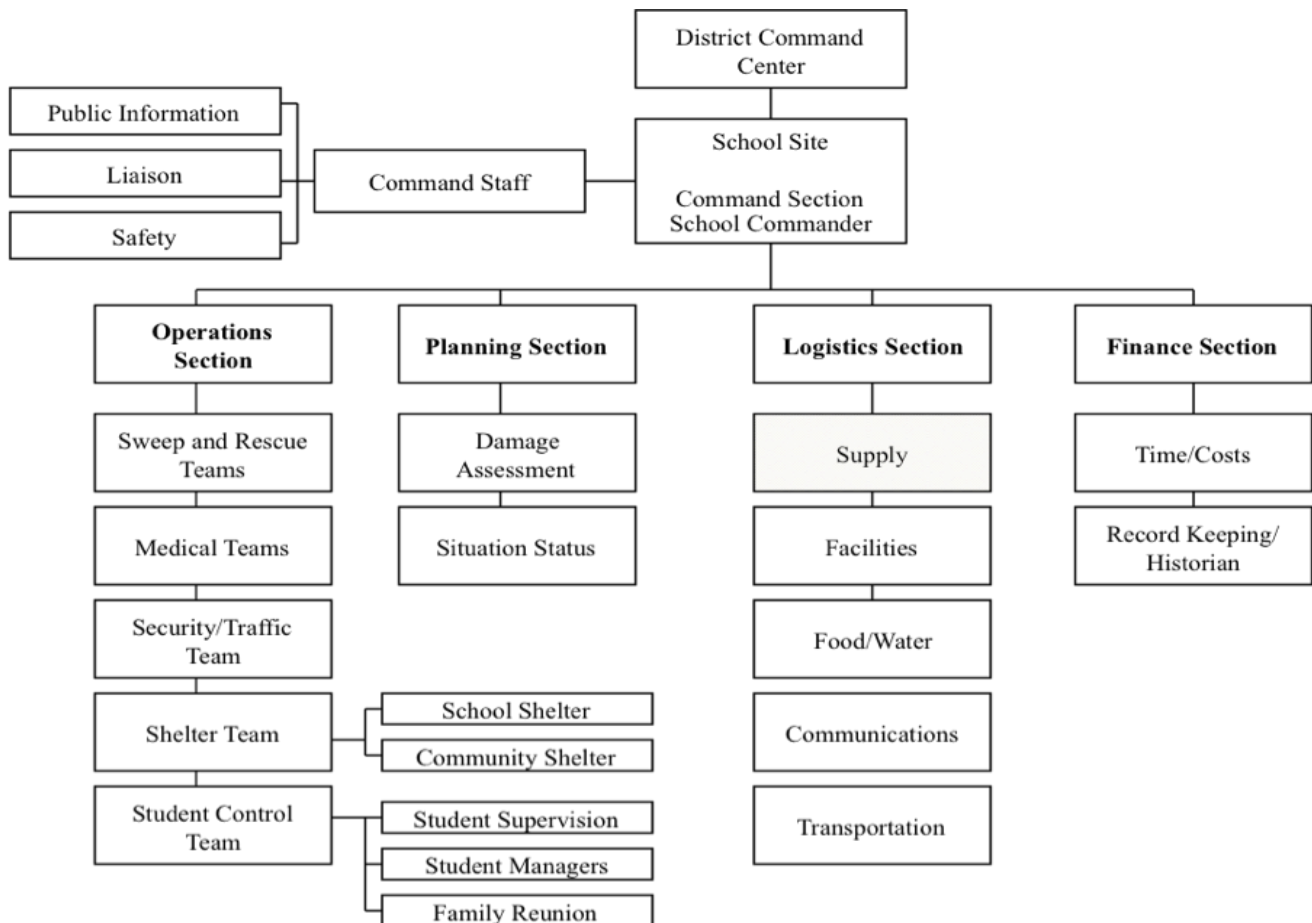
Reports to:

Logistics Chief

Emergency Duties:

- Orders, receives, stores, processes, and allocates all disaster resources and supplies
- Determines status of all personnel.
- Registers and assigns all volunteer workers and technical experts and specialists.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



Supply Team Leader
Primary Leader – Terry Arone
Secondary Leader – Kristy Wenman
Tertiary Leader –

Duty Position Responsibilities:

Before an emergency the School Supply Team Leader works with the Logistics Chief to prepare for a crisis by requesting, receiving and storing supplies and equipment. **During an emergency** the School Supply Team Leader provides supplies and equipment under the direction of the Logistics Chief.

I. Preparedness Steps

1. Coordinate with the Finance Chief for the administration of all financial matters pertaining to purchasing supplies/equipment.
2. Working with the Logistics Chief the School Supply Team Leader anticipates staff/student needs in times of emergency:
 - 1) Food/Water
 - 2) Sanitation needs:
 - Antiseptic wipes or sanitizing lotion
 - 5-gallon toilet buckets
 - Black plastic garbage can liners
 - Additional toilet paper
 - 3) Shelter needs (tent covers, emergency blankets)
 - 4) ICS Backpacks and contents
 - 5) Emergency tools
 - 6) Power sources (generator, batteries)
 - 7) Student diversion materials (playing cards, games, coloring books, comics, etc.
 - 8) Works with School Operations Chief to determine/address needs of all school response teams.
 - 9) Acquires adequate storage space for protecting school emergency supplies from theft and weather including extreme temperatures.

II. Initial Steps

1. Obtain briefing from the Logistics Chief.
2. Read entire duty checklist.
3. Identify your self as Supply Team Leader
4. Designate an assistant if necessary.
5. Remind team members to direct the media to the School Public Information Officer for official statements.

III. Operational Steps

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. Coordinate sanitation & shelter needs with Shelter Team.
3. Coordinate rationing and distribution of foods with Food/Water Team.
4. Hold periodic briefings with the Logistics Chief.
4. Stand by for requests from Logistics Chief.

IV. Closure:

1. Submit Activity Log to Logistical Chief.
 2. Debrief with School Supply Team members and Logistics Chief.
- Discuss:
- 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?

School Shelter Team Leader

Assigned Staff:

Victor Becerra
Team Supervisor

Ivan Peraza
Member (Alternate Supervisor)

Andrew Simpson/Kimberly Royster
Member

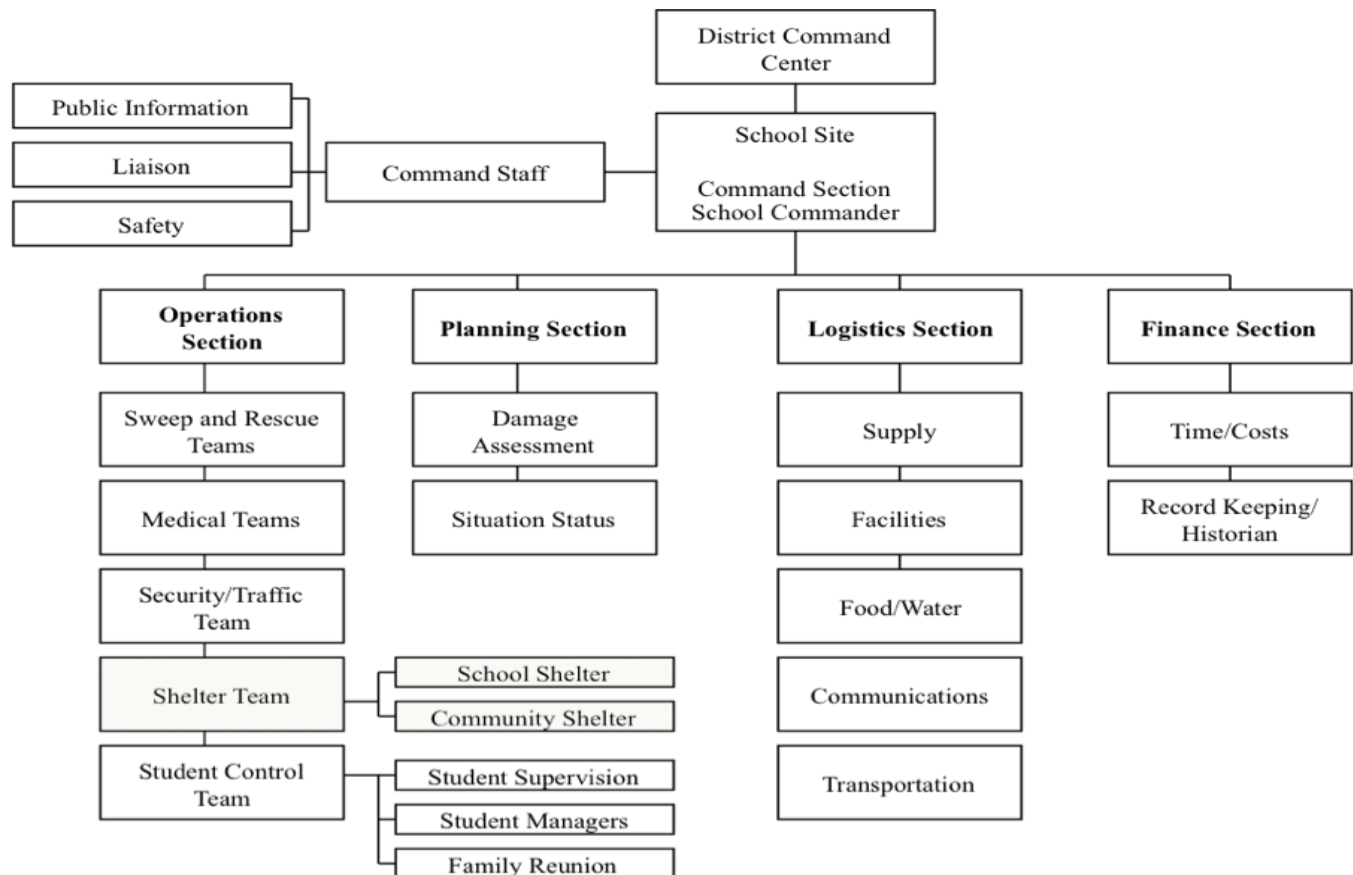
Reports to:

Response Teams Chief

Emergency Duties:

- Assess availability of supplies.
- Move supplies to safe location.
- Set up supplies.

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Shelter Team Leader

Primary Leader – Victor Becerra

Secondary Leader – Ivan Peraza

Tertiary Leader – Andrew Simpson/Kimberly Royster

Position Duty Responsibilities:

Establish shelter to protect students/staff from environmental conditions and to establish shelter for sanitation/privacy needs.

I. Initial Steps:

1. Obtain briefing/instructions from Logistics Chief.
2. Read entire duty checklist.
3. Identify yourself as Shelter Team Leader.
4. Designate an assistant if necessary.
5. Remind team members to direct the media to School Public Information Officer for statements

II. Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. As directed by Logistics Chief, use staff & students from the Student Control Area to establish shelter for protection from the weather and for sanitation/privacy purposes.
3. Assist American Red Cross if school is declared a community shelter.
4. Shelter for sanitation/privacy purpose can use 5-gallon buckets with and a black plastic liner per individual. Once used each individual should tie each plastic liner with a knot and safely discard it far away, out of sight and down wind from the evacuation area.
5. Metal garbage dumpsters are preferred receptacle for knotted plastic toilet bags.
6. Hold periodic briefings with Logistics Chief.

III. Closure:

1. Submit Activity Log to Logistics Chief.
2. Disassemble and store shelter materials.
3. Ensure that toilet buckets are sanitized before storing again.
4. Debrief with School Shelter Team members and Logistics Chief.
 - Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?

Finance/Admin. Chief

Assigned Staff:

Jerry Jones

Team Supervisor

Kathy Schmedding

Member (Alternate Supervisor)

Eva Montague

Member

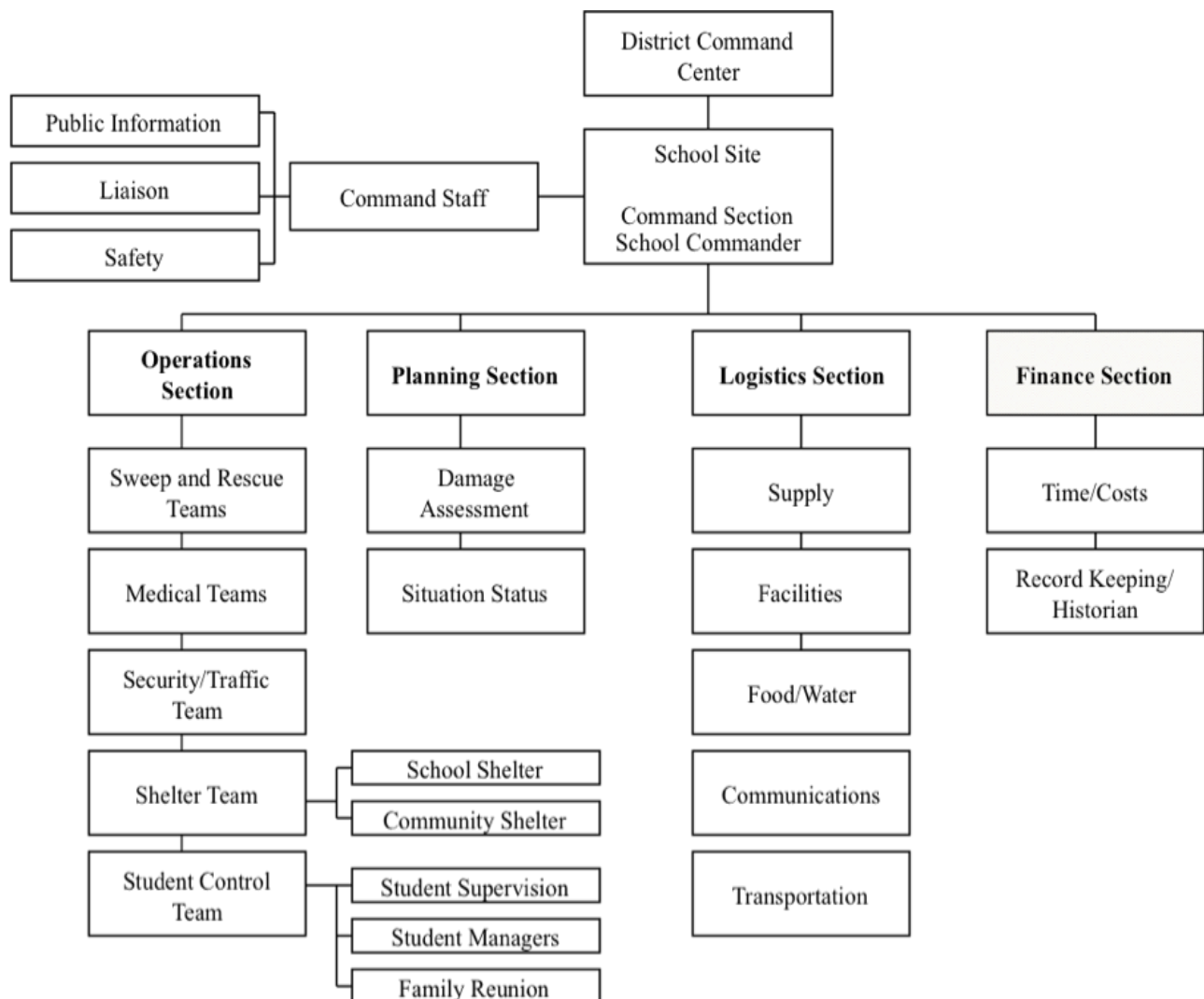
Reports to:

School Commander

Emergency Duties:

- **Manages the Finance Section at the School Site Command Post**
- **Coordinates with the District Finance Section.**
- **Supervises all financial aspects of the disaster at the site.**
- **Supervises all documentation of the disaster at the School Site.**

Please Note the Shaded Area of the Chart Below. This Indicates Your Position in the District's Plan for Disaster Preparedness.



School Finance/Administrative Chief

Primary Chief – Jerry Jones

Secondary Chief – Kathy Schmedding

Tertiary Chief – Eva Montague

Duty Position Responsibilities:

Collect all school incident Activity Logs. Determine & submit cost analysis to the School Incident Commander (administration) who then reports to the district office Finance Officer (Business Office).

I. Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Read entire duty checklist.
3. Identify yourself as the Finance Chief.
4. Designate an assistant if necessary.
5. Remind all team members to direct media to School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. Collect any of the following in reference to the school crisis:
 - Report forms
 - Logs
 - Messages
 - Receipts
 - Accident/illness claims
 - Photographs/videos of damage or relevant details.
3. Hold periodic briefings with the School Incident Commander. Participate in the development of the Incident Action Plan.

III. Closure:

1. Submit Activity Log to School Incident Commander.
2. Debrief with School Command Staff and support agencies. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why didn't it go well?

General Response Actions

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General Response Actions

Five Options

Most school incidents will require one of the following five responses or a combination thereof:

- 1. Call 911**
- 2. Lockdown**
- 3. Evacuation**
- 4. Containment**
- 5. Shelter in Place**

Armed Intruder /Active Shooter

1. Call 9-1-1.
2. School Incident Commander/designee declares a lockdown:

“Students and staff – this is a lockdown. Lock and secure your doors and windows in 60 seconds”

(Wait 60 seconds if safe)

“ Lockdown now.”

Special Note:

Use no code words/phrases. Their meaning is often forgotten. Substitute teachers, new students and visitors will not know code word/phrase meanings. An adult’s or student’s inaction will cause others to hesitate/delay an appropriate response and jeopardize safety.

3. Maintain lockdown until law enforcement directs and controls an evacuation of the school site.
4. During lockdown:
 - Turn off lights
 - Close window blinds.
 - Establish a defensible area
 - N Stay silent.
5. During lunch period, before and after school students should lockdown in:
 - Nearest classroom
 - Gymnasium
 - Library
 - Cafeteria
 - Any other available part of school or nearby location deemed safe.
6. School Incident Commander activates Incident Command System and works with in a Unified Command when safe to do so.
7. P.E. Classes outdoors evacuate away from campus. Lockdown if you are close enough to a building.

Bee Attack/Infestation

During Class Time:

1. Direct a Shelter in Place command (stay indoors).
2. Close windows and doors.
3. Remain indoors until all clear or other directions are announced.
4. Classrooms will be individually contacted via intercom. Do not send out any persons to report injuries.
5. Classes with potential life threatening injuries may call the health or school office.

During Passing/Lunch Periods:

1. If possible direct students to their next assigned classroom or if necessary to alternative locations for shelter in place (library, cafeteria, gym, multi-purpose room, classroom or school offices).
2. Follow steps 3 through 5 listed above.

Bomb Threat

Person Receiving the Threat:

1. Remain calm and courteous.
2. Try to convince the caller to call 9-1-1.
3. If possible get someone else to listen or prompt you with questions to ask the caller.
4. Gather as much information as possible:
 - When is the bomb going to explode?
 - Where is the bomb going to explode?
 - What does the bomb look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why are you doing this?
 - Caller's name?
 - Caller's address?
5. Pay attention to any background noises.
6. Call SRO or 9-1-1.
7. Notify School Commander.

School Incident Commander:

1. Call SRO or 9-1-1 if call has not been made.
2. Direct a school lockdown
3. Instruct staff not to use **wireless** communication devices such as cell phones, pagers, or two-way radios.
4. Direct custodian(s) and non-teaching staff to report to the command post.
5. Pair off and conduct school search for unusual/unfamiliar looking objects.
6. Contact teachers and ask them to search their rooms for unusual/unfamiliar objects.
7. All teams must complete searching their area even if a bomb is found in another area.
8. Do not move unusual/unfamiliar objects.

Special Note:

If suspected bomb is found use evacuation routes that lead away from the suspected explosive. Evacuate at least 1000 feet away or further if possible.

Civil Disturbance

1. Immediately notify 9-1-1 and District Office.
2. School Incident Commander activates Incident Command System.
3. Return students to classrooms.
4. Turn off bell system to prevent students from automatically leaving class.
5. Staff that is free should report to Command Post.
6. School Commander and Law Enforcement work together as a Unified Command.

Earthquake: Duck, Cover and Hold

Indoors:

1. Drop to knees with back to windows.
2. Get under furniture (desks, tables, chair, etc.).
3. Grasp furniture with both hands.
4. Stay clear of objects that can fall.
5. School Incident Commander activates Incident Command System.

Outdoors:

1. Move away from all buildings.
2. Cover your head with your arms.
3. Drop to the ground until shaking ends.
4. School Incident Commander activates Incident Command System.

Evacuation

Off-site:

1. School Incident Commander activates Incident Command System.
2. Determine site for relocation of students.
3. Determine **alternative off-site** evacuation areas.
4. Arrange for transportation if available.
5. Consider off-site evacuation by foot if necessary.
6. During evacuation keep students organized by classes or grade if possible.
7. Take roll before evacuation if possible.
8. Take roll after evacuation.
9. Report missing students to Student Supervision Team Leader who informs School Operations Chief or School Incident Commander.

On-site:

1. School Incident Commander activates Incident Command System.
2. Determine pre-designated evacuation area.
3. If possible pre-designate a specific place at the evacuation area for each classroom.
4. Take roll immediately after arriving at the evacuation area.
5. Inform Student Supervision Team Leader of any missing students. They then inform School Operations Chief or School Incident Commander.

Fires

1. Activate school fire alarm.
2. Immediately call 9-1-1 and District Office.
3. School Incident Commander will activate Incident Command System.
3. Brief and deploy School Liaison Officer to meet responding support agencies.
4. School Incident Commander will oversee student/staff evacuation.
5. Upon arriving at evacuation area teacher will immediately take roll and report any missing students.
6. School Incident Commander will brief Command Staff and direct the School Response Teams Chief to deploy necessary Response Teams.

Floods

1. School Incident Commander activates Incident Command System.
2. Determine the need to evacuate to higher ground.
3. Call 9-1-1 and District Office.
4. Take roll once higher ground is reached.
5. Release students only through the Family Reunion Team.

Hazardous Material

1. School Incident Commander activates Incident Command System.
2. Determine the need to implement one of the following actions:
 - Containment (enclose the hazardous material and area if possible)
 - Evacuate
 - Shelter in Place
3. Call 9-1-1 and District Office.
4. Shelter in Place during planning stages.
5. If appropriate evacuate only the affected building(s).
6. If spill is on campus contain/isolate area and deny entrance to non-emergency personnel.
7. Stay uphill, upwind and upstream to avoid fumes.
8. Do not return to affected areas until fire department declares area safe.

Shelter in Place

Definition:

Protecting students and staff from environmental problems that do not require an evacuation.

1. Activate Incident Command System.
1. Students/staff stay indoors.
2. Shut windows as needed.
3. Secure doors as needed.
4. Turn off air-conditioning and heating units as needed.
5. Minimize student activity.
6. Take roll. Inform Command Post of any missing students.
7. Stay indoor until Shelter in Place is ended.

Smog/Smoke

Administrative Response:

The Air Pollution Control District will provide information on undesirable levels of air quality in order for schools to take necessary action. There public information phone number is:

Air Pollution Control District
1-858-586-2707

Stage 1 Alert:

- Discontinue strenuous outdoor physical activities for all students and move indoors.
- If students and staff need to evacuate outside provide disposable breathing masks if possible.

Stage 2 & 3 Alerts:

- At a minimum follow Stage 1 directions.
- The District Office will direct schools to take appropriate action in accordance with existing health and safety laws.

Forms/List/Script

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Activity Log

Name:

Duty Position:

[illegible]

Family Reunion Log

Student Name	Released To/Relation Or Agency	Signature	ID Y/N	Time Out	Staff Initials	Next Destination

First-Aid Activity Log

[illegible]

Injury/Damage Assessment Log

Team Lead: _____

Team Member: _____

Team Member: _____

<u>Room</u>	<u>Clear (Y/N)</u>	<u>Injured Person(s) Name & Condition</u>	<u>Time</u>	<u>Damage Comments:</u> <ul style="list-style-type: none">• Fire• Hazardous materials• Exposed electricity• Sewer leak• Water leak• Broken glass• Other _____

Public Information Officer's Incident Summary Report

Date: _____

Time: _____

1. Incident

cause/time: _____

2. Number/nature of injuries: (no victim names)

3. Nature of damage:

4. School Response:

- Containment
- Lockdown
- Shelter in place
- Evacuation location(s) _____

5. Parent/Student Reunification instructions:

6. Additional school information/request(s) to the public: _____

Incident Commander signature: _____

Title/Position: _____

Incident Backpack

(for School Staff Members)

Contents

1. Emergency Response Crisis Management Plan
2. Staff Roster
3. School Map with Room Numbers
4. School Map with Evacuation Routes
5. School District Telephone Directory
6. Clipboard
7. Pencils/Pens/Markers
8. Extra Set of School Keys (for School Command Officers)
9. Whistle with Lanyard
10. Loudspeaker with extra Batteries
11. School Two-Way Radio
12. Identification Vest and/or Hat (also as protection from sun)
13. Work Gloves
14. Hard Hat
15. Disposable Emergency Blanket
16. First Aid Kit
17. Drinking Water or Gatorade type drink
18. Nutrition Bars (3)
19. Masking Tape
20. Yellow Caution Tape
21. Flashlight with extra Batteries
22. Hooded Rain Poncho
23. Safety Goggles
24. Breathing Mask
25. Solar Powered am/fm Radio
26. Disposable Latex Gloves
27. Satellite Phone (provided free by SDCOE)