

Appendices

Confidential
Crime Assessment Cover Sheet

The Site Safety Committee will insert behind this page, except in any physically distributed versions of this document, an assessment of current status of school crime at the school campus or school-related functions.

The Site Safety Committee will review the following reports and statistics to assess possible crime rates at the school campus:

- a. Local Law Enforcement Crime Data
- b. Attendance Rates
- c. Suspension/Expulsion Data
- d. Property Damage Data

Strategies to Maintain a High Level of School Safety

The Site Safety Committee will identify appropriate strategies to maintain a high level of school safety and insert them here.

The following tables are a tool to help you identify your goals and strategies.

Safe Physical Climate Goal:				
Objectives	Action Steps	Resources	Project Lead/s	Outcomes

Safe Social Climate Goal:				
Objectives	Action Steps	Resources	Project Lead/s	Outcomes

Confidential

Campus Specific Drop-Off and Pick-Up Procedures and/or Map Cover Sheet

Cover Sheet Only

The Site Safety Committee will insert Campus Specific drop-off and pick-up procedures and/or map behind this page, except in any publicly distributed versions of this document.

Confidential
Risk Assessment Template

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1. Site Facility/Location

a. Location of School and Neighborhood

(Fill in information about where your school is located and describe the neighborhood your school is in. Example: CMP-AR's current enrollment is approximately 400 Tk-8th grade students located on the Little John Elementary School Site within the San Juan Unified School District in the community of Fair Oaks. The school site is situated in a neighborhood of family homes.)

b. Building Information

- i. [Each CMP Site will need to make this section specific to their campus. Example: CMP-AR is located on a 40-acre lot and includes four buildings (a multipurpose room, offices, and two wings of classrooms) a basketball court, a baseball field, and one staff parking lot. All classes take place in the two wings. Our school was built in [1969] by [San Juan unified school district] and is [brick and mortar, modular, etc].
- ii. Each CMP site will need to include a map of the building annotated with after hour's number, site spec maps, evacuation routes, shelter locations, fire alarm pull station, fire hydrants, fire extinguishers, first aid kits, hazardous material storage, and utility shutoffs and is reflected in Appendix 1-8. All staff members are required to know these locations as well as how to operate the utility shutoffs.

2. Physical Environment

Each Site will provide a brief description of their sites physical structure and campus appearance.

3. Site Population

a. General Population

CMP-[AR's] current enrollment is approximately [] Tk-8th. These students are supported by a committed staff consisting of:

- X Teachers
- X Teacher Assistants
- X Administrators
- X Administrative Assistants
- X Outside Services
- X Maintenance and Custodial Staff
- X Club M Staff
- X Community Service Volunteers (ex: ROP)
- X After School Enrichment Teachers

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available in the main office. The master schedule is included with this Risk Assessment for reference.

b. Special Needs Population

CMP is committed to the safe evacuation of students and staff with special needs.

The special needs population includes students/staff with:

- Limited English Proficiency
- Blindness or Visual Disabilities
- Cognitive or Emotional Disabilities
- Deafness or Hearing Loss
- Mobility/Physical Disabilities (permanent and temporary)
- Medically Fragile Health (including asthma and severe allergies)

The school's current enrollment of students with special needs is approximately [X]; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

4. Internal Security Procedures

Each site has established internal security procedures in the following areas: building intrusion, incident report procedures and school safety meetings. In addition, visitors must sign-in and display a visitor badge at all times while on site. Volunteers must be live-scanned.

Sites will provide more specific information here as well.

5. Risk Assessment: Hazard Analysis

In this section each site will conduct a risk assessment (using Appendices 2-1-2 thru 2-1-7) to identify and characterize the hazard, evaluate each hazard for severity and frequency, estimate the risk, determine the potential societal and economic effects and indirect effects, determine the acceptable level of risk, and identify risk reduction opportunities.

Each site will identify site based hazards, inside and out, hazards in their neighborhood and community, hazards imposed by humans as well as acts of God using the following table:

Risk Assessment - Hazard Analysis

Identify and characterize the hazard.	Evaluate each hazard for the severity and frequency.	Estimate the risk.	Determine the potential societal and economic effects and indirect effects.	Determine the acceptable level of risk.	Identify risk-reduction opportunities.
<ul style="list-style-type: none"> What are the characteristics of the hazard? (High velocity winds, ground shaking, etc.) What causes the event? How does it trigger or relate to other hazards? 	<ul style="list-style-type: none"> What is the probability of the hazard/event happening annually, every 10 years or once a century? What factors enhance or deter the probabilities? What measurements or scales can be applied to determine severity? Could other factors influence severity and frequency? (Weather conditions, etc.) <p>Highly Likely Possible Unlikely</p>	<ul style="list-style-type: none"> Identify and quantify what will be affected by the event/hazard. This step imposes the human and built environment that could be affected, damaged, and/or disrupted. Include in the analysis the general building stock, inventories of lifelines and essentials. Population and developmental concentration need to also be included. <p>High Medium Low</p>	<ul style="list-style-type: none"> Consider direct economic loss. (Costs of repair, damaged structures, lifeline, etc.) Consider indirect losses as well. (Replenishing supplies, or relocation, etc.) <p>Catastrophic Critical Limited Negligible</p>	<p>Use steps 1 – 4 to establish acceptable loss of risk.</p> <ul style="list-style-type: none"> What level of damage or impact will be tolerated? Consider societal effects. Assess public perception. (Political consequences of taking or not taking action to address the risks.) <p>High Medium Low</p>	<ul style="list-style-type: none"> What cost effective actions will reduce or mitigate unacceptable risks? Identify and implement outcome.

Six Steps to Hazard Analysis

1. **Identify and characterize the hazard.**
 - What are the characteristics of the hazard? (High velocity winds, ground shaking, etc.)
 - What causes the event?
 - How does it trigger or relate to other hazards?
2. **Evaluate each hazard for the severity and frequency.**
 - What is the probability of the hazard/event happening annually, every 10 years or once a century?
 - What factors enhance or deter the probabilities?
 - What measurements or scales can be applied to determine severity?
 - Could other factors influence severity and frequency? (Weather conditions, etc.)
3. **Estimate the risk.**
 - Identify and quantify what will be affected by the event/hazard. This step imposes the human and built environment that could be affected, damaged, and/or disrupted.
 - Include in the analysis the general building stock, inventories of lifelines and essentials. Population and developmental concentration need to also be included.
4. **Determine the potential societal and economic effects and indirect effects.**
 - Consider direct economic loss. (Costs of repair, damaged structures, lifeline, etc.)
 - Consider indirect losses as well. (Replenishing supplies, or relocation, etc.)
5. **Determine the acceptable level of risk.**
 - Use steps 1 – 4 to establish acceptable loss of risk.
 - What level of damage or impact will be tolerated?
 - Consider societal effects.
 - Assess public perception. (Political consequences of taking or not taking action to address the risks.)
6. **Identify risk-reduction opportunities.**
 - What cost effective actions will reduce or mitigate unacceptable risks?
 - Identify and implement outcome.

Identifying School-Based Hazards – Building Mitigation Checklist

This checklist can be used by administrators, teachers or staff to analyze hazards throughout the building that require mitigation. Be sure to check every room, custodian's closets, storage areas, and the gymnasium, and complete this form for each area surveyed. Use the information gathered during the hazard assessment to determine the scope of hazards throughout the school and to develop a plan and schedule to reduce the hazards.

Area: _____

Surveyed By: _____ Date Surveyed: _____

Hazard	Mitigation Measures
<input type="checkbox"/> Extended, unsupported roof spans	
<input type="checkbox"/> Large windows or panes of glass, especially: <ul style="list-style-type: none"> <input type="checkbox"/> Not composed of safety glass <input type="checkbox"/> Located near exits or evacuation routes 	
<input type="checkbox"/> Suspended ceilings and light fixtures	
<input type="checkbox"/> Incompatible chemicals stored in close proximity or not stored to withstand falling and breaking	
<input type="checkbox"/> Hazardous materials located in areas that do not have warning signs	
<input type="checkbox"/> Paper or other combustibles (e.g., greasy rags) stored near heat source	
<input type="checkbox"/> Unsecured heavy or unstable items, including: <ul style="list-style-type: none"> <input type="checkbox"/> Portable room dividers <input type="checkbox"/> Appliances (e.g., water heaters, space heaters, microwave ovens) <input type="checkbox"/> Filing cabinets, bookcases, and wall shelves <input type="checkbox"/> Athletic equipment <input type="checkbox"/> Vending machines <input type="checkbox"/> TV monitors <input type="checkbox"/> Wall-mounted objects <input type="checkbox"/> Aquariums <input type="checkbox"/> Table lamps 	
<input type="checkbox"/> Unsecured fire extinguishers or fire extinguishers that require recharging	
<input type="checkbox"/> Electrical equipment	
<input type="checkbox"/> Heavy objects on high shelves	
<input type="checkbox"/> Hanging plants above or near seating areas	
<input type="checkbox"/> Other hazards (List):	

Identifying School-Based Hazards – School Grounds Mitigation Checklist

This checklist will help you identify hazards that exist on school property and mitigation measures that can be taken. Identifying these potential hazards will provide useful information for planning evacuation routes and assembly areas.

Begin your assessment of the school grounds with the school building itself. Then, assess other structures on the property. Finally, complete your assessment by surveying the grounds themselves.

Surveyed By: _____ Date Surveyed: _____

Hazard	Mitigation Measures
School Building: <ul style="list-style-type: none"> <input type="checkbox"/> Long, unsupported roof spans <input type="checkbox"/> Large window panes (especially over exits) <input type="checkbox"/> Heating and air conditioning units <input type="checkbox"/> Overhangs <input type="checkbox"/> Trees or shrubs that require pruning <input type="checkbox"/> Other hazards (List): 	
Other Structures: <ul style="list-style-type: none"> <input type="checkbox"/> Unsecured portable structures <input type="checkbox"/> Unsecured siding or roofing materials <input type="checkbox"/> Incompatible chemical storage <input type="checkbox"/> Inadequate ventilation <input type="checkbox"/> Other fire hazards (List): 	

Appendix 2-1-4
Plan 2: Section 1: Risk Assessment
Risk Assessment Tool 3: School Grounds Checklist

Hazard	Mitigation Measures
<p>Playground/Athletic Fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equipment in need of repair <input type="checkbox"/> Rocks or other material that could cause injury <input type="checkbox"/> Fences in need of repair <input type="checkbox"/> Exposed nails, screws, or bolts <input type="checkbox"/> Other hazards (List): 	
<p>School Grounds:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trees or shrubs that present a fire hazard or wind hazard or provide areas for an intruder to hide <input type="checkbox"/> Streams in close proximity <input type="checkbox"/> Electrical wires <input type="checkbox"/> Gasoline or propane tanks <input type="checkbox"/> Natural gas lines <input type="checkbox"/> Fences in need of repair <input type="checkbox"/> Other hazards (List): 	

Identifying Potential Hazards in the Neighborhood and Community Checklist

Being aware of the potential hazards in the community can affect your school planning process. For example, knowing that a facility uses toxic chemicals in processing helps you plan for a hazardous materials emergency. Locate the potential hazards shown below on a street map of your community. A tool to help you identify some of the hazards within a 1 mile radius is <http://myhazards.calema.ca.gov/>.

- ☐ Facilities containing toxic, chemically reactive, and/or radioactive materials.
Note: Be sure to include both manufacturers and users (e.g., gas stations).
- ☐ High-voltage power lines.
- ☐ Transportation routes of vehicles carrying hazardous materials (e.g., truck routes and railroad rights of way).
- ☐ Underground gas and oil pipelines.
- ☐ Underground utility vaults and above-ground transformers.
- ☐ Multi-story buildings vulnerable to damage or collapse (e.g., unreinforced masonry construction).
- ☐ Water towers and tanks.
- ☐ Creeks and/or waterways.
- ☐ Other:

Possible Hazards

1. **Biological and Chemical Weapons:** Biological agents are infectious microbes or toxins that are used to produce illness or death in people, animals or plants.
2. **Civil Disturbance:** Any incident that disrupts a community where intervention is required to maintain public safety.
3. **Dam Failures:** Dam failures are potentially the worst flood events. When a dam fails, a gigantic quantity of water is suddenly let loose downstream, destroying anything in its path.
4. **Droughts:** Drought is defined as a water shortage caused by a deficiency of rainfall.
5. **Earthquakes:** A sudden rapid shaking of the earth by the breaking and shifting of rock underneath the earth's surface. They may cause buildings and bridges to collapse; disrupt gas, electric and phone service. Earthquakes are sudden events with the effects described by the Richter scale.
6. **Extreme Heat:** Extreme heat is defined as temperatures that hover 10 degrees or more above the average high temperature for the region and last for several weeks.
7. **Fires:** The outbreak of fire or smoke within the school building, Portable-mobile units, and out buildings or in grass, fields, brush and woods around school buildings. Fires can be triggered by lightening, high winds, earthquakes, volcanoes, floods and human error or intent.
8. **Floods:** Can be slow or fast rising, but will generally develop over a period of days. Floods can occur from large-scale weather systems that generate either prolonged rainfall or winds. May also occur from locally intense thunderstorm, snow melt, ice jams, and dam failures.
9. **Hailstorms:** Hailstorms are an outgrowth of severe thunderstorms in which balls of irregularly shaped lumps of ice greater than 0.75 inch in diameter fall with rain.
10. **Hazardous Materials Incidents:** Hazardous materials are chemical substances, which if released or misused can pose a threat to the environment or health. These substances are most often released as a result of transportation accident or at a chemical plant.
11. **Hurricanes:** Tropical waves that grow in intensity and size to tropical depressions and then turn into tropical storms – usually with a constant speed of 74 mph or more.
12. **Intruder/Hostage:** An intruder is defined as an individual who loiters or causes a disturbance on the school campus. A Hostage situation involves one or more persons being held against their will by one or more individuals.

13. **Landslides:** Landslides occur when masses of rock, earth or debris move down a slope. Landslides may vary small or very large and that can move at slow or very high speeds.
14. **Nuclear Accidents:** The potential danger from an accident at a nuclear plant is exposure to radiation. Radioactive materials are composed of atoms that are unstable and an unstable atom gives off its excess energy until it becomes stable- this energy is radiation. The process by which an atom changes from an unstable state to a more stable state by emitting radiation is called radioactive decay or radioactivity.
15. **Severe Winter Storms:** Severe winter storms consist of extreme cold and heavy concentrations of snowfall or ice.
16. **Snow Avalanches:** Sliding snow or an ice mass that moves at high velocities.
17. **Terrorism:** Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for the purposes of intimidation, coercion or ransom.
18. **Thunderstorms:** Thunderstorms bring heavy rains (which cause flooding), strong winds, hail, lightening and tornadoes.
19. **Tornados:** A tornado is rapidly rotating vortex or funnel of air extending ground ward from a cumulonimbus cloud. Can have winds up to 300 mph.
20. **Volcanic Eruptions:** A volcano is a mountain that opens downward to a reservoir of molten rock below the surface of the earth. When pressure from the gases and molten rock become strong enough to cause an explosion, eruption occurs.

Appendix 2-1-7
Plan 2: Section 1: Risk Assessment
Risk Assessment Tool 6: Hazard & Risk Assessment Worksheet

Hazard and Risk Assessment Worksheet

Instructions: Use this worksheet when analyzing the potential risk presented by each hazard you identify at your school. List possible hazards down the left column and rank according to frequency, magnitude, warning, severity and risk priority.

Risk	Frequency	Magnitude	Warning	Severity	Risk Priority
	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hrs 2 12-24 hrs 1 24+ hrs	4 Catastrophic 3 Critical 2 Limited 1 Negligible	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hrs 2 12-24 hrs 1 24+ hrs	4 Catastrophic 3 Critical 2 Limited 1 Negligible	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hrs 2 12-24 hrs 1 24+ hrs	4 Catastrophic 3 Critical 2 Limited 1 Negligible	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hrs 2 12-24 hrs 1 24+ hrs	4 Catastrophic 3 Critical 2 Limited 1 Negligible	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hrs 2 12-24 hrs 1 24+ hrs	4 Catastrophic 3 Critical 2 Limited 1 Negligible	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hrs 2 12-24 hrs 1 24+ hrs	4 Catastrophic 3 Critical 2 Limited 1 Negligible	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

Note: All hazards with a risk rating of High or Medium should be considered in your Site Emergency Response Plan.

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Site Map of the Building

Cover Sheet Only

Each CMP site will insert behind this page, except in any publicly distributed versions of this document a map of the building annotated with afterhours number/s (i.e.: landlords or districts), site spec maps, evacuation routes, shelter locations, fire alarm pull station, fire hydrants, fire extinguishers, first aid kits, hazardous material storage, and utility shutoffs. All staff members are required to know these locations as well as how to operate the utility shutoffs. If you lease your property your landlords will need to be contacted for this.

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Vicinity Map

Cover Sheet Only

Each CMP site will need to include a Vicinity Map behind this page, except in any publically distributed versions of this document.

This will be a Google Image of your site and surrounding area including your offsite assembly area.

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Site Incident Command System Cover Sheet

Cover Sheet Only

Each Site will insert, behind this page, their Incident Command System except in any publically distributed versions of this document.

School Year: _____

Site Incident Command System

Site: (Please Circle One)

American River Campus
6838 Kermit Lane
Fair Oaks, CA 95628
(916) 864-0081
(916) 864-0084 fax

Capitol Campus
2635 Chestnut Hill Dr.
Sacramento, CA 95826
(916) 325-0910
(916) 325-0912 fax

Carmichael Campus
5325 Engle Road, Ste 200
Carmichael, CA 95608
(916) 971-2430
(916) 971-2435 fax

**Elk Grove Campus at
Bradshaw**
9649 Bradshaw Road
Elk Grove, CA 95624
(916) 714-9699
(916) 714-9703 fax

**Elk Grove Campus at
EG Blvd**
8828 Elk Grove Blvd., #4
Elk Grove, CA 95624
(916) 714-9702
(916) 686-4386 fax

Shingle Springs Campus
4645 Buckeye Road
Shingle Springs, CA
95682
(530) 672-3095
(530) 672-3097 fax

Orangevale Campus
6545 Beech Avenue
Orangevale, CA 95662
(916) 673-9389
(916) 673-9396 fax

**Central Administration
Offices**
5330 Gibbons Dr., Ste 700
Carmichael, CA 95608
Phone: (916) 971-2432
Fax: (916) 971-2436

Club M AR
Club M CAP
Club M CAR
Club M EG@BR
Club M EG@EG
Club M SS
Club M OR

Site Administrator:

Person/s filling out the ICS:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Date:

Date Reviewed with Staff:

Other:

Plan 2: Section 2: Incident Command System

2.2.1 Incident Command System (ICS)

The CMP-Network Emergency Response Plan and the Site Emergency Response Plan utilize the Incident Command System (ICS) to manage emergencies affecting the CMP-Network. ICS is an internationally recognized model for command, control and coordination of emergency response. ICS is a flexible management structure which provides for the activation of appropriate roles and response functions for a given situation. ICS is designed to expand or collapse as circumstances dictate.

2.2.1.1 Incident Management

The Incident Command System provides direction and control over emergency response activities within the CMP-Network. Two types of command structures are incorporated into the plan:

1. Single Command

A Single Command is an incident which CMP-Network or a CMP-Site oversees.

2. Unified Command

A Unified Command is the coordination of activities between multiple agencies to respond to an incident. Many emergencies will require additional resources from cooperating agencies and/or assisting agencies such as police, fire or medical.

While the Incident Commander (IC) will form part of the Unified Command, the individual who assumes the Incident Commander position for a particular emergency is normally the ranking official on-scene from the agency having primary responsibility/authority over on-scene operations. This will be decided at the time of the emergency.

By adopting this structure the CMP-Network is able to respect the autonomy of individual school sites while providing support to them as needed and applying jurisdictional control over matters requiring such.

2.2.1.2 Transfer of Command

The highest ranking official at an emergency site, according to the CMP-Network Emergency Response Plan or Site Emergency Response Plan, assumes overall responsibility for response activities until such time as a higher authority is able to take over these responsibilities.

- For example, a teacher on a field trip may be required to fulfill the role of Incident Commander until such time as a higher authority (police or Principal) is able to assume responsibility for the response activities.

- In the case of a broader-based community emergency, an Incident Commander may be asked to assist at the municipal level until such time as a CMP-Network resource arrives.

Transfer of command may also be necessary for personnel shift changes for long or extended incidents.

When a transfer of command occurs, the person being relieved is responsible for briefing the incoming authority and ensuring notes are scribed.

Once command has been transferred to the proper authorities (i.e. fire or police department) the Site Incident Commander is still responsible for contributing to decisions regarding stakeholders' safety with the authorities, now Incident Commander.

2.2.1.3 Designated Alternates

Each position identified in the SERP shall be assigned at least one designated alternate, except for the Incident Commander position, which shall have two designated alternates. It is the responsibility of the assigned individual to ensure his/her designated alternate is versed on the responsibilities and reporting structure of the position.

2.2.1.4 Assignment of Responsibilities

When preparing the SERP it is acceptable to assign an individual to more than one position within the Site Emergency Response Team (SERT) chart. It is recommended that an individual assigned to the role of Operations Officer not be assigned another position.

At the time of an emergency an individual may be required to assume more than one role, based on the level of the emergency and which roles are activated by the Incident Commander.

2.2.1.5 Levels of Emergency

An emergency is a set of circumstances requiring action; action varying in degree and involvement with a number of cooperating agencies or jurisdictions.

Emergencies can be categorized according to level of incident: these levels are based on severity and risk factors. See Table 2.2.1 for Levels of Emergency.

Level I conditions should be reported to CMP-Central Admin through established protocols. Affected Sites should consult with CMP-Central Admin at a Level II and/or Level III emergency condition.

Table 2.2.1: Levels of Emergency

Level	Definition	Example of Level Incident
Level I	An unplanned occurrence which interrupts the normal course of business but to which standard internal response protocols apply.	Assault / Fighting / Disturbance / Injured Student / Disorderly Conduct / Wild Animal / Unauthorized Visitor / Medical Emergency / Trespassing / Severe Vandalism / Inclement Weather / Power Failure (Prolonged)
Level II	An unplanned occurrence which interrupts the normal course of business, requires enhanced response protocols, has the potential to escalate to Level III and may require response from external agencies.	Bomb Threat / Suspicion of Weapons / Bus Accident – Non Fatal Injuries / Serious Illness or Injury / Missing Child / Suicide on Network Property / Utterance of Threat / Train Derailment / Aircraft Crash / Motor Vehicle Accident / Psychological Trauma / Contamination of Food or Water / Unlawful Demonstrations or Walkouts
Level III	An unplanned occurrence that discontinues normal business functions, and requires a broad-based response by the District and/or a third party such as an emergency service or government agency.	Armed Intruder / Hostage Taking / Child Abduction / Shooting / Stabbing / Physical or Sexual Assault / Bus Accident – Fatal Injuries / Infectious Disease / Explosion / Gas Leak / Fire Incident / Wild Fire / Hazardous Spill / Sour Gas / Severe Natural Disaster / Earthquake / Flooding

2.2.2 Site Emergency Response Plan Functions

The CMP Network and Site Emergency Response Plan (SERP) are consistent with SEMS/NIMS (Standardized Emergency Management System and National Incident Management System) and consist of the following five functions: Management, Planning and Intelligence, Operations, Logistics, and Finance /Administration.

2.2.2.1 Management (Incident Command)

During an emergency, the Incident Commander (IC) is responsible for directing response actions from a designated Command Post. To effectively direct response actions, the IC must constantly assess the situation and develop and implement appropriate strategies. The IC must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically directed by the Principal or their designee, as the IC. The IC is assisted in carrying out this function with a:

- Public Information Officer
- Safety Officer
- and Agency Liaison

2.2.2.2 Planning and Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. Under SEMS/NIMS, this function is supported by two staff members, one involved with "Documentation" and the other with "Situation Analysis." Within the CMP-Network Sites, "Documentation" may be referred to as "Scribe" and "Situation Analysis" may be performed by a "Communications" position. Both of these positions, if assigned at the discretion of the Principal, will report directly to the Incident Commander (Principal or designee) unless a Planning/Intelligence Officer is assigned.

2.2.2.3 Operations

All emergency response actions are implemented under the Operations function. This function is supported by staff performing first aid, crisis intervention, search and rescue, damage assessment, evacuations, and the release of students to parents. Within CMP, these activities are performed by the following teams, under the direct supervision of the Incident Commander (Principal or designee), unless an Operations Officer is assigned: First Aid/Medical Team; Search and Rescue Team; Assembly Area Team; Fire Suppression/Hazmat Team; Psychological First Aid Team; Request Gate Team; and Reunion Gate Team.

2.2.2.4 Logistics

The Logistics function supports emergency operations by coordinating personnel, assembling and deploying volunteer teams, providing supplies, equipment, services, site security, damage assessment, and facilitating communications among emergency responders. Within the CMP-Network, these activities are performed by the Security/Utilities Team and Supply/Equipment Team, both of which report directly to the Incident Commander unless a Logistics Officer is assigned.

2.2.2.5 Finance and Administration

The Finance/Administration function involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. Within the CMP-Network, these activities may be performed by various positions within the SERT. A Finance/Administration Officer is responsible for gathering reports from the Incident Commander.

The five functions of Site Emergency Response Planning are used to create the Site Emergency Response Teams. The teams are modeled after SEMS/NIMS and adapted for CMP school sites.

2.2.3 Site Emergency Response Team (SERT)

The Site Emergency Response Team (SERT) is comprised of five teams named for their functions, and is responsible for directing the site emergency response activities. The teams are 1) Incident Command Team, 2) Planning and Intelligence Team, 3) Operations Team, 4) Logistics Team, and 5) Finance and Administration Team.

The eight key positions of the Site Emergency Response Team are referred to as ACT, Activated Command Team, and are referred as such throughout this document. The eight key positions are 1) Incident Commander, 2) Public Information Officer, 3) Safety Officer, 4) Agency Liaison Officer, 5) Planning and Intelligence Officer, 6) Operations Officer, 7) Logistics Officer, and 8) Finance/Admin Officer.

For planning purposes, sites with small staffing complements should first assign staff to the areas of Operations Officer and then continue through the organization chart as follows: Planning Intelligence Officer, Logistics Officer and Finance Administration Officer.

Assignments should be made on the basis of best qualified for the position, and not on normal job posting or seniority. At the time of an emergency the Incident Commander will activate roles based on the severity of the emergency and need for a particular function.

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities.

School staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a position in the following list, the teacher will first accompany the students to the Assembly Area, where they will be reassigned to another teacher. The teacher will then carry out assigned responsibilities.

2.2.3.1 Management (Incident Command Team)

The Incident Command Team is responsible for directing school emergency response actions and activities. The Incident Command Team is comprised of the Incident Commander, Public Information Officer, Safety Officer and Agency Liaison Officer.

2.2.3.1.1 Incident Commander

The Site Emergency Response Team is lead by the Incident Commander (IC) which is the Principal or IC Designee. In the event that neither the Principal nor his/her designee is able to perform the duties, as described in this document, the Central Admin Director will take charge of the response upon notification of the situation and appoint an incident commander for the incident site.

The IC is responsible for ensuring the site fulfills its obligations related to the development, updating and filing the Site Emergency Response Plan. The Incident Commander also directs the activities of all other teams.

Assignments:

1. Incident Commander: Principal: _____
2. IC Designee: _____
3. IC Designee: _____

1. Primary Responsibilities:

- a. Activate the Site Emergency Response Plan and manage the overall strategic direction, control and coordination of emergency and post-emergency measures.
- b. Directing the Incident Command Team and all other emergency teams.
- c. Constantly assess the situation.
- d. Ensure adequate safety measures are in place to execute the SERP.
- e. Serve on CMP-Network or community emergency response committees as requested by the Executive Director of CMP or CMP Network Safety Coordinator.

2. Reports To:

- a. Executive Director
- b. Outside Emergency Services

3. Authority:

- a. Activate the SERP
- b. Approve SERP and its implementation
- c. Call relevant SERT members into action
- d. Declare the boundaries of the emergency zone

Appendix 2-2-1
Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)

- e. Use appropriate site resources, equipment and assets to address emergency situations
 - f. Direct site personnel to perform tasks related to the emergency but not place them in danger
 - g. Communicate with CMP's Executive Director
 - h. Engage appropriate outside services as needed
 - i. Deactivate the SERP when appropriate
4. Supplies:
- a. Copy of the sites Emergency Procedures
 - b. Campus map
 - c. Master keys
 - d. Copies of staff and student rosters
 - e. Hand-held radios
 - f. Bullhorn
 - g. Battery-operated AM/FM radio.
 - h. First Aid kit
 - i. Clipboard, Paper, Pens
 - j. Hard Hat
 - k. Vest or position identifier
 - l. Large campus map laminated for multiple use with wet or dry erase pens
 - m. Other:
 - n. Other:
5. Assembly Location:
- In the event of an emergency the Incident Command Team will assemble:
- 1. Inside in the Administration Office
 - 2. Outside on the
 - a. Alternative 1: _____
 - b. Alternative 2: _____

Notes:

2.2.3.1.2 Public Information Office (Network Appointed)

The Public Information Officer (PIO) is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. This position is network appointed.

Assignments:

1. Lisa Coates
 2. Executive Director: _____
 3. Principal: _____
-
1. Primary Responsibilities:
 - a. Act as contact person for all media.
 - b. Provide stakeholders with the information for all media.
 - c. Maintain a log, Appendix 2-2-2, of all PIO actions and communications.
 - d. Prepare statements for disseminating to the public.
 2. Reports to:
 - a. Executive Director
 - b. Incident Commander
 3. Authority:
 - a. Grant or refuse access to areas within the emergency zone to the media.
 - b. Use appropriate outside services to provide auxiliary information on news issues related to the emergency.
 4. Supplies: see Incident Commander Section
 5. Assembly Location: Command Post

Notes:

2.2.3.1.3 Safety Officer

The Safety Officer ensures all emergency activities are conducted in a safe manner.

Assignment: _____

Designated Alternate: _____

1. Primary Responsibilities:
 - a. Maintain all records and documentation as assigned by the Incident Commander.
 - b. Monitor drills, exercises, and emergency response activities for safety.
 - c. Develop and recommend measures to assure personnel safety.
 - d. Identify safety hazards.
 - e. Ensure all responders are using appropriate safety equipment.
2. Reports to: Incident Commander
3. Authority: May directly stop or modify any activities that may pose an imminent danger to responders or victims, or potentially create a hazardous situation.
4. Supplies: see Incident Commander Section
5. Assembly Location: Command Post

Notes:

2.2.3.1.4 Agency Liaison Officer

The Agency Liaison coordinates the efforts of outside agencies such as the police and fire by ensuring proper flow of information between the Incident Command and the agencies.

Assignment: _____

Designated Alternate: _____

1. Primary Responsibilities:
 - a. Brief agency representatives on current situation, priorities and planned actions.
 - b. Ensure coordination of efforts by periodically keeping the Incident Commander informed of agencies' action plans.
 - c. Update agency representatives as necessary.
2. Reports to: Incident Commander
3. Authority: Coordinate non-tactical personnel of assisting and cooperating agencies.
4. Supplies: see Incident Commander Section
5. Assembly Location: Command Post

Notes:

2.2.3.2 Planning and Intelligence Team

2.2.3.2.1 Planning and Intelligence Officer

Assignment: _____

Designated Alternate: _____

1. Primary Responsibilities:
 - a. Collect, analyze, document and disseminate information about the incident and status of resources.
 - b. Update and maintain the Incident Command System, in coordination with site safety committee annually.
 - c. Serve as the information clearing house for the incident.
2. Reports to: Incident Commander
3. Authority:
 - a. Identify resources needed to implement the Incident Command System.
 - b. Access to all information pertaining to incident.
4. Supplies: Network Template of Site Safety Plan
5. Assembly Location: Command Post

Notes:

2.2.3.2.1.1 Scribe

Assignments

1. _____
2. _____

1. Primary Responsibilities:
 - a. Maintain a log, Appendix 2-2-3, of all emergency developments and response actions.
 - b. Document all communications with CMP Incident Commander and outside agencies.
 - c. Record the number of stakeholders on campus and update it periodically.
 - d. Filing, maintaining, and securing all emergency documentation.
2. Reports to:
 - a. Incident Commander
 - b. Planning and Intelligence Officer
3. Authority: Access to all information pertaining to incident
4. Supplies:
 - a. Log for recording
 - i. Electronic
 - ii. Manual
 - a. Paper/Pens
 - b. File Boxes
5. Assembly Location: Command Post

Notes:

2.2.3.2.1.2 Communications Officer

The Communications Officer will collect, organize and analyze situation information and provide periodic updates.

Assignment: _____

Designated Alternate: _____

1. Primary Responsibilities:
 - a. Analysis of emergency information.
 - b. Identify potential changes in emergency conditions.
 - c. Maintain the status board; see Appendix 2-2-4 for an example.
 - d. Update site maps as reports are received.
 - i. Preserve maps as legal document.
 - ii. Use area wide map to record major information such as road closures, utility outages, etc.
 - e. Develop situation reports for the SERT.
2. Reports to: Planning and Intelligence Officer
3. Authority: Access to maps, reports, and communications of CMP SERT and outside agencies.
4. Supplies:
 - a. Hand-held radio
 - b. Paper, pens
 - c. Dry erase board and pens
 - d. Large site map of campus, laminated
 - e. Map of local area
5. Assembly Location: Command Post

Notes:

2.2.3.3 Operations Team

2.2.3.3.1 Operations Officer

Assignment: _____

Designated Alternate: _____

1. Primary Responsibilities:
 - a. Implement onsite activities as outlined in the Incident Command System.
 - b. Oversee activities of all the operations teams.
 - c. Receive reports from operations teams and updates Incident Commander.
2. Reports to: Incident Commander
3. Authority: Assisting Agency
4. Liaison in coordinating non tactical personnel and cooperating agencies.
5. Supplies: Paper, pens
6. Assembly Location: Command Post

Notes:

2.2.3.3.1.1 Assembly Area Team

The Assembly Area Team is responsible for the safe evacuation and accounting of all stakeholders during an emergency. The team is also responsible for reporting missing persons to the Operations Officer.

A. Assembly Area Team Leader

The Assembly Area Team Leader is responsible for directing team activities and is considered a Team Member. Assembly Area Team Leader periodically interacts with the Operations Officer to identify problems and report status. They are also responsible for collecting the Injury and Missing Persons Report (Appendix 2-2-5) from Team Members and making them readily available to the Operations Officer.

Assignment:

Team Leader: _____

Designated Alternate: _____

B. Assembly Area Team Members

The members of the Assembly Area Team are responsible for performing the safe evacuation of stakeholders during an emergency.

Assignments:

Team Member/s

1. _____
2. _____
3. _____
4. _____
5. _____

1. Primary Responsibilities:

- a. Safely evacuate and account for all stakeholders (students, staff and parent/volunteers) during an emergency.
- b. Obtain reports of missing students from teachers or personnel.
- c. Gather Injury and Missing Report Form (Appendix 2-2-5) from each teacher and submit them to the Team Leader.
- d. Check student emergency cards for persons authorized to pick up students.
- e. Assist release gate as needed.

Appendix 2-2-1
Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)

2. Reports to: Assembly Area Team Leader
3. Authority:
 - a. Oversee safe evacuation to assembly area.
 - b. Access to all student and staff emergency information.
4. Supplies:
 - a. Hand-held radio
 - b. Copy of maps indicating designated on and off-site assembly locations
 - c. Injury and Missing Report Form (Appendix 2- 2-5)
5. Assembly Location:
 - a. Inside: _____
 - b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.3.1.2 First Aid Medical Team

The First Aid/Medical Team is responsible for ensuring first aid supplies are available and properly administered during an emergency.

A. First Aid Medical Team Leader

The First Aid Medical Team Leader is responsible for directing team activities and is considered a Team Member. They periodically interact with the Operations Officer to determine medical needs and planned actions. The First Aid Medical Team Leader is also responsible for filling out or collecting the Injury and Missing Persons Report (Appendix 2-2-5) from team members and having them readily available for the Operations Officer.

Assignment:

Team Leader: _____

Designated Alternate: _____

1. Primary Responsibilities:

- a. Assign First Aid personnel and assess available inventory and supplies.
- b. Designate and set up First Aid/Medical treatment areas, with access to emergency vehicles.
- c. Determine the need for skilled medical assistance and oversee the care, treatment, and assessment of patients.
- d. Periodically keep the Operations Officer informed of overall status.
- e. Complete any necessary Injury and Missing Report Forms (Appendix 2-2-5) and/or Injury Record Forms (Appendix 2-2-6).
- f. Report deaths immediately to Operations Officer.

2. Reports to: Operations Officer

B. First Aid/Medical Team Members

The members of the First Aid/Medical Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency.

Assignments:

Team Members:

1. _____
2. _____
3. _____

1. Primary Responsibilities:

- a. Set up first aid area, triage and/or temporary morgue.
- b. Keep accurate records of care given and tagging each of the injured with name, address, injury and any treatment given.
- c. Report deaths immediately to First Aid Medical Team Leader.

2. Reports to: First Aid/Medical Team Leader

3. Authority:

- a. Set up first aid staging area
- b. Assess and give treatment as needed

4. Supplies:

- a. Vest or position identifier
- b. Hand-Held radio
- c. First Aid Supplies
- d. Triage Tags
- e. Blankets
- f. Site Map
- g. Injury and Missing Report Form (Appendix 2-2-5)
- h. Injury Record Forms (Appendix 2-2-6)

5. Assembly Location:

- a. Inside: _____
- b. Outside on the: _____
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.3.1.3 Search and Rescue Team

The Search and Rescue Team (SART) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams.

A. Search and Rescue Team Leader

The Search and Rescue Team Leader is responsible for directing team activities and keeping the Operations Officer informed of overall status. Search and Rescue Team Leader is considered a Team Member.

Assignment:

Team Leader: _____

Team Leader: _____

Designated Alternate: _____

1. Primary Responsibilities:

- a. Obtain briefings from Operations Officer, noting injuries and other situations requiring responses.
- b. Assigning and recording teams based on available manpower, minimum 2 persons per team.
- c. Updating teams' reports on site map and recording exact location of damage and triage tally.

2. Reports to: Operations Officer

B. Search and Rescue Team Members

The members of the Search and Rescue Team Members are responsible for performing search and rescue operations during an emergency. Periodically reporting to the Search and Rescue Team Leader on location, number, and condition of injured.

Assignments:

Team Members:

1. _____
2. _____
3. _____
4. _____

**Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)**

1. Primary Responsibilities:
 - a. Search assigned areas, reporting gas leaks, fires, or structural damage to Search and Rescue Team Leader upon discovery.
 - b. Shut off gas or extinguish fires as appropriate.
 - c. Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium, and other rooms.
 - d. Seal off and post areas where hazardous conditions exist.
 - e. Contacting the Security/Utilities Team to secure the buildings from re-entry after search is performed.
2. Reports to: Search and Rescue Team Leader
3. Authority: Conduct Search Operations
4. Supplies:
 - a. Vest or position identifier
 - b. Hard hat
 - c. Work and Latex gloves
 - d. Whistle with master keys on neck lanyard
 - e. Hand-Held 2-way radio
 - f. Clipboard with job duties
 - g. Map indicating search plan
 - h. Co2 Fire Extinguishers
 - i. Water Type Fire extinguishers
 - j. Hoses
 - k. Water bib keys
 - l. Blankets
 - m. All purpose tool
 - n. Shovels
 - o. Triage tags
 - p. Bucket
 - q. Goggles
 - r. Flashlight
 - s. Dust masks
 - t. Pry bar
 - u. First aid kit
 - v. Caution tape
 - w. Duct tape
5. Assembly Location:
 - a. Inside: _____
 - b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.3.1.4 Fire Suppression/Hazmat Team

The Fire Suppression/Hazmat Team is responsible for extinguishing fires and evaluating the potential release of chemicals during an emergency until local agencies can arrive. The team is also responsible for evaluating the damages to school property in an emergency. This team will coordinate with the Operations Officer.

A. Fire Suppression/Hazmat Leader

The Fire Suppression/Hazmat Leader is responsible for directing team activities and periodically interacting with the Operations Officer to identify problems and report status. The Fire Suppression/Hazmat Team Leader is also responsible for gathering the Damage Assessment Report Forms (Appendix 2-2-7) from Team Members and have them readily available for the Operations Officer. The Fire Suppression/Hazmat Leader is considered a Team Member.

Assignment:

Team Leader: _____

Designated Alternate: _____

B. Fire Suppression/Hazmat Team Members

The members of the Fire Suppression/Hazmat Team are responsible for extinguishing fires, evaluating the potential release of chemicals during an emergency, observing the campus, logging and reporting any damage by radio to the Command Post during an emergency.

Assignments:

Team Members:

1. _____
2. _____
3. _____

Appendix 2-2-1

Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)

1. Primary Responsibilities:
 - a. Extinguishing fires on campus.
 - b. Evaluating potential release of chemicals.
 - c. Identifying damaged areas on the Damage Assessment Report Form (Appendix 2-2-7). Reporting will be supplemented by pictures if appropriate.
 - d. Locating and extinguishing small fires as appropriate.
 - e. Checking gas meter and, if gas is leaking, shutting down gas supply.
 - f. Shutting down electricity only if building has clear structural damage or advised to do so by Command Post.
 - g. Posting yellow caution tape around damaged or hazardous areas.
2. Reports to: Fire Suppression/Hazmat Team Leader
3. Authority: Put out fires, identify damage
4. Supplies:
 - a. Vest or position identifier
 - b. Firefighting equipment
 - c. Hand-held radio
 - d. Master keys
 - e. Clipboard with job duties
 - f. Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and utility shutoff tools
 - g. Notebook containing site maps
 - h. Damage Assessment Report Form (Appendix 2-2-7)
5. Team Assembly Location
 - a. Inside: _____
 - b. Outside:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.3.1.5 Psychological First Aid Team

The Psychological First Aid Team is responsible for the caring and safety of all stakeholders on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency.

A. Psychological First Aid Team Leader

The Psychological First Aid Team Leader is responsible for directing team activities and periodically interacting with the Operations Officer to identify problems and report status. The Psychological First Aid Team Leader is also responsible for assigning personnel as needed and is considered a Team Member.

Assignment:

Team Leader: _____

Designated Alternate: _____

B. Psychological First Aid Team Members

The members of the Psychological First Aid Team are responsible for monitoring the safety and well-being of the stakeholders in the Assembly Area.

Assignment:

Team Members:

1. _____
2. _____
3. _____

1. Primary Responsibilities:

- a. Monitor the well-being of the stakeholders in the assembly area.
- b. Administer minor first aid and psychological aid as needed.
- c. Provide reassurance to students.
- d. Support the Release Gate Team as needed.
- e. Direct all external request for information to the PIO
- f. Periodically keep the Psychological First Aid Team Leader informed of overall status.

2. Reports to: Psychological First Aid Team Leader

3. Authority: Assessing stakeholders of psychological needs.

Appendix 2-2-1

Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)

4. Supplies:
 - a. Vest or position identifier
 - b. Hand-Held radio
 - c. Ground cover, tarps
 - d. First aid kit
 - e. Paper, pens, pencils
5. Assembly Location:
 - a. Inside: _____
 - b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.3.1.6 Request Gate Team

The Request Gate Team is responsible for processing parent requests for student release during an emergency.

A. Request Gate Team Leader

The Request Gate Team Leader is responsible for directing team activities and is considered a Team Member. They periodically interact with the Operations Officer to identify problems and report status. The Request Gate Team Leader will refer all outside requests for information to the Public Information Officer.

Assignment:

Team Leader: _____

Designated Alternate: _____

B. Request Gate Team Members

The members of the Request Gate Team are responsible for greeting parents, guardians, or designees and providing them with a student release request form, authorizing the holders to reunite with their students at the Reunion Gate.

Assignments:

Team Members:

1. _____
2. _____
3. _____
4. _____

1. Primary Responsibilities:

- a. Greet parents, guardians or designees providing reassurance and maintaining order.
- b. Process parent/guardian request for student release.
- c. Provide tags or other identifications authorizing the holder to reunite with their student at the reunion gate.
- d. Directing parents to counselors as appropriate.
- e. Directing parents/guardians to reunion gate.
- f. Refer all outside request for information to the Public Information Officer.
- g. Periodically keep the Operations Officer informed of overall status.

Appendix 2-2-1
Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)

2. Reports to: Operations Officer
3. Authority: Authorize student release tags to parent/ guardians.
4. Supplies:
 - a. Keys to main gate
 - b. Bullhorn
 - c. Hand-held radio
 - d. Tags for release
 - e. Pens/pencils
5. Assembly Location:
 - a. Inside: _____
 - b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.3.1.7 Reunion Gate Team

The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus.

A. Reunion Gate Team Leader

The Reunion Gate Team Leader is responsible for directing team activities and is considered a Team Member. They periodically interact with the Operations Officer to identify problems and report status. The Reunion Gate Team Leader will refer all requests for information to the Public Information Officer. The Reunion Gate Team Leader is also responsible for collecting the Student Release Log (Appendix 2-8) from the Team Members and has them readily available for the Operations Officer.

Assignment:

Team Leader: _____

Designated Alternate: _____

B. Reunion Gate Team Members

The members of the Reunion Gate Team are responsible for greeting parents, guardians, and designees and reuniting them with their students at the designated reunion gate.

Assignments:

Team Members:

1. _____

2. _____

3. _____

4. _____

Appendix 2-2-1

Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)

1. Primary Responsibilities:
 - a. Greet parents/guardians or designees at the reunion gate providing them reassurance and directing them where to wait for their children.
 - b. Verify the authenticity of the student release tag.
 - c. Dispatch runners to assembly area to escort students to reunion gate.
 - d. Confirm students recognize the authorized parent/guardian or designee and require adult to sign student out of school.
 - e. Maintain Student Release Log, Appendix 2-2-8. And submit them to the Reunion Gate Team Leader.
 - f. Update Operations Officer as needed.
2. Reports to: Operations Officer
3. Authority: Release students to authorized parent/guardian or designee.
4. Supplies:
 - a. Hand-held radio
 - b. Tables and chairs
 - c. Keys to reunion gate
 - d. Student Release Log
 - e. Pens/Pencils
5. Assembly Location:
 - a. Inside: _____
 - b. Outside
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.4 Logistics Team

2.2.3.4.1 Logistics Officer

Assignment: _____

Designated Alternate: _____

1. Primary Responsibilities:
 - a. Organize and disseminate resources needed to implement the Incident Command System.
 - b. Report equipment and supply needs to Incident Commander.
 - c. Inventory all supplies needed to implement Incident Command System.
 - d. Estimate number of persons requiring shelter and determining length of time shelter will be needed.
 - e. Ensure availability of adequate supplies during the course of an emergency.
 - f. Contact local utilities as needed (water, gas, electricity, sewer).
2. Reports to: Incident Commander
3. Authority:
 - a. Requisition resources needed to implement the Incident Command System.
 - b. Deploy personnel, supplies and equipment.
4. Supplies: Paper / Pens
5. Assembly Location: Command Post

Notes:

2.2.3.4.1.1 Supply/Equipment Team

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency.

Emergency supplies will be maintained in each classroom and a centralized location to be determined by each site. See Appendix 2-2-9 for a Recommended Classroom Emergency Supplies List and Appendix 2-2-10 for a Recommended School Emergency Supplies List.

A. Supply/Equipment Team Leader

The Supply/Equipment Team Leader is responsible for directing team activities and is considered a Team Member. The Supply/Equipment Team Leader reports equipment and supply needs and estimates the number of persons requiring shelter and determining the length of time shelter will be needed. The Supply/Equipment Team Leader keeps the Logistics Officer informed of overall status.

Assignment:

Team Leader: _____

Designated Alternate: _____

B. Supply/Equipment Team Members

The members of the Supply/Equipment Team are responsible for assessing the adequacy of available water, food and other supplies and organizing the distribution of resources for immediate use (water, food, power, radios, telephones, and sanitary supplies). They are also responsible for establishing a list of all persons in shelter and determining any special needs.

Assignments:

Team Members:

1. _____
2. _____
3. _____
4. _____

Appendix 2-2-1

**Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)**

1. Primary Responsibilities:
 - a. Assess adequacy of available water, food and supplies
 - b. Organize distribution of water, food and supplies
 - c. Controlling conservation of supplies
 - d. Logging and inventorying supplies; Appendix 2-2-9 and 2-2-10
2. Reports to: Supply/Equipment Team Leader
3. Authority: Distribution of supplies
4. Supplies:
 - a. Hand-held radio
 - b. Keys
 - c. Bullhorn
 - d. Emergency water supplies
 - e. Emergency food supplies
 - f. Temporary power supplies
 - g. Portable phones
 - h. Sanitary Supplies
5. Assembly Area:
 - a. Inside: _____
 - b. Outside
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.4.1.2 Security/Utilities Team

The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with the Operations Officer as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The Security/Utilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. This team includes participation by the Fire/Hazmat Team.

A. Security/Utilities Team Leader

The Security/Utilities Team Leader is responsible for directing team activities and is considered a Team Member. The Security/Utilities Team Leader interacts with the Operations Officer to identify problems and report status. The Security/Utilities Team Leader is also responsible for contacting local utilities (water, electricity, gas, and sewer) as needed.

Assignment:

Team Leader: _____

Designated Alternate: _____

B. Security/Utilities Team Members

The members of the Security/Utilities Team are responsible for securing the school and reporting that the campus is in "lock-down" to the Incident Commander. They are also responsible for surveying all utilities and taking appropriate actions to shut-off gas, water and electricity. The Security/Utilities Team will direct all external requests for information to the Public Information Officer.

Assignments:

Team Members:

1. _____
2. _____
3. _____
4. _____

**Plan 2: Section 2: Incident Command System
Site Emergency Response Team: ICS (CONFIDENTIAL)**

1. Primary Responsibilities:
 - a. Lock all external gates and doors; unlock gates and doors when appropriate.
 - b. Station one team member at the main entrance of the school to direct emergency agencies to areas of need and to greet parents.
 - c. Keep stakeholders out of buildings and areas of hazard as needed.
 - d. Assess damage to school and report to Logistics Officer.
 - e. Receive reports from Search and Rescue Team for any possible gas leaks or other possible hazardous situations.
 - f. Set up temporary sanitation areas (portable potties).
 - g. Help with set up of first aid and temporary morgue as needed.
 - h. Prepare and distribute food, water and supplies as directed by the Logistics Officer.
 - i. Assist in comforting students as needed.
 - j. Assist the Reunion Gate Team in order to safely reunite students with their authorized parent/guardian as needed.

2. Reports to: Logistics Officer

3. Authority:
 - a. To restrict areas of hazard and secure buildings.
 - b. Provide security during an incident to ensure as safe of an environment as possible.

4. Supplies:
 - a. Security Vest/Identifier
 - b. Master Keys
 - c. Hand-held radio
 - d. Copy of Site Emergency Response Plan
 - e. Large durable signs for providing direction and information
 - f. Large marker pens
 - g. Utility shut off tools
 - h. Custodial inventories
 - i. Site Maps

5. Assembly Location:
 - a. Inside: _____
 - b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

Notes:

2.2.3.5 Finance and Administration Team

2.2.3.5.1 Finance / Administration Officer

The Finance / Administration Officer is responsible for maintaining a log of all emergency developments and response actions (Appendix 2-2-11), including financial expenditures (Appendix 2-2-12), timekeeping, and other necessary documentation and filing them for reference.

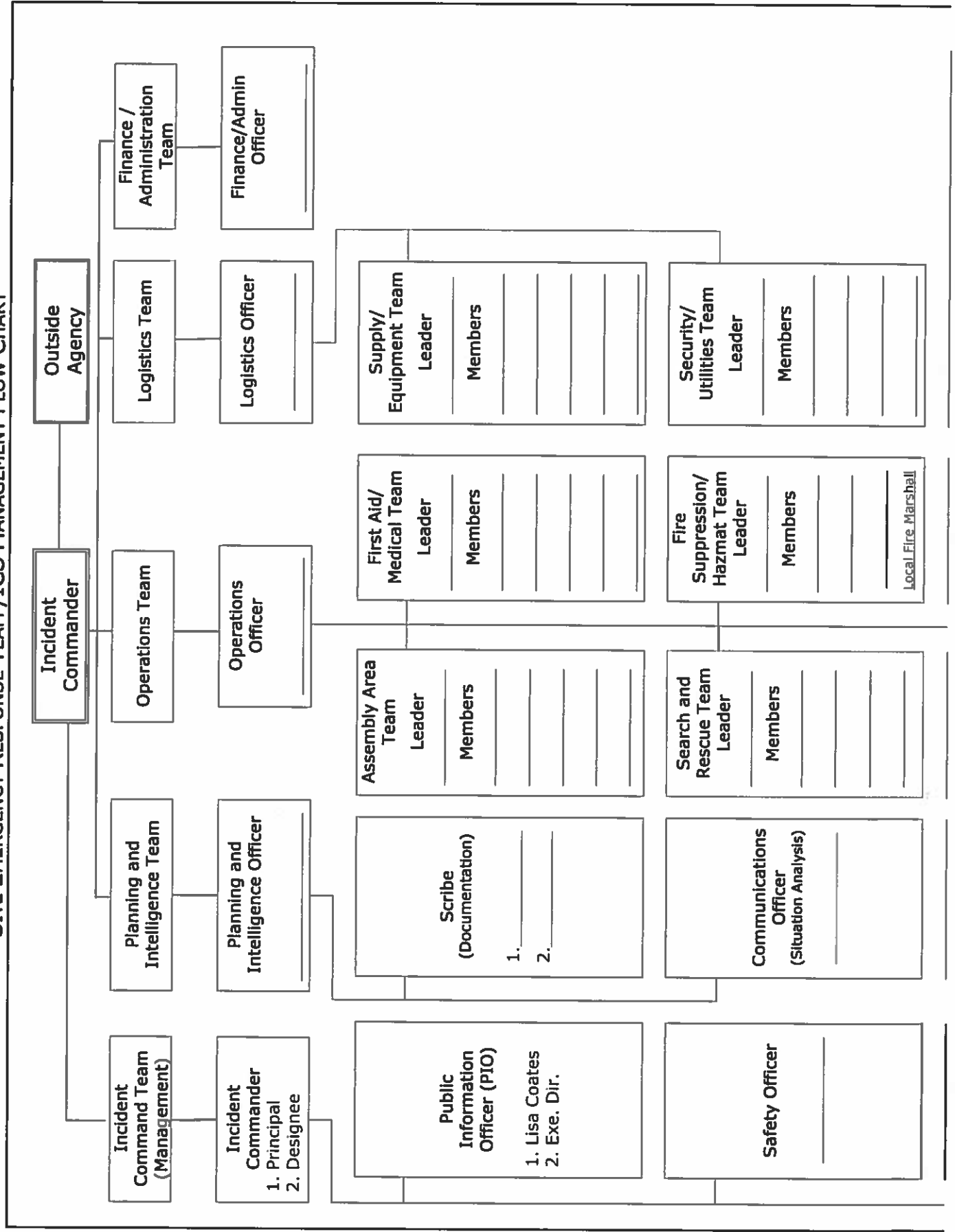
Assignment: _____

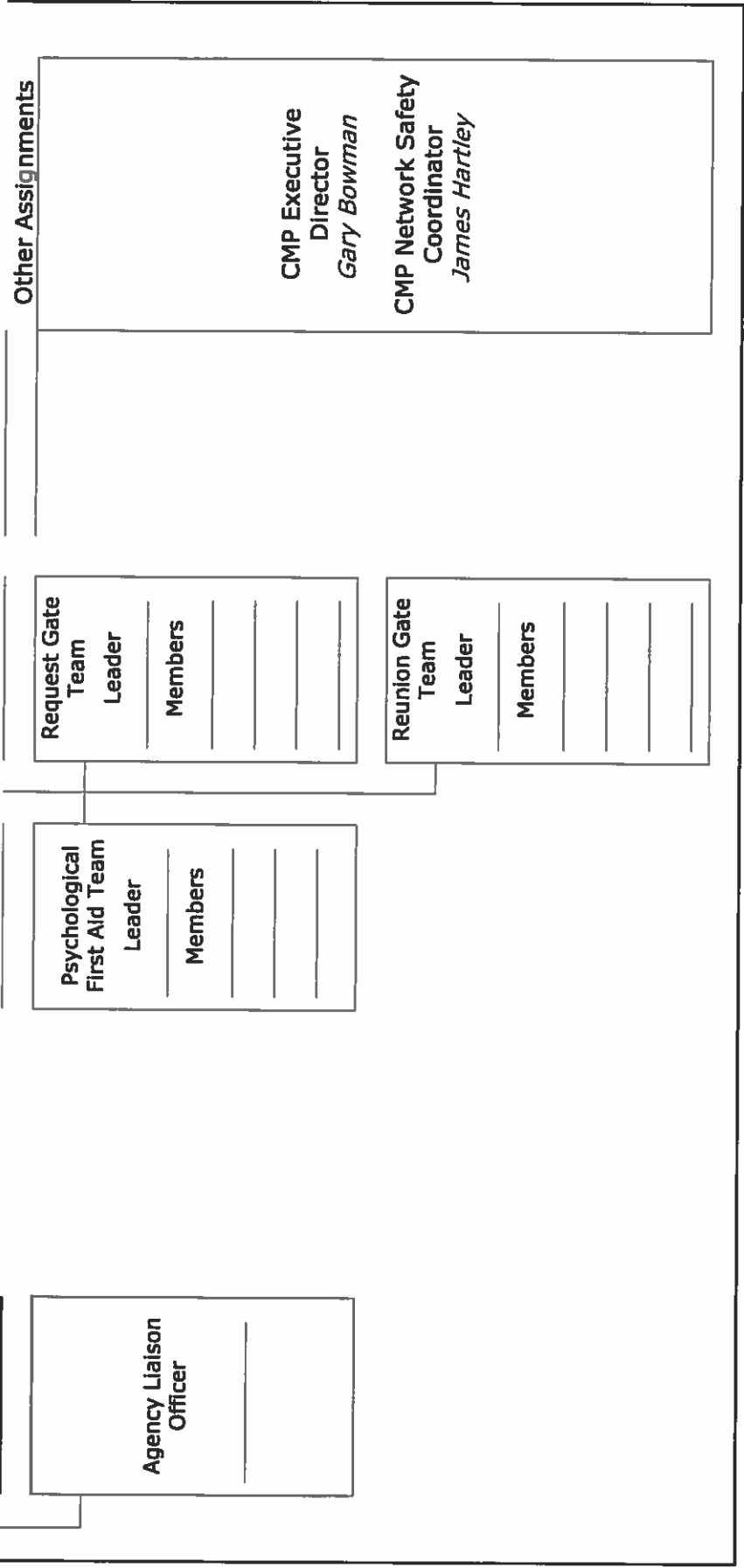
Designated Alternate: _____

1. Primary Responsibilities:
 - a. Track incident related costs and use of personnel and equipment.
 - b. Administer material and supplies contracts associated with the incident.
 - c. Ensure accurate records are kept of all staff members, indicating hours worked.
 - d. Support the Incident Commander in making any purchases and keeping track of the cost.
 - e. Filing, maintaining and securing all emergency related costs documentation.
2. Reports to: Incident Commander
3. Authority: Ensure proper authorization for the purchasing of goods and services required to manage the incident.
4. Supplies:
 - a. Paper/Pens
 - b. Computer
5. Assembly Location: Command Center

Notes:

SITE EMERGENCY RESPONSE TEAM / ICS MANAGEMENT FLOW CHART





Public Information Officer
Actions and Communications Log

Page: _____

Person filling out form: _____

Date: _____

Emergency: _____

Scribe
Planning and Intelligence Team
Actions and Communications Log

Page: _____

Person filling out form: _____

Date: _____

Emergency:

Log of Emergency Developments and Response Actions

- Record the actions taken during an emergency
- Monitor incident tracking, task completion and follow-up
- Provide for information exchange between departments/agencies
- Provide a chronology of activities
- Provide legal documentation of the situation and actions taken by the site.
- Provide a means for appropriate tracking of financial commitments and expenditures (Appendix 2-12).
- Provide information which may assist in reconciling issues such as staff schedules, injuries, etc.
- Assist in improving the SERP through recommendations and revisions.

Add more specific things that we, central might be looking for. More descriptors, etc.

Status Board Example

Date: _____
Name: _____

MANAGEMENT

- ICS: _____
- PIO: _____
- Safety Officer: _____
- Agency Liaison: _____

Incident Type _____
Level of Emergency _____
Public Statement needed/
given _____
Medical Needs _____
Injuries _____
Deaths _____

PLANNING & INTELLIGENCE

Officer: _____
Scribe: _____
Communications Officer: _____

OPERATIONS

Officer: _____

Assembly Team

- Leader: _____
- Notes: _____

First Aid Medical Team

- Location: _____
- Leader: _____
- Medical Needs: _____
- Injuries: _____
- Deaths: _____

Search and Rescue

- Leader: _____
- Location of injured _____
- Number of injured _____
- Condition of injured _____
- Gas Leaks/Fires/
Structural Damage _____

Fire Suppression/Hazmat

- Leader: _____
- Damage Assessment
Report Forms _____
- Fires: locations/
extinguished _____
- Gas Leaks: locations/
valve shut off _____
- Structural damage
report _____

Psychological First Aid

- Leader: _____
- Psychological needs _____

Request Gate

- Leader: _____
- Needs _____

Reunion Gate

- Leader: _____
- Support Needed _____
- Problems _____
- Status _____

LOGISTICS

Officer: _____

Supplies & Equipment

- Leader: _____
- Food and Water Status _____
- Sanitary Supplies _____
- Port-a-potties _____
- Special Needs _____
- Medicine _____

Security/ Utilities

- Leader: _____
- Air system shut down _____
- Gas shut off _____
- Power shut off _____
- Water main status _____
- External gates locked _____

FINANCE & ADMIN

Officer: _____

Note: be sure to note time
and locations and who
reported to you.

Appendix 2-2-5

Plan 2: Section 2: Incident Command System
 Operations Team: Assembly Area Team: Injury and Missing Persons Report Form
 First Aid Medical Team: Injury and Missing Persons Report Form
 Search and Rescue Team: Injury and Missing Persons Report Form

Injury and Missing Persons Report Form

School _____

Room Number _____

Teacher's Name _____

Date _____

*Each teacher should have a copy of this form in their emergency binder

INJURED		
Name	Type of Injury	Location

MISSING PERSONS				
Name	Last Seen Location	Found	Time	Location

Deceased			
Name	Location Found	Time	Reported

Injury Record Form

School _____

Room Number _____

Teacher's
Name _____

Date _____

Name of Injured Person:

Type of Injury:

Actions Taken:

Action Taken:	By Whom:	Time:

Notes:

Appendix 2-2-7
Plan 2: Section 2: Incident Command System
Fire Suppression/Hazmat: Damage Assessment Report Form

Damage Assessment Report Form

NOTE: Do not enter building unless the structural evaluation has been completed and the building is designated as safe to enter.

School/Site Name: _____

Location/Building Code: _____

District: _____

Date: ____/____/____

Time: ____:____ a.m. / p.m.

Damage Category	No Damage	Slight Damage	Severe Damage	Hazardous Condition	Location / Room # / Note
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural Gas Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Heater/Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Materials					
Custodial chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Quantity spilled or leaking:</u>
Lab chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Quantity spilled or leaking:</u>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Hazards					
Sink Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Damaged Bldg. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 2-2-7
Plan 2: Section 2: Incident Command System
Fire Suppression/Hazmat: Damage Assessment Report Form

Notes: (description of trouble, location, severity or hazardous materials):

Findings

- Building or room safe for re-occupancy ☐ Yes ☐ No
- Building or room closed due to hazardous condition ☐ Yes ☐ No
- The following corrective measures need to be completed prior to re-occupancy:

[Note: Send a copy of this form to Central Administration Office and maintain the original in the emergency document file.]

Student Release Log

School _____

Date _____ Page _____

[illegible]

Appendix 2-2-9

Plan 2: Section 2: Incident Command System
Supply Equipment Team: Recommended Classroom Emergency Supplies

Recommended Classroom Emergency Supplies

School Site: _____ Classroom: _____

Item	Recommended Quantity	Quantity at Hand
Backpack	1	
Flashlight	1	
Batteries	2	
Pair of scissors	1	
First Aid instruction summary sheet	1	
Pad of paper (for name tags, etc.)	1	
Pen	1	
Pencil	1	
Light stick	1	
Whistle	1	
Sewing kit	1	
Package of safety pins	1 package	
Solar blanket	1	
Package of 10 gums	1 package	
Package of 10 life savers	1 package	
Package of plastic trash bags	6 packages	
Package of small paper bags	2 packages	
Package of paper cups	2 packages	
Package of pre-moistened towelettes	1 package	
Bottle of hydrogen peroxide	1	
Small package of Tylenol	2 packages	
Package of Tums	1 package	
Ammonia inhalants	4	
Ziploc sandwich bags	2	
Box of Telfa pads	1	
Pair of tweezers	1	
Box of Band-Aids	1	
Cold packs	2	
2" roller bandage	1	
3" roller bandage	1	
Box of triangular bandages	1	
Roll of adhesive tape	1	
Pair of disposable gloves	10	
Container of waterproof matches	1	
Box of toilet tissue	1	
Box of sanitary napkins	1	
Bottle of saline solution	1	

Location: Place these supplies next to primary evacuation doorway in each classroom

Recommended School Emergency Supplies

*[Suggested quantities are for 100 people for a period of 72 hours.
Packaged food recommended i.e. power bars and nut free alternatives.]*

Type	Item	Recommended Quantity	Quantity at Hand
Food			
Packaged food is recommended i.e. power bars and nut free alternatives. Classroom safety kits include a majority of what you will need. In addition to the kits, some examples of additional food resources might be:			
	Raisins – boxed and dated	20 lbs.	
	Large canned beans – dated	20 cans	
	Large mixed fruit or fruit – dated	60 cans	
	Large peanut butter	20 tubs	
	Crackers	2 cases	
	Canned fruit juice	2 cases	
	Sugar cubes	4 boxes	
	Can openers - manual	several	
Rescue Team Member			
	Back Pack	1	
	Gloves	1	
	Helmet	1	
	Orange Vest	1	
	Goggles	1	
	Boots	1	
	Heavy Clothing	1	
	Flashlight	1	
	Extra Batteries	1	
	Personal First Aid Kit	1	
	Water and Paper Cups	1	
	Whistle	1	
	Marker Pens	1	
	Fire Extinguisher/s	1	
	Pry Bars	1	
	All purpose tool	1	
	Duct Tape	1	
	Utility Shutoff Tools	1	
	Note Pad and Pen	1	
	Cyalume Sticks (industrial grade glow sticks)	1	
	Walkie-Talkie	1	

Appendix 2-2-10

Plan 2: Section 2: Incident Command System
Supply/Equipment Team: Recommended School Emergency Supplies

Type	Item	Recommended Quantity	Quantity at Hand
First Aid			
	First Aid Manual (Red Cross, up-to-date)	1	
	Alcohol wipes	4 boxes	
	Antibiotic solution (betadyne)	varies	
	Aromatic spirits of ammonia (10 count)	varies	
	Band-Aids – assorted sizes	8 boxes	
	Bandages: ACE wrap, Kerlix, Kling or other conforming bandage of several widths (2, 3, 4, 6 inch)	varies	
	Bandage scissors – blunt nose type	9 pairs	
	Bandage, triangular – 36 x 40 x 55 inch	30	
	Basin, emesis – disposable	10	
	Blankets – space or disposable	10-15	
	Blood pressure cuff with manometer	varies	
	Burn sheets – sterile, disposable	4 packages	
	Cervical collar – small, medium & large	varies	
	Cotton balls – unsterile	4 large packages	
	Disinfectant – hand washing	varies	
	Dressings – 2x2's, 3x3's & 4x4's sterile	varies	
	Dressings – 5x9's & 8x10's sterile	varies	
	Dressings – eye pad, oval sterile	varies	
	Dressings – Vaseline gauze 3x36 inch sterile	varies	
	Ipecac	varies	
	Kleenex	varies	
	Pack – cold Temp-Aid	1 case	
	Pack – hot Temp-aid	1 case	
	Paper bags	4 boxes	
	Paper towels	4 cases	
	Petroleum jelly	4 large jars	
	Pitcher or jar with cover – can be used as a measuring device	4 one quart size	
	Q-tip swabs	6 packages	
	Safety pins – assorted sizes	6 packages	
	Saline 1 tsp. per quart sterile water = normal saline	4 boxes	
	Sanitary napkins – can be used for heavy bleeding wounds	2 cases	
	Spine board – long and short	2 each	
	Splints – inflatable, boards, magazines or other	Several sets	
	Standard surgical gloves – medium and large	4 boxes	
	Table	4	
	Thermometer – oral – Tempa-dot, disposable	4 boxes each	

Appendix 2-2-10

Supply/Equipment Team: Recommended School Emergency Supplies

[illegible]

Financial / Administration Officer
Emergency Developments & Response Actions Log

Page # _____

Person filling out form: _____

Date: _____

Emergency: _____

School Site: _____

Financial Expenditures Tracking

[illegible]

Biological and Chemical Release Response Checklist

School _____

Date _____

	Yes	No	Note
Have students and staff been evacuated from area of contamination?	_____	_____	_____
Have all students and staff been accounted for?	_____	_____	_____
Has the area of contamination been cordoned off and secured?	_____	_____	_____
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"?	_____	_____	_____
Have the doors and windows to the area of contamination been closed and locked?	_____	_____	_____
Have fans and ventilators serving the area of contamination been turned off?	_____	_____	_____
Has staff, students, or other personnel who came in contact with the area of contamination cleaned their hands with soap and water?	_____	_____	_____

Other:

Completed by _____

Date _____

Bomb Threat Report

School _____

Date of Call _____ Time of Call _____ a.m. _____ p.m. _____

Call Received by _____

Location _____ (Phone Number) _____

The person answering the threat call should ask the following questions and record the answers below

When is the bomb going to explode? _____ a.m. _____ p.m. _____

Where is it? _____

What will cause it to explode? _____

What kind of bomb? _____

Why are you doing this? _____

Who are you? _____

What can we do for you to
avoid the bomb from
exploding? _____

How can you be contacted? _____

Record the exact language of the threat:

Voice on the Phone: Man () Woman () Child () Age _____
Intoxicated () Accent () Speech Impediment ()
Other () _____

Background Noise: Music () Talking () Children () Machines ()
Airplane () Typing () Traffic ()
Other () _____

Completed by _____

Date _____

[Note: Send a copy of this form to Local Sheriff and maintain the original in the emergency document file]

Emergency Drill Record

School _____

[illegible]

CONFIDENTIAL
School Personnel Emergency Contact Numbers

Cover Sheet Only

Insert School Personnel Emergency Contact Numbers behind this page, except in any publically distributed versions of this document.

School Personnel Emergency Contact Numbers Template

[illegible]

CONFIDENTIAL
External Emergency Phone Numbers Cover Sheet

Cover Sheet Only

Insert School Personnel Emergency Contact Numbers behind this page, except in any publically distributed versions of this document.

School Name			
School Address			
School Phone		Location Code	
District			
	Name	Phone Numbers	
Principal			
Dean of Students			
Administrative Assistants			
CMP Executive Director			
Office of School Operations			
Public Information Officer			

Emergency Numbers		
Emergency (Sheriff, Fire & Medical Emergencies)	911	
Emergency for cell phone users	916-874-5111	
Sacramento Police Department	911 or 916-732-0100	
California Poison Control System	800-222-1222	www.calpoison.org

2.5.5: Contact Information: Emergency Phone Numbers Cover Sheet

Non-Emergency Numbers		
Sheriff: Sacramento County	916-874-5115	
Sheriff: Yolo County	530-666-8282	
California Highway Patrol	916-861-1300	800-835-5247
Sac Metro Fire Department	916-859-4300	
City of Sacramento Fire Dept.	916-808-1300	
	Fire	Police
Elk Grove	916-405-7100 (Cosumnes CSD)	916-714-5115
Rancho Cordova	916-859-4300 (Sac Metro)	916-362-5115 (Sheriff)
Sacramento	916-808-1300	916-264-5471
West Sacramento	916-617-4600	916-372-3375
Citrus Heights		Emergency: 916-726-3015 Non-Emergency: 916-726-2499 916-727-5500

2.5.5: Contact Information: Emergency Phone Numbers Cover Sheet

City/County Information		
City of Sacramento		
Animal Control – Front Street	916-808-7387	www.saccountyshelter.net
Animal Control – Florin-Perkins Rd	916-383-7387	www.cityofsacramento.org
Animal Control – Citrus Heights	916-727-4708	
Storm Drains – Sac County	916-875-7246	
Storm Drains – Sac County After Hours	916-875-5000	
Automobiles: Abandoned Vehicle Complaints	311 or	916-264-5011
Fire Department	916-228-3000	
Fire – Fire Response Requested	916-228-3035	
Office of Emergency Services	916-808-1300	
Community Emergency Response Team	916-808-1363	
Police – Police Response Requested	916-264-5471	
Police Departments – North Area	916-808-6402	
Police Departments – South Area	916-808-6001	
Utilities Department Emergencies (Evening, Weekends, & Holidays)	311 or	916-264-5011
Flood Control or Flooding	311 or	916-264-5011
Leaks or broken pipes	311 or	916-264-5011
Sewers	311 or	916-264-5011
Storm Drains	311 or	916-264-5011
Water	311 or	916-264-5011
City of West Sacramento		
Police: Non-Emergency Dispatch	916-372-3375	
Public Works Department: Road, Sewer & Water Emergency	916-617-4850	916-372-3375
Public Works Department: Water Quality Concerns	916-617-4860	
Sacramento County		
Animal Control – Front Street	916-808-7387	www.saccountyshelter.net
Animal Care & Regulation	311	916-368-7387
Stray, loose, dead or nuisance animals	916-875-4311	
Child Protective Services 24 Hour line	916-875-5437	
Emergency Services Sacramento Office of Disaster: Planning and Coordination	916-874-4670	
Environmental Management Department: Hazardous Materials General Info	916-875-8550	916-875-5000 (Emergency #)
Fire Department: Sac Metro (24 hour non emergency)	916-228-3035	
Flooding	916-875-7246	
Health & Human Services:	916-875-6091	
Child Protective Services 24 Hour Line	916-875-5437	
Sacramento Area Flood Control Agency	916-874-7606	
Sacramento Area Sewer District 24 Hour line	916-875-6730	

2.5.5: Contact Information: Emergency Phone Numbers Cover Sheet

Utilities / Other		
Air Quality Management District	916-874-4800	http://www.airquality.org/
Pacific Gas and Electric		
24 Hour Emergency Service	800-743-5000	
24 Hour Information on Electric Outages	800-743-5002	
Road Conditions (Cal Trans)	800-427-7623	
Sacramento Suburban Water District	916-972-7171	
SMUD (Sacramento Municipal Utility District) No Power – Service Problems – 24 Hours	888-456-7683	

Hospitals / Medical Facilities		
Facility	Address	Telephone Number
Kaiser Roseville	1600 Eureka Road Roseville, CA 95661	General Info: 916-784-4000
Kaiser Sacramento	2025 Morse Ave Sacramento, CA 95825	General Info: 916-973-5000
Kaiser South Sacramento	6600 Bruceville Road Sacramento, CA 95823	General Info: 916-688-2000
Med 7 Urgent Care	4156 Manzanita Ave, Carmichael, CA 95608	General Info: 916-426-4962
Mercy General Hospital	4001 J Street Sacramento, CA 95819	General Info: 916-453-4545 Emergency: 916-453-4424
Mercy Hospital of Folsom	1650 Creekside Drive Folsom, CA 95630	General Info: 916-983-7400 Emergency: 916-983-7470
Mercy San Juan	6501 Coyle Avenue Carmichael, CA 95608	General Info: 916-537-5000 Emergency: 916-537-5120
Methodist Hospital of Sacramento	7500 Hospital Drive Elk Grove, CA 95823	General Info: 916-689-9000
Sutter General Hospital	2820 L Street Sacramento, CA 95816	General Info: 916-454-2222 Emergency: 916-733-3003
Sutter Roseville Medical Center (Level 2 Trauma Center)	1 Medical Plaza Drive Roseville, CA 95661	General Info: 916-781-1000 Emergency: 916-781-1533 Other: 916-781-4042
Sutter Health 24 Hour Crisis Response Line		800-801-3077
UC Davis Medical Center	2315 Stockton Blvd. Sacramento, CA 95817	General Info: 916-734-2011

Staff Training Log

Campus _____

Type of Training _____ **Presenter** _____

[illegible]

Incident Summary Report

Page # _____

The following items should be included in an Incident Summary Report and submitted to the CMP Safety Coordinator within 7 days of the incident.

- Compile a brief description of facts caused by the emergency.
- Provide an explanation of the site's approach to addressing the emergency.
- Create a timeline of when events occurred, individuals/agencies were informed, aid was provided, and information was delivered to stakeholders.
- Assess the extent of the damage caused by the emergency and compose a statement about the site's profile after the emergency.
- Include minutes and notes taken from any meetings that were held in relation to the incident.
- Include a copy of all documentation recorded on the incident.

Person filling out form: _____

Date: _____

Emergency: _____

Team: _____

Names: _____