



**Twin Hills
School District**

APPLE BLOSSOM | K-5
ORCHARD VIEW | K-12
SUNRIDGE | K-8
TWIN HILLS | 6-8

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Emergency Operations Plan for Twin Hills Union School District

August 2011

Provided by:



Redwood Empire Schools' Insurance Group

Emergency Services Program



www.resig.org

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Subject: MODEL EMERGENCY OPERATION PLAN TEMPLATE

The model Emergency Operations Plan (EOP) template has been designed specifically to help schools efficiently and effectively develop their own Standardized Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS) compliant plans. The EOP can be used for any size or type of school or district office and is intended to walk you through the planning process, help you establish your site emergency teams, and implement necessary training and exercises to make your emergency procedures really work. In addition, the EOP contains a variety of record keeping templates and pull-out forms to facilitate training and use of your crisis “Go Kits” during exercises and real emergencies.

Remember, this is *your* Emergency Operations Plan so feel free to modify it or rearrange it in any way that makes the document useful and effective for your site emergency team. However, the basic structure of the plan is in compliance with the requirements of both SEMS and NIMS and should not be significantly modified. A key component to this plan is the Incident Command System (ICS). The five basic functions of: Management/Command, Operations, Logistics, Planning/Intelligence and Finance/Administration must remain consistent, but the formation of the teams within those sections can be flexible to meet your needs.

Special thanks go to the staff at the Sonoma County Office of Education and Redwood Empire Schools Insurance Group for doing most of the work preparing the EOP forms, instructions, and guidance materials. A United States Department of Education Emergency Response and Crisis Management Grant initially provided the needed support and resources to make this project possible. To properly complete the EOP, schools need to: **(1) Assign roles for Management/Command staff and Section Chiefs (2) form their site emergency teams, (3) provide the appropriate training for all school staff (4) conduct exercises to test their plan, and (5) update their plans as needed.** RESIG staff is available to assist with all of these tasks.

If you need any assistance preparing your EOP or with any other emergency preparedness issues, RESIG’s Emergency Services Program is at your service! For assistance, please feel free to contact Jeannie Goobanoff at (707) 836-0779 x107 or jgoobanoff@resig.org; Erin Tarkhanian at (707) 836-0779 x110 or etarkhanian@resig.org or Christine Dektor at (707) 836-0779 x123 or cdektor@resig.org

Resources Available for Schools

Information, Guides and Reports

Emergency Plan Web Site

The U.S. Department of Education's (USDOE) Office of Safe and Drug-Free Schools' Emergency Plan Web site www.ed.gov/emergencyplan provides a one-stop site for information to help plan for, mitigate, respond to and recover from any emergency (natural disasters, violent incidents, terrorist acts and the like). The site provides access to USDOE materials, such as *Practical Information on Crisis Planning*, and links to additional emergency planning resources of government agencies, nongovernmental organizations, health-care provider resources, mental health resources, and state and local resources.

Practical Information on Crisis Planning: A Guide for Schools and Communities

This binder provides schools and communities with basic guidelines and useful ideas on how to develop and refine their emergency response and crisis management plans for each phase of crisis planning: mitigation and prevention, preparedness, response and recovery. This information is available at www.ed.gov/emergencyplan.

Infrastructure Protection: National Clearinghouse for Educational Facilities

This Web-based clearinghouse at www.edfacilities.org provides information on school safety issues, such as how to design buildings to prevent or mitigate possible terrorist attacks and violence.

Bomb Threat Assessment Guide: USDOE and Bureau of Alcohol, Tobacco and Firearms

The *Step-by-Step Guide for Bomb Threats* can assist school districts, administrators and emergency responders in planning an effective bomb threat response protocol in schools. A CD-ROM interactive planning tool provides schools with a 15-step guide. In 2003, a copy of the CD-ROM was distributed to every school district in the country. It is still available at www.ed.gov/emergencyplan/

Campus Public Safety Guide

The Department of Homeland Security's Office of Domestic Preparedness published a series titled *Campus Public Safety: Weapons of Mass Destruction and Terrorism Protective Measures* in April 2003. This document describes affirmative steps colleges and universities can take to prevent, deter or effectively respond to an attack by weapons of mass destruction. It is available at www.ed.gov/emergencyplan/

Safe Schools Initiative: USDOE and the U.S. Secret Service

The 2002 *Safe Schools Initiative Guide and Final Report* provides guidelines for managing threatening situations and offers ways to create a safe school environment. It is available at www.ed.gov/emergencyplan/

Information Specifically for Children

A Web site with age-appropriate information for children on disasters is at www.fema.gov/kids/. In addition, the Department of Homeland Security is working to expand its citizen preparedness “Ready” campaign by getting children involved in preparing for crises. The Web site is planned to be launched later this year.

Information Dealing With Trauma

The National Child Traumatic Stress Network Web site <http://www.nctsnetwork.org/> contains the following links to tools and materials that can be used by schools both for school planning purposes and as handouts to parents and caregivers:

The link to “Presentation Tools”

http://www.nctsnetwork.org/nccts/nav.do?pid=ctr_tool_present allows one to view and download slide presentations on selected topics related to child trauma and traumatic stress, including statistics on the prevalence of child trauma, current interventions to reduce the impact of child traumatic stress, and an overview of the National Child Traumatic Stress Network.

The “Educational Materials” link

http://www.nctsnetwork.org/nccts/nav.do?pid=ctr_tool_educ includes tip sheets for parents, caregivers, and teachers on current topics, as well as basic information on child traumatic stress for different audiences.

Grants available from the U.S. Department of Education www.ed.gov

Emergency Response and Crisis Management Discretionary Grants

Emergency Response and Crisis Management grants provide funds to local educational agencies to improve and strengthen their emergency response and crisis management plans. In 2005, USDOE obligated 105 awards for a total of \$28 million. USDOE anticipates conducting another competition in the area of crisis planning and response in future years as well. www.ed.gov/programs/dvpemergencyresponse/resources.html

The Safe Schools-Healthy Students Initiative Grants

These grants provide students, schools and communities with federal funding to implement a comprehensive plan of activities, programs and services focusing on promoting healthy childhood development and preventing violence and alcohol and drug abuse. In fiscal year 2004, USDOE contributed a total of \$95 million for grants supporting this initiative. Other federal departments also contributed funds. We anticipate additional funding for this initiative in future years.

What Laws Apply to Schools?

THE FIELD ACT

(Garrison Act and Riley Act)

Sets building code standards for construction and remodeling of public schools and assigns the responsibility for assuring building code compliance to the Division of the State Architect.

THE KATZ ACT

Requires schools to establish an earthquake emergency system:

- Develop a disaster plan
- Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
- Provide training to students and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture.

PUBLIC EMPLOYEES ARE DISASTER SERVICE WORKERS
California Government Code Section 3100

All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
 - A state emergency has been proclaimed
- or,**
- A federal disaster declaration has been made

NOTE: During a declared disaster, school employees are required, by law, to serve as disaster service workers and cannot leave their school site until formally released.

- Certificated employees risk losing their teaching credentials
- Classified employees may be charged with a misdemeanor

POST-DISASTER SHELTERS

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- The American Red Cross has access to schools to set up shelters
- Local governments have access to schools to set up shelters
- Plan and make arrangements in advance to assure that you are prepared.

Consult *Schools as Shelters: Planning and Management Guidelines for Districts & Sites* (ordering information is available from the Office of Emergency Services)

THE PETRIS BILL

California Government Code Section 8607

Requires schools to respond to disasters using the Standardized Emergency Management System (SEMS) by December 1996

- ICS - (Incident Command System) organizing response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration
- EOC - (Emergency Operations Center) setting up a central area of control using the five basic functions
- Coordinate all efforts with the operational area (county) EOC, city EOC and county office of education EOC
- Incorporation of SEMS into all school plans, training and drills
- Documentation of the use of SEMS during an actual emergency

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5

February 28, 2003

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance (grants, contracts and other activities) by Fiscal Year 2005.

NIMS training requirements: All school employees (as designated Disaster Services Workers) are to complete ICS100, ICS200 and IS700. Deadline was: Sept. 2007. (NOTE: RESIG has developed a 1 hour combined course to meet this requirement.)

Initial compliance deadlines:

- Phase I:** Initial Staff Training by **Oct. 2004**
- Phase II:** Identification of Relevant Plans, Procedures and Policies by **Nov. 2004**
- Phase III:** Modification of Existing Plans, Procedures and Policies by **July 2005**
- Phase IV:** Supporting NIMS Integration Center Standards by ***Sept. 2005**

***NOTE: Phase IV deadline was extended to 2007**

Emergency Telephone Numbers

In an ***EMERGENCY***, dial 9-1-1 for:

- Fire Department
- Police Department
- Sheriff's Office
- Highway Patrol

American Red Cross, (<i>Sonoma County Chapter</i>)	<u>577-7600</u>
Animal Regulation, (<i>Sonoma County</i>)	<u>565-7100</u>
CalTrans	1-800-427-7623
Highway Patrol Info Line	<u>588-1400</u>
Pacific Gas & Electric Company	1-800-743-5002
Redwood Empire Schools' Insurance Group	<u>836-0779</u>
Gold Ridge (LOCAL) Fire Department info line	<u>823-5401</u>
School and College Legal Services	<u>524-2690</u>
Sonoma County Department of Emergency Services	<u>565-1152</u>
Sonoma County Office of Education	<u>524-2600</u>
Sonoma County Sheriff's Department	<u>565-2511</u>
Sonoma County Dept. of Health Services (information)	565-4400
Health Services Communicable Disease Reporting	565-4567

About Emergency Management Systems

Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: the Incident Command System (ICS). As a member of your school's emergency response team, you will need to be familiar with ICS and the emergency management systems used in California.

Incident Command System (ICS) Developed in the 1970's by Southern California Fire Protection Agencies, this system was designed to coordinate multi-jurisdictional response. The beauty of ICS is that it is based upon common terminology and on the division of response activities into five functional units that essentially eliminates the possibility of the duplication of efforts. ICS became the model for the state's system.

Standardized Emergency Management System (SEMS) Developed in response to the lack of agency and multi-jurisdictional coordination during the Oakland Fires of 1991, SEMS became the state-wide standard for coordinated emergency response. All agencies involved in emergency response are legally required to use SEMS. In fact, the **STATE** reimbursement of local costs incurred for emergency response/recovery is tied to the use of SEMS.

National Incident Management System (NIMS) After the national tragedy on September 11, 2001, it became clear that the country needed an emergency response system to address incidents that affected the entire nation. The national government looked at the system used in California and used it as a model to develop a national response system called NIMS. It is a FEMA approved emergency response system and will become the national model. National compliance was expected by 2006, but is still in progress. **FEDERAL** funding for emergency response/recovery grants is tied to the use of NIMS.

SO, WHAT'S A SCHOOL TO DO?

California's schools were issued their marching orders in 1994, when the State passed the Petris Bill. This bill **requires** schools (who are considered to be special districts) to use the SEMS model in planning for, and responding to, school emergencies and disasters. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5, which mandated the development and implementation of NIMS, now requires schools to integrate that system into their plans as well.

WHAT IS SEMS? (STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)

A standardized approach to emergency management in California using several key concepts:

- 1) A management tool called the Incident Command System (ICS);
- 2) Mutual aid systems in which similar organizations assist each other in emergencies; and
- 3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

WHY USE SEMS?

- To qualify to receive State reimbursement
- To improve coordination between response agencies
- To coordinate flow of information and resources
- To improve mobilization, use and tracking of resources

WHAT ARE THE ELEMENTS OF SEMS?

Key Components:

- **ICS** is a primary component
- Multi-Agency Coordination System
- Master Mutual Aid System
- Operational Areas
- OASIS

There are **SIX** levels of Communication:

- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- SCOE for Information Coordination
- School District Level
- School Site Level

Key Functions:

- **MANAGEMENT/COMMAND**
- **OPERATIONS**
- **PLANNING/INTELLIGENCE**
- **LOGISTICS**
- **FINANCE/ADMINISTRATION**

WHAT IS NIMS? (NATIONAL INCIDENT MANAGEMENT SYSTEM)

A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Use an ALL-HAZARDS approach.
- Improve coordination and cooperation between public and private entities.

WHY USE NIMS?

- To qualify to receive Federal preparedness and response grants
- To provide a coordinated response
- To standardize domestic incident response that reaches across all levels of government and all response agencies

WHAT ARE THE ELEMENTS OF NIMS?

Key Components:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Key Organizational Structures:

- **ICS** - Incident Command System
- Multi-Agency Coordination System
- Public Information Systems

Key Functions:

- **MANAGEMENT/COMMAND**
- **OPERATIONS**
- **PLANNING/INTELLIGENCE**
- **LOGISTICS**
- **FINANCE/ADMINISTRATION**

USING SEMS AND NIMS IN YOUR SCHOOL - AN OVERVIEW

Within SEMS and NIMS, an emergency response organization, known as the Incident Command System, consists of five Sections:

Management: responsible for policymaking with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four members, the EOC Director/Incident Commander (IC), the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer (LO). In short: they are *the leaders*.

Planning/Intelligence: responsible for creating the action plans and checklists that will be used by all of the sections during crisis response and recovery. The section is comprised of two teams: the Situation Status Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management Section. Planning/Intelligence are often referred to as *the thinkers*.

Operations: responsible for response preparedness of the Assembly/Shelter, Communications, Crisis Intervention, Light Search and Rescue, First Aid, Student Release/Staff Accounting, and Maintenance/Fire/Site Security Teams. During a disaster, this section directs response activities of all of these teams and coordinates that response with the Management Section. These folks represent *the doers*.

Logistics: prior to a disaster, this section is in charge of creating a transportation plan, and ensuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section's two teams, the Supplies/Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed. They are *the getters*.

Finance/Administration: in charge of creating policies and procedures for documenting costs associated with emergency response. This section has one team, called the Recordkeeping Team. During a disaster, they activate contracts with vendors, keep time records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state. They also gather all paperwork and documentation at the end of the incident for inclusion in the After Action Report (AAR). They are called *the payers*.

THE EMERGENCY OPERATIONS CENTER

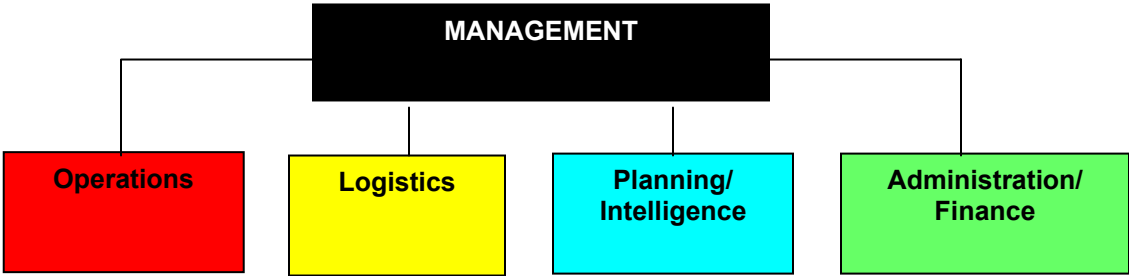
During an emergency, the Management Section gathers together in an area/room to set-up a "command center" also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs.

A Word about Unified Command

The control of and response to campus emergencies is the sole responsibility of the school site teams *until* first responders arrive. Once they are on campus, incident command transitions to “**Unified Command.**” This transition is immediately facilitated by an on-site briefing of first responders by the Management Staff and Section Chiefs. Following the initial briefing, the school’s EOC Director/Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities. Other school employees may be asked to participate as well, depending upon the incident at hand and the available staffing of emergency responders. All staff should be prepared to participate if necessary.

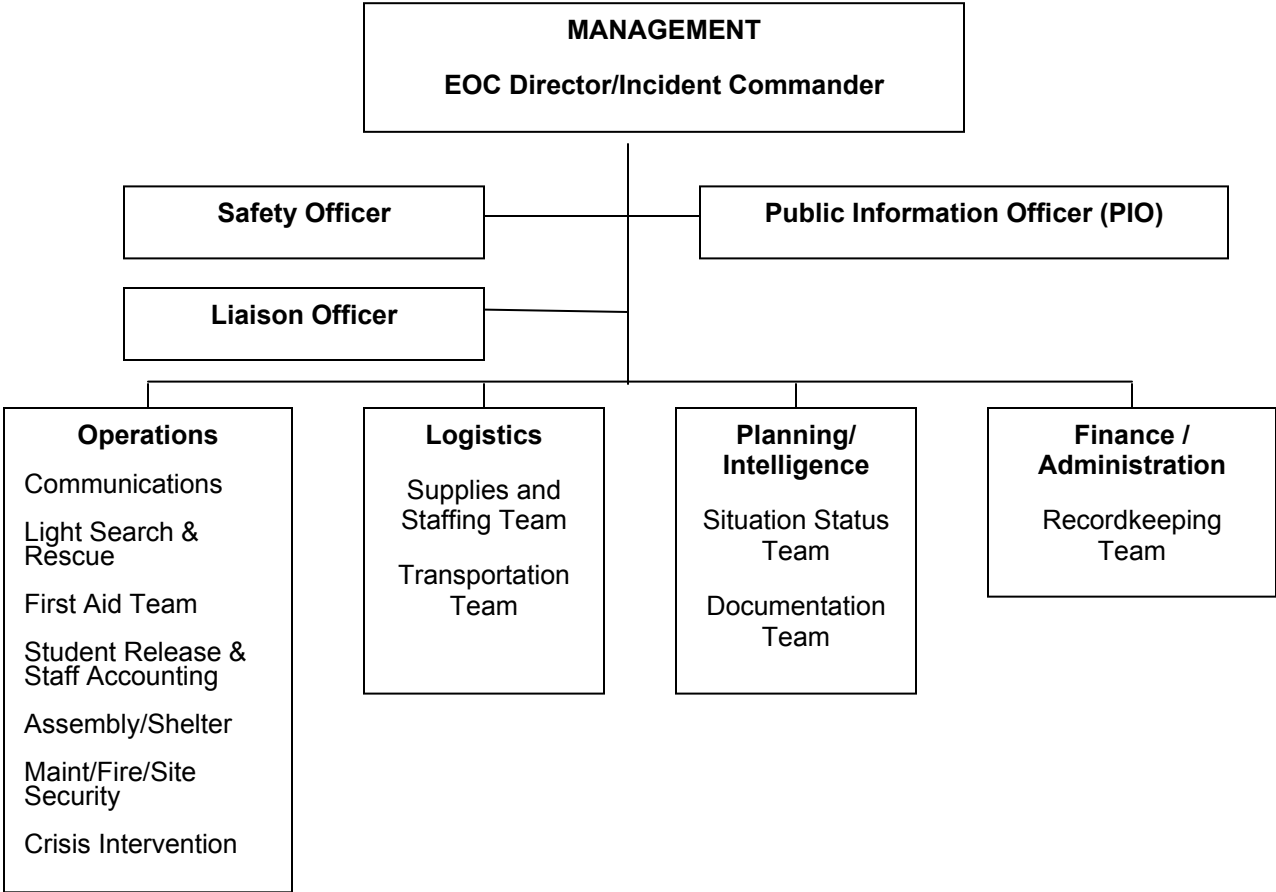
In the EOC, this means that first responder representatives will essentially be running response activities in consultation with the school’s Management Staff and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the EOC Director/Incident Commander has deemed it is too dangerous or unsafe for them to do so. *Remember*, first responders are professionals. Work with them and take your cues from them.

INCIDENT COMMAND SYSTEM – DIVISION OF LABOR

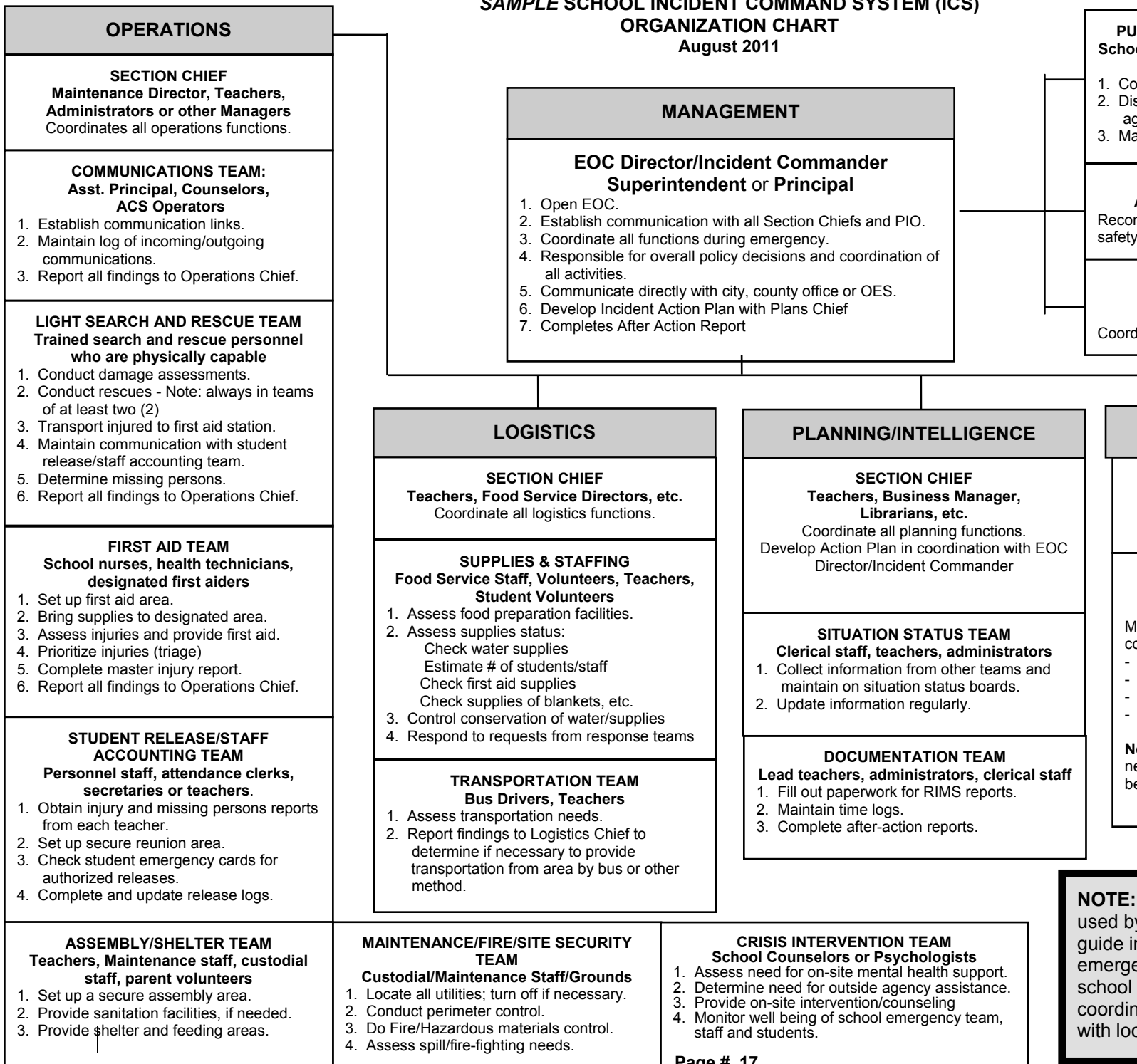


Divisions of Labor

Each one of the five functions has certain roles and responsibilities during a disaster or school emergency. The Management Section oversees response activities in consultation with the Chiefs of the Operations, Logistics, Planning/Intelligence, and Administration/Finance Sections. Each of these sections in turn, has a team or teams tasked with implementing very specific components of the school emergency response plan. These teams and their affiliate Sections are outlined in the chart, below.

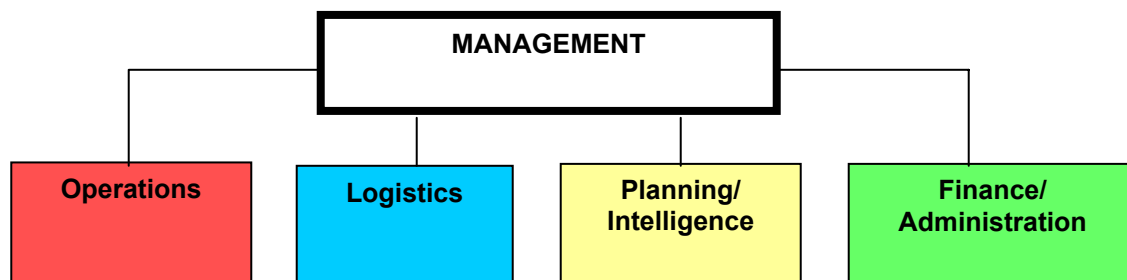


**SAMPLE SCHOOL INCIDENT COMMAND SYSTEM (ICS)
ORGANIZATION CHART
August 2011**



MANAGEMENT

During a campus emergency, the Management Section is responsible for coordinating all response activities. The staff is comprised of the EOC Director/Incident Commander, the Public Information Officer, the Safety Officer and the Liaison Officer.



- **EOC DIRECTOR/INCIDENT COMMANDER** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation and assigning/releasing staff as needed and developing the Incident Action Plan in coordination with the Planning/Intelligence chief. They are also responsible at the end of the incident for completing the After Action Report in coordination with the Planning/Intelligence Chief.
- **PUBLIC INFORMATION OFFICER (PIO)** acts as the liaison between the school, the media and the public. The PIO must be aware of all incident response activities and is **the only person** authorized to speak to the media.
- **SAFETY OFFICER (SO)** is charged with the safety of students, staff, and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.
- **LIAISON OFFICER (LO)** is the point of contact/coordination between the EOC Director/Incident Commander and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities. This person is also responsible for keeping track of the Management Section staffing using the Staff Sign In/Sign Out Log. They must ensure that every person involved in the response signs in when they are assigned and signs out when they are released.

Management Section Roster

- **EOC Director/Incident Commander**

Primary: Superintendent	Contact Info: 823-0871
Alternate 1 Principal or Director	Contact Info: site phone number
Alternate 2 Teacher	Contact Info: site phone number

- **Public Information Officer**

Primary: Superintendent	Contact Info 823-0871
Alternate 1 Business Manager	Contact Info: 823-0871
Alternate 2 Other District Office Personnel	Contact Info: 823-0871

- **Liaison Officer**

Primary: Superintendent	Contact Info: 823-0871
Alternate 1 Business Manager	Contact Info: 823-0871
Alternate 2	Contact Info:

- **Safety Officer**

Primary: Superintendent	Contact Info: 823-0871
Alternate 1 Business Manager	Contact Info: 823-0871
Alternate 2	Contact Info:

Management Checklist

EOC DIRECTOR/INCIDENT COMMANDER

The EOC Director/Incident Commander is the person responsible for conducting emergency/disaster operations on-site. One of the primary responsibilities is to activate the Emergency Operations Center (EOC). During the emergency/disaster, the EOC Director/IC oversees and directs response activities until relieved by an alternate, is dismissed by the District Superintendent, or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the EOC Director/IC is charged with ensuring the safety of students, staff, volunteers and campus visitors. They are also responsible for developing the Incident Action Plan and the After Action Report in cooperation with the Planning/Intelligence Chief.

Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Assess nature and scope of emergency/disaster and determine if EOC activation is necessary
- Determine level of threat to people and facilities
- Implement emergency/disaster plan appropriate to situation
- Activate Section Chiefs and team leaders as needed
- Fill in the EOC Staffing form as positions are filled
- Meet with Management Staff and Section Chiefs
- Work with Planning/Intelligence Chief to begin development of Incident Action Plan
- Make sure you have a back-up or alternate EOC Director/IC
- Have your GETS card available

Operational Duties

- Monitor overall response activities by staying in communication with Section Chiefs
- Issue regular updated status reports to District Office (DO)
- Work with Planning and Intelligence Chief to write Incident Action Plan and revise as situation warrants
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Initiate Student Release when appropriate (*be sure Student Release Team is set up*)
- Authorize Public Information Officer (PIO) to release information to the appropriate agencies
- Assign/re-assign personnel as needed
- Make sure all staff and volunteers take regular breaks (*including yourself*)

Closing Down/Deactivation

- Terminate all response activities at the direction of the District Superintendent, First Responders or after making the determination that the incident has been resolved
- Authorize deactivation of teams as appropriate and ensure that all pending actions will be completed after deactivation
- Initiate recovery operations
- Direct the return of all equipment and reusable supplies to Logistics
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Sign out and leave contact information in case you need to be reached

Go-Kit

- School Emergency Plan
- EOC Director/Incident Commander checklist
- Campus map
- Staff and student rosters
- Walkie talkie/FRS
- AM/FM radio (w. batteries)
- Bullhorn
- Whistle
- Pens, pencils, paper and clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Flashlight

Supplies/Equipment

- Table and chairs
- Computer or laptop if available

Forms

- ICS Organizational Chart
- Section Team Rosters
- Incident Action Plan
- EOC Staffing List
- EOC Section Tasks
- EOC Management Situation Report
- Scheduled Briefings/Meetings
- Section Activity Log
- After Action Report Template

Management Checklist

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is the school site's official spokesperson during emergency/disaster operations. The PIO's "job" is to release information about the incident and response activities to the media until the District Office PIO is available.

Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Designate a media reception area (*with EOC Director/IC approval*)
- Consult with the District PIO (*if available*) to coordinate information release
- Advise on-site media of time of first press release or press conference

Operational Duties

- Keep updated on response activities
- Schedule regular press conferences, if appropriate
- Get approval of EOC Director/IC for all press releases/statements (**see Guidelines for Speaking to the Media*)
- Remind staff and volunteers to refer all questions from parents and/or the media to the PIO
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being made on the Section Activity Log
- Arrange for the translation of announcements and response-related information (*as needed*)
- Monitor news broadcasts and correct any misinformation as soon as possible
- Make sure that the EOC Director/IC is aware of all media-related incidents

Closing Down/Deactivation

- Release PIO staff and volunteers when directed by EOC Director/IC
- Return all equipment and reusable supplies to Logistics
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

PUBLIC INFORMATION OFFICER

Go-Kit

- School Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- AM/FM Radio (w/batteries)
- Walkie talkie/FRS
- Clipboard and paper
- Pens/Sharpies/Dry Erase Markers
- Scotch tape/masking tape/duct tape
- Scissors
- School site maps and regional/neighborhood maps
- List of Media Contacts
- Job Description Checklist

Supplies/Equipment

- Newsprint or dry erase board and portable easel
- "Media Here" Sign

Forms

- Sample Press Release
- Section Activity Log
- Guidelines for Speaking to the Media
- Joint Information System for Schools

Guidelines for Speaking to the Media

When speaking to the media about campus emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements
- **Re-state** the nature of the incident; its cause and time of origin
- **Describe** the size and scope of the incident
- **Report on the *current*** situation
- **Speak about the resources** being utilized in response activities
- **Reassure** the public that everything possible is being done
- **DO NOT release any names**
- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners
- **Avoid speculation**; do not talk “off the record”
- **Do not use** the phrase “no comment”
- **Set up** press times for updates
- **Control** media location

****SAMPLE PRESS RELEASE****

Event: EARTHQUAKE

Date: MARCH 1, 2010

Release #: 001

Time: 8:00 A.M.

TITLE OF RELEASE: LARGE EARTHQUAKE CAUSES MODERATE DAMAGE TO
ABC ELEMENTARY SCHOOL IN SONOMA COUNTY

FOR IMMEDIATE RELEASE

EXAMPLE.....At 5:25 a.m. on March 1, 2010 an earthquake measuring 7.2 on the Richter Scale caused moderate damage to the ABC ELEMENTARY SCHOOL located at 1234 Anywhere Blvd. in Santa Rosa, CA. There are no reports of injuries available. Search and Rescue crews are searching the building at this time. Roadways leading to the school site have been damaged and an overpass on Hwy. 101 leading to the school has been damaged and is closed. The public is asked to remain clear of the area to allow emergency responders to access the site. Parents are asked NOT to go to the school as this will hamper rescue efforts.

School Districts throughout the county are instructed to call in to the SCOE office - **(707) 524-2603** - to report any damage or injuries to their own buildings or their school sites following established school closure procedures.

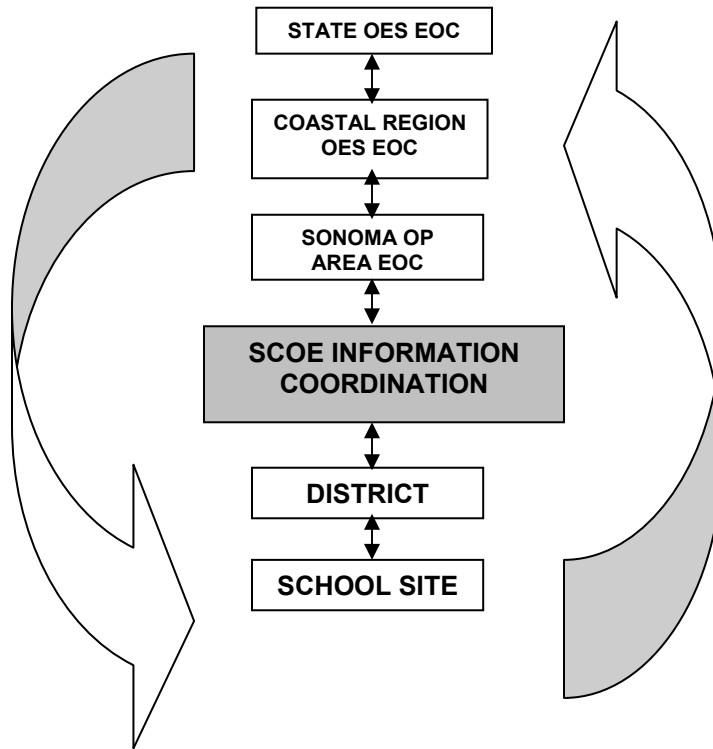
Due to the magnitude of the earthquake and the damage throughout the county, the Sonoma County Operational Area Emergency Operations Center has been activated. Additional information can be obtained by called the Op Area Public Information Hotline at 565-3856.

Further details will be provided when available.

Next Scheduled Release: As needed

###

JOINT INFORMATION SYSTEM (JIS) FOR SCHOOLS
(Joint Information Center (JIC) at SCOE)



PROPOSED PROCESS:

1. Incident occurs at a school site
2. School communicates with their District Office
3. District Offices (Superintendent/Designee) communicate with SCOE* to provide information regarding situation and to report school closures, damages, injuries or deaths
4. SCOE will communicate with Schools' Rep in Sonoma County Op Area EOC
5. Schools' Rep in Op Area EOC will coordinate information and maintain communication with SCOE
6. SCOE will maintain an up-to-date report on the incident status throughout the county
7. Sonoma County Op Area EOC coordinate any response activities and will provide information to the public via the media

***NOTE:** If an incident occurs during non-school hours, District Superintendents are instructed to call Steve Herrington, County Superintendent of Schools at home (707) 837-9087 or cell (707) 695-1652. If Dr. Herrington is not available, call Denise Calvert Asst. Supt. of Schools/Business at home (707) 823-0523 or cell (707) 799-6567.

If an incident occurs during school hours, District Superintendents are to call SCOE at (707) 524-2603.

Management Checklist

SAFETY OFFICER

The Safety Officer is responsible for ensuring that all response activities are conducted safely.

Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs

Operational Duties

- Maintain incident records and track response activities
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor emergency response activities for safe practices
- Identify and mitigate on-site hazards and unsafe situations whenever possible
- Stop or modify any unsafe activities/operations
- Ensure that school response teams are using appropriate safety equipment
- Anticipate situation/problems before they occur
- Consider probable situation changes (aftershocks, etc.) and how they will affect response activities
- Work with Maintenance/Fire/Site Security Team Leader to determine if buildings are safe to search

Closing Down/Deactivation

- Release Safety staff and volunteers when directed by EOC Director/IC
- Return all equipment and reusable supplies to Logistics
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

Go-Kit

- | | |
|--|--|
| <input type="checkbox"/> School Emergency Plan | <input type="checkbox"/> Hard hat/safety equipment |
| <input type="checkbox"/> Job Description Checklist | <input type="checkbox"/> Pens, paper and clipboard |
| <input type="checkbox"/> Vest and/or ID badge | <input type="checkbox"/> Walkie-talkie/FRS |
| <input type="checkbox"/> Site Map | <input type="checkbox"/> Flashlight |

Forms

- Section Activity Log

Management Checklist

LIAISON OFFICER

The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during school site emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information. This person is also responsible for initiating and maintaining the Staff Sign In/Sign Out Log. They must ensure that every person assigned as Management Staff or Section Chief sign in when they are assigned and sign out when they are released.

Start-up Actions/Activation

- Initiate Sign In/Sign Out procedures. Sign yourself in.
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with the EOC Director/IC, Management Staff and Section Chiefs

Operational Duties

- Brief agency representatives on the status of the situation, response priorities, and the incident action plan
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Ensure the coordination of efforts by keeping the EOC Director/IC informed of agency action plans
- Provide periodic updates to agency representatives as necessary

Closing Down/Deactivation

- Release Liaison staff and volunteers when directed by the EOC Director/IC
- Return all equipment and reusable supplies to Logistics
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Complete Sign In/Sign Out Log and provide to Documentation Team. Make sure to leave contact information in case you need to be reached

Go-Kit

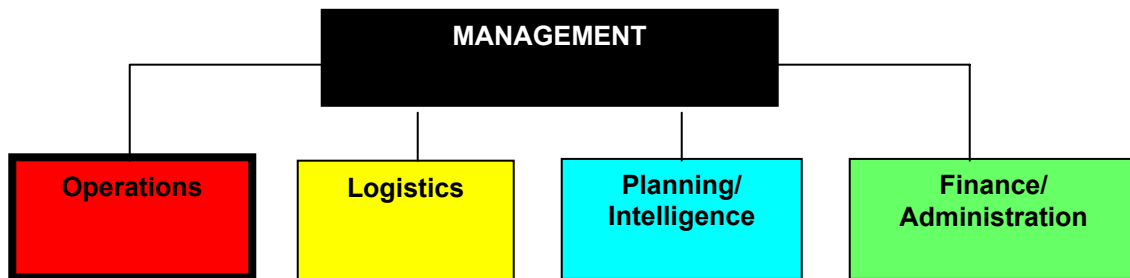
- | | |
|--|--|
| <input type="checkbox"/> School Emergency Plan | <input type="checkbox"/> Pens, paper and clipboard |
| <input type="checkbox"/> Vest and/or ID badge | <input type="checkbox"/> Walkie talkie/FRS |
| <input type="checkbox"/> Hard hat/safety equipment | <input type="checkbox"/> Job Description Checklist |

Forms

- Section Activity Log
- Staff Sign In/sign Out Log

OPERATIONS

The Operations Section is responsible for carrying out all emergency response activities. Those responsibilities are coordinated by the Section Chief and carried out by the Assembly/Shelter, Communications, Crisis Intervention, First Aid, Maintenance/Fire/Site Security, Light Search and Rescue, and Student Release/Staff Accounting Teams.



- **ASSEMBLY/SHELTER TEAM** is charged with overseeing the safe evacuation and sheltering of students and staff during a campus emergency.
- **COMMUNICATIONS TEAM** is responsible for coordinating the flow of all on-site verbal and written communications between teams, sections chiefs and the management team during response activities.
- **CRISIS INTERVENTION TEAM** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in campus incidents/emergencies.
- **FIRST AID TEAM** is tasked with coordinating campus-wide medical response and care during school emergencies. This team is also responsible for establishing an on-campus morgue when needed.
- **LIGHT SEARCH AND RESCUE TEAM** is tasked with safely conducting on-site search and rescue activities post-disaster.
- **MAINTENANCE/FIRE/SITE SECURITY TEAM** is responsible for identifying and mitigating on-site hazards following a campus emergency. This team is also charged with campus security.
- **STUDENT RELEASE/STAFF ACCOUNTING TEAM** is responsible for facilitating parent/student reunion. The team is also charged with keeping track of on-site staff and volunteers.

Operations Section Roster

- **Section Chief**

Operations Chief: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

- **Assembly/Shelter Team Leader**

Team Leader: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

- **Communications Team Leader**

Team Leader: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

- **Crisis Intervention Team Leader**

Team Leader: Consortium Psychologist	Contact Info: site phone number
Alternate 1: Consortium Employee/Nurse	Contact Info: site phone number
Alternate 2: Consortium Employee/Nurse	Contact Info: site phone number

- **First Aid Team Leader**

Team Leader: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

- **Light Search and Rescue Team Leader**

Team Leader: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

- **Maintenance/Fire/Site Security Team**

Team Leader: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

- **Student Release/Staff Accounting Team Leader**

Team Leader: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

Operations Checklist

SECTION CHIEF

The Operations Section is responsible for initiating and directing the “hands on” response to the school’s disaster/emergency through the activities of the following teams:

- Assembly/Shelter
- Communications
- Crisis Intervention
- First Aid
- Light Search and Rescue
- Maintenance/Fire/Site Security
- Student Release/Staff Accounting

Start-up Actions/Activation

- Sign with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Activate Team Leaders, as needed
- Assume lead of all Operations Teams until staffed
- Meet with Team Leaders and assist them in initiating their team’s response activities

Operational Duties

- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor response activities through contact with Team Leaders
- Keep EOC Director/IC informed of field activities
- Notify Logistics Team if additional supplies or staff is needed
- Coordinate Light Search and Rescue Operations with the Management Staff
- Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Staff
- Gather Situation Status Forms from Team Leaders and relay information to Situation Status Team Leader on a regular basis
- Ensure that all Operations Teams are documenting their activities and utilizing proper safety protocols
- Schedule breaks and re-assign Operations staff as needed

OPERATIONS SECTION CHIEF

Closing Down/Deactivation

- Release Operations Teams when directed by EOC Director/IC
- Direct the return of all equipment and reusable supplies to Logistics
- Close logs. Collect all logs, reports, and response-related documentation from Team Leaders and submit to the Documentation Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

Go-Kit

- School Emergency Plan
- Operations Section Chief checklist
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, pencils, paper and clipboard
- Walkie talkie/FRS
- Campus supply storage lists
- School site maps and regional/neighborhood maps
- Flashlight

Forms

- Situation Status Form
- Section Activity Log

Operations Checklist

ASSEMBLY/SHELTER TEAM LEADER

The Assembly/Shelter Team Leader is responsible for providing for the safe sheltering and care of students and staff while on-site during an emergency. This person is also in charge of facilitating campus evacuation when the school site is deemed to be unsafe by the EOC Director/Incident Commander. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Assess available personnel and make appropriate assignments
- If designated assembly/shelter site is destroyed or inaccessible, consult with Operations Section Chief and determine alternate location(s)
- Initiate shelter set-up or, *if evacuating*:
 - Confirm that assembly area and routes to it are safe
 - Count/observe classroom evacuations (make sure all exit)

Operational Duties

- Ensure initial record of all students and staff in shelter/assembly area is made and that it is updated regularly during the incident
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor safety/well being of students and staff in shelter or assembly area
- Oversee the procurement and distribution of food and water
- Direct set-up of sanitary facilities when necessary
- Coordinate Student Release with Student Release Team Leader when directed by Operations Section Chief
- Administer *minor* first aid, as needed

Closing Down/Deactivation

- Close shelter per direction of Operations Section Chief
- Release staff and volunteers per direction of Operations Section Chief
- Collect all logs, documentation and paperwork and provide to Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

ASSEMBLY/SHELTER TEAM LEADER

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Roster of students and staff
- Walkie-talkie/FRS
- Hard hat and vest/safety equipment
- Facility and supply storage maps
- Pens, pencils, paper and clipboard
- Bullhorn
- Flashlight

Forms

- Section Activity Log
- Staff Sign In/Sign Out Log

Operations Checklist

ASSEMBLY/SHELTER TEAM

The Assembly/Shelter Team provides for the safe sheltering and care of students and staff while on-site during an emergency. This team is also responsible for facilitating campus evacuation when the school site is deemed to be unsafe by the EOC Director/Incident Commander or first responders.

Start-up Actions/Activation

- Sign with Team Leader
- Meet with Assembly/Shelter Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Secure assembly site or set-up shelter per direction of Assembly/Shelter Team Leader
- Gather all supplies from storage locker(s) and transport to assembly/shelter site
- Conduct initial population assessment

Operational Duties

- Facilitate the orderly distribution of food and water
- Request additional supplies/materials from Logistics Section
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Set-up sanitary facilities per direction of Assembly/Shelter Team Leader
- Maintain and update student and staff population log
- Cooperate with Student Release Team to facilitate orderly Student Release (when directed by Assembly/Shelter Team Leader)

Closing Down/Deactivation

- Break down and clean up shelter
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Paper, pens, pencils, and clipboards
- Walkie talkies/FRS
- Hard hats and vests/safety equipment
- Masking and/or Duct tape
- Whistles
- File boxes
- Flashlight

Supplies/Equipment

- Supply storage map
- Tarps/black poly sheeting (rolls)
- 5-gallon toilet buckets
- Toilet bucket liners
- Toilet paper
- Stainless steel clamps
- Sanitation supplies
- Poles for building shelters (PVC pipe?), tents or other shelter materials
- Disposable hand-wipes
- Blankets
- Duct Tape
- Lanterns

Forms

- Section Activity Log

Operations Checklist

COMMUNICATIONS TEAM LEADER

The Communications Team Leader is responsible for overseeing the verbal and written communications both on-site and with the District Office. They are also responsible for directing the set up of communications systems and ensuring that communications devices are functioning properly. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Set-up and test communications equipment
- Establish communications "center" in quiet location in proximity to EOC
- Assign staff and volunteers to appropriate positions
- Advise Operations Section Chief when communications center is "operational"

Operational Duties

- Coordinate all communications between EOC and District Office
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Ensure all communication systems (incoming and outgoing) are functioning properly and are being properly logged
- Oversee message relay via runners
- Monitor radio station(s) for local emergency news
- Refer all media requests to the PIO

Closing Down/Deactivation

- Release staff and volunteers per direction of Operations Section Chief
- Close out all logs and pending messages, and turn over to Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Paper, pens, pencils, and clipboards
- Walkie talkies/FRS
- Battery Operated Radio w/batteries
- Hard hat and vest/safety equipment
- Flashlight

COMMUNICATIONS TEAM LEADER

Supplies/Equipment

- Table and chairs
- File boxes

Forms

- Section Activity Log
- Staff Sign In/Sign Out Log

Operations Checklist

COMMUNICATIONS TEAM

The Communications Team is charged with establishing, coordinating, and directing verbal and written communications on-site and with the District Office. They are also responsible for setting up of communications systems and ensuring that communications devices are functioning properly.

Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Communications Team Leader for a briefing
- Gather all supplies from storage locker(s)
- Set-up communications center
- Test equipment

Operational Duties

- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Dispatch runners as needed to relay messages to EOC Director/IC, Management Staff, Section Chiefs, and Team Leaders, as needed
- Ensure that all communications systems and devices are functioning properly
- Refer all media requests to the PIO

Closing Down/Deactivation

- Close out all logs and pending messages, and turn over to Team Leader
- Return all equipment and reusable supplies to Logistics
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- Map of facility
- Pens, pencils, paper and clipboards
- Hard hats and vests/safety equipment
- Flashlight

Supplies/Equipment

- Tables and chairs
- File boxes
- Computer or laptop, if available
- Power strip
- Extension cords
- Communications Equipment – phones/two way radios, etc.
- Phone book

Forms

- Section Activity Log

Operations Checklist

CRISIS INTERVENTION TEAM LEADER

The Crisis Intervention Team Leader is in charge of assessing the immediate and long-term mental health support needs of students, staff, parents, and volunteers involved in or affected by a school emergency. This person is also responsible for mobilizing the Crisis Intervention Team. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

NOTE: Refer to the “School Crisis Response and Recovery Manual” for additional information.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Determine immediate need for mental health support/intervention
- Activate personnel and make appropriate assignments
- Identify appropriate on-campus location for intervention/counseling

Operational Duties

- Implement components of the School Crisis Response and Recovery Manual as needed
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Oversee set-up of intervention/counseling site
- Monitor well being of staff, students, and volunteers
- Determine need for outside assistance
- Activate off-campus crisis intervention teams/support personnel when directed by the EOC Director/IC
- Provide information to the PIO for dissemination (with approval from EOC Director/IC)
- When necessary, request student emergency contact cards from Student Release Team Leader

Closing Down/Deactivation

- Release staff and volunteers per direction of Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and turn them over to Operations Section Chief
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

CRISIS INTERVENTION TEAM LEADER

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Info
- Roster of students and staff
- Flashlight
- Walkie-talkie/FRS
- Pens and pencils, paper
- Hard hat and vest/safety equip
- School Crisis Response & Recovery Manual
- Map of facility

Supplies/Equipment

- Table and chairs

Forms

- Section Activity Log
- Staff Sign In/Sign Out Log

Operations Checklist

CRISIS INTERVENTION TEAM

The Crisis Intervention Team monitors and supports the mental health needs of students, staff, parents, and volunteers involved in or affected by a school emergency.

NOTE: Refer to the "School Crisis Response and Recovery Manual" for additional information.

Start-up Actions/Activation

- Sign in with Team Leader
- Meet with Crisis Intervention Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Gather all supplies and transport to intervention/counseling site

Operational Duties

- Set-up campus intervention/counseling site
- Provide for and monitor well being of staff, students, and volunteers
- Maintain log of all assistance given and nature of that assistance
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Communicate need for outside assistance to Crisis Intervention Team Leader
- Cooperate with outside agency crisis intervention teams
- When necessary, request student emergency contact cards from Team Leader

Close Down/Deactivation

- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

CRISIS INTERVENTION TEAM

Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- School Crisis Response & Recovery Manual
- Map of facility
- Hard hats/vests/safety equipment
- Walkie-talkies/FRS
- Pens and pencils, paper and clipboards
- Tissues and rubber gloves
- Flashlight

Supplies/Equipment

- Table and chairs
- Privacy Screen
- Phones and phone book

Forms

- Section Activity Log

Operations Checklist

FIRST AID TEAM LEADER

The First Aid Team Leader is responsible for coordinating campus emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of the team and notifying the EOC Director/IC of the need for outside assistance. The First Aid Team Leader is also charged with calling for and directing the establishment of an on-site morgue when warranted. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Determine if medical needs exceed scope of on-site team (*if so, have Operations Section Chief notify Management Staff*)
- Assess Team availability and make appropriate assignments
- Facilitate set-up of first aid treatment area; away from media center and student release site. Area should be accessible to emergency vehicles
- Establish entry or "triage" station adjacent to first aid treatment area and assign 2 people to this station
- Review the List of Staff Trained in First Aid and CPR to ensure current certifications
- Set-up areas for "immediate" and "delayed" treatment and assign 2 staff per station
- Discuss need to set-up intervention/counseling area with Crisis Intervention Team Leader

Operational Duties

- Oversee/monitor the assessment, care and treatment of patients
- Ensure caregiver and rescuer safety (*use of rubber gloves*)
- Maintain open lines of communication with Light Search and Rescue and Crisis Intervention Team Leaders
- Gather Situation Status Forms from Team and relay information to OPS Section Chief
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Keep Section Chief updated
- Provide staff for "field" injury response/treatment
- Maintain Medical Treatment Log
- Request additional personnel from Logistics
- Report deaths immediately to Section Chief (not by radio)
- Determine need for morgue set-up and chooses location
- Monitor situation for communicable diseases
- Check-in with Student Release and Assembly/Shelter Team Leaders regarding the health care needs of students and staff with known medical conditions
- When necessary, request student emergency contact cards from Student Release Team Leader

Closing Down/Deactivation

- Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- Release medical teams per direction of Operations Section Chief
- Ensure close-out of all logs and other paperwork and turn them over to Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- School Site Map
- Hard hat/vest/safety equipment
- Rubber gloves (box)
- Roster of students and staff
- Walkie-talkie/FRS
- Pens, pencils, paper and clipboard
- Quick reference medical guides
- Flashlight

Supplies/Equipment

- Table and chairs

Forms

- List of Staff with First Aid and CPR Certification
- Medical Treatment Log
- Situation Status Form
- Staff Sign In/Sign Out Log

Operations Checklist

FIRST AID TEAM

The First Aid Team is responsible for safely providing on-site emergency medical response and first aid during response activities. Responsible for recording accurate treatment notes for all victims.

Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with First Aid Team Leader for a briefing
- Gather all supplies and personal safety equipment and transport to site of first aid station
- Set-up first aid stations
- Set-up morgue (*if directed to do so by Team Leader*)

Operational Duties

- Maintain accurate treatment records using the Medical Treatment Form on the back of each Triage Tag
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor/assess patients at regular intervals
- Fill out Situation Status Form and relay information to Team Leader
- Report deaths immediately to First Aid Team Leader (*by runner, NOT over the radio*)
- When transportation becomes available, facilitate patient evacuation and note status on back of triage tag; *do not send any original campus records off-site with patient*
- If injured student is transported off campus, send a copy of student emergency contact card with him/her (*request copies from Team Leader*)

Set Up Treatment Areas “Immediate” and “Delayed”

- Assign one team member to do intake:
 - Greet injured student/staff, reassess and/or confirm triage category
 - Direct victim or transport of victim to appropriate treatment area along with triage tag and Medical Treatment Form
- Assign one team member to conduct “head to toe” assessment
- Provide appropriate first aid
- Fill out Medical Treatment Form on the back of the Triage Tag. If triage category changes, attach any previous tags to current tag
- Monitor condition of “delayed” victims and watch for any changes in condition
- Maintain Medical Treatment Log that includes information for all victims

Set Up Morgue (*if directed to do so by Team Leader*)

Closing Down/Deactivation

- Clean up first aid station and properly dispose of hazardous waste
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs, paperwork and other forms and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Walkie-talkies/FRS
- Hard hats/vests/safety equipment
- Sharpies
- Rubber gloves (2 boxes)
- School Site Map
- Pens, pencils, paper and clipboards
- Duct tape
- Quick reference medical guides
- Triage Tags
- Flashlight

Supplies/Equipment

- Tables and chairs
- Campus First Aid Kit (**see recommended supply list*)
- Ground cover/tarps
- Stretchers
- Blankets
- EZ-Up tents or ropes(or other method) to elevate tarps for shelter

Forms

- Section Activity Log
- Medical Treatment Log
- Situation Status Form
- Triage Tags/Medical Treatment Forms

Operations Checklist

LIGHT SEARCH & RESCUE TEAM LEADER

The Light Search and Rescue (S&R) Team Leader is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. The Light Search and Rescue Team Leader is also responsible for ensuring the safety of his/her teams while they are in the field. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Open Go-Kit and put on personal safety equipment
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Locate all needed supplies
- Assign staff and volunteers to teams
- Ensure all teams have appropriate gear
- Visually inspect outgoing teams' gear and perform radio check
- Meet with Maintenance/Fire/Site Security Team Leader and Safety Officer to determine if buildings are considered safe to enter for search

Operational Duties

- Dispatch teams to high priority areas first; assign teams to routine campus S & R *after* priority areas have been secured
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Remain at the Command Post to stay in contact with the S & R Teams
- Gather Situation Status Forms and relay information to the OPS Section Chief
- Ensure teams' progress is recorded in log and on site map as they call it in (mark rooms with "C" as they are reported "clear")
- Notify Maintenance/Fire/Site Security Team Leader of any reported gas leaks, fires or structural damage
- notify First Aid Team Leader when injured staff or students are located
- Keep triage tally on the map

Closing Down/Deactivation

- Release S & R teams when directed by Operations Section Chief
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and maps and turn them over to Section Chief
- Ensure that all team members have signed out on the log
- Sign Yourself out and leave contact information in case you need to be reached

LIGHT SEARCH & RESCUE TEAM LEADER

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Roster of students and staff
- Hard hat, vest and safety equipment
- Map of school
- Walkie-talkie/FRS
- Flashlight w/batteries
- Pens and paper

Supplies/Equipment

- Table and chair
- White Board or newsprint flipchart
- Markers erasable or permanent

Forms

- Situation Status Form
- Section Activity Log
- Staff Sign In/Sign Out Log

Operations Checklist

LIGHT SEARCH & RESCUE TEAM

The Light Search and Rescue Team (S & R) is responsible for safely conducting all on-site search and rescue efforts under the direction of the Team Leader.

Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Team Leader for briefing and assignments
- Gather all S & R equipment and supplies
- Check flashlight and radio batteries; perform radio check
- Visually inspect each other's gear
- Make sure you and your partner have school site maps and are clear on your assignment

Operational Duties

- Report all gas leaks, fires, and structural damage to the S & R Team Leader (*he/she will relay this information to the Maintenance/Fire/Site Security Team Leader*)
- Inspect the exterior of each building for structural integrity *before* entering (Size-Up).
- Identify unsafe areas with caution tape (**DO NOT** enter unsafe buildings)
- Search **ONLY** structurally sound buildings
- Search assigned areas using established search protocols
- As searched rooms have been cleared, call in report to the S & R Team Leader (*"Room B-2 is clear."*) *When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.*
- Rescue lightly trapped victims first
- Conduct triage using established procedures
- Fill out triage form for each victim and transport to medical treatment area using stretchers or other method*. List any medical treatment given on back of tag.
 - *Remember to use proper lifting techniques to avoid back strain*
- Fill out Situation Status Forms and relay information to the Team Leader
- Provide S & R Team Leader with regular updates on numbers and condition of victims (*Use proper protocol, i.e., no names are broadcast over the radio.*)
- Note damage on your team map and relay information to S & R Team Leader
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs, paperwork and other documents and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- | | |
|---|--|
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Walkie-talkies/FRS |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Sturdy shoes/boots |
| <input type="checkbox"/> Duct tape and sharpies | <input type="checkbox"/> Hard hats/vests/safety equip |
| <input type="checkbox"/> Whistles | <input type="checkbox"/> Rubber gloves/dust masks |
| <input type="checkbox"/> Clipboards, paper and pens | <input type="checkbox"/> Leather gloves |
| <input type="checkbox"/> Map of school | <input type="checkbox"/> Triage Tags/Medical Treatment Forms |
| <input type="checkbox"/> Flashlight | |

Supplies/Equipment

- Plastic buckets for tools/gear
- Blankets
- Fire extinguishers
- Bolt cutter
- Crowbars and fire axes
- Shovels and ropes
- Caution tape and barricades
- Basic first aid kit
- Cribbing supplies
- Stretchers
- Backpacks for gear/first aid supplies
- Masking or painters tape for marking doors

Forms

- Situation Status Form
- Section Activity Log
- Triage Tags/Medical Treatment Form

Operations Checklist

MAINTENANCE/FIRE/SITE SECURITY TEAM LEADER

The Maintenance/Fire/Site Security Team Leader is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency. This team is responsible for campus security for the duration of the incident, or until first responders assume that responsibility. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Open Go-Kit and put on personal safety equipment
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Locate all needed supplies
- Assess available personnel and make appropriate assignments
- Survey on-campus hazards and prioritize team response
- Work with Safety Officer to determine if buildings are safe to begin search and convey information to OPS Chief and Light Search and Rescue Team Leader
- Distribute a map to each team delineating their area of responsibility

Operational Duties

- Verify the shut-off of utilities as necessary
- Determine integrity of on-campus water system and report this information to the Operations Section Chief
- Gather Situation Status Forms from Team and relay information to the OPS Section Chief
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Direct the suppression of small fires
- Coordinate the location of existing and potential hazards
- Facilitate emergency vehicle access to the campus
- Oversee/Monitor campus security/perimeter control
- Secure school campus and buildings from un-authorized access

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Ensure close-out of all logs and other paperwork and turn them over to Section Chief
- Return all equipment and reusable supplies to Logistics
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

MAINTENANCE/FIRE/SITE SECURITY TEAM LEADER

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Utility shut-off map/checklists
- Walkie-talkie/FRS
- DANGER placards
- Duct tape and sharpies
- Facility and supply storage maps
- Pens and pencils
- Hard hat, vest and safety equipment
- Flashlight

Supplies/Equipment

- Wrenches and assorted tools
- Caution Tape (yellow and red)
- Fire suppression gear

Forms

- Situation Status Forms
- Section Activity Log
- Staff Sign In/Sign Out Log

Operations Checklist

MAINTENANCE/FIRE/SITE SECURITY TEAM

The Maintenance/Fire/Site Security Team is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency. This team is responsible for campus security for the duration of the incident, or until first responders assume that responsibility.

Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Maintenance/Fire/Site Security Team Leader for briefing and assignments
- Gather all supplies
- Check radios and flashlights

Operational Duties

- Check gas meter and shut it off **ONLY IF IT IS LEAKING**
- Secure on-campus water system
- Control and/or suppress small fires
- Survey buildings for potential hazards and post warnings with signs and yellow caution tape (Size Up)
- If possible, determine damage levels and inform Team Leader if buildings are safe to enter for search
- Fill out Situation Status Forms and relay information to Team Leader
- Provide clear routes for campus access for emergency response vehicles
- Establish and maintain campus security/perimeter control
- Secure school campus and buildings from un-authorized access
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and other paperwork and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

MAINTENANCE/FIRE/SITE SECURITY TEAM

Go-Kit

- Team Checklist and Contact Information
- Facility and supply storage maps
- Walkie-talkies/FRS
- Hard hats, vest and safety equipment
- Leather gloves
- DANGER placards
- First Aid Kit
- Utility shut-off map/checklists
- Goggles
- Sturdy shoes
- Duct tape and sharpies
- Yellow caution tape/RED danger tape
- Flashlight

Supplies/Equipment

- Wrenches and assorted tools
- Fire suppression gear
- Large pads of paper for signage

Forms

- Situation Status Form
- Section Activity Log

Operations Checklist *STUDENT RELEASE/STAFF ACCOUNTING TEAM LEADER*

The Student Release/Staff Accounting Team Leader is responsible for overseeing the reunification of students and their parents/authorized adult. This team is also responsible for accounting for all staff and visitors on campus at the time of the incident. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Assign staff and volunteers to teams
- Designate secure areas for student request and release and authorize set-up
- Give Student Emergency Contact Cards to Team members assigned to Request Gate

Operational Duties

- Assist with the location/verification of missing students, staff or visitors
- Provide information on any missing persons to Light Search and Rescue Team Leader
- Monitor request and release operations
- Gather Situation Status Forms from Team and relay information to the OPS Section Chief
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Assign team members to:
 - Account for all staff and visitors
 - Account for all students by collecting classroom rosters
 - Set up student request area
 - Serve as runners
 - Set up student release area

Closing Down/Deactivation

- Release team members when directed by Section Chief
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and paperwork and turn them over to Section Chief
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached
- Return Student Emergency Contact Cards to secure storage location

STUDENT RELEASE/STAFF ACCOUNTING TEAM LEADER

Go-Kit

- Team Leader Checklist
- Map of school
- Walkie-talkie/FRS
- Team Checklist and contact information
- Pens and paper
- Roster of students and staff
- Hard hat/vest/safety equipment

Supplies/Equipment

- Table and chair

Forms

- Situation Status Form
- Section Activity Log
- Student Request Form
- Student Emergency Contact Cards
- Staff Sign In/Sign Out Log

Operations Checklist

STUDENT RELEASE/STAFF ACCOUNTING TEAM

The Student Release/Staff Accounting Team is responsible for the orderly and secure reunion of students and their parent(s)/authorized adult consequent to a school emergency. This team is also responsible for accounting for all staff and visitors on site during the incident.

Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Report to Team Leader for briefing and assignments
- Gather all equipment and supplies
- Set-up secure Request and Release Gates
- Post alphabetized signage on Request Table (exp. A-F, G-L, M-R, S-V, W-Z)
- Have Student Request Forms available on clipboards with pens/pencils
- Get Student Emergency Contact Cards from Team Leader

Operational Duties

- Check with school secretary to get an accounting of staff absences for the day and for a list of any substitutes or visitors on campus at the time of the incident
- Determine if there are any staff or visitors unaccounted for and provide information to Team Leader
- Gather classroom rosters from teachers to account for all students

Request Gate Staff

- Divide Student Emergency Cards that correspond with table signage
- Instruct parents/authorized adults to fill out Student Request Forms
- Verify ID of requestor
- Send runner to classroom or assembly area for requested student(s)
- Direct requestor to Release Gate to wait for their student(s)

Runners

- Takes Student Request Form to classroom or assembly area
- Retrieve student(s) from teacher or designee
- If student is absent, missing, or receiving first aid, have teacher/designee note that on Student Request Form
- Return to Release Gate with student(s) or information about his/her location
- Hand Student Request Form to Release Gate Staff
- Release student(s) to parent/authorized adult when directed by Release Gate Staff and return to Request Gate

OR

- If student is receiving first aid, escort parent/authorized adult to First Aid Area, when directed by Release Gate Staff and then return to Request Gate

OR

- If student is missing, escort parent/authorized adult to Crisis Intervention Team, when directed by Release Gate Staff and then return to Request Gate

Operational Duties (continued)

Release Gate Staff

- Match requester to student(s)
- Verify requester ID and have them countersign Student Request Form
- Release Student(s)
- Release Runner to return to Request Gate
- Fill out Situation Status Form and relay information to the Team Leader
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Close Request and Release tables when directed by the Team Leader
- Make sure all confidential information (i.e., student emergency contact cards) is returned to Team Leader for secure storage
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Walkie-talkie/FRS
- Yellow caution tape
- Paper, pens, markers, stapler and staples
- School Site Map
- Dry erase markers
- Clipboards (lots)
- Scotch tape and dispenser
- Vests
- Flashlight

Supplies/Equipment

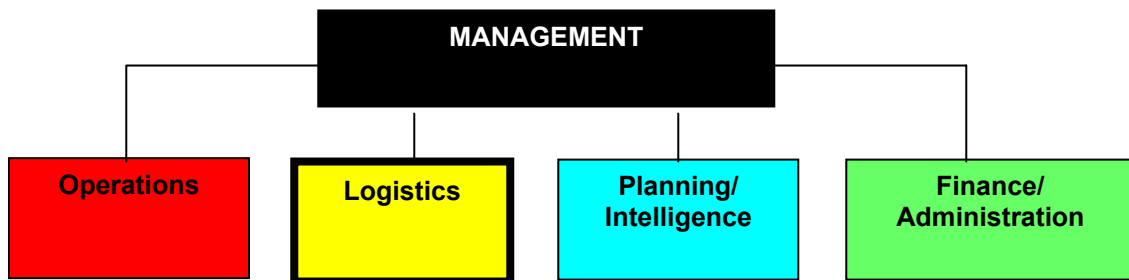
- Tables and chairs
- Stanchions and/or barricades
- White board
- Alphabetical Signs
- Easel for white board

Forms

- Situation Status Form
- Section Activity Log
- Student Request Form
- Student Release Log
- Staff/Visitor List if available

LOGISTICS

The Logistics Section manages the procurement and distribution of supplies and equipment, is responsible for recruiting and deploying personnel, and for the acquisition of and mobilization of vehicles to move people and/or equipment as needed and in support of response activities.



- **SUPPLIES AND STAFFING TEAM** is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.
- **TRANSPORTATION TEAM** is charged with the procurement of buses for transporting students and staff to evacuation sites and of trucks/vehicles for ferrying equipment to and from the campus during the emergency.

Logistics Section Roster

- **Section Chief**

Section Chief: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

- **Supplies and Staffing Team Leader**

Team Leader: Certificated or Classified employee	Contact Info: site phone number
Alternate 1: Certificated or Classified employee	Contact Info: site phone number
Alternate 2: Certificated or Classified employee	Contact Info: site phone number

- **Transportation Team Leader**

Team Leader: District office Assistant	Contact Info: 707-823-0871
Alternate 1: West County Transportation	Contact Info: 707-206-9988 X 17
Alternate 2: West County Transportation	Contact Info: 707-206-9988 X 11

Logistics Checklist

SECTION CHIEF

The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. The Logistics Section is made up of the following teams:

- Supplies and Staffing
- Transportation

Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Open on-site supplies containers/facilities
- Activate Team Leaders
- Assume lead of all Logistics teams until staffed

Operational Duties

- Ensure that EOC and other facilities are properly set-up
- Meet with team leaders and assist initiating their team's response activities
- Coordinate supplies, equipment, and personnel needs with the EOC Director/IC
- Oversee distribution of supplies and equipment as needed
- Maintain security of stored supplies and equipment
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Schedule breaks and re-assign Logistics staff as needed

Closing Down/Deactivation

- Release Logistics Teams when directed by EOC Director/IC
- Direct the return of all equipment and reusable supplies from all deactivating sections
- Close logs. Collect all logs, reports, and response-related documentation from Team Leaders and submit to the Documentation Team
- Sign out with Liaison Officer and leave contact information in case you need to be reached

Go-Kit

- School Emergency Plan
- Logistics Section Chief checklist
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Copies of vendor contracts/agreements list/MOUs
- Flashlight

Supplies/Equipment

- Table and chair
- Computer or laptop, if available
- Phone
- Phone book
- Regional Maps

Forms

- Emergency Supply Inventory
- Section Activity Log

Logistics Checklist

SUPPLIES & STAFFING TEAM LEADER

The Supplies and Staffing Team Leader is responsible for ensuring that all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts are being filled. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Logistics Section Chief and Transportation Team Leader
- Open Go-Kit and put on personal safety equipment
- Locate all supplies
- Assess available personnel and make appropriate assignments

Operational Duties

- Oversee the distribution of supplies and equipment
- Coordinate the assignment of staff and volunteers
- Stay in contact with Section Chief about the needs of other sections and teams
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Release staff and volunteers when directed by Logistics Section Chief
- Makes sure all equipment and unused/re-usable supplies are safely and securely stored
- Collect all logs, paperwork and other documentation from team members and turn them over to Documentation Team
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Hard hat, vest and safety equipment
- Flashlight

SUPPLIES AND STAFFING TEAM LEADER

Supplies/Equipment

- Table and chair
- Phone
- Computer or laptop
- Phone Book
- Regional Maps

Forms

- Emergency Supply Inventory
- Staff Roster
- Section Activity Log
- List of volunteers, if available
- Sign In/Sign Out Log

Logistics Checklist

SUPPLIES & STAFFING TEAM

The Supplies and Staffing Team is responsible for filling all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts.

Start-up Actions/Activation

- Sign in with Team Leader
- Meet with the Supplies and Staffing Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Open storage facility/containers and gather necessary supplies

Operational Duties

- Distribute supplies and equipment as requested
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Stay in contact with Team Leader

Closing Down/Deactivation

- Receive and store all returned equipment and unused supplies
- Complete inventory of equipment and supplies and provide list of materials that need to be replaced
- Complete/close-out all logs and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- | | |
|---|--|
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Map of facility |
| <input type="checkbox"/> Walkie-talkies/FRS | <input type="checkbox"/> Pens and pencils, paper |
| <input type="checkbox"/> On-campus supply storage list(s)/map | <input type="checkbox"/> Hard hats, vests and safety equipment |
| <input type="checkbox"/> Communications log | |

Supplies/Equipment

- Table and chair
- Phones
- Computer or laptop

Forms

- Emergency Supply Inventory
- Section Activity Log
- Staff Roster

Logistics Checklist

TRANSPORTATION TEAM LEADER

The Transportation Team Leader is responsible for implementing the transportation plan during school emergencies. Part of those responsibilities includes directing buses and trucks to areas where they are needed to ferry students, staff and/or supplies. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Logistics Section Chief and the Supplies and Staffing Team Leader
- Open Go-Kit and put on personal safety equipment
- Determine transportation equipment and resources needed

Operational Duties

- Direct transportation activities as needed
- Direct the safe use of vehicles on campus
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Arrange for the return of vehicles to pre-incident locations
- Return all equipment and reusable supplies to Logistics
- Ensure close-out of all logs, paperwork and other documentation and turn them over to Section Chief
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- Pens and pencils, paper
- Local Area and Neighborhood Maps
- List of available vehicles and equipment
- Copies of any established MOUs or agreements
- Maps of bus routes/schedules

TRANSPORTATION TEAM LEADER

Supplies/Equipment

- Table and chair
- Phone
- Phone book

Forms

- Section Activity Log
- Sign In/Sign Out Log

Logistics Checklist

TRANSPORTATION TEAM

The Transportation Team is responsible for facilitating the use of vehicles, buses or other methods of transportation during school emergencies. Those responsibilities include assessing the need for buses and trucks for the ferrying of students, staff and/or supplies.

Start-up Actions/Activation

- Sign in with Team Leader
- Meet with the Transportation Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Gather all supplies and equipment needed

Operational Duties

- Provide for transportation needs as assigned by Team Leader
- Assess the need for and use of vehicles on campus
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Facilitate the return of vehicles to pre-incident locations
- Complete/close-out all logs and other paperwork and turn them over to Team Leader
- Return all equipment and reusable supplies to Supplies and Staffing Team
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Map of facility
- Walkie-talkies/FRS
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Flashlight

Supplies/Equipment

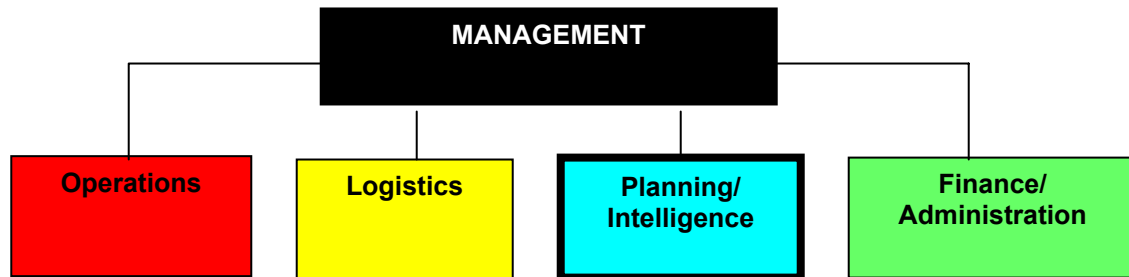
- Table and chair
- Phones

Forms

- Section Activity Log

PLANNING / INTELLIGENCE

The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities. The chief is responsible for developing the Incident Action Plan and completing the After Action Report in cooperation with the EOC Director/Incident Commander



- **DOCUMENTATION TEAM** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes. Responsible for gathering final logs, paperwork and other documentation to submitting to the Recordkeeping Team.
- **SITUATION STATUS TEAM** is responsible for collecting and evaluating situation status reports from other sections about response-related information in support of response activities.

Planning/Intelligence Section Roster

- **Section Chief**

Section Chief: District Office Employee

Contact Info: 707-823-0871

Alternate 1: Certificated or Classified Employee

Contact Info: site phone number

Alternate 2: Certificated or Classified Employee

Contact Info: site phone number

- **Situation Status Team Leader**

Team Leader: District Office Employee

Contact Info: 707-823-0871

Alternate 1: Certificated or Classified Employee

Contact Info: site phone number

Alternate 2: Certificated or Classified Employee

Contact Info: site phone number

- **Documentation Team Leader**

Team Leader: Certificated or Classified Employee

Contact Info: site phone number

Alternate 1: Certificated or Classified Employee

Contact Info: site phone number

Alternate 2: Certificated or Classified Employee

Contact Info: site phone number

Planning/Intelligence Checklist

SECTION CHIEF

The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources, as well as maintenance of accurate records and site map. Provides ongoing analysis of situation and resource status. Works with the EOC Director/IC to develop and update the Incident Action Plan and for completing the After Action Report in collaboration with the EOC Director/IC. The Planning/Intelligence Section is made up of the following teams:

- Documentation
- Situation Status

Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Activate Team Leaders
- Meet with Team Leaders and initiate response activities
- Assume lead of teams until staffed

Operational Duties

- Develop Incident Action Plan in cooperation with the EOC Director/IC
- Update Incident Action Plan in cooperation with the EOC Director/IC at regular intervals so it reflects the current situation.
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Oversee the collection of Situation Status Forms and relay information to the EOC Director/IC
- Schedule breaks and re-assign Planning/Intelligence staff as needed

Closing Down/Deactivation

- Release Planning/Intelligence Teams when directed by EOC Director/IC
- Direct the return of all equipment and reusable supplies to Logistics
- Ensure that all final logs, reports, and response-related documentation are submitted to the Recordkeeping Team
- After Recordkeeping Team has added final financial and time records and has compiled a final report, work with EOC Director/IC to complete the After Action Report
- Sign out with Liaison Officer and leave contact information in case you need to be reached

PLANNING/INTELLIGENCE SECTION CHIEF

Go-Kit

- School Emergency Plan
- Planning/Intel Section Chief checklist
- Pens and pencils, paper
- Hard hat, vest and safety equip
- Walkie-talkie/FRS
- On-campus supply storage list(s)
- Map of facility
- Flashlight

Supplies/Equipment

- Table
- Chair
- Whiteboard/flip charts/easel

Forms

- Section Activity Log
- Incident Action Plan
- Situation Status Form
- After Action Report Template

Planning/Intelligence Checklist

**DOCUMENTATION TEAM
LEADER**

The Documentation Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Planning/Intelligence Section Chief
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Activate personnel and make appropriate assignments

Operational Duties

- Ensure all radio and verbal communications are recorded on Section Activity Log
- Stay in contact with Section Chief about the needs of other sections
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Ensure that all sections are completing situation status forms and submitting them to the Situation Status Team

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Return all equipment and reusable supplies to Logistics
- Gather all final logs, paperwork and other documentation from Documentation team and turn them over to Recordkeeping Team
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Flashlight

Supplies/Equipment

- Table
- Chair
- Computer or laptop, if available

Forms

- Section Activity Log
- Sign In/Sign Out Log

Planning/Intelligence Checklist

DOCUMENTATION TEAM

The Documentation Team is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with Documentation Team Leader for a briefing
- Gather all supplies

Operational Duties

- Ensure all radio and verbal communications are recorded on Section Activity Log
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- File all reports as they are turned in. *Although a permanent log may be typed up at a later date; all original notes and records MUST be kept—they are legal documents.*

Closing Down/Deactivation

- Collect/call-in paperwork from each deactivating section
- Compile all response-related documents into one final report and provide to Team Leader
- Return all equipment and reusable supplies to Logistics
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Flashlight
- File folders
- Accordion files

Supplies/Equipment

- Table
- Chairs

Forms

- Section Activity Log

Planning/Intelligence Checklist

**SITUATION STATUS
TEAM LEADER**

The Situation Status Team Leader is responsible for overseeing the collection and evaluation of situation status reports received from other sections about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status through the use of Situation Status Boards, if available. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with the Planning/Intelligence Section Chief
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Activate personnel and make appropriate assignments

Operational Duties

- Facilitate the updating of the site map throughout the response
- Assess and analyze situation-relevant information
- Anticipate situations and potential problems and develop contingency plans
- Gather Situation Status Forms from Team and record on Situation Status Board, if available
- Keep Section Chief informed by relaying information gathered from Situation Status Forms
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs, paperwork and other documentation and turn them over to Documentation Team Leader
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

SITUATION STATUS TEAM LEADER

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Walkie-talkie/FRS
- Assorted regional/area maps
- Flashlight
- Large facility and site maps
- Pens and pencils, markers and paper
- Hard hat, vest and safety equipment
- File Boxes

Supplies/Equipment

- Table
- Chairs
- Situation Status Boards, if available

Forms

- Situation Status Report
- Section Activity Log
- Staff Sign In/Sign Out Log

Planning/Intelligence Checklist

SITUATION STATUS TEAM

The Situation Status Team is responsible for collecting and evaluating the situation status forms submitted by other sections about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- Sign in with Team Leader
- Open Go-Kit and put on personal safety equipment
- Meet with the Situation Status Team Leader for a briefing
- Gather all supplies

Operational Duties

- Record appropriate response-related information on site map (and keep it current)
- Keep Team Leader apprised of response-related information as it comes in
- Anticipate situations and potential problems and develop contingency plans
- Gather Situation Status Forms from other Sections and relay information to Team Leader
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Return all equipment and reusable supplies to Logistics
- Complete/close-out all logs, paperwork and documentation and turn them over to Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- Assorted regional/area maps
- Hard hat, vest and safety equipment
- Large facility and site maps
- Pens and pencils, markers and paper
- File Boxes
- Flashlight

Supplies/Equipment

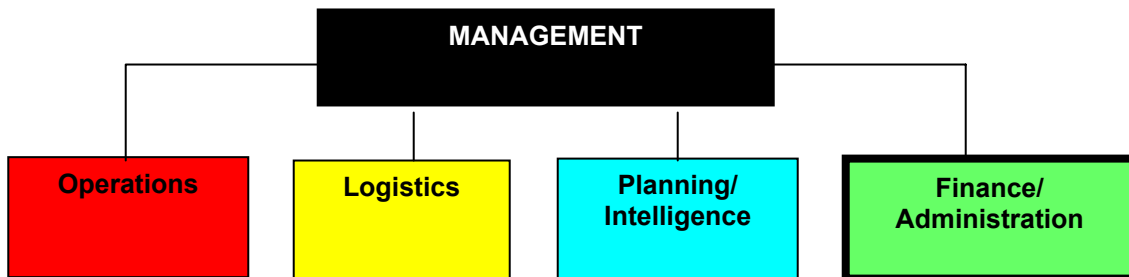
- Table
- Chairs
- Situation Status Boards

Forms

- Situation Status Report
- Section Activity Log

FINANCE / ADMINISTRATION

The Finance/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures as well as tracking employee hours spent on response and recovery activities. Also responsible for compiling final information for After Action Report.



- **RECORDKEEPING TEAM** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities. Responsible for compiling all final paperwork, logs and other documentation to submit to EOC Director/IC and Planning Intelligence Chief for inclusion on the After Action Report.

Finance/Administration Section Roster

- **Section Chief**

Section Chief: Business Manager	Contact Info: 707-823-0871
Alternate 1: District Office Employee	Contact Info: 707-823-0871
Alternate 2: District Office Employee	Contact Info: 707-823-0871

- **Recordkeeping Team Leader**

Team Leader: District Office Employee	Contact Info: 707-823-0871
Alternate 1: Certificated or Classified Employee	Contact Info: site phone number
Alternate 2: Certificated or Classified Employee	Contact Info: site phone number

Finance/Administration Checklist

SECTION CHIEF

The Finance/Administration Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours. Responsible for submitting all final paperwork, logs and other documentation to EOC Director/IC and Planning Intelligence Chief for inclusion on the After Action Report. The Finance/Administration Section is made up of the Recordkeeping team.

Start-up Actions/Activation

- Sign in with Liaison Officer
- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with EOC Director/IC, Management Staff and Section Chiefs
- Activate Team Leader
- Initiate response activities (set-up work station)
- Check in with Documentation Team Leader to ensure that recordkeeping procedures are in place

Operational Duties

- Assume all duties of Recordkeeping Team until staff arrive
- Ensure that all procedures are in place to accurately track time and expenditures
- Schedule breaks and re-assign staff as needed
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Release Recordkeeping Team when directed by EOC Director/IC
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Collect, file and secure all final logs, reports, and response-related documentation from Team Leader and submit to EOC Director/IC.
- Sign out with Liaison Officer and leave contact information in case you need to be reached

FINANCE/ADMINISTRATION SECTION CHIEF

Go-Kit

- School Emergency Plan
- Finance/Administration Section Chief checklist
- Vest and/or ID badge
- Hard hat
- Clipboard w/pad and pens/Sharpies
- Walkie-talkie/FRS
- File folders and labels
- Flashlight

Supplies/Equipment

- Table
- Chair
- Computer or laptop, if available
- Calculator
- File Folders, binders, accordion files

Forms

- Section Activity Log

Finance/Administration Checklist

**RECORDKEEPING TEAM
LEADER**

The Recordkeeping Team Leader is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies. Responsible for collecting all final paperwork, logs and other documentation from team and submitting to Section Chief. The Team Leader is responsible for having all team members sign in and sign out on the log throughout the incident.

Start-up Actions/Activation

- Initiate sign in/sign out procedures. Sign yourself in.
- Attend a briefing with Finance/Administration Section Chief
- Open Go-Kit and put on personal safety equipment
- Locate all needed supplies
- Activate personnel and make appropriate assignments

Operational Duties

- Monitor the tracking of staff and volunteer hours
- Monitor the tracking of response-related requests and purchases
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Facilitate the processing of purchase requests from Logistics Section Chief
- Schedule breaks and re-assign staff as needed

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Return all equipment and reusable supplies to Logistics
- Collect all final logs, paperwork and other documentation from Team and turn them over to the Section Chief
- Ensure that all team members have signed out on the log
- Sign yourself out and leave contact information in case you need to be reached

Go-Kit

- | | |
|---|---|
| <input type="checkbox"/> Team Leader Checklist | <input type="checkbox"/> File Boxes |
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Copies of vendor contracts/agreements list |
| <input type="checkbox"/> Walkie-talkie/FRS | <input type="checkbox"/> Pens and pencils, paper |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Hard hat and vest |

Supplies/Equipment

- Table, chair
- Calculator
- Computer or laptop

Forms

- Section Activity Log
- Staff Sign In/Sign Out Log
- EOC Staffing List

Finance/Administration Checklist

RECORDKEEPING TEAM

The Recordkeeping Team is tasked with the maintenance of records for tracking personnel costs, volunteer hours, payroll, materials and supplies purchases, insurance claims, and cost recovery in support of response activities. Responsible for collecting and compiling all final paperwork, logs and other documentation from Documentation Team and submitting to Team Leader.

Start-up Actions/Activation

- Sign in with Team Leader
- Meet with the Recordkeeping Team Leader for a briefing
- Open Go-Kit and put on personal safety equipment
- Gather all supplies

Operational Duties

- Track staff and volunteer hours
- Track response-related purchases
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Process purchase requests from Logistics Section Chief

Closing Down/Deactivation

- Return all equipment and reusable supplies to Logistics
- Add team's completed logs, paperwork and other documentation to final information submitted from Documentation Team and turn them over to the Team Leader
- Sign out with Team Leader and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Vendor contracts/agreements list
- Pens and pencils, paper
- File Boxes, file folders, accordion files
- Walkie-talkies/FRS
- Hard hat and vest
- Flashlight

Supplies/Equipment

- Table and chairs
- Computer or laptop if available
- Calculator

Forms

- Section Activity Log

ACTION:

CANCELLATION/CLOSURE OF SCHOOL During School Hours

Schools are closed or classes cancelled when it is **unsafe** for students and staff to be there due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or wide scale public health measures.

WHEN TO CANCEL/CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm
- Extended Power Outage
- Drought

CANCELLATION/CLOSURE PROCEDURES

- ✓ Contact District Office to obtain permission or collaborate on decision to close school
- ✓ Notify Staff and Students
 - a. Make an announcement over the PA:
"Your attention please. Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until notified that student release teams are in place."
 - OR**
 - b. Send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
- ✓ Activate Parent Alert System (*parent phone tree, if one is in place or other method*)
- ✓ Post "School Closed" signs in school office and main entry points (*Provide information on how to get additional information such as an emergency phone number, radio station, etc.*)
- ✓ Prepare for Student Release

SECTIONS ACTIVATED IN SCHOOL CANCELLATION/CLOSURE

- Management
- Operations: Student Release

NOTE

The conversion of a school campus for purposes of public sheltering or mass prophylaxis **must** be initiated by the District Superintendent/Designee at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

ACTION:

CANCELLATION OF SCHOOL Before the School Day Begins

If conditions warrant the cancellation of school prior to the beginning of the school day, the County Office of Education (SCOE) normally requests the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

WHEN TO CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Drought
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm

CANCELLATION PROCEDURES

- ✓ **School site administrator is to notify District Office**
- ✓ District Office will notify the County Office of Education in the following manner
 - a. Between 5 a.m. and 7 a.m., the County Superintendent (Dr. Herrington)
Home: (707) 837-9087 or Cell (707) 695-1652
 - b. If the County Superintendent is unavailable contact:

Alternate Contact: Assistant Supt./Business (Denise Calvert)
Home: (707) 823-0523 or Cell (707) 799-6567
 - c. After 7 a.m., the Superintendent will call the Sonoma County Office of
Education (707) 524-2603
- ✓ Notify Staff (*use staff phone tree, if one is in place or other method*)
- ✓ Activate Parent Alert System (*parent phone tree, if one is in place or other method*)
- ✓ Assign someone to go to the school/district site to post a notice of school closure and contact numbers to call for information (if safe to do so)

SECTIONS ACTIVATED IN SCHOOL CLOSURE

- Management

ACTION:

SHELTER-IN-PLACE

Whenever an emergency situation presents itself such that it is safer for students and staff to remain inside the school building, the superintendent, principal or designee may issue an order to “shelter-in-place.” This action is initiated when there has been an accidental or intentional release of a chemical, radiological, or biological contaminant in the vicinity of the school. “Shelter-in-place” may also be called for in response to terrorist activities.

WHEN TO SHELTER-IN-PLACE

- Civil Unrest
- Explosion
- Hazardous Materials Incident
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Biological Incident

SHELTER-IN-PLACE PROCEDURES

- ✓ Notify District Office
- ✓ Notify Staff and Students

a. Make an announcement over the PA:

“Your attention please. Your attention please. Due to the

Students and staff should immediately prepare to shelter-in-place and stand-by for further instructions.”

OR

- b. If you do not have a PA system ***and it is safe to do so***: send runners to each classroom with above information. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
- ✓ Order facilities manager or custodian to shut down air circulation system
- ✓ Turn on radio and monitor updates
- ✓ Activate Parent Alert System (*parent phone tree, if one is in place or other method*)
- ✓ Post signs on exterior windows, if there is time ***and it is safe to do so***

“This School is Sheltering-in-Place. Do Not attempt to enter any office or building.”

IN CLASSROOMS AND OFFICES

- ✓ Post “shelter-in-place” sign on exterior door or window (*if* it is safe to do so)
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape, if available and ordered to do so
- ✓ Take out class roster and take roll
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Move students and staff into a hallway or small room
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape, if available and ordered to do so
- ✓ Write down names of everyone in the room or collect sign in sheets
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

OUTDOORS

- ✓ Move inside the nearest building
- ✓ Follow procedures above

SECTIONS ACTIVATED IN SHELTER-IN-PLACE

- Management
- Operations (*if long duration*)
- Logistics (*if long duration*)
- Planning/Intelligence (*if long duration*)
- Finance/Administration (*if long duration*)

NOTE

A request to “shelter-in-place” is usually of short duration (a few hours), so there is little danger that you will run out of oxygen or suffocate. In the event of an extended “shelter-in-place,” there will be access to food and water in classroom and/or school emergency kits.

ACTION:

LOCKDOWN

Lockdown is the response action initiated when schools are faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or police activity in the vicinity that could threaten the safety of students and staff. **Lockdowns are serious business.** When a superintendent, principal, or designee initiates a lockdown it means that there is an immediate and possibly life-threatening situation on campus.

WHEN TO INITIATE LOCKDOWN

- Civil Unrest
- National Security Emergency
- Nearby Law Enforcement Action
- Shooter or Intruder on Campus
- Terrorism

LOCKDOWN PROCEDURES

- ✓ Notify District Office (*if there is time*)
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:

“LOCKDOWN-LOCKDOWN!!! Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions.”

Remember to lockdown your office!
 - b. If you do not have a PA system, use predetermined Bell Code System to alert staff. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, offices, and on-campus programs (i.e., SCOE Programs and day care) are also notified.
- ✓ Designate an individual to **Call 9-1-1** and **stay on the phone** with the operator
- ✓ **Sit tight!** When law enforcement arrives on campus they will give you instructions

IN CLASSROOMS AND OFFICES

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). **DO NOT** open the door for anyone or peek out windows until “All Clear” signal is given
- ✓ Move all students and staff away from windows and stay low (below window line)
- ✓ Turn off lights
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (**IF it is safe to do so**)
- ✓ **REMAIN** in classrooms and offices until the “All Clear” signal is given or you are escorted out by first responders

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- ✓ Move all students and staff away from windows and stay low (below window line)
- ✓ Turn off lights
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (**IF it is safe to do so**)
- ✓ **REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

OUTDOORS

- ✓ **IMMEDIATELY** move inside the nearest building
- ✓ Follow procedures above
- ✓ **REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

SECTIONS ACTIVATED IN LOCKDOWN

- Management
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Crisis Intervention, First Aid, Student Release (*these teams will ONLY be activated when it is safe to do so*)

ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)

Open emergency supply box/kit if needed

Long-term lockdown (more than 8 hours)

Open emergency supply box/kit and set-up latrine system

After “All Clear” Signal is given

- ✓ Activate Parent Alert System (*parent phone tree, if one is in place or other method*)
- ✓ Prepare Student Release Team for orderly release
- ✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc. if necessary

NOTE

“Lockdown,” like “Drop and Cover,” can be initiated by a **teacher** or **employee** in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teachers or staff, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.

ACTION:

EVACUATION

This emergency response activity is initiated when it is determined that it is not safe to remain in school buildings or to stay on campus. In this situation, students and staff are moved to a safer location either on or off site.

WHEN TO EVACUATE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Fire on Campus
- Flood
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Terrorism
- Transportation Accident
- Wildland/Urban Interface Fire
- Winter Storm

EVACUATION PROCEDURES

**REMEMBER TO TAKE YOUR PERSONAL BELONGINGS WITH YOU
(SUCH AS PURSES AND CAR KEYS) WHEN YOU EVACUATE!!**

ON-SITE EVACUATION

- ✓ Notify District Office
 - ✓ Sound alarm
 - ✓ Notify Staff and students
 - a. Make an announcement over the PA:
“Your attention please. Your attention please. Due to the _____,
students and staff should proceed immediately to the primary (*or secondary*) evacuation site.”
- OR**
- If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
- ✓ Classroom teachers are to make sure that emergency supplies are brought out to the evacuation site along with their “go-kit” and Quick Reference Guide
 - ✓ When all classrooms have arrived at the evacuations site, have teachers take roll and determine if anyone is missing. Add names of guests/visitors
 - ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured
 - ✓ Mobilize Operations Teams for Student Release
 - ✓ Activate Parent Alert System (*parent phone tree, if one is in place or other method*)

OFF-SITE EVACUATION

- ✓ Notify District Office
- ✓ Activate Transportation Plan
- ✓ Post sign in school office with directions to evacuation site along with any emergency numbers to call for additional information
- ✓ Sound alarm
- ✓ Notify Staff and students

Make an announcement over the PA:

“Your attention please. Your attention please. Students and staff should proceed immediately to the off-site evacuation staging area.”

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with the evacuation information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Have teachers take roll as students board buses or are waiting at the evacuation staging area. Missing students should be immediately reported to the EOC. Add names of guests/visitors that were in your classroom
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate Parent Alert System (*parent phone tree, if one is in place or other method*)

SECTIONS ACTIVATED IN EVACUATION

- Management
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release, First Aid
- Logistics: Transportation Team

ACTION:

RETURN TO CLASSROOM/REVERSE EVACUATION

This emergency response action is designed to immediately bring people *indoors* from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting activities near the school could pose a threat to students and staff.

WHEN TO INITIATE REVERSE EVACUATION

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Wildland / Urban Interface Fire
- Winter Storm
- Intruder/shooter on Campus

REVERSE EVACUATION PROCEDURES

- ✓ Sound Alarm, if available
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
"Your attention please. Students and staff should return to your classrooms or offices immediately and stand-by for further instructions."
- OR**
- b. If you do not have a PA system, use Bell Code System to alert all areas of the campus.
- OR**
- c. If it is safe to do so, you can send runners to all outdoor fields with above information.
- ✓ Notify District Office
- ✓ Once threat passes, issue "All clear" to resume regular activities
- OR**
- ✓ Initiate Student Release
- ✓ Activate Parent Alert System (*parent phone tree, if one is in place or other method*)

SECTIONS ACTIVATED IN REVERSE EVACUATION

- Management
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release

ACTION:

DROP, COVER AND HOLD

Drop, cover and hold is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus.

The action to “drop, cover and hold” is normally initiated by classroom teachers or it may be initiated by the incident itself, such as shaking in an earthquake or the sound of gunfire. Instruct all students and staff to act immediately when they become aware of the danger and not to wait for someone to tell them!!

WHEN TO DROP, COVER AND HOLD

- Civil Unrest
- Explosion
- Landslide
- Major Earthquake
- National Security Emergency
- Shooter/Intruder on Campus
- Terrorism
- Transportation Accident
- Winter Storm

DROP, COVER AND HOLD PROCEDURES

- ✓ At the first sign of shaking or imminent threat, all students and staff should immediately **drop to the floor, hold on to the closest piece of furniture** (desk or chair) or other stable object and **cover the back of their necks** with their free hand/forearm.
- ✓ Stay in this position until the threat passes and an “All Clear” announcement has been made – either through the PA system or via runners.
- ✓ The main office should then make the announcement to “Resume Regular Activities” or direct another response action (such as Evacuation, Cancellation or Closure of School)

INDOORS

- ✓ Students and staff should drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- ✓ Stay put until “All Clear” announcement is made and then wait for additional instructions for next actions to take.
- ✓ Check for injuries and make sure everyone is accounted for

HALLWAYS AND BATHROOMS

- ✓ Kneel next to a bare, inside wall and place your hands over the back of your neck
- ✓ Stay put until “All Clear” announcement is made
- ✓ Wait for instructions for next actions to take
- ✓ Check for injuries and make sure everyone is accounted for

OUTDOORS

- ✓ Move away from trees, billboards, signs, buildings, electrical wiring and power poles
- ✓ Drop to the ground and cover the back of your neck with your hands
- ✓ Stay put until “All Clear” announcement is made
- ✓ Wait for instructions for next actions to take
- ✓ Check for injuries and make sure everyone is accounted for

SECTIONS ACTIVATED IN DROP, COVER AND HOLD

- Management
- Operations (*as needed*)
- Logistics (*as needed*)
- Planning/Intelligence (*as needed*)
- Finance/Administration (*as needed*)

NOTE

After an earthquake, remember to stay alert for aftershocks!

INCIDENT ACTION PLAN

DISTRICT/SCHOOL:

TWIN HILLS USD
SITE:

FOR OPERATIONAL PERIOD:

PREPARED:

FROM: *Date*
Time

TO: *Date*
Time

Date
Time

GENERAL OBJECTIVES

OBJECTIVES should be stated in measurable terms to allow for evaluation of progress.
Each TASK assigned to Sections should address a specific OBJECTIVE.

WEATHER FORECAST FOR OPERATIONAL PERIOD

SAFETY MESSAGE

ATTACHMENTS (✓ IF ATTACHED)

<input type="checkbox"/> Current Situation Report	<input type="checkbox"/> Task Assignments	<input type="checkbox"/> Traffic/Staging Area Map
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

PREPARED BY (Planning Section Chief):

Approved by (EOC Director/IC):

EOC STAFFING LIST		DISTRICT/SCHOOL: TWIN HILLS USD/SITE:
FOR OPERATIONAL PERIOD:		PREPARED:
FROM: Date <i>Time</i>	TO: Date <i>Time</i>	Date <i>Time</i>
MANAGEMENT SECTION		OPERATIONS SECTION
EOC Director/Incident Commander		Operations Section Chief
Public Information Officer		Communications Team
Liaison Officer		Light Search and Rescue Team
Safety Officer		First Aid Team
		Student Release/Staff Accounting Team
		Assembly/Shelter Team
		Maintenance/Fire/Site Security Team
		Crisis Intervention Team
PLANNING & INTEL SECTION		LOGISTICS SECTION
Planning & Intel Section Chief		Logistics Section Chief
Situation Status Team		Supplies and Staffing Team
Documentation Team		Transportation Team
AGENCY REPRESENTATIVES		FINANCE & ADMIN SECTION
		Finance Section Chief
		Recordkeeping Team
Approved by:		Prepared by:
<input type="checkbox"/> If additional space is needed, ✓ box and use reverse side of this sheet		

EOC SECTION TASKSDISTRICT/SCHOOL:
TWIN HILLS USD/SITE:**Part A**For Op Period from: *Date* *Time* to: *Date* *Time***MANAGEMENT SECTION****Assigned To:****PIO****Assigned To:****SAFETY OFFICER****LIAISON OFFICER****OPERATIONS SECTION****Assigned To:**

EOC SECTION TASKS

DISTRICT/SCHOOL:
TWIN HILLS USD/SITE:

Part B

For Op Period from: *Date* *Time* to: *Date* *Time*

PLANNING SECTION

Assigned To:

LOGISTICS SECTION

Assigned To:

FINANCE SECTION

Assigned To:

EOC Management Situation Report (page 2 of 2)

SAFETY MESSAGE (SAFETY OFFICER)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
ORGANIZATION/AGENCY	NAME	EOC LOCATION	CONTACT NUMBER
RACES			
American Red Cross			
Sonoma Co. Water Agency			
AT&T			
Salvation Army			
CA National Guard			
OpArea DES			
Transit			
County Office of Education			
The Volunteer Center			
Law Enforcement			
Fire			
EMS			

DISTRIBUTION:

- All Section Chiefs
- All Operations Team Leaders
- All Management Section staff
- Documentation Team
- _____
- _____
- _____
- _____

SCHEDULED BRIEFINGS (EOC Director/IC - PLANS CHIEF/PIO)				
BRIEFING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
Section Chiefs	2/Daily			EOC Director/IC /Plans Chief
Team Leaders	2/Daily			Plans Chief
Media	2/Daily			PIO

SCHEDULED MEETINGS (EOC Director/IC - PLANS CHIEF/PIO)				
MEETING TYPE	FREQUENCY	TIME	LOCATION	FACILITATOR
Planning Meeting	2/Daily			EOC Director/IC /Plans Chief

SITUATION STATUS REPORT INITIAL

- INITIAL ASSESSMENT -

District/School _____ Team: _____

Completed by _____ Date _____ Time _____

Immediate Assistance Required

_____ None _____ Medical _____ Fire
_____ Search & Rescue _____ Support Personnel _____ Other

Condition of Students

_____ All Accounted For _____ No Injuries _____ No immediate help required
_____ Missing (number)

Names

_____ Trapped in Building: (number)

Names

_____ Injured (number)

_____ Number Requiring Immediate Medical Attention

Type of Injury

Names

<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
-------------------------	-------------------------

_____ Deceased: (number)

Names

SITUATION STATUS REPORT (CONTINUED)

Condition of Staff or Visitors

_____ All Accounted For _____ No Injuries _____ No immediate help required

_____ Missing (number) Names

_____ Trapped in Building (number) Names

_____ Injured (number) _____ Number Requiring Immediate Medical Attention

Type of Injury

Names

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

_____ Deceased: (number) **Names**

Condition of School Building and Grounds

e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Condition of Neighborhood

e.g.: fallen power lines, debris-cluttered streets, etc.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

STUDENT EMERGENCY CONTACT CARD

Emergency Contact/ Medical Consent (Page two)



In case of an emergency, it is imperative that the school be able to reach the student's parent or guardian. Please fill in the information on **both sides of this card** Grade _____

Office Use Only

CSIS _____
 Date Enrolled _____
 MEDICAL
 CUSTODY
 SPECIAL NEEDS

STUDENT

Last Name First Middle

Male _____
 Female Teacher/Advisor

Home Address (Primary Residence) City State/Zip

Home Phone Birthdate Birthplace

Mailing Address, if different from above City State/Zip

Lives with: Both Parents Mother Father Legal Guardian
 Address change? No Yes If Yes, please contact the School Office.

MOTHER/GUARDIAN

Last Name First

_____ | _____

Email Employer

Home Address, if different from above City State/Zip

_____ | _____ | _____ | _____

Home Phone Work Phone Cell Phone Pager

FATHER/GUARDIAN

Last Name First

_____ | _____

Email Employer

Home Address, if different from above City State/Zip

_____ | _____ | _____ | _____

Home Phone Work Phone Cell Phone Pager

Are there any COURT-MANDATED custody/visitation orders limiting access to this student?

No Yes ➔ If Yes, please attach LEGAL ORDER.

Other children at home: _____ | _____ | _____

Name Grade School

_____ | _____ | _____

Name Grade School

Languages spoken at home: 1. _____

2. _____

AUTHORIZED CONTACTS

Please list the names of relatives/neighbors/friends in close proximity to the school to which we may release your child or contact if you cannot be reached. **NO STUDENT WILL BE RELEASED TO ANYONE OTHER THAN THE PARENTS, GUARDIANS OR ADULTS LISTED ON THIS CARD.**

In selecting someone to whom you authorize the release of your child, consider: (a) Would your child feel safe and comfortable with this person and family? (b) Could this person care for your child for several days? (c) Is this person prepared to handle any special medical needs required by your child?

I/we hereby authorize the release of the student named above to the following persons in the event of illness, injury, evacuation or emergency that may occur while students are in school.

Name	Relationship	Home Phone	Work or Cell Phone
Out-of-state contact:			

I declare that the information on this form is true and correct. I will notify the school office immediately of any changes to be made in the foregoing information.

Parent/Guardian Signature _____ Date _____ Relationship _____

SCHOOL EMERGENCY/EVACUATION CONTACTS

Student _____ Grade _____
 School _____ Phone* _____
 Physician _____ Phone _____

People to whom I have authorized the school to release my child:

Name	Phone	Cell/Pager

Out-of-state contact/phone: _____

SCHOOL EMERGENCY CONTACT INFORMATION

*In an emergency, please **DO NOT CALL** the school and tie up the school telephones. Use the designated hotline for recorded information.

SCHOOL HOTLINE: _____

Emergency Information: **KZST 100.1 FM - 528-8892**
KSRO 13.50 AM - 545-1000

County OES Public Hotline - 565-3856

Call 911 ONLY if you have a life-threatening emergency.
 Do not call 911 for information.

TO PREPARE FOR AN EMERGENCY

- Make certain your child's school emergency contact card information is accurate and up-to-date.
- Notify the adults you authorize of any special medical or dietary requirements your child has.
- Let your child know who will make the pickup at school if you are unable to do so.
- Keep emergency supplies in your car, including comfortable shoes, water and warm jackets.
- Designate an out-of-state contact to relay family emergency information.

IN THE EVENT OF AN EMERGENCY

- Remain calm.
- Call the school hotline for recorded information. Do not tie up the school telephone lines.
- Bring a photo ID with you to school.
- Park only in areas designated for parents; leave room for emergency vehicles. Walk to school, if possible.
- Follow the directions of school personnel. Cooperate fully with public safety officials.
- Pick up all children for whom you are authorized.
- Leave campus as soon as you are reunited with your child and the others released to your custody.

SCHOOL EMERGENCY/EVACUATION CONTACTS

Student _____ Grade _____
 School _____ Phone* _____
 Physician _____ Phone _____

People to whom I have authorized the school to release my child:

Name	Phone	Cell/Pager

Out-of-state contact/phone: _____

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Student _____ Grade _____
 School _____ Phone* _____
 Physician _____ Phone _____

People to whom I have authorized the school to release my child:

Name	Phone	Cell/Pager

Out-of-state contact/phone: _____

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- Bring a photo ID with you to school.
- Park only in areas designated for parents; leave room for emergency vehicles. Walk to school, if possible.
- Follow the directions of school personnel. Cooperate fully with public safety officials.
- Pick up all children for whom you are authorized.
- Leave campus as soon as you are reunited with your child and the others released to your custody.

STAFF SIGN IN/SIGN OUT LOG

DATE: _____ EVENT: _____

SECTION: _____ TEAM: _____ TEAM LEADER: _____

Time IN	Print Name/SIGNATURE	Time OUT	INITIALS	Destination Upon Check Out and Contact Info
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
	Signature			
	Print			
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	Signature			

This form is to be filled out as a roster of all team members reporting to a team assignment. Each person is to sign in upon being assigned to a team and sign out when released by the Team Leader. Upon check-out, individuals should list their intended destination (if possible) and contact information in case they need to be reached. The Team Leader is responsible for making sure this form is filled out and is kept current.

STUDENT REQUEST FORM

- STEP 1: Have parents/guardians fill out one form for each student requested. INSTRUCT THEM TO PLEASE PRINT CLEARLY AND LEAVE SECTION ON RIGHT BLANK FOR STAFF USE.
- STEP 2: Check ID of person requesting student and make sure they are on the Emergency Contact Form.
- STEP 3: Send runner to retrieve student and bring to the reunification area.

STUDENT:	GRADE:	FOR STAFF USE
TEACHER:	DATE/TIME:	PHOTO ID VERIFIED BY:
REQUESTED BY: Print Name		AUTHORIZED ON EMERGENCY CARD? <input type="checkbox"/> YES <input type="checkbox"/> NO
I assume custody of the named above as a parent, guardian or authorized adult. (circle one). <hr style="border: 1px solid black;"/> Signature		MEDICAL NEEDS?
		STUDENT STATUS (check one) <input type="checkbox"/> Released <input type="checkbox"/> Custody Issues <input type="checkbox"/> Absent <input type="checkbox"/> Medical/First Aid <input type="checkbox"/> Missing <input type="checkbox"/> Deceased <input type="checkbox"/> Other: _____
DESTINATION:	PHONE:	NOTES:
ARE YOU AUTHORIZED TO PICK UP OTHER STUDENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO		TIME OF RELEASE:
If YES, Name(s):		

STUDENT REQUEST FORM

- STEP 1: Have parents/guardians fill out one form for each student requested. INSTRUCT THEM TO PLEASE PRINT CLEARLY AND LEAVE SECTION ON RIGHT BLANK FOR STAFF USE.
- STEP 2: Check ID of person requesting student and make sure they are on the Emergency Contact Form.
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STUDENT:	GRADE:	FOR STAFF USE
TEACHER:	DATE/TIME:	PHOTO ID VERIFIED BY:
REQUESTED BY: Print Name		AUTHORIZED ON EMERGENCY CARD? <input type="checkbox"/> YES <input type="checkbox"/> NO
I assume custody of the named above as a parent, guardian or authorized adult. (circle one). <hr style="border: 1px solid black;"/> Signature		MEDICAL NEEDS?
		STUDENT STATUS (check one) <input type="checkbox"/> Released <input type="checkbox"/> Custody Issues <input type="checkbox"/> Absent <input type="checkbox"/> Medical/First Aid <input type="checkbox"/> Missing <input type="checkbox"/> Deceased <input type="checkbox"/> Other: _____
DESTINATION:	PHONE:	NOTES:
ARE YOU AUTHORIZED TO PICK UP OTHER STUDENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO		TIME OF RELEASE:
If YES, Name(s):		

TRIAGE TAG

Patient Name:

Filled out by:

IMMEDIATE
Life Threatening

Respirations – Over 30/Minute
Profusion – Over 2 Seconds
Mental Status – Can't Do

Injuries:

TRIAGE TAG

Patient Name:

Filled out by:

MINOR
Walking Wounded

All Walking Wounded are Classified as Minor.

Injuries:

TRIAGE TAG

Patient Name:

Filled out by:

DELAYED
Serious, Not Life
Threatening

Respirations – Under 30/Minute
Profusion – Under 2 Seconds
Mental Status – Can Do

Injuries:

TRIAGE TAG

Patient Name:

Filled out by:

DEAD
No Respirations

**AFTER ACTION REPORT
TEMPLATE**

SCHOOL/DISTRICT: _____

DATE(S) OF INCIDENT: _____

SUMMARY OF INCIDENT: _____

MANAGEMENT SECTION SUMMARY:

EOC Director/Incident Commander(s): _____

Summary: _____

PIO(s): _____

Summary: _____

Liaison Officer(s): _____

Summary: _____

Communications Team Leader(s): _____

Summary: _____

Crisis Intervention Team Leader(s): _____

Summary: _____

First Aid Team Leader(s): _____

Summary: _____

Light Search and Rescue Team Leader(s): _____

Summary: _____

Maintenance/Fire/Site Security Team Leader(s): _____

Summary: _____

Student Release/Staff Accounting Team Leader(s): _____

Summary: _____

OPERATIONS SECTION LESSONS LEARNED: _____

LOGISTICS SECTION SUMMARY:

LOGISTICS SECTION CHIEF(s): _____

Summary: _____

Supplies and Staffing Team Leader(s): _____

Summary: _____

Transportation Team Leader(s): _____

Summary: _____

LOGISTICS SECTION LESSONS LEARNED: _____

PLANNING/INTELLIGENCE SECTION SUMMARY:

PLANNING/INTELLIGENCE SECTION CHIEF(s): _____

Summary: _____

Documentation Team Leader(s): _____

Summary: _____

Situation Status Team Leader(s): _____

Summary: _____

POSITIVE RESULTS: _____

ITEMS FOR CORRECTION/IMPROVEMENT: _____

Estimated date for completion of corrections/improvements: _____

COMMENTS: _____

Signature of EOC Director/Incident Commander

Date

Signature of Planning/Intelligence Chief

Date

Emergency Supplies Inventory**Food and Water**

Suggested quantities are for 100 people for a period of 72 hours.

<u>Food Item</u>	<u>Recommended Quantity</u>	<u>Quantity on Hand</u>
Raisins - boxed and dated	20 lbs.	_____
Large potatoes - canned and dated	60 cans	_____
Large soups - dated	60 cans	_____
Stewed tomatoes - dated	20 cans	_____
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	_____

Note: Military rations (MREs) may be substituted for the above items in order to maximize shelf life and storage space.

<u>Water Item</u>	<u>Recommended Quantity</u>	<u>Quantity on Hand</u>
Drinking water – based on 2 quarts per person-per day	150 gallons	_____

Note: Commercially packaged water (Aqua Blocks or bottled water) may be substituted for the above item in order to maximize shelf life and storage space.

Emergency Supplies

ASSEMBLY/SHELTER

Suggested quantities are for 100 people for a period of 72 hours.

<u>Item</u>	<u>Recommended Quantity</u>	<u>Quantity on Hand</u>
Blankets	100	_____
Large battery operated radio with batteries or hand crank radio	1	_____
Heavy duty flashlights with spare batteries and bulbs or hand crank flashlights	4	_____
Whistles (for communicating with staff and students)	4	_____
Clipboards	4	_____
Ink pens	6	_____
Medium garbage bags	4 packages (40 count)	_____
Large 3-ply garbage bags	4 packages (20 count)	_____
Plastic buckets - 5 gallon	6	_____
Pads of paper	4	_____
Scotch tape	4 rolls	_____
Bed sheet strips (to be used as optional bandages)	4	_____
Plastic cups	6 packages (100 count)	_____
Paper plates	6 packages (100 count)	_____
Plastic spoons, knives and forks	6 packages (100 count)	_____
Can openers - manual	5	_____
Portable toilet kit	2	_____
Activities or games for children	5	_____

Emergency Supplies**FIRST AID**

<u>Item</u>	<u>Recommended Quantity</u>	<u>Quantity on Hand</u>
First Aid Handbook (current, Red Cross)	1	_____
Alcohol	4 bottles	_____
Alcohol prep	4 boxes - 100 count	_____
Aluminum foil - 18 inches wide	4 rolls	_____
Antibiotic solution (Betadine)	4 bottles	_____
Aromatic spirits of ammonia	4 boxes - 10 count	_____
Band-Aids - assorted sizes	8 boxes	_____
Bandage - ACE wrap, Kerlix, Kling, or other conforming bandage of several widths - 2, 3, 4, 6 inch)	4 boxes each	_____
Bandage scissors - blunt nose type	9 pairs	_____
Bandage, triangular - 36 x 40 x 55 inch	30	_____
Basin, emesis - disposable	10	_____
Blankets - space or disposable	150	_____
Blood pressure cuff with manometer	6	_____
Burn sheets - sterile, disposable	4 packages	_____
Cervical collar - small, medium & large	4 each	_____
Cotton balls - unsterile	4 large packages	_____
Disinfectant - hand washing	4 gallons	_____
Dressings - 2x2's, 3x3's & 4x4's sterile	4 boxes each	_____
Dressings - 5x9's & 8x10's sterile	4 boxes each	_____
Dressings - eye pad, oval sterile	15 boxes	_____
Dressings - gauze 3x36 inch sterile	4 boxes	_____
Ipecac	4 bottles	_____
Kleenex	10 boxes	_____
Marking pens - skin	6	_____
Needles - for removing splinters & glass	4 packages	_____
Note pads	20	_____

Emergency Supplies

FIRST AID, cont'd

<u>Item</u>	<u>Recommended Quantity</u>	<u>Quantity on Hand</u>
Pack - cold Temp-Aid	1 case	_____
Paper cups	4 boxes	_____
Pack - hot Temp-aid	1 case	_____
Paper bags	4 boxes	_____
Paper towels	4 cases	_____
Pencils or ball point pens	4 packages	_____
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	_____
Toilet tissue	4 cases	_____
Tongue depressors	4 packages	_____
Towelettes - moist	15 boxes	_____
Treatment log	1	_____
Triage tags (from Office of Emergency Services)	150	_____
Tweezers - large	9 pairs	_____
Tylenol (15 grains)	6 bottles	_____
Water purification tablets, or	4 bottles	_____
Household bleach (6 drops in 1 gallon of water)	2 gallons	_____

RECOVERY

The goal of recovery is to return to learning and restore the infrastructure of the school as quickly as possible. Focus should be on students and the physical school site, and to take as much time as needed for recovery. School staff can be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff and responders. One of the major goals of recovery is to provide a caring and supportive school environment. Financial recovery and protection of the district's assets are also crucial to the overall restoration of the educational process.

RECOVERY ACTION CHECKLIST

- Assemble the Crisis Intervention Team as needed.
- Strive to return to learning as quickly as possible.
- Restore the physical school site, as well as the school community.
- Restore communications systems.
- Institute data recovery procedures.
- Make arrangements for alternative housing for classes and offices, if necessary.
- Monitor how staff are assessing students for emotional impact of the crisis.
- Identify what follow up interventions are available to students, staff and first responders.
- Conduct debriefings with staff and first responders.
- Assess curricular activities that address the crisis.
- Allocate appropriate time for recovery.
- Plan how anniversaries of events will be commemorated.
- Capture "lessons learned" and incorporate them into revisions and trainings.
- Complete all paperwork and reports for financial aid for disaster relief if available.
- Work with local or state emergency services professionals to maximize your cost-recovery efforts.

Plan for recovery in the preparedness phase. Determine the roles and responsibilities of staff and others who will assist in recovery during the planning phase. District-level counselor may want to train school staff to assess the emotional needs of students and colleagues to determine intervention needs. Experience shows that after a crisis many unsolicited offers of assistance from outside the school community are made. During planning, you may want to review the credentials of service providers and certify those that will be used during recovery.

During the preparedness phase, local vendors who can assist in recovery efforts should be identified. Items and services, such as debris removal, carpet repair and replacement, cleaning services, computer data recovery, fire restoration, structural engineers, tree damage/repair/removal, etc. should be arranged for in advance of an emergency situation.

Assemble the Crisis Intervention Team. A Crisis Intervention Team, or CIT, is composed of individuals at either the district or school level involved in recovery. A review of the literature shows that there are different models for organizing a CIT. In one model, there is a centralized CIT at the district level, which serves all schools in that district. In another model, the district trains school-based CITs. Even when crisis intervention teams exist within individual schools, it may be necessary for the superintendent or designee to allocate additional resources on an as-needed basis.

Service providers in the community may want to assist after a crisis. With prior planning, those with appropriate skills and certifications may be tapped to assist in recovery. This will help district and school personnel coordinate activities of the community service providers and see that district procedures and intervention goals are followed.

Return to the “business of learning” as quickly as possible. Experts agree that the first order of business following a crisis is to return students to learning as quickly as possible. This may involve helping students and families cope with separations from one another with the reopening of school after a crisis.

Provide information on the incident to the appropriate person(s) in the EOC. Follow the chain of command in the plan when providing information about an incident. All information is to be disseminated through the PIO position in the EOC. It is important to have a single message being sent out to parents, staff, the community and the media. Be clear about what steps have been taken to attend to student safety. Let families and other community members know what support services the school and district are providing or what other community resources are available. Messages to students should be age appropriate. It may be necessary to translate letters and other forms of communication into languages other than English depending on the composition of the communities feeding the affected school(s). Be sure to consider cultural difference when preparing these materials.

Focus on the building, as well as people, during recovery. Following a crisis, buildings and their grounds may need repairing, renovation or repainting/re-landscaping. Conduct safety audits and determine the parts of the building that can be used and plan for repairing those that are damaged. Use the Loss Recovery Resource Guide that was provided as part of the SchoolGuard USDOE Emergency Response and Crisis Management Grant (contact RESIG for additional copies).

Provide assessment of emotional needs of staff, students, families and responders. Assess the emotional needs of all students and staff, and determine those who need intervention by a school counselor, social worker, school psychologist or other mental health professional. Arrange for appropriate interventions by school or community-based service providers. In addition, available services need to be identified for families who may want to seek treatment for their children or themselves. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

Provide stress management during class time. Trauma experts emphasize the need to create a caring, warm and trusting environment for students following a crisis. Allow students to talk about

what they felt and experienced during the traumatic event. Younger children who may not be able to fully express their feelings verbally will benefit from participating in creative activities including drawing, painting or writing stories. Young adolescents benefit from group discussions in which they are encouraged to talk about their feelings, as well as from writing plays or stories about their experiences. Engage older adolescents in group discussions, and address any issues of guilt (“I could have taken some action to change the outcome of the crisis”).

Take as much time as needed for recovery. An individual recovers from a crisis at his or her own pace. Recovery is not linear. After a crisis, healing is a process filled with ups and downs. Depending on the traumatic event and the individual, recovery may take months or even years.

Remember anniversaries of crises. Many occasions will remind staff, students and families about crises. The anniversary of a crisis will stimulate memories and feelings about the incident. In addition, other occasions may remind the school community about the crises, including holidays, returning to school after vacations and other breaks, as well as events or occasions that seemingly have little connection to the incident. This underscores the notion that recovery may take a long time than anticipated.

Staff members need to be sensitive to their own as well as the students’ reactions in such situations and provide support when necessary. School crisis planning guides suggest holding appropriate memorial services or other activities, such as planting a tree in memory of victims of crises. Trauma experts discourage memorials for suicide victims to avoid glorification and the sensationalizing of these deaths.

Evaluate. Evaluating recovery efforts will help prepare for the next crisis. Use several methods to evaluate recovery efforts. Conduct brief interviews with emergency responders, families, teachers, students and staff. Focus groups may also be helpful in obtaining candid information about recovery efforts. The following are examples of questions to ask:

- ▶ Which classroom-based intervention proved most successful and why?
- ▶ Which assessment and referral strategies were the most successful and why?
- ▶ What were the most positive aspects of staff debriefings and why?
- ▶ Which recovery strategies would you change and why?
- ▶ Do other professionals need to be considered to help with future crises?
- ▶ What additional training is necessary to enable the school community and community at large to prepare for future crises?
- ▶ What additional equipment or resources are necessary to support recovery efforts?
- ▶ What other planning actions will facilitate future recovery efforts?

Recovery may seem like an end, but it is also a beginning. You must close the loop on the circle. A critical step in crisis planning is to evaluate each incident. What worked? What didn’t work? How could you improve operations? Take what you have learned and start at the beginning. Update and strengthen the plan so that in a crisis, no child is left behind.

ADDRESSING THE NEEDS OF INDIVIDUALS WITH DISABILITIES

All school Emergency Operations Plans must include procedures to address the needs of students, staff and visitors with disabilities during a disaster. For people with disabilities, the problems of evacuating a building during an emergency are a major concern. Many people with mobility impairments cannot use stairs and people with hearing and vision impairments may not receive emergency notification and directions unless they are provided in both audible and visual forms. In addition, people with learning, emotional or cognitive disabilities may need to have safety and emergency procedures taught in a language or terms they understand. Because our schools may, at one time or another, have staff, students or visitors who need evacuation assistance, all schools must have a plan that includes the needs of individuals with disabilities.

This checklist indicates those steps necessary to address the needs of those with disabilities. The training materials that are part of the pre-plan include detailed information and guidelines for developing and implementing an effective plan.

- Assess classrooms and offices for unsecured, non-structural hazards, potentially blocked exits and other issues that could put students and staff at risk of injury in a fire, earthquake or other emergency.
- Take mitigation measures to eliminate or reduce hazards.
- Develop a list of individuals needing evacuation assistance and update regularly.
- Establish Evacuation Staging Areas.
- Establish a Buddy System and assign an adult to assist a disabled individual in exiting the building or getting to an Evacuation Staging Area.
- Test your evacuation plan.
- Finalize Your Evacuation Plan.
- Train staff in evacuation procedures.
- Include procedures for evacuating individuals with disabilities in regular fire, earthquake and all other drills and exercises.
- Review Evacuation Procedures for Individuals with Disabilities annually and make changes as necessary.

The Language of Emergency Response

Acronyms

ARC	American Red Cross
CERT	Community Emergency Response Team
DES	County Department of Emergency Services
DHS	Department of Homeland Security
DO	District Office
DPH	Department of Public Health
DSW	Disaster Service Worker
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FRS	Family Radio System
HAZMAT	Hazardous Materials
ICS	Incident Command System
LOG	Logistics
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services (California)
OP AREA	Operational Area
OPS	Operations
PA	Public Address
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
S&R	Search and Rescue
SCOPE	School Communities Organized to Prepare for Emergencies
SEMS	Standardized Emergency Management System
SOP	Standard Operations Procedure
SIT STAT	Situation Status
VOAD	Volunteer Organizations Active in Disasters
VRC	Volunteer Reception Center
WMD	Weapon of Mass Destruction

Glossary

Action Plan	the plan prepared on-site by the EOC Director/Incident Commander and Planning/Intelligence Chief that will guide response to the emergency at hand.
Activate	is the verb used to describe the intention of implementing the emergency plan.
American Red Cross	a national volunteer agency that provides disaster relief.
Damage Assessment	the process used to determine the amount and severity of damage caused by a disaster or emergency.
Disaster	a sudden, calamitous event that causes damage, loss, and destruction to people and property.
Disaster Service Worker	refers to any public employee or any unregistered person impressed into service consequent to a state of emergency.
Emergency	a condition of disaster or extreme peril to the safety of persons and property.
Emergency Operations Center	the location from which centralized management is performed during emergency response.
Emergency Operations Plan	the plan that each district/school has and maintains for responding to disasters and/or school crisis.
EOC Director/IC	the individual responsible for the overall management during an emergency response requiring an EOC activation. In a Unified Command situation, this function may be performed by two or more individuals representing multiple agencies. Sometimes is referred to as the Incident Commander as well.
Exercise	a simulated emergency situation designed to evaluate an organization or agency's level of preparedness.
Federal Disaster Assistance	refers to the federal government's in-kind and financial assistance provided to disaster victims, the state, or local government agencies through the Federal Disaster Relief Act.

First responder	a collective term used to describe law enforcement, fire, EMS, public works, and public health personnel; those agencies generally first on the scene during emergencies.
Hazard	any source of danger or element of risk to people, property, or the environment.
Hazard Mitigation	any measure taken that attempts to eliminate or reduce the potential for damage or injury from a disaster.
Incident	an occurrence or event, natural or man-made, that requires action by emergency personnel.
Incident Command System	the national standard for on-scene emergency management.
Management by Objectives	a top-down management activity that involves a three-step approach to problem-solving: establishing the objectives, selecting the appropriate strategy(ies) to achieve those objectives, and providing the direction of or assignments associated with the selected strategy.
Mass Care Facility	a location where food, lodging, clothing, first aid, welfare inquiry, and social services are available to victims of disaster.
Mass Prophylaxis	distribution of medicines, vaccinations or inoculations to the public on a mass scale in response to a public health threat.
Media	refers to any/all of the means of disseminating information and instructions to the public: radio, television, newspapers or the web.
Memorandum of Understanding	a pre-existing agreement between agencies to render support (personnel, equipment or facilities) during times of emergency.
Mitigation	the pre-event actions taken to lessen the effects and impact of a disaster.
Operational Area	an intermediate level of the state emergency organization, consisting of a county and all of the political subdivisions/special districts within its boundaries.

Pandemic	a global outbreak of disease when a new virus emerges that affects a large portion of the human population for which there is little or no immunity.
Preparedness	refers to the entire spectrum of planning and training that ensures emergency readiness
Recovery	those activities associated with “getting back to business” after an emergency; the long-term plan.
Response	those activities undertaken to address the immediate short-term effects of an emergency or disaster. Response activities include actions taken to save lives, protect property and meet basic human needs.
Section	within ICS, the organizational level with responsibility for a major functional area of incident response: Management/Command, Operations, Planning/Intelligence, Logistics, Finance/Administration.
Section Chief	the ICS title given to those individuals responsible for the command of a functional section.
Triage	a process of rapidly classifying patients on the basis of urgency of treatment.
Threats	those situations or circumstances (i.e., earthquake, flood, fire, hazmat incident, winter storm, etc.) that are likely to occur within, or affect, the Operational Area.