
EMERGENCY OPERATIONS PLAN

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INTRODUCTION

FIVE MISSION AREAS OF PREPAREDNESS¹

The District recognizes and actively pursues competency in all areas of preparedness: prevention, protection, mitigation, response and recovery.



Prevention

Prevention is the action the District, including District facilities and schools take to prevent a threatened or actual incident from occurring.

Prevention activities include:

- Positive behavior interventions
- Threat Assessments
- Proper food handling procedures

Protection

Protection refers to the capability to secure schools against acts of violence and disasters (manmade or natural). Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Protection activities include:

- Sharing of intelligence and information sharing
- Accessing of control and identity verification
- Physical protective measures (i.e. building bollards posts)

Mitigation

Mitigation refers to the necessary capabilities of eliminating and/or the reduction of loss of life and/or property. It also refers to lessening the impact of damage in an emergency event. In this document, “mitigation” also denotes reducing the likelihood that threats and hazards will occur.

Mitigation activities include:

- Connecting with community emergency responders to identify local hazards and discuss emergency scenarios, response and recovery procedures.
- Conducting annual safety inspections/assessment of District facilities and school sites to identify and correct potential problems.
- Collaborating with staff and community partners to provide input and feedback on the District’s emergency management program.

¹ *Guide for Developing High-quality School Emergency Operations Plans*. Washington, D.C.: U.S. Department of Education, 2013.

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Response

Response refers to the capabilities necessary to stabilize an emergency once it has occurred or is certain to occur. Response also refers to establishing a safe and secure environment that save lives and property as well as facilitates the transition to recovery.

Response activities at the District and school sites include:

- Activating the District’s Emergency Management System of responding to a disaster and/or crisis.
- Filling of Emergency Management positions by District employees within the Incident Command System.
- Coordinating and collaborating with District partners in responding to and recovering from a disaster and/or crisis.
- Communicating accurate and appropriate information to staff, students, parents and the community.

Recovery

Recovery refers to capabilities necessary to assist schools affected by an emergency in restoring the educational environment.

The following actions are essential to District and school site recovery:

- Restoration of the District’s physical property at offices and school sites to pre-disaster conditions.
- Providing appropriate emotional and/or psychological recovery.

This plan provides basic planning information. District departments must prepare standard operating procedures and, in some cases, more detailed checklists that will describe their internal operations under emergency conditions.

SCHOOL SITE EMERGENCY OPERATIONS PLAN OVERVIEW

Although the District’s emergency management program includes all of the four phases previously described, this EOP will focus primarily on the emergency response and recovery phases at the school site.

This EOP addresses the school’s planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This plan is a preparedness document—designed to be read, understood, and exercised prior to an emergency. It is designed to complement the Oxnard School District’s EOP.

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ASSUMPTIONS:

- All available school site resources will be deployed to save lives, minimize injury to students and staff, and minimize damage to property.
- The Standardized Emergency Management System (SEMS), the National Incident Management System and the Incident Command System will be used in emergency response operations.
- Following a major or catastrophic incident, the school may have to rely on its own resources and be self-sustaining for 72 hours.

CONCEPT OF OPERATIONS

The school's EOP is based on the Incident Command System (ICS) which is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. The School's response and recovery operations will also be consistent with both the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

EMERGENCY MANAGEMENT GOALS:

- Provide for the safety, health, and welfare of staff and students.
- Provide for a safe and coordinated response to emergencies.
- Provide for the rapid resumption of the school.
- Protect the school's facilities and properties.
- Coordination emergency response and recovery activities with the District Emergency Operations Center (EOC), and emergency response personnel.

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part Two - Emergency Response Organization Functions.** Description of the emergency response organization and emergency action checklists and reference material.
- **Appendix** – A restricted-use document - contains the emergency/disaster organization's notification numbers and other essential numbers.

ACTIVATION OF THE EOP:

- The Principal or designee is authorized to activate this plan.
- When the City of Oxnard or the Ventura County Sheriff has proclaimed a State of Local Emergency that impacts the school, staff and students.
- When the Governor has declared a State of Emergency and the school is affected.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a major disaster or emergency.

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MAINTENANCE OF EOP:

The EOP will be reviewed annually to ensure that plan elements are valid and current. The Principal or designee is responsible for making revisions to the EOP to enhance the conduct of response and recovery operations and will prepare, coordinate, publish and distribute any necessary changes to the plan.

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PART ONE - BASIC PLAN

PURPOSE

The purpose of the School Site Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to major emergencies affecting the school site. The Basic Plan addresses the school's planned response to and recovery from emergencies associated with natural disasters and technological incidents. The Plan incorporates operating procedures from the Incident Command System (ICS), the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

SCOPE

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities and is flexible enough for use in all emergencies/disasters.
- Pre-designates functional area representatives to the Incident Command or Unified Command whenever possible to facilitate responsive and collaborative incident management.

AUTHORITIES AND REFERENCES

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed:

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Homeland Security Presidential Directive #5, February 28, 2003

State

- Education Code 39140-39159, The California Field Act of 1933
- Education Code 35295 – 35297, The Katz Bill
- Ch. 7 of Div. 1 of Title 2 of the Gov. Code, California Emergency Services Act,
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- California Government Code Section 3100 – Disaster Service Workers

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- Title 19, California Code of Regulations – Standardized Emergency Management System Regulations

Local

- Ventura County Municipal Code, Division 5 – Safety, Chapter 3 – Public Emergency adopted February 9, 2010
- Ventura County Operational Area Organization Agreement adopted November 21, 1995

References

Federal

- FEMA CPG 101: “Developing and Maintaining Emergency Operations Plans”, November 2010
- U.S. Department of Education, “*Guide for Developing High-Quality School Emergency Operations Plans*”, 2013
- U.S. Department of Homeland Security, “National Response Framework” , 2008

State

- OES: “SEMS Guidelines”, 2006
- OES, “California Implementation Guidelines for the National Incident Management System”, April 2006

Local

- City of Oxnard, “Emergency Operations Plan”, 2011
- Oxnard School District Emergency Operations Plan, 2012
- Ventura County, “Emergency Operations Plan”, 2013
- Ventura County, “Multi-Hazard Mitigation Plan”, 2015

EMERGENCY AWARENESS AND EDUCATION

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

The school incorporates pre-disaster awareness and education programs into student and staff orientations. These programs are equal in importance to all other preparations for emergencies and receive an adequate level of planning.

ADA CONSIDERATIONS

Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act or 1990 (ADA). Disabilities

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would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the school's planning efforts for those with disabilities are notification and warning procedures, evacuation considerations, emergency transportation issues, sheltering requirements, accessibility to medications, refrigeration and back-up power, accessibility to mobility devices or service animals while in transit or at shelter and accessibility to information.

TRAINING AND EXERCISES

The school's emergency management organization conducts regular training and exercising of school staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Principal is responsible for coordinating, scheduling and documenting the training and exercises

In accordance with state law, all students and staff will participate in emergency drills at school.

- Fire drills will be conducted on a monthly basis for elementary and intermediate level students. (EC 32001-32004).
- An earthquake "Drop, Duck, Cover, and Hold On" drill will be held each quarter for elementary and intermediate level students (EC 35297[b]).
- It is also recommended by both the Oxnard School District and the Oxnard Police Department to conduct periodic lockdown drills.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

In accordance with the Standardized Emergency Management System (SEMS), California's emergency response operations rely on a system in which government levels work together from the field upward, in a single, integrated structure. Incidents are managed at the lowest possible level. Local government has primary responsibility for emergency response activities within its jurisdiction. Operational areas (OAs), the region, and the State provide support to local jurisdictions.

SEMS also provides a standardized response structure for emergencies involving multiple jurisdictions or multiple agencies in California. It defines a standard management structure and a standard terminology for statewide use. SEMS is applicable to all organizational levels and functions in the emergency response system.

SEMS provides for a five level emergency response organization, activated as needed, to provide an effective response to multi-agency and multi-jurisdiction emergencies. SEMS allows the response to shrink and grow as the incident evolves. Only the levels needed to respond are activated. Each level utilizes the same Incident Command System.

Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency management are: command, operations, planning/intelligence, logistics, and finance/administration. **The Field Level of SEMS would be carried out at each individual school site with the principal acting as the Incident Commander.**

Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). **In the City of Oxnard, the Local Government Level of SEMS would be carried out at the District level and at the City of Oxnard.**

Operational Area Level

An Operational Area manages and coordinates information, resources, and priorities among local governments and special districts within the operational area and serves as the coordination and communication link between the local governmental level and the regional level. An operational area is the geographical boundaries of a county. On November 21, 1995, the Ventura County Board of Supervisors adopted a formal resolution establishing the Ventura County Operational Area. **The Ventura County Sheriff's Office of Emergency Services is the lead agency for the Ventura County Operational Area.**

Regional Level

California Governor's Office of Emergency Services (Cal OES) Southern Region in Los Alamitos manages and coordinates information and resources among operational areas within the mutual aid region and between operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.

State Level

Cal OES headquarters in Mathers, California manages State resources at the State level in response to the emergency needs of the other SEMS levels. Cal OES manages and coordinates mutual aid among the mutual aid regions and between the regional levels and State level, and serves as the coordination and communication link with the Federal disaster response system. In the event that Operational Areas and the region require Federal

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assistance, requests are made from the local level through the appropriate SEMS channel to the State Operations Center, where the request is then made to the Federal Government.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

In addition to SEMS, the school recognizes the NIMS and has incorporated the NIMS concepts into this EOP, training and exercises.

The National Incident Management System (NIMS), mandated by Homeland Security Presidential Directive-5 provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. Six major components make up this systems approach:

Command and Management

NIMS standard incident command structures are based on three key organizational systems:

- The ICS
- Multi Agency Coordination Systems
- Public Information Systems

Preparedness

Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

Resource Management

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications and Information Management

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information- sharing at all levels of incident management.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

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Ongoing Management and Maintenance

This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

SCHOOL SITE'S EMERGENCY MANAGEMENT ORGANIZATION

The school's emergency management organization (including emergency response and recovery) will be directed by the Principal or designee who serves as the Incident Commander (IC). The Principal is responsible to the District Superintendent. The Principal is responsible for activating and implementing the school's EOP.

The IC is supported by the emergency management organization and is responsible for overall management of the emergency response and has the authority to order activation and deactivation of the EOP and an Incident Command Post (ICP). The IC also has responsibility for:

- Setting overall objectives and priorities.
- Ensuring the ICP is properly staffed.
- Ensuring that communications and warning systems are operational.
- Overseeing the provision of information and guidance to the students, parents, and public.
- Obtaining support from the school district.
- Providing status and other reports to the District Superintendent.

At the beginning of the school year the school principal will:

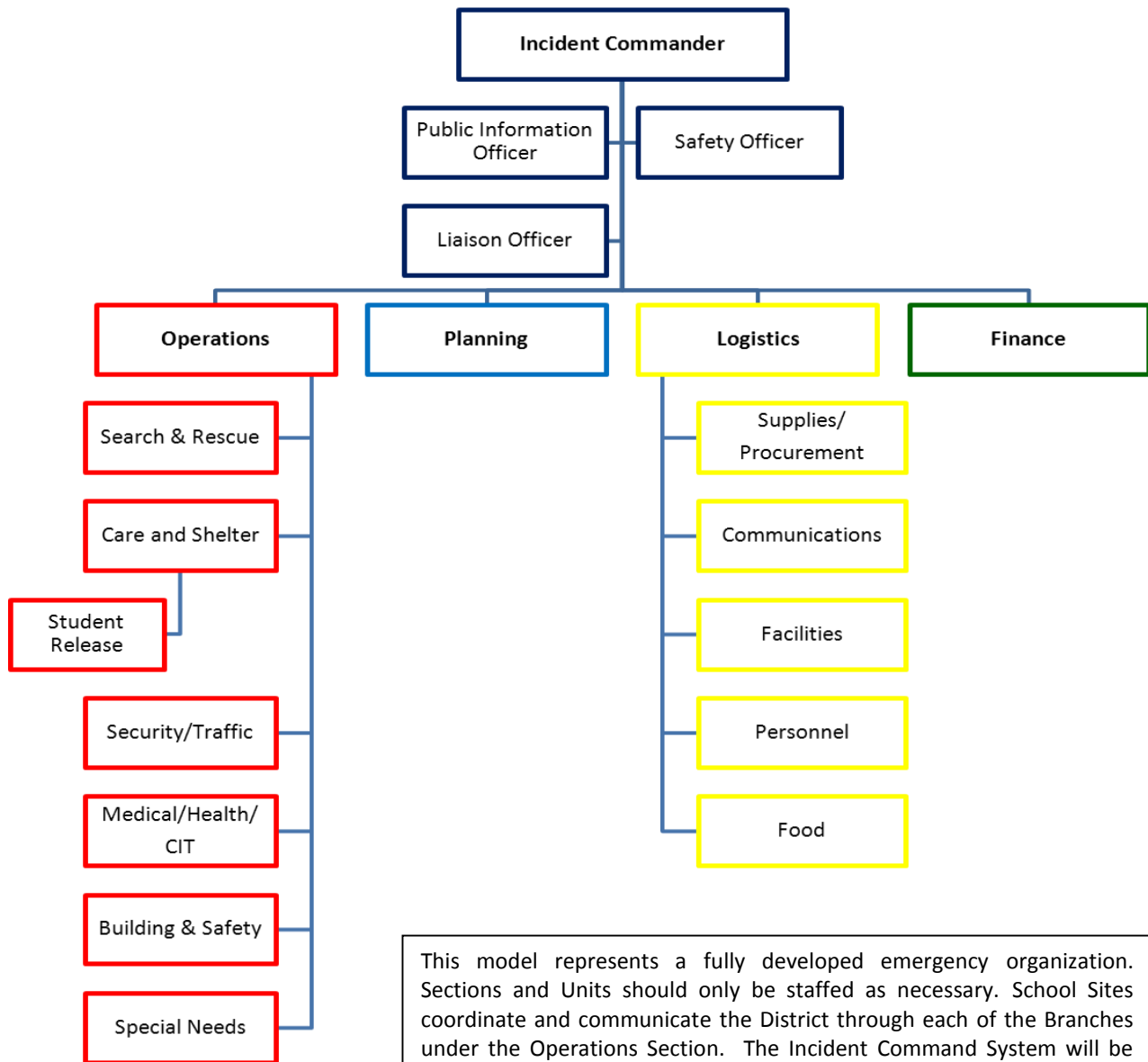
- Be familiar with all aspects of site disaster plan.
- Determine locations for the Incident Command Post, Assembly Area, Evacuation Areas, Student Request Gate, Student Release Gate, Medical Treatment Area, Morgue location and Sanitation Areas.
- Address potential need for an evacuation site off campus site.
- Review, in August, disaster preparedness procedures & non-structural hazard mitigation with all staff.
- Review "Duck, Cover & Hold" procedures.
- Survey staff for preference of assignments (medical, search & rescue, field supervision).
- Select backup Incident Commander (in case of principal's absence) & orient to position's responsibilities.
- Create buddy teacher list (See Buddy List in the Appendices of this Plan).
- Schedule date(s) for skills training of new employees & training update for returning staff.
- Include disaster procedures with packet for all substitutes on campus.
- Meet with district personnel to ensure:
 - Annual bulk water exchange.
 - Accurate inventory of supplies for container and classroom buckets/backpacks.
 - Missing supplies are replaced & batteries changed.
 - Parent information on preparedness at home/school sent home each semester.

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- 2 copies of disaster cards are available-one in classroom bucket/backpack, one in container.
- That disaster cards are moved appropriately as class changes are made.
- Interact with district personnel to:
 - Plan emergency/disaster drills, minimum 2 each school year.
 - Plan drill critiques (verbal & written).
- Train staff members on roles and responsibilities during an emergency response.

Below is a depiction of the fully activated school site emergency management.

Fully Activated ICS for School Site



This model represents a fully developed emergency organization. Sections and Units should only be staffed as necessary. School Sites coordinate and communicate the District through each of the Branches under the Operations Section. The Incident Command System will be used at school sites.

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REQUESTING RESOURCES AND MUTUAL AID

The school will request additional resources needed to respond to and recover from the disaster/emergency through the OSD EOC. If OSD is unable to fill the resource request, OSD will forward the resource request to the City of Oxnard. This resource request will now be considered a Mutual Aid request. Requests that they city is unable to fill will be forwarded to the Ventura County Operational Area EOC.

The Master Mutual Aid Agreement is a statewide mutual aid system that allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources.

THREAT SUMMARY FOR OXNARD SCHOOL DISTRICT

The OSD offices and schools are located in the City of Oxnard, California. The City of Oxnard is located within Ventura County, Region I, Southern Administrative Region of California Emergency Management Agency (Cal OES). The city lies on the coast of the Pacific Ocean and has a residential population of 189,990 and consists of approximately 26.9 square miles.²

OSD manages and oversees 22 schools: 18 elementary schools and 4 intermediate schools and has an approximate student population of 16,346. 1,600 of these students have special needs.³

OSD's EOP may be activated during a broad range of emergency incidents, including:

- Earthquake
- Hazardous Materials
- Flooding
- Fire
- Dam Failure
- Transportation Incident (Air, Train and Truck)
- School Violence
- Terrorism
- Tsunami
- Public Health Emergency

The EOP may also be activated during a community or regional crisis that may impact OSD facilities, staff and/or students.

The following maps depict some of the hazards present in the City of Oxnard that may impact the District.

² Oxnard General Plan Update, Background Report - Demographics, City of Oxnard, June 2006

³ E-mail, Rita Guevara, July 25, 2012.

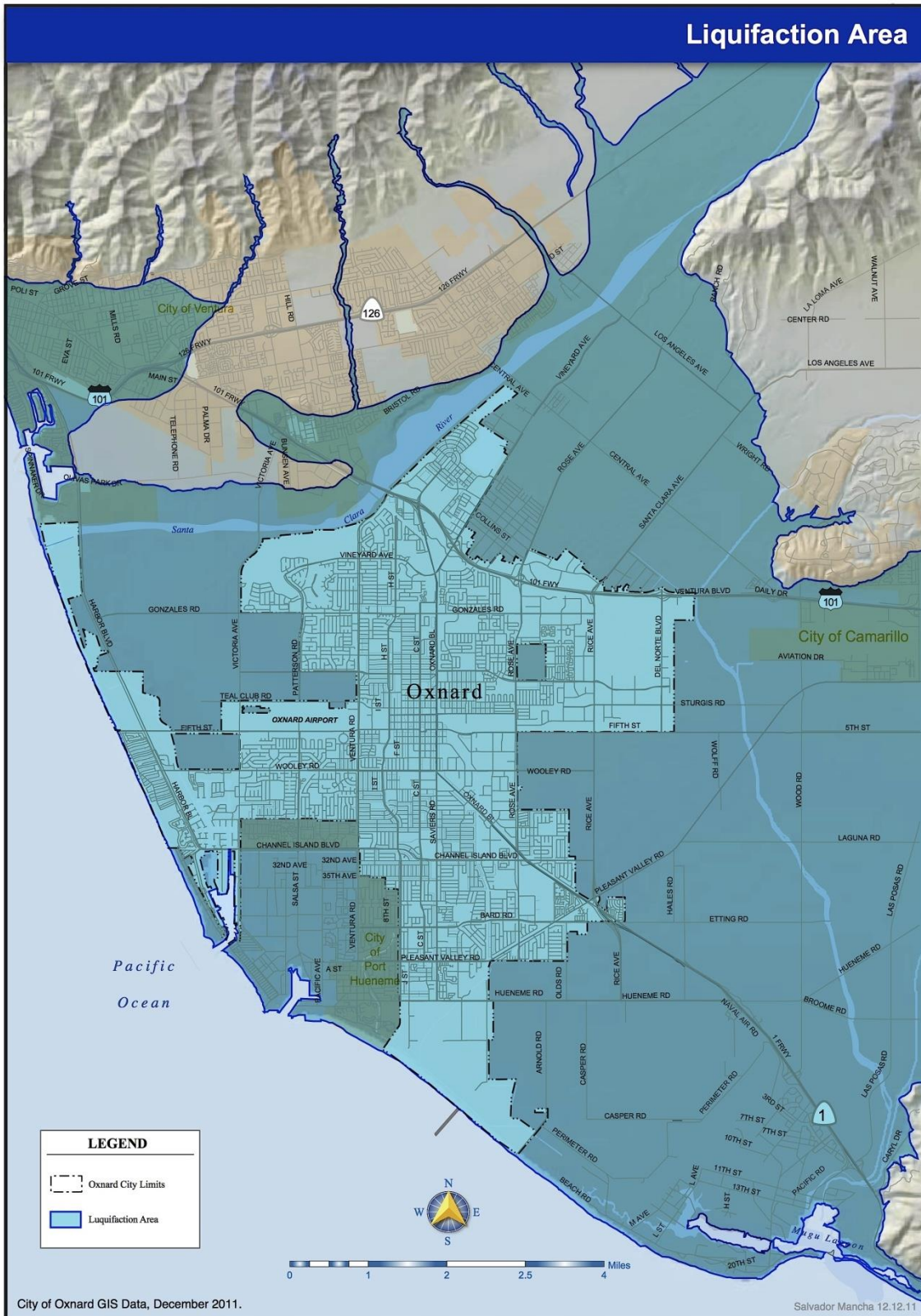
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EARTHQUAKE FAULT MAP



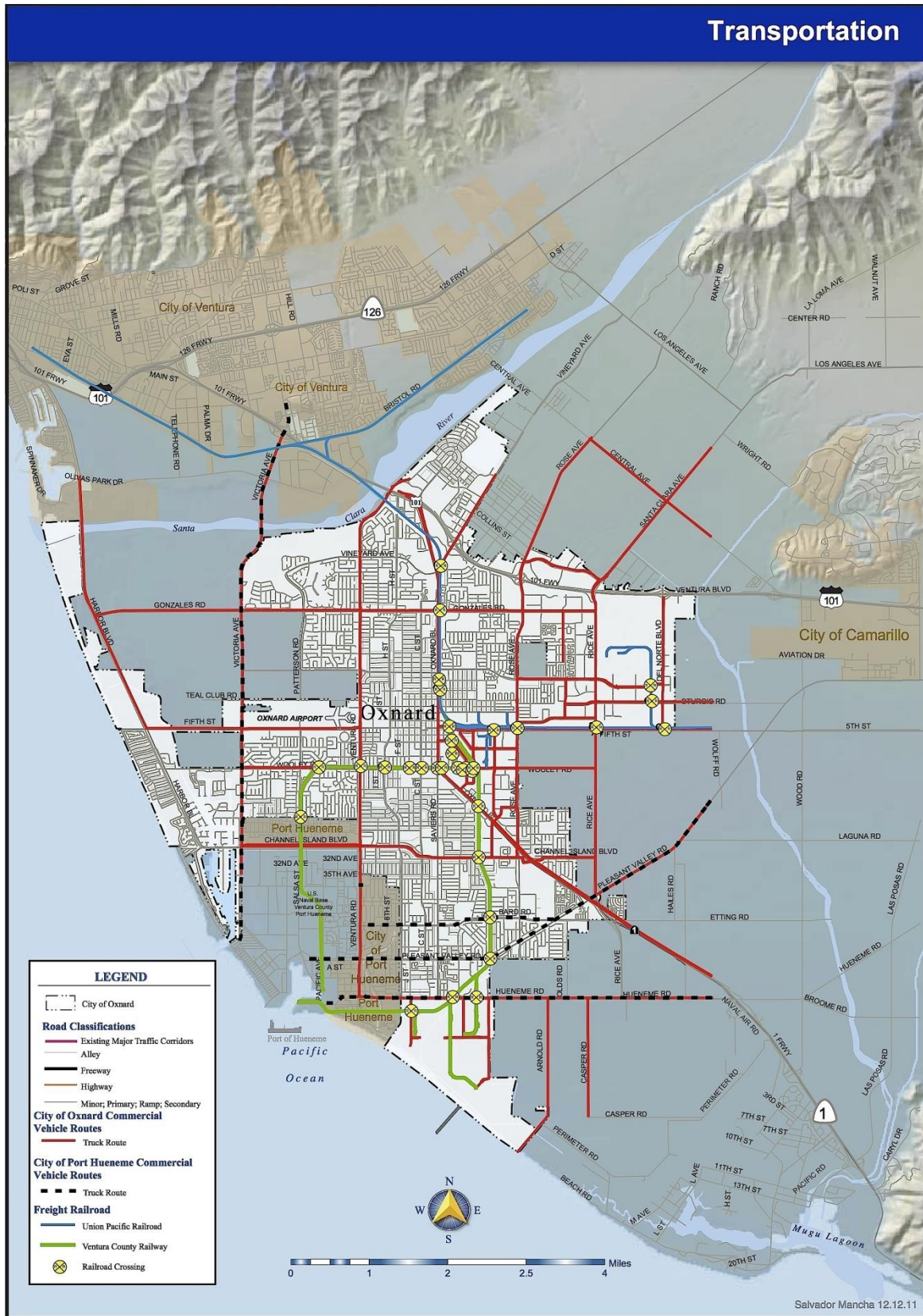
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LIQUEFACTION MAP



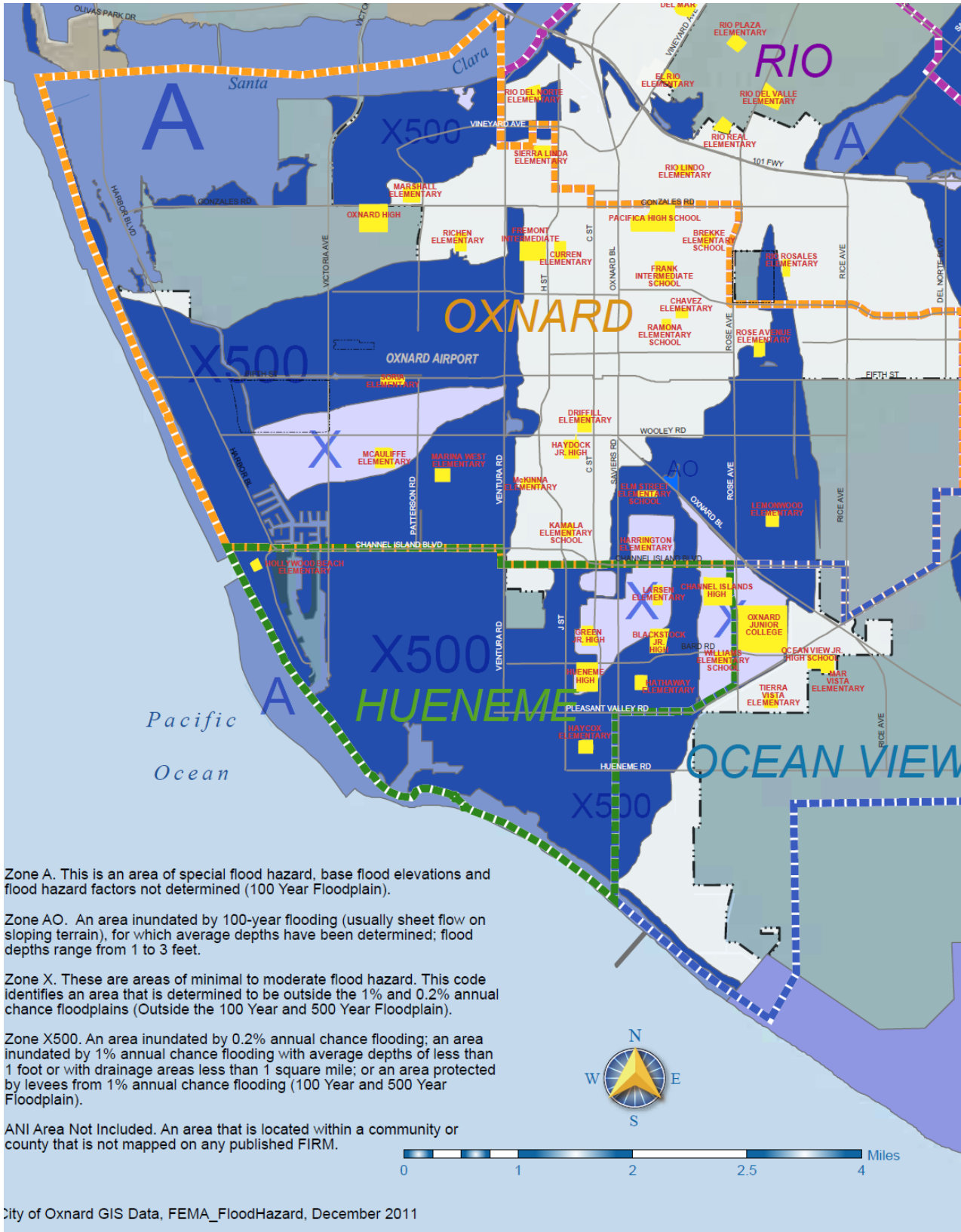
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TRANSPORTATION MAP



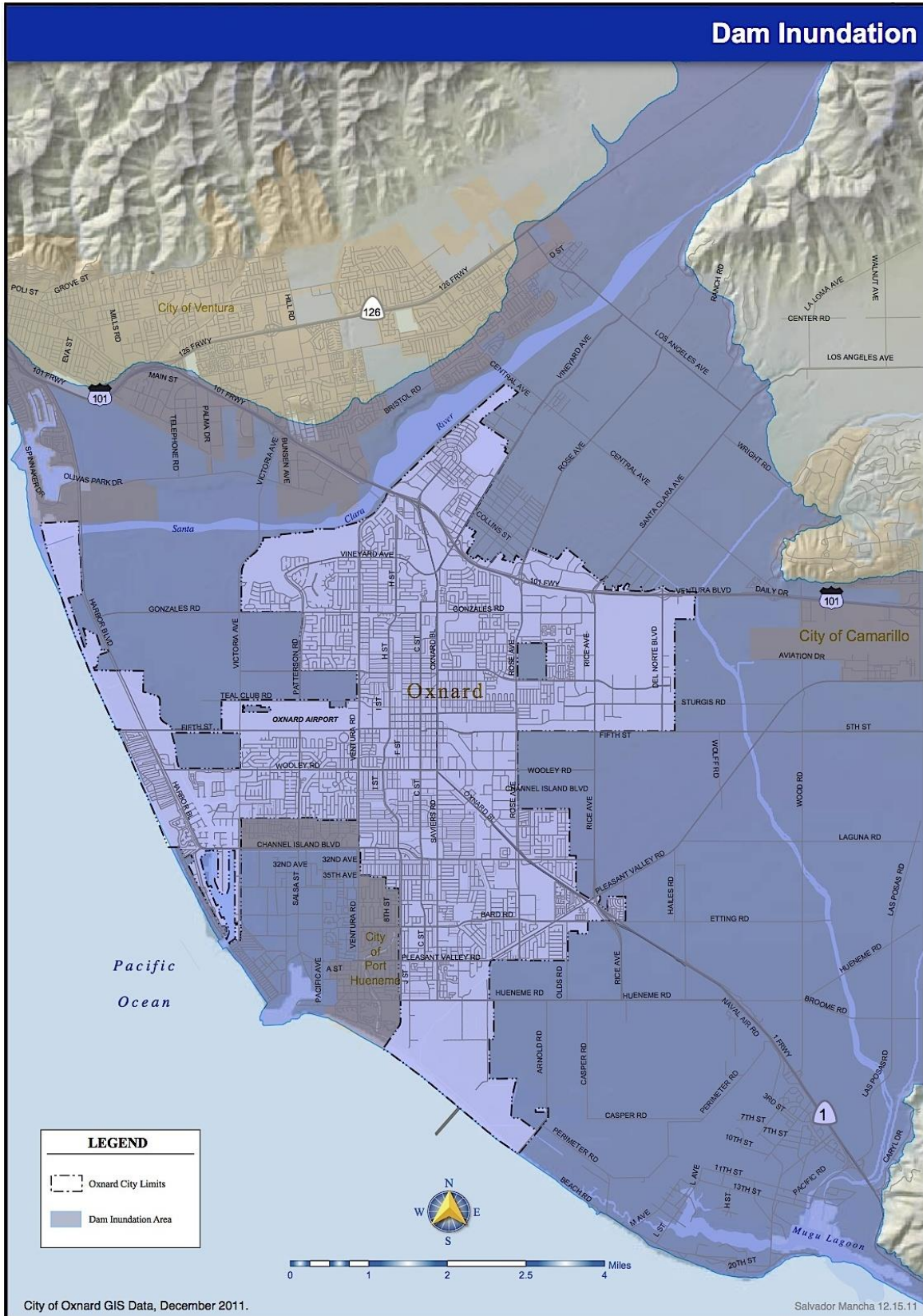
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FLOODING MAP



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DAM FAILURE MAP



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ACRONYMS AND ABBREVIATIONS

ACS	Auxiliary Communication Services
ADA	Americans with Disabilities Act
ARC	American Red Cross
CDAA	California Disaster Assistance Act
CDC	Centers for Disease Control, U.S. Public Health Service
CERT	Community Emergency Response Team
DHS	Department of Homeland Security
DSW	Disaster Service Worker
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
HAZMAT	Hazardous Materials
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JPA	Joint Powers Agreement
JIC	Joint Information Center
JIS	Joint Information System
MACS	Multi-Agency Coordination System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OA	Operational Area
OES	Office of Emergency Services
PIO	Public Information Officer
PW	Project Worksheet
RIMS	Response Information Management System
SAR	Search and Rescue
SEMS	Standardized Emergency Management System
USAR	Urban Search and Rescue

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GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

American Red Cross: A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing and registration and inquiry service.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Chain of Command: A series of management positions in order of authority.

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

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Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Emergency Alert System: A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

EOC Action Plan: The plan developed at SEMS EOC levels which contain objectives, actions to be taken, assignments and supporting information for the next operational period.

Facilities Unit: Functional unit within the Logistics Section that provides fixed facilities for the incident.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Logistics Section responsible for providing meals for incident and EOC personnel.

General Staff: The group of management personnel reporting to the Incident Commander. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief and Finance/Administration Section Chief.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander: The individual responsible for the command of all function at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

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Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Management by Objectives: A top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Response Framework (NRF): The federal response plan to be used by federal agencies when responding to an emergency or disaster.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

EMERGENCY OPERATIONS PLAN

Planning Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Public Information Officer: The individual that has been delegated the authority to prepare public information releases and to interact with the media.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance.

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region and State.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Triage: A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

PART TWO – EMERGENCY ORGANIZATION FUNCTIONS**EMERGENCY SITUATIONS - INITIAL RESPONSE CHECKLISTS**

This section provides guidelines for school staff and students to follow for specific emergency procedures:

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion / Risk of Explosion
- Fire in Surrounding Area
- Fire on School Grounds
- Gas Leak
- Loss or Failure of Utilities
- Medical Emergency
- Pesticide Drift
- Psychological Trauma
- Suspected Contamination of Food or Water
- Threat of Violence
- Tsunami

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency.

The following emergency response actions refer to the Principal, Site Manager, or appropriate designee as the —School Administrator.

EMERGENCY SITUATIONS - INITIAL RESPONSE CHECKLISTS**Aircraft Crash**

The following emergency procedures addresses situations involving an aircraft crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to *Biological or Chemical Release*. If a crash results in a utility interruption, refer to *Loss or Failure of Utilities*.

Procedure

1. The School Administrator will call 9-1-1 and Facilities (Refer Essential Contacts in Appendices of this Plan) and provide the exact location and nature of the emergency.
2. The School Administrator will assess the situation and initiate appropriate, immediate response actions that may include Drop, Cover, and Hold; Shelter-in-Place; On-Campus Evacuation; or Off-Campus Evacuation as described in the information included on pages 25-31 of this Plan.
3. If the School Administrator issues an On-Campus Evacuation order, school staff and students must evacuate all school buildings using pre-designated routes or other safe routes and convene at pre-identified assembly areas.
4. In the event of an evacuation, school staff will bring their student rosters and take attendance at the pre-designated assembly area to account for all students. School staff will notify the Care and Shelter Branch of missing students.
5. If the emergency occurs on school property, the school Security/Traffic Coordinator will secure the crash area to prevent unauthorized access.
6. The School Administrator will coordinate with the Oxnard Fire Department (OFD) and/or Hazardous Materials (HazMat) Team to organize necessary fire suppression activities.
7. School medical personnel will check injuries and provide appropriate first aid.
8. The School Administrator will call the District Superintendent who will activate the District's Emergency Operation Center to and assist in the dissemination of information and support the school site with the response.
9. Any affected area will not be reopened until OFD and/or HazMat Team or appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. School medical personnel and appropriate crisis intervention teams will convene onsite and begin the process of counseling and recovery, as appropriate.
11. If it is unsafe to remain on campus, the School Administrator will initiate Off-Campus Evacuation procedures, as described in the information included on pages 29 and 30 of this Plan, if warranted by changes in conditions.
12. In the event students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

Animal Disturbance

This procedure should be implemented when the presence of a dog, coyote, mountain lion, or any other wild animal threatens the safety of students and staff.

Procedure

1. The School Administrator will initiate appropriate immediate response actions, which may include Lock Down or On-Campus Evacuation procedures, as described in the information included on pages 26-31 of this Plan.
2. Upon discovery of an animal, school staff should isolate students from the animal, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will be kept outside in an area away from the animal. It is best to close doors and lock gates as a means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call 9-1-1 and provide the location of the animal and nature of the emergency.
4. The School Administrator will notify the District Superintendent of incident and keep District Superintendent apprised of the situation. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
5. If a staff member or student is injured, school medical personnel should immediately be notified. The parent or emergency contact of the injured person should also be immediately notified.
6. The School Administrator will initiate Off-Campus Evacuation procedures, as described on the pages 28 and 29 of this Plan,, if deemed necessary by changes in conditions at the school campus.
7. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

Armed Assault on Campus

An Armed Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. This type of incident may involve assault by an individual with a deadly weapon including a gun, knife, or other harmful device.

Procedure

1. If an armed assault occurs on or near the campus, personnel who observe the assault should immediately notify the School Administrator, the School Resource Officer (SRO), if assigned, and call 9-1-1.

2. The School Administrator will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Lock Down, On-Campus Evacuation, or Off-Campus Evacuation, as described in the information included on pages 25-31 of this Plan.
3. The School Administrator should also call 9-1-1 and provide the exact location, description and nature of the incident. A designated person should remain on the phone line with the Oxnard Police Department (OPD) until law enforcement personnel arrive on scene.
4. The School Administrator will notify the District Superintendent of incident and keep District Superintendent apprised of the situation. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
5. If it is safe to do so, school staff should attempt to isolate and secure students away from the perpetrator(s). Staff should take steps to calm and control students.
6. School staff and students should remain in secured areas until local authorities arrive and are able to neutralize the perpetrator(s). Once the perpetrator(s) are taken into law enforcement custody, the School Administrator must conduct a headcount of all students and staff, and notify law enforcement personnel of any missing persons.
7. School medical personnel should work with local authorities to provide medical care to injured students and staff. If possible, photographs should be taken of any injuries.
8. The School Administrator or designee should work with law enforcement to control all points of entry to the school.
9. Once students are safe and the situation is stable, the School Administrator should fax an Incident Report (describe what happened and when) to the District Superintendent and provide a copy to the responding police officer.
10. The School Administrator must prepare a verified list of all victims, and the locations to which they were transported. If possible, staff members should accompany student victims. The School Administrator must ensure that parents and/or emergency contacts are immediately notified.
11. All media inquiries should be referred to the Public Information Officer.
12. Refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan for Parent-Child Reunification procedures.

In the event the perpetrator(s) is inside a classroom:

1. Staff should take a leadership role and perform the following actions:

- Calm, reassure, and quiet others (students/staff).
 - Staff actions will influence others.
2. Staff should attempt to actively diffuse the situation:
 - Attempt to quietly move students away from the perpetrator.
 - If deemed safe to do so, staff should approach the perpetrator in a calm, non-confrontational manner and ask him/her to leave the campus.
 3. If the perpetrator leaves the classroom, staff should immediately block the door using whatever is available (desks, file cabinets, books, or other furniture).

Biological or Chemical Release

A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. This type of incident may also include the release of radioactive materials. Examples of common chemical threats at or near schools include the discharge of acid in a school laboratory, an overturned truck near school grounds containing hazardous materials, or an explosion at a business that uses chemicals. A Biological or Chemical Release can also be the direct result of an act of terrorism.

The following indicators may suggest the release of a biological or chemical substance: individuals suffering from watery eyes, twitching, choking, difficulty breathing, or a loss of coordination. The presence of distressed animals or dead birds may also imply the release of a biological or chemical substance.

A release of a biological or chemical substance, which may or may not be identifiable, could occur in one or more of the following areas: (1) inside a room or building, (2) outdoors in a localized area, and/or (3) in the community surrounding the school. It is essential to first determine which scenario applies and then implement the appropriate response procedures, as listed below.

Procedures

Scenario 1 – Substance Released Inside a Room or Building

1. The School Administrator will call 9-1-1 and Facilities (Refer to the Essential Contacts in the Appendices of this Plan). The School Administrator must also notify the District Administrator. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
2. The School Administrator will initiate On-Campus Evacuation procedures as described pages 27 and 28 of this Plan. Staff will use pre-designated routes or other alternative safe routes to lead students to an Assembly Area. It is important that the Assembly Area is upwind from the affected room or building.
3. The School Administrator and key staff will work together to isolate and restrict access to potentially contaminated areas. The Site Administrator and key staff will:

- Shut all Building doors and windows
 - Shut down the building's air handling system
 - Seal gaps under doors and windows with wet towels or duct tape
 - Seal vents with aluminum foil or plastic wrap
 - Turn off sources of ignition, such as pilot lights.
4. The School Administrator will advise all staff and students to refrain from eating, drinking, or applying cosmetics.
 5. Gross decontamination efforts must begin immediately. Separate male and female decontamination sites should be established. Contaminated clothing should be immediately removed and contained in a bag. Do not use bleach or other disinfectants on potentially exposed skin.
 6. Individuals exposed to the hazardous substance must be isolated from unaffected individuals. School medical personnel should assess the need for medical care.
 7. The School Administrator will prepare a list of all individuals in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The School Administrator then provides the list to emergency response personnel.
 8. The School Administrator will work with the District Superintendent to decide if a student release or site relocation should be implemented. (Refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan).
 9. Affected areas should not be reopened until OFD or appropriate agency provides clearance and the School Administrator gives authorization to do so.

Scenario 2 – Substance Released Outdoors and Localized

1. Upon identification of a substance release outdoors, the School Administrator will direct staff to remove students from the affected areas to an assembly area upwind from the release.
2. The School Administrator will initiate Shelter-in-Place procedures for staff and students indoors and ensure that local fans in the area of the release are turned off, windows and doors are closed and secured, and that air handling systems are shut down.
3. The School Administrator will immediately call 9-1-1 and Facilities (refer to the Essential Contacts in the Appendices of this Plan). The School Administrator will also notify the District Administrator. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.

4. The School Administrator will notify the District Superintendent of incident and keep District Superintendent apprised of the situation. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
5. The School Administrator will work with OFD to establish a safe perimeter around the affected area and ensure personnel do not enter the area.
6. Gross decontamination efforts must begin immediately. Separate male and female decontamination sites should be established. Contaminated clothing should be immediately removed and contained in a bag. Do not use bleach or other disinfectants on potentially exposed skin.
7. Individuals exposed to the hazardous substance should be isolated from unaffected individuals. School medical personnel should assess the need for medical care.
8. The School Administrator will prepare a list of all individuals in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The School Administrator then provides the list to emergency response personnel.
9. The School Administrator should work with the District Superintendent to decide if a student release or site relocation should be implemented. (Refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan).
10. Affected areas should not be reopened until OFD and/or HazMat Teams or another appropriate agency provides clearance and the School Administrator gives authorization to do so.

Scenario 3 – Substance Released in Surrounding Community

1. The School Administrator will immediately call 9-1-1 and Facilities. (Refer to the Essential Contacts in the Appendices of this Plan). The School Administrator must also notify the District Superintendent. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
2. If the School Administrator or local authorities determine a potentially toxic substance has been released in the surrounding community, the School Administrator will immediately initiate Shelter-in-Place procedures as described on pages 25 and 26 of this Plan.
3. The School Administrator and key staff will:
 - Shut all Building doors and windows
 - Shut down the building's air handling system
 - Seal gaps under doors and windows with wet towels or duct tape
 - Seal vents with aluminum foil or plastic wrap

- Turn off sources of ignition, such as pilot lights.
4. The School Administrator will direct staff and students located outdoors to proceed to an empty classroom or building (e.g., auditorium, library, cafeteria, gymnasium). Individuals who have been exposed to hazardous substances should immediately wash affected areas with soap and water. Contaminated clothing should be immediately removed and contained in a bag. Do not use bleach or other disinfectants on potentially exposed skin. Students exposed to the hazardous material should remain isolated if possible.
 5. District Superintendent will maintain communications with City of Oxnard EOC or Police and Fire Departments if the EOC is not activated for information concerning the incident and keep the School Administrator apprised of the situation.
 6. The school will remain in a Shelter-in-Place condition until OFD and/or HazMat Teams or other appropriate agency provides clearance, or staff is otherwise notified by the School Administrator and/or District Superintendent.
 7. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

Bomb Threat

A Bomb Threat may result from the discovery of a suspicious package on or near school grounds or receipt of a threatening phone call that may indicate the risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the line as long as possible and alert someone else to call 9-1-1 and inform the police dispatcher of the name of the school and that there has been a threat made on another line. If possible, the number of the phone line should be provided to the dispatcher.
2. The person answering the threat call should attempt to ask the following questions, record the answers, and then immediately notify the School Administrator:
 - Where is the bomb?
 - When is the bomb going to explode?
 - What kind of bomb is it?
 - Why are you doing this?
 - What can we do to prevent you from letting the bomb explode?
 - How can we contact you?
3. The School Administrator should immediately notify the District Superintendent. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.

4. Upon arrival of OPD and OFD, the School Administrator will advise all students and staff to turn off all cell phones, beepers, and hand-held radios.
5. If a suspicious object is identified, the OPD and OFD will attempt to secure the immediate area around the object. The School Administrator will liaison with OPD and OFD to answer any site specific questions and be stay appraised of the situation.
13. If the OPD and OFD determines danger is imminent, the School Administrator will work with them to determine the immediate Response Action(s) to take, which may include: Drop, Cover, and Hold; Lock Down; On-Campus Evacuation; or Off-Campus Evacuation, as described in the information included on pages 25-31 of this Plan.
6. In the event an evacuation is necessary, approval for student release or relocation must be granted by the District Superintendent or ordered by appropriate on-scene law enforcement. All school staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will immediately notify the Care and Shelter Branch of missing students.
7. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.
8. The School Administrator should notify Facilities (refer to the Essential Contacts in the Appendices of this Plan) and maintain communication with District Superintendent.
9. School activities must not be resumed until the affected buildings have been inspected by the OPD and determined to be safe.

School Bus Disaster

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

Procedure

Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus as described on page 25 of this Plan.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.

3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus. (Refer to the Essential Contacts List in the Appendices of this Plan)
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.

6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

Disorderly Conduct

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Armed Assault information.

Procedure

1. Upon witnessing disorderly conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the School Administrator of the situation.
3. The School Administrator will call 9-1-1 and provide the exact location and nature of the incident.
4. The School Administrator will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Lock Down, On-Campus Evacuation, or Off-Campus Evacuation, as described in the information included on pages 25-31 of this Plan.
5. If there is no clear evidence of a threat, the School Administrator or a staff member may attempt to diffuse the situation. The perpetrator should be approached in a calm, non-confrontational manner and asked to please leave the campus. If the situation is considered to be hostile, the School Administrator should wait for the OPD to arrive on scene.
6. If the perpetrator is a student, an attempt should be made to notify the family. Family members may be able to provide useful information on handling the situation.
7. The School Administrator must notify the District Superintendent to determine if additional actions may be necessary.

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation, and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedures

Important: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, staff should immediately direct students to Drop, Cover, and Hold procedures, as described on page 25 of this Plan.
2. Staff and students should move away from windows and overhead hazards to avoid glass and falling objects.
3. Once the shaking stops, the School Administrator will initiate the On-Campus Evacuation action, On-Campus Evacuation procedures as described pages 27 and 28 of this Plan. Staff and students will evacuate the buildings using pre-designated routes or other safe routes and convene at the Assembly Area.
4. In the event of an evacuation, all school staff must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff members must notify the Care and Shelter of any missing students.
5. The School Administrator will direct the Security/Traffic Coordinator to post staff a safe distance away from building entrances to prevent access.
6. The Security/Traffic Coordinator will notify the School Administrator of fallen electrical wires and instruct them to avoid any areas with fallen wires. The Security/Traffic Coordinator will also notify the appropriate utility companies (i.e., gas, power, water, sewer) of damages (Refer to the Essential Contacts in the Appendices of this Plan).
7. Staff and school medical personnel will assess student injuries and provide appropriate first aid.
8. If the area Search and Rescue staff will make an initial inspection of school buildings to identify any injured or trapped students.
9. The School Administrator will notify the Superintendent to determine additional actions that may be necessary.
10. The District Superintendent should contact the Oxnard City EOC to request a damage assessment from the City of Oxnard. School staff and students should not return to the buildings until Building and Safety teams provide clearance and the School Administrator gives authorization to do so.
11. The School Administrator will issue an Off-Campus Evacuation, as described on the pages 28 and 29 of this Plan, if warranted by changes in conditions at the school.
12. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

In the event that an earthquake occurs during non-school hours:

1. The School Administrator, Facilities staff will assess damages to determine any necessary corrective actions.
2. The School Administrator should discuss damages with the District Superintendent to determine if the school should be closed.
3. The School Administrator and the District Superintendent will coordinate with the District PIO to disseminate information.

Explosion/Risk of Explosion

This section addresses the following three possible scenarios involving an Explosion / Risk of Explosion: (1) Explosion/risk of explosion on school property; (2) Explosion or risk of explosion in a surrounding area; and/or (3) Nuclear blast or explosion involving radioactive materials (*a nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout*). It is necessary to determine which scenario applies and then implement appropriate response procedures.

Procedure**Scenario 1 – Explosion/Risk of Explosion on School Property**

1. In the event of an explosion, students and staff should immediately initiate Drop, Cover, and Hold procedures, as described on page 25 of this Plan.
2. The School Administrator will call 9-1-1 and Facilities (refer to the Essential Contacts in the Appendices of this Plan) and provide the exact location and nature of the incident.
3. The School Administrator should take into consideration the possibility of another explosion. After the initial explosion, the School Administrator will initiate appropriate immediate response actions, which may include Shelter-in Place, On-Campus Evacuation, or Off-Campus Evacuation, as described in the information included on pages 25-31 of this Plan. Evacuation may be warranted in some buildings and other buildings may be used for shelter.
4. In the event of an evacuation, school staff and students should use pre-designated routes or other safe routes and convene at the Assembly Area. All school staff members must bring their student rosters and take attendance at the Assembly Area. Staff members will notify the Care and Shelter Branch of any missing students.
5. School medical personnel will check for injuries and provide appropriate first aid.
6. Staff should attempt to suppress fires with extinguishers. (*Note: There are three classes of extinguishers. Class A, B, or C can be used for ordinary combustibles. Class B or C should be used on fires involving flammable liquids. Class C should only be used on fires involving electrical equipment.*)

7. Facilities will notify the appropriate utility company (i.e., Southern California Edison and Southern California Gas of any damages to water lines, sewers, power lines, and/or other utilities.
8. The School Administrator will notify the Superintendent of schools. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
9. The School Administrator will direct the Security/Traffic Coordinator to post guards at a safe distance away from building entrances to prevent access.
10. The OFD and OPD should conduct an inspection of school buildings. School staff and students should not return to the buildings until OFD and OPD provide clearance and the School Administrator gives authorization to do so.
11. The School Administrator will initiate an Off-Campus Evacuation, as described on the pages 28 and 29 of this Plan,, if warranted by changes in conditions.
12. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

Scenario 2 – Explosion/Risk of Explosion in Surrounding Area

1. In the event of an explosion off-campus, students and staff should immediately initiate Drop, Cover, and Hold procedures, as described on page 25 of this Plan.
2. The School Administrator will call 9-1-1 and Facilities (refer to the Essential Contacts in the Appendices of this Plan) and provide the location and nature of the incident.
3. The School Administrator will notify the District Superintendent. The District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. The School Administrator will take further action, as needed, to keep students and school staff safe.
5. The school will remain in a Shelter-in-Place condition until OFD and OPD or appropriate agency provides clearance and the School Administrator issues further instructions.
6. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

Scenario 3 – Explosion Involving Radioactive Materials

1. In the event of an explosion, the School Administrator will initiate Shelter-in-Place procedures as described on pages 25 and 26 of this Plan.

2. When sheltering, staff and students should try to establish adequate barriers or shielding (e.g., concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
3. The School Administrator will call 9-1-1 and Facilities (refer to the Essential Contacts in the Appendices of this Plan) and provide details on the area and personnel affected at the school.
4. The School Administrator will notify the District Superintendent. The District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
5. District Superintendent will maintain communications with City of Oxnard EOC or Police and Fire Departments if the EOC is not activated for information concerning the incident and keep the School Administrator apprised of the situation.
6. After the initial blast, school staff should remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors, if possible.
7. The School Administrator and key staff will:
 - Shut all Building doors and windows
 - Shut down the building's air handling system
 - Seal gaps under doors and windows with wet towels or duct tape
 - Seal vents with aluminum foil or plastic wrap
 - Turn off sources of ignition, such as pilot lights.
8. The School Administrator should maintain communications with District Superintendent or District EOC for further information.
9. At the School Administrator's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies, including food and water.
10. The school will remain in a Shelter-in-Place condition until OFD and OPD or appropriate agency provides clearance and the School Administrator issues further instructions.
11. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

Fire in Surrounding Area

The following procedure addresses actions that should be taken in the event that a fire is discovered in an area nearby campus grounds. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school, and the likelihood that the fire may affect the school.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Lock Down, On-Campus Evacuation, or Off-Campus Evacuation, as described in the information included on pages 25-31 of this Plan.
2. The School Administrator will call 9-1-1 and Facilities (refer to the Essential Contacts in the Appendices of this Plan) and provide the location and nature of the incident.
3. The School Administrator will notify the District Superintendent. The District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. The School Administrator will act to prevent students from approaching the fire and keep routes open for emergency vehicles.
5. The School Administrator will work with responding emergency personnel to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
6. If the School Administrator issues the On-Campus Evacuation procedure, staff and students will evacuate the affected building(s) using pre-designated routes or other safe routes and convene at the Assembly Area.
7. All school staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the Care and Shelter Branch of any missing students.
8. District Superintendent will maintain communications with City of Oxnard EOC or Police and Fire Departments if the EOC is not activated for information concerning the incident and keep the School Administrator apprised of the situation.
9. The District Superintendent should work with the PIO to disseminate information.
10. If necessary, the School Administrator will notify the Bus Company Dispatch or the District EOC (if activated) to request busses for staff and student evacuation.
11. The School Administrator will initiate Off-Campus Evacuation procedures, as described on the pages 28 and 29 of this Plan, if warranted by changes in conditions.
12. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

Fire on School Grounds

The following procedure addresses the necessary actions that should be taken in the event that a fire is discovered on school grounds. A timely response to this situation is critical to prevent injuries and further property damage.

Procedure

1. If a fire is discovered on campus, school staff will immediately signal the fire alarm and direct students out of the building.
2. The School Administrator will call 9-1-1 and Facilities (refer to the Essential Contacts in the Appendices of this Plan) and provide the location and nature of the incident.
3. The School Administrator will immediately initiate the Off-Campus Evacuation procedures, as described in the information included on pages 25-31 of this Plan. Staff and students will evacuate buildings using pre-designated routes or other safe routes and convene at the Assembly Area.
4. School staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the Care and Shelter Branch of any missing students.
5. If safe to do so, staff will use fire extinguishers to suppress the fire until the local fire department arrives. *All fires, regardless of size, which are extinguished by school personnel, require a call to OFD to indicate "the fire is out."*
6. The School Administrator will ensure that the Security/Traffic Coordinator has secured the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The School Administrator will notify the District Superintendent of the fire. The District Superintendent will work with the PIO to disseminate information.
8. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.
9. If necessary, the School Administrator will notify the Bus Company Dispatch or the District EOC (if activated) to request busses for staff and student evacuation.
10. Any affected areas will not be reopened until OFD or the appropriate agency provides clearance and the School Administrator issues authorization to do so.
11. For fires during non-school hours, the School Administrator and the District Superintendent will determine if the school will open the following day.

Gas Leak

A gas leak results from a leak of natural gas, from a pipe or other containment, into an area where the gas should not be. Natural gas will explode when exposed to a flame or sparks. If an explosion occurs, refer to Explosion / Risk of Explosion.

1. Upon detecting the odor of natural gas, the School Administrator will call 9-1-1 and Facilities (refer to the Essential Contacts in the Appendices of this Plan) and provide the location and nature of the incident.
2. The School Administrator and Facilities personnel should try to determine from where the odor of gas is emanating.
3. Facilities must notify Southern California Gas of the incident. (Refer to the Essential Contacts in the Appendices of this Plan).
4. The School Administrator will assess the situation and initiate appropriate immediate response actions, which may include Shelter-in-Place, On-Campus Evacuation, or Off-Campus Evacuation, as described in the information included on pages 25-31 of this Plan.
5. If the gas odor is coming from outside the building, the School Administrator will direct that all building doors and windows be shut.
6. In the event of an evacuation, school staff must bring their student rosters and take attendance at the pre-designated assembly area to account for all students. School staff will notify the Care and Shelter Branch of any missing students.
7. The School Administrator will notify the District Superintendent of the gas leak.
8. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
9. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures on pages 45 to 47 of this Plan.

Loss or Failure of Utilities

The following procedure addresses incidents involving a loss of water, power, or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, exposed electrical line, or a break in sewer lines.

Procedure

1. In the event a water or electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.

2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include Shelter-in Place, or On-Campus Evacuation, as described in the information included on pages 25-31 of this Plan.
3. The School Administrator will notify Facilities (refer to the Essential Contacts in the Appendices of this Plan) and the District Superintendent to provide the location and nature of the emergency.
4. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
5. The School Administrator will contact the affected utility company to determine whether its assistance is required and the potential length of time service will be interrupted.
6. As needed, school emergency supplies will be used to compensate for the loss of a utility.

Medical Emergency

Medical Emergency procedures address minor and major illnesses and injuries that can occur to students and staff. The following procedure should be implemented in the event of any medical emergency. This section also addresses a scenario specific to pandemic influenza.

Procedure

1. Upon discovery of a student or school staff member having a medical emergency, immediately call 9-1-1. Provide the exact location and nature of the emergency. Follow instructions given by dispatch, and do not hang up until advised to do so.
2. Notify the School Administrator and school medical personnel that there is a medical emergency and an ambulance has been called.
3. School medical personnel should administer appropriate first aid / Cardiopulmonary Resuscitation (CPR) procedures to the victim until emergency response teams arrive on scene. Do *not* move the victim unless there is full confidence of no danger of further injury.
4. Once the ambulance arrives, the School Administrator will request information regarding which hospital the victim will be taken to and will notify the victim's emergency contact.
5. If possible, a school staff member should accompany the victim to the hospital.
6. The School Administrator will notify the District Superintendent of the incident.

Scenario 1 – Epidemic Influenza

Epidemic Influenza is one of the greatest known threats to the public’s health. Illness rates are highest among school-aged children. This type of incident may result in a significant decrease in school staff and students as well as a school closure.

1. Upon indication of an epidemic influenza outbreak, the District Superintendent should work with the Ventura County Public Health Department and the Ventura County EOC (refer to the Essential Contacts in the Appendices of this Plan) to ensure best practices regarding infection detection and control measures are followed.
2. If cases of epidemic influenza are confirmed in Ventura with possible ramifications to the School District, OSD will activate its EOC and work in collaboration with Ventura County Public Health Department and the Ventura County EOC.
3. The School District’s PIO will maximize communications with parents and the public.
4. If appropriate, Ventura County Public Health Department will notify the School District of any necessary school closures.
5. Affected schools cannot be reopened until Ventura County Public Health Department and the District Superintendent provide clearance and authorization to do so.

Pesticide Drift

Pesticide exposure or drift may occur at any District facility near agricultural operations. Growers will, on occasion, spray insecticides and/or fertilizers. While there are regulations that require the growers to prevent the chemical to drift beyond the boundary of the field on which the application is occurring, our schools may still be affected. In many cases, there is no requirement that the grower give the school or the community any prior notification of these applications. The District will do everything in its power to obtain prior notice so that steps can be taken to minimize potential exposure.

Your first indication of a pesticide application may be notification by public officials or by the odor of the chemical in use. If drift is detected, take the following steps:

1. The School Administrator will notify Facilities (refer to the Essential Contacts in the Appendices of this Plan) and the Superintendent immediately.
2. Notify the Ventura County Agricultural Commissioner (933-3165 or 647-5931). Request an inspector be sent to the site immediately. If the Agricultural Commissioner’s Office is closed (normal hours are 7 a.m. to 4 p.m.) call 911.
3. Notify all on campus day-care providers.
4. Notify all employees including crossing guards and volunteers.

5. If necessary, render first aid.
6. Until ordered to evacuate, assume that a shelter- in-place strategy will be employed and do the following:
 - Shut all Building doors and windows.
 - Shut down the building's air handling system,
 - Direct that all windows are closed.
7. Establish Command Post and Incident Command System.
 - As word of the incident spreads, be prepared to release students to parents or guardians.
8. Contact Environmental Health Department at 654-2813 to gain their assistance in handling the emergency and so that they may put local physicians on alert for possible chemical exposure treatment.
9. Contact the fire department for possible hazardous materials team deployment.
10. The decision to evacuate the site will be made by the superintendent or his designee based on the recommendations of the principal and/or by competent civil authority.
11. If an evacuation order is imminent, prepare to move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
12. Should the event occur at the start of the school day, notify the following of the emergency:
 - Bus drivers and dispatchers. Contingency plans may require transportation to an alternate site.
 - Check safety of students at any affected bus stops and popular walking routes to/from school.
13. If contamination is present after the school day, ensure after-school users (youth athletic teams, scout groups, community classes, etc.) of possible concern.

Psychological Trauma

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff

- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

Procedure

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

Suspected Contamination of Food or Water

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

Procedure

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health (refer to the Essential Contacts in the Appendices of this Plan).

3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

Threat of Violence

A threat of violence can be targeted at an individual, a particular group, or the entire school community. Threats can be received through verbal communication, written notes, e-mail communication, or phone calls. The School Administrator should work with the proper authorities to ensure all threats are properly assessed.

Procedure

1. Once a threat has been received, the School Administrator must identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Administrator will notify the School Resource Officer (SRO), if assigned, and OPD regarding the incident, and contact District Superintendent.
3. The School Administrator will work with the OPD to conduct a threat assessment.
4. Once the risk has been thoroughly assessed, the School Administrator, District Superintendent and OPD will attempt to answer two questions: (1) Is the individual moving towards a path likely to result in violent actions? and (2) Is there evidence to suggest the individual will act on his/her thoughts and/or threats?
5. The School Administrator, the District Superintendent and OPD will determine appropriate actions to best handle the situation.

6. Once the physical safety of those involved has been ensured, attention will turn to meeting the emotional and psychological needs of students and staff. Implementation of the Crisis Intervention Team may be necessary and appropriate.

Tsunami

The following procedure should be followed in the event that a tsunami impacts the City of Oxnard and schools are in session. All OSD schools are outside of the tsunami inundation area and should be prepared to shelter students for an extended length of time if parents are unable to respond to the school due to transportation impacts from the tsunami.

Procedure

1. Upon indication of a tsunami as a result of an earthquake, the School Administrator should immediately initiate Shelter-In-Place procedures, as described on pages 25 and 26 of this Plan..
2. The School Administrator will notify the District Superintendent of the implemented tsunami procedures. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
3. District Superintendent will maintain communications with City of Oxnard EOC or Police and Fire Departments if the EOC is not activated for information concerning the incident and keep the School Administrator apprised of the situation.
4. Students must remain on-campus until picked up by a legal guardian or until local authorities deem the threat is over and normal school operations can resume.

IMMEDIATE ACTION RESPONSES**Drop, Cover, and Hold**

This action is taken to protect students and staff from flying or falling debris.

Description of Action

1. Upon the first indication of an earthquake, students and staff should immediately implement appropriate drop, cover, and hold procedures.
2. If inside, school staff must instruct students to drop under their desks and cover their heads with their arms and hands, while holding onto the desk. For those students and staff who are physically unable to drop into a protected position under a table or desk, they should remain seated or, if possible, move to an interior wall away from windows and heavy objects, and cover their head with their arms and hands.
3. If outside, school staff must instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands. For those students and staff who are physically unable to drop to the ground, they should remain seated and cover their head with their arms and hands.
4. After the initial shaking has completely stopped, the School Administrator at each school site in the OSD must make an announcement on the Public Address (PA) system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS AND STAFF SHOULD CONTINUE TO IMPLEMENT DROP, COVER, AND HOLD PROCEDURES IN THE EVENT OF ADDITIONAL SEISMIC ACTIVITY. PLEASE MAINTAIN A SAFE DISTANCE FROM WINDOWS AND HEAVY OBJECTS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

Shelter-in-Place

This action is taken in order to place and/or keep students indoors in the event that airborne contaminants are found in the outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutdown of classroom and/or building heating, ventilation, and air conditioning (HVAC) systems.

During Shelter-in-Place, every precaution should be taken to avoid exposure to the outside air.

Description of Action

1. If an emergency occurs that requires students and staff to Shelter-in-Place, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY. WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. PLEASE REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

2. If inside, school staff should keep students in the classroom until further instructions are given.
3. If outside, students must proceed to their classrooms if it is safe to do so. If it is determined to be unsafe, staff should direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium). School staff and students who were exposed to outside air should congregate in indoor locations away from individuals who were not exposed to outside air. Anyone who is exhibiting symptoms must be treated.
4. School staff is responsible for securing individual classrooms and for completing the following procedures as needed: shut down the classroom/building HVAC system; turn off local fans in the area; close and lock doors and windows; and, if necessary, seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, and turn off sources of ignition, such as pilot lights.

Lock Down (See the Lockdown Communications Flow Chart in the Appendices of this Plan).

A school lock down is necessary when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lock down, students are to remain in the classroom or designated locations at all times.

Description of Action

1. If a lock down situation is required, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED TO THE NEAREST CLASSROOM OR BUILDING. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

2. If inside, school staff should instruct students to lie on the floor, move away from doors and remain in the center of the room out of the line of fire, lock the doors (if possible), and close any shades or blinds if it appears safe to do so. Students and staff who are physically unable to lie on the ground should move away from doors and windows.
3. If outside, students should proceed to their classrooms if it is safe to do so. If it is not safe, staff must direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. School staff and students must remain in the classroom or secured area until further instructions are provided by the School Administrator or law enforcement.
5. Landline phones should not be used. School staff should use cell phones and speak quietly.
6. School staff should place a green paper in classroom door windows to indicate —Okay status. School staff should place a red paper in classroom door windows to indicate an injury or the need for immediate assistance.
7. All campus entrances and exits must be locked and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.

Campus Evacuation/Assembly Location

The need to evacuate a building on campus should occur after the decision has been made that it is unsafe to remain in the building.

Description of Action

1. Once a building has been determined as unsafe, the School Administrator should initiate a fire alarm.
2. If a building has been identified as unsafe, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM”.

3. School staff must instruct students to evacuate the building, in accordance with the school site evacuation plan and using designated routes, and assemble in their assigned assembly area.
4. School staff must take their student rosters when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, school staff and students will stay in place until further instructions are given.

Off-Campus Evacuation/Assembly Area

This action is taken after a decision is made that it is unsafe to remain on campus and evacuation to an off-site assembly area is required.

Description of Action

1. If an off-campus evacuation is necessary, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-CAMPUS EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE PRE- DESIGNATED OFF-CAMPUS ASSEMBLY AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE ROOM.”

2. The School Administrator will determine the safest method for evacuating the campus. Each school site is responsible for identifying appropriate evacuation routes.
3. School staff will secure the student rosters when leaving the classroom and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-campus, school staff and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the School Administrator may authorize students and staff to return to their classrooms.

Elementary Schools – Sister Sites

1. In the event that appropriate authorities deem a particular elementary school site unsafe for occupancy, the Site Administrator will direct school staff and students to a primary or secondary sister site.
2. Each elementary school site is responsible for inserting its sister site location and map in their individual emergency operations plan (EOP).

All Clear

This action is taken to notify school staff that normal school operations should resume.

Description of Action

1. Once the emergency event is over, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. IT IS NOW OKAY TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION.”

2. This action signifies the emergency is over.
3. If appropriate, school staff should immediately begin discussions and activities to address students’ fears, anxieties, and other concerns.

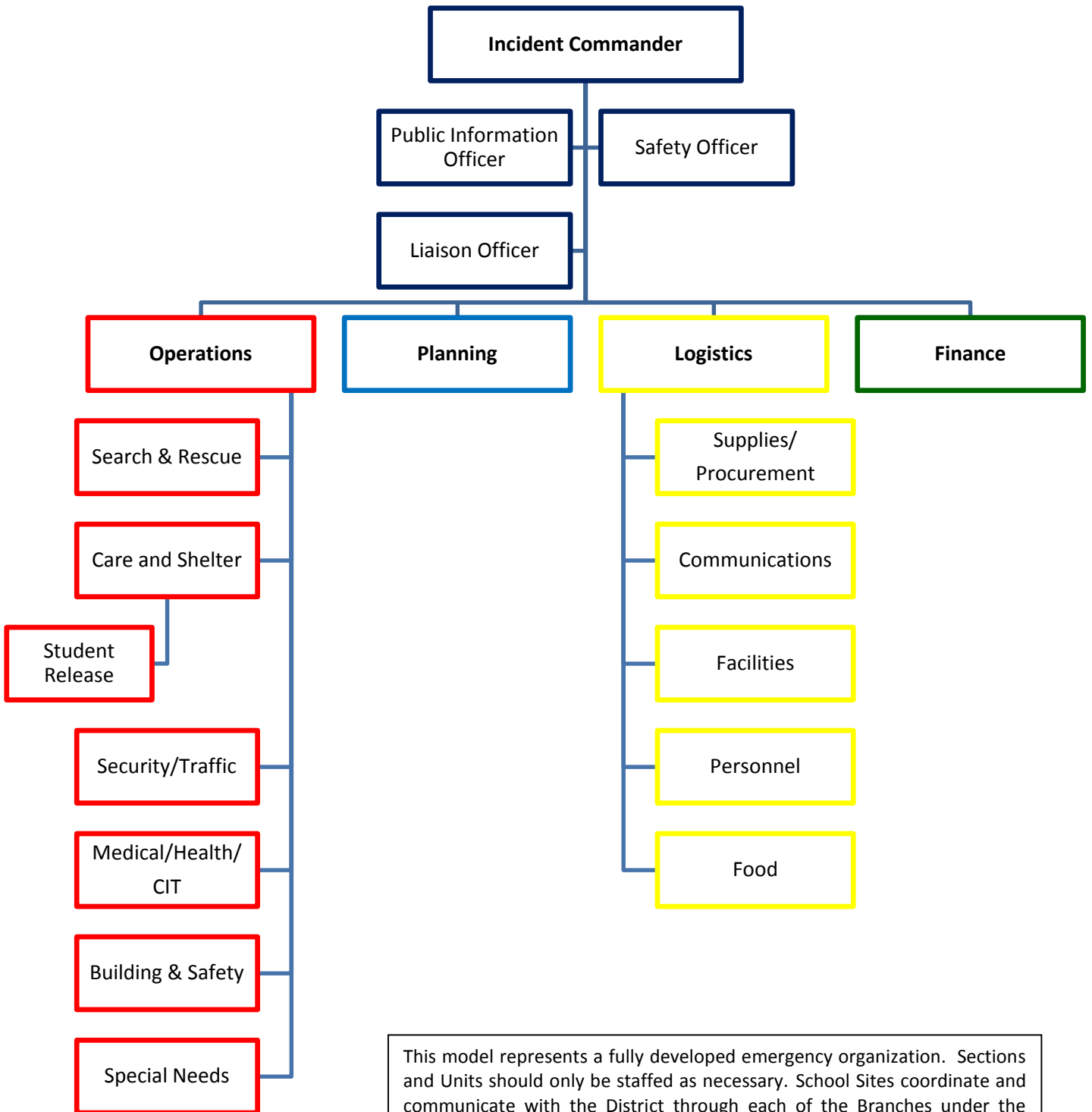
INCIDENT COMMAND SYSTEM (ICS) POSITION CHECKLISTS

In the Incident Command System every emergency incident requires a person in charge. In ICS terminology, this person is called the Incident Commander. At all times there must be a staff person designated to fill this role. At the school level, this position is typically filled by the School Administrator (most often the Principal or designee). Implementing the full Incident Command System would be rare for a school site, only in the event of a particularly complicated or serious incident. Knowing this, each school site should assign its ICS roles based on the size of the staff and the school and only activate those functions that you need. For example, a small school may not have people to assign positions under the Logistics Unit but will have one person responsible for all of Logistics tasks. A medium sized school may have one person per function, and a large school may need to have more than one person for some functions. Despite the size of the staff, all assigned ICS roles should include at least one alternate to fill in if the situation warrants.

Once the fire and/or police departments arrive on scene, command may be shared among the school site Incident Commander and the Incident Commander of the arriving response agencies. This structure is referred to as Unified Command. The Unified organization consists of multiple Incident Commanders from the various jurisdictions or agencies operating together to form a single command structure. When implemented properly, Unified Command enables agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. In the case of a school incident, the role of the school Incident Commander may be limited to reunification, crisis counseling, and student care (shelter, feeding, and academic activities).

The following ICS checklists are provided as a reference to the school site emergency management organization and should be used as a tool. School administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency.

Fully Activated ICS for School Site



This model represents a fully developed emergency organization. Sections and Units should only be staffed as necessary. School Sites coordinate and communicate with the District through each of the Branches under the Operations Section. The Incident Command System will be used at school sites.

INCIDENT COMMANDER

Personnel: Principal, Vice Principal, or Lead teacher

Responsibilities:

- Remain calm. Lead by example: your behavior sets tone for staff and students.
- Obtain your "Go Bag" i.e., Emergency Operations Plan, hard hat, vest, clipboard (with job description sheet).
- Determine the nature and extent of the emergency. District may be able to provide additional information.
- Verify that Assembly Area is still safe.
- Establish an Incident Command Post (ICP).
- Activate the appropriate components of the emergency organization (Command, Operations, Logistics, etc.) (Use Assignment List in Appendices of the Plan).
- Fill only the positions that are necessary to appropriately respond to the emergency. As the incident evolves, it will be necessary to reassign people to different positions and to activate and deactivate functions.
- Establish emergency response goals and priorities for the incident.
- The principal is solely responsible for emergency/disaster operations and should, if at all possible, remain at the ICP to observe and direct all operations.
- Assess total school situation:
 - View Site Map periodically for Search and Rescue progress and damage assessment information from Building and Safety.
 - Check with team leaders for periodic updates.
 - Reassign personnel as needed.
 - Think about information to be released by PIO and how to release that information. (The District will assist you with this task).
- Ensure District EOC is receiving periodic status report updates.
- Monitor local emergency radio station for local news.
- Authorize student release when appropriate.

NOTE: No student should be released until student accounting is complete. **In a major emergency, DO NOT send students home at the end of the regular school day, except through the Student Release procedure, or unless directed by the District Office.**

- Plan regular breaks for all staff and volunteers.
- Release school site employees as appropriate per district guidelines. By law, during a disaster, all school site employees become "Disaster Service Workers." All employees shall remain on site through the conclusion of the work day to ensure adequate student supervision and safety in the Assembly Area and staffing of the Student Release Unit. Use your discretion in determining which employees to release or retain at the end of

the work day based on school safety needs and the personal circumstances of individual employees, (i.e. child care, notification of family emergency, transportation, etc.).

- Remain on and in charge of your campus until redirected or released by the District Office or Emergency Operations Center.

Incident Commander Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Command Board
 - D. Clipboard and Legal Pads
 - E. Pens, Pencil and Markers
 - F. Scotch Tape/Masking Tape
 - G. Scissors
 - H. Emergency Information Forms
 - Sample News Release
 - General School Information (student/staff population)
2. School Site Cellular Phone
3. Two-way Radio

***Request all other resources through Logistics**

DEPUTY INCIDENT COMMANDER**Responsibilities:**

- Obtain your "Go bag" (Emergency Operations Plan, hard hat, vest, job description sheet).
- Report to the Incident Commander.
- Your primary responsibilities are to assist the Incident Commander.
- Assist the Incident Commander in reviewing and accomplishing the items in the Incident Commander Checklist.
- Stand in for the Incident Commander at the Command Post when he/she is away.

NOTE: The Deputy Incident Commander does not have the authority of the Incident Commander. Receive and relay information to the Incident Commander when they are away from the Command Post or on break.

If the Incident Commander leaves the School, he/she must appoint a new Incident Commander.

Deputy Incident Commander Supplies:

1. Go Bag
 - A. Emergency Response Plan
 - B. ICS Identification Vest
 - C. Clipboard and Legal Pads
 - D. Pens, Pencil and Markers
2. AM/FM Radio
3. Two-way Radio

***Request all other resources through Logistics.**

PUBLIC INFORMATION OFFICER

The public and especially parents have the right and need to know important information related to emergencies/disaster at the school site *as soon as it is available*. The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. News media can play a key role assisting the school in getting emergency/disaster related information to the public and parents. Media representatives are therefore treated with respect.

The School District may assist with this position if district personnel are available.

Responsibilities:

- Obtain your "Go bag" (Emergency Operations Plan, hard hat, vest, job description sheet).
- Report to the Incident Commander.
- Predetermine a possible "news center" site to serve as a media reception area (located away from the Incident Command Post).
- Consult with district PIO to coordinate information release before making any statements.**
- Arrange for a media center site.
- Assess the situation and obtain a written statement. Prepare a written Statement/Press Release and have it approved by the Incident Commander or District PIO. Read it to the media, if at all possible.
- Statement should reflect:
 - Reassurance.
 - Incident or disaster cause and time of origin.
 - Size & scope of the incident.
 - Current situation or condition of school site, evacuation progress, care being given, number of injuries and deaths, general nature of injuries, student release location, shelter information, etc. **Do not release names of students or staff.**
 - Resources in use.
 - Best routes to approach school if known.
 - Request any school wishes to be made to the public.
- Advise arriving media that press release is being prepared. Give approximate time of its issue.
- When answering questions after the press release, be complete & truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- Direct school site/staff volunteers to refer all questions from media/waiting parents to the PIO.
- Determine whether formal written or verbal communications to parents need to be translated into Spanish.

- Monitor all news broadcasts about incident. Correct any misinformation heard.
- Keep a log of your actions, communications, and phone calls, e.g.. Use Activity Log in the Forms Section of this Plan. If at all possible, tape media and parent briefings.

PIO Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Clipboard and Legal Pads
 - D. Pens, Pencil and Markers
2. AM/FM Radio
3. Two-way Radio

***Request all other resources through Logistics.**

LIAISON OFFICER

The Liaison Officer serves as the point of contact for representatives from community organizations and agencies. The Liaison Officer assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

The School District may assist with this position if district personnel are available.

Responsibilities:

- Obtain your “Go bag” (Emergency Operations Plan, hard hat, vest, job description sheet).
- Report to the Incident Commander.
- Briefs agency representatives on current situation, priorities, and incident action plan.
- Interacts with community Emergency Medical Command to confirm identification of injured staff and students and if transported, confirms their destinations and/or locations.
- Ensures coordination of efforts by keeping Site Incident Commander informed of agencies’ action plans.
- Provides periodic update briefings to agency representatives as necessary
- Maintains contact between the District Office and the local school site Incident Command.

Liaison Officer Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Clipboard and Legal Pads
 - D. Pens, Pencil and Markers
2. Two-way Radio

***Request all other resources through Logistics.**

SAFETY OFFICER

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing conditions. In a larger incident, the Safety Officer must be alert and ready to manage secondary emergencies that may likely occur.

Responsibilities:

- Obtain your “Go bag” (Emergency Operations Plan, hard hat, vest, job description sheet).
- Report to the Incident Commander.
- Monitors emergency response activities for safety.
- Identifies and mitigates safety hazards and situations.
- Stops or modifies all unsafe operations.
- Anticipates situations and problems before they occur.
- Keeps the Incident Commander advised of status and activity.
- Coordinates with Security/Traffic Branch in Operations Section to manage car and foot traffic arriving on campus during incident.

Safety Officer Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Clipboard and Legal Pads
 - D. Pens, Pencil and Markers
2. Two-way Radio

***Request all other resources through Logistics.**

OPERATIONS SECTION CHIEF

The Operations Section Chief oversees all Operations Section functions: Search and Rescue, Care and Shelter, Security/Traffic, Medical/Health/Crisis Intervention Teams, Building and Safety, Special Needs and Student Release. The Operations Section Chief ensures that teams are properly equipped for their assigned role and when necessary; requests outside assistance from the District Emergency Operations Center.

Responsibilities:

- Obtain your “Go bag” (Emergency Operations Plan, hard hat, vest, job description sheet).
- Report to the Incident Commander and obtain briefing.
- Assign personnel to appropriate functional units.
- Conduct briefings for all subordinates to review their assignments.
- Keep Incident Commander updated on all Operations functions. Report back to the Command Post regularly.
- Establish Operations Section tactical objectives based on the Incident Commander’s goals and priorities. Distribute resources accordingly
- Assess overall operational situation:
 - Periodically check with Search and Rescue, Care and Shelter, Security/Traffic, Medical/Health/Crisis Intervention Teams, Building and Safety, Special Needs and Student Release personnel to assess progress and damage assessment information.
 - Reassign personnel as needed.
 - Track operations on a site map to maintain situational awareness

Operations Section Chief Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Clipboard and Legal Pads
 - D. Pens, Pencil and Markers
2. Two-way Radio

Remember: Your job is to oversee all operational functions. Do not become involved in the details of any operations. Provide subordinates with their mission and then let them do it. You must remain available to respond to the needs of the Operations Section as a whole. You cannot do this if you are involved in doing search and rescue, for example.

SEARCH AND RESCUE BRANCH

The Search and Rescue Branch assigns search and rescue teams to complete a systematic search of all rooms in pre-assigned areas, including bathrooms, library, and offices, for injured and/or trapped students and employees; requests on-site medical assistance, as indicated; and reports status to the Operations Section Chief.

Responsibilities:

- Obtain "Search and Rescue Bag" (Emergency Operations Plan, hard hat, vest, job description sheet) and safety equipment. Remember sturdy shoes and long sleeves.
- Report to the Operations Section Chief and check for *known* injuries, hazards, specific information *before* leaving the Command Post.
- Use clipboard with pre-drawn area to be searched.
- Only if safe to do so, implement sweep teams of 2-3 people per team to locate trapped or injured students and staff.
- Teams need to size up assigned area. Check for hazards before entering any room.
- Before entering room, put single slash (\) on wall adjacent to doorknob side of door.
- Search *visually and vocally*. *Listen!*
- Exit room, complete search marking (X) on wall.
- Report significant findings to Operations Section Chief as necessary.
- If you find individuals trapped in a room determine if you can safely extract them. If you cannot, go back to Operations Section Chief to report location, situation and to get assistance. If you can safely extract them, take injured people to the Medical Treatment Area and uninjured people to the Assembly Area.
- Maintain radio contact between search teams and Command Post.
- Coordinate with Medical team for treatment of the injured.

Search & Rescue Equipment/Supplies:

1. Master keys on neck lanyard
2. Search & Rescue Bag with: (Obtained from Logistics)
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Job description clipboards with map of search area
 - D. Long Sleeve Shirt & Hard sole shoes
 - E. First aid supply backpack
 - F. Flashlights (6)
 - G. Pencils, Permanent "FAT" marker (6), Railroad crayons (large chalk)
 - H. Steno pad
 - I. Goggles (6), Dust masks, Gloves (6), Hard Hat
 - J. Duct Tape (2-inch)
 - K. 18-inch pry bar

***Request all other resources through Logistics.**

CARE AND SHELTER BRANCH

The Care and Shelter Branch coordinates and communicates with teachers in established Assembly Area(s) and provides a safe and calm environment for students; ensures all students are accounted for and works with Student Release Unit to reunite students and parents.

Responsibilities:

- Report to the Operations Section Chief.
- Obtain “Go Bag” (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Review procedures/assignments with personnel.
- Establish point of entry into the assembly/shelter area.
- Establish and demarcate the student assembly/shelter area with cones and flagging ribbon.
- Instruct teachers to have students to sit on ground. Use Attendance Sheet to take roll, document absent and/or missing students and forward documentation to Care and Shelter.
- Review Attendance Sheets turned in compile list of missing and absent students arranged by teacher and forward to Planning Section Chief to document. Forward Attendance Sheets to Student Release Unit.
- Buddy teachers should establish contact with each other. Teacher with lead or staff assignment, will “hand off” responsibility for their class to their buddy teacher and report to their emergency assignment.
- Instruct teachers to report immediate first aid needs to you.
- Ensure that teachers supervise and reassure students
- Once the Medical Treatment Area has been established, make arrangements with the Medical Treatment Area to transport any students needing medical attention.
- Be alert for latent signs of injury/shock in all students.
- Prepare for student release. Do not release students directly to parents or guardians. Students are to be released only to the Student Release Unit.
- In prolonged emergencies, coordinate distribution of food and water
- Establish secondary toilet facilities in the event of water shut off.
- Request supplies from Logistics Chief.
- Encourage teachers to engage students in process to help maintain order and focus
- Make periodic status report updates to Operations Section Chief.

Care and Shelter Unit Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Clipboard and appropriate paperwork & forms

- D. Pens, Pencil and Markers
- E. Class Roster and Buddy Roster
- F. Updated school wide attendance roster
- 2. Two-way Radio
- 3. Traffic Cones/flagging ribbon
- 4. Games/books etc. to entertain children

***Request all other resources through Logistics**

STUDENT RELEASE UNIT

The Student Release Unit oversees the release of students to parents or authorized person indicated on the Student Emergency/Medical Card and completes and maintains Student Emergency Release forms. This Unit will need at least five persons to fulfill this function: 1 Unit Leader, 2 for the Release Gate and 2 for the Request Gate.

Both the Request Gate and the Release Gate should be located away from the Assembly Area. (See Facility Map in Appendices of this Plan).

Responsibilities:

- Report to the Care and Shelter Branch Director.
- Obtain equipment from the container and set up Request gate (see "Equipment" below)
- Receive completed classroom Attendance Sheets from Care and Shelter Branch Director.
- Hang Student Emergency Release Form (refer to Forms in the Appendices of this Plan) in box on outside of fence at Request gate.
- Secure area against unauthorized access.
- All personnel wear I.D. vest including designated student runners.
- Position at least 2 strong-willed adults at both Request and Release gates.

Procedure: (Refer also to the Flow Chart on page 45)

- Requesting adult fills out Student Emergency Release Form (refer to Forms in Appendices).
- Staff pulls disaster card from file and verifies "Requestor" is on card.
- Staff completes bottom portion of Student Emergency Release Form.
- Staff fills out Runner Form as completely as possible (refer to Forms in the Appendices of this Plan)
- Requestor is directed to Release Gate.
- Request Unit staff staples disaster card to Student Emergency Release Form and places in "Out" box.
- A Runner takes the forms from the "Out" box and delivers to the student's teacher in the Assembly Area.
 - **If student is with class:**
 - If appropriate, teacher sends parent copy of first aid form with student (refer to Forms in the Appendices of this Plan).
 - Runner walks student(s) to Release Gate.
 - Runner hands Runner Form and Student Emergency Release Form to Release Gate personnel.
 - Release Gate personnel match student to requestor and release student.
 - The Runner Form and Release Form are deposited in file box.
 - **If student is not with class:**

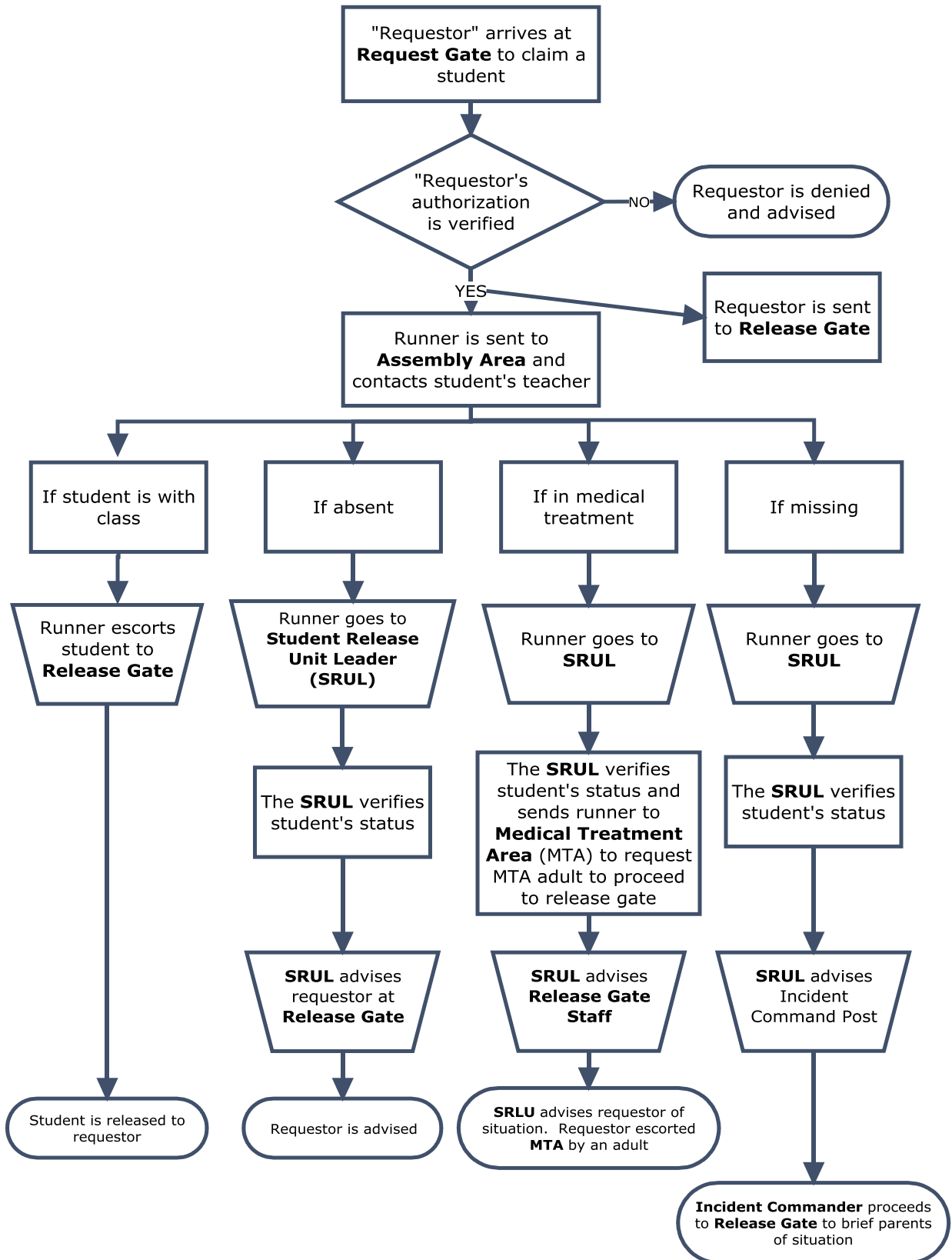
- Teacher makes notation on Runner Form (refer to Forms in the Appendices of this Plan).
 - “Absent” if student was never in school that day.
 - “First Aid” if student is in Medical Treatment area.
 - “Missing” if student was in school but now cannot be located.
 - “Other” if student is at another location. Note that location.
 - Runner takes form to Student Release Unit.
 - Student Release Unit verifies student location if known & directs runner accordingly.
- If runner is retrieving multiple students and one or more are missing, walk available students to Release gate before returning "Missing" forms to Student Release Unit Leader for verification.
- Parent notified of missing student status and sent to crisis counselor.
- If a parent refuses to wait in line, don't argue. Note time with appropriate comments on disaster card and place in "Out" file box.

Student Release Unit Equipment/Supplies

Request Gate:	Release Gate:
<ol style="list-style-type: none"> 1. Go Bag <ol style="list-style-type: none"> A. Emergency Operations Plan B. ICS Identification Vest C. Clipboard and Legal Pads D. Pens, Pencil and Markers 2. Table with 2 chairs 3. Halyard w/gate key and whistle 4. Campus 2-way radio 5. "Request" gate box containing: <ol style="list-style-type: none"> A. File box(es) (with alpha dividers) containing student disaster cards B. Empty file box(es) (with alpha dividers) labeled "Out" C. Staplers with extra staples D. I.D. vests (8) E. Student Emergency Release Forms (see p. 51) F. "Runner" forms (see p. 52) 	<ol style="list-style-type: none"> 1. Go Bag <ol style="list-style-type: none"> A. Emergency Operations Plan B. School Disaster Cap and Identification Vest C. Legal Pads D. Pens, Pencil and Markers 2. 2 chairs 3. Halyard with gate key & whistle 4. Campus 2-way radio (for Release Unit Leader) 5. Clipboard with release procedure 6. "Release" gate box containing: <ol style="list-style-type: none"> A. I.D. vests (2) B. Stapler with extra staples C. Box for completed Runner Forms

***Request all other resources through Logistics.**

STUDENT RELEASE PROCEDURE



SECURITY/TRAFFIC BRANCH

The Security/Traffic Branch ensures emergency assembly area(s) are accessible and safe; secures evacuation routes and assists in site evacuation, if required; secures access to the site by emergency vehicles; secures building against unauthorized re-entry; seals off and posts areas where hazardous conditions exist.

Responsibilities:

- Report to the Operations Section Chief.
- Obtain "Go Bag" (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Review procedures/assignments with personnel.
- Secure the school site by locking all external gates, entrances, etc. (If a gated school site). Assign team members to patrol specific areas for controlling persons coming on campus (If an open school).
- Direct emergency responders as they arrive on scene to area of need.
- Direct parents to Request Gate.
- Coordinate with the Care and Shelter Branch Director and the teachers in the Assembly Area to ensure that the Assembly Areas are accessible and safe.
- Coordinate with Student Release Unit and Release Gate areas to ensure that the areas are accessible and secure.

Security/Traffic Branch Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio
3. Traffic Cones/flagging ribbon

***Request all other resources through Logistics.**

MEDICAL/HEALTH/CRISIS INTERVENTION TEAM SUPPORT BRANCH

The Medical/Health/Crisis Intervention Team Support Branch establishes a Medical Treatment Area, if necessary; assigns medical teams; assesses injured and provides medical care as indicated; determines the need for skilled medical and coordinates requests for assistance through the District EOC; establishes priorities for the transport of the injured to hospitals, when transport is available; and maintains a record of the name and destination of those transported.

Responsibilities:

- Report to the Operations Section Chief.
- Obtain "Go Bag" (Emergency Operations Plan, hard hat, vest, job description sheet) and Medical Bag.
- Review procedures/assignments with personnel.
- Determine appropriate area for medical treatment Area. Consider:
 - Separation from Assembly Area & student "Request/Release" gates
 - Accessibility for Search and Rescue teams
 - Safe distance from buildings
- Coordinate provision of Crisis Intervention Teams with District.
- Medical team leader assigns personnel duties.
- Establish point of entry into Medical Treatment Area.
- Establish "immediate" and "delayed" treatment areas.
- Initiate Triage. (Consider having Search and Rescue Team assist with triage).
- Prepare to receive victims.
- Team leader makes periodic status reports to Operations Section Chief.

MEDICAL TREATMENT AREA

- Triage Entry Area** (Injury sorting area). Staffed with minimum of 2 trained team members.
 - Locate triage at the entry of the Medical Treatment Area. This area is for the injured to be quickly evaluated for severity of injury and directed to the appropriate treatment areas: Minor Care, Immediate Care, Delayed Care and Morgue. No treatment takes place here.
 - One team member performs triage while the other team member logs victims on Medical Treatment Victim Log form (refer to Forms in the Appendices of this Plan) and sends forms to Incident Command Post as completed.
- Minor Care:** Avoid overloading immediate care Medical Treatment Area by separating those whose injuries are considered minor.
- Delayed Care:** Locate delayed care near the immediate care area, but shield from the sight of the injured in immediate care area. This area is for injured individuals who do not require attention within the first hour. Such people may have lacerations, broken bones or other non-life threatening wounds beyond the capabilities of school staff.

- Immediate Care:** Locate immediate care in an area out of sight of most students and staff but accessible to emergency vehicles. This area is for people with life and limb threatening injuries who require immediate attention, such as difficulty breathing, severe bleeding, major burns and shock.
- Morgue:** Locate morgue in an area with tile, concrete, or other cool floor surface accessible to Coroner's vehicle, but removed from public view. Keep unauthorized persons out of morgue. Do not remove any personal effects from the body. Personal effects must remain with the body at all times. The County of Ventura Chief Medical Examiner-Coroner has Coroner responsibilities throughout the County of Ventura. In a wide-scale disaster within Ventura County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner.
- Crisis Counseling:** Mild to moderate anxiety is best handled by teachers in class groups. Severe anxiety warrants special attention in a secluded area away from other Medical Treatment Areas, since the sight of injured people may worsen the hysteria. This area should be away from the student population because hysteria can rapidly get out of control. Request Crisis Intervention Team support as needed.
- Administer appropriate first aid. Keep accurate records of care given!!
- Continue to assess victims at regular intervals and document care given.
- Communicate with the Incident Commander to determine timeline for outside emergency medical support and transport needs.
- If and when transport is available, do final assessment and document on Medical Treatment Victim Log in red (if possible). Keep and file records for reference. Do not send with victim.
- Communicate with the Incident Commander to establish morgue area, as necessary.

Medical Unit Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Clipboards marked "Medical" with appropriate paperwork & forms
 - D. Pens, Pencil and Markers
 - E. Quick reference medical guides
2. Two-way Radio
3. Training manuals
4. Medical supplies
5. Tables & chairs
6. Ground cover/tarps (different colors for treatment areas)
7. Signage for treatment areas.

***Request all other resources through Logistics.**

BUILDING AND SAFETY BRANCH

The Building and Safety Branch is responsible for assessing the school buildings for damage, cordon off areas that are unsafe and turn off utilities, as appropriate. The Building and Safety Branch should work in coordination with the Security/Traffic Branch.

Responsibilities:

- Report to the Operations Section Chief.
- Obtain "Go Bag" (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Review procedures/assignments with personnel.
- Coordinate activities with Security/Traffic Branch.
- Assess all buildings associated with the school site for damage to identify life-threatening hazardous conditions.
- Cordon off buildings and structures that appear to be unsafe until a more detailed assessment can be completed.
- Turn off utilities, as appropriate.
- Report damaged buildings to Operations Section Chief.

Building and Safety Branch Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard with job description checklist
 - F. Flashlight
 - G. First Aid Kit
 - H. Dust Mask, Gloves, Hard Hat
 - I. "Hazard Area" tape, and "Keep Out" tape
2. Two-way Radio
3. Traffic Cones/flagging ribbon

***Request all other resources through Logistics.**

SPECIAL NEEDS BRANCH

The Special Needs Branch is responsible for overseeing the well-being and safety of those staff and students that may have additional needs before, during and after an incident. These individuals may be blind or visually impaired, cognitively or emotionally impaired, deaf or hearing impaired, mobility impaired, or have special medical or dietary needs.

Before the disaster, the Special Needs Branch Director needs to have a current listing of all the staff and students at the school site that may have special needs. Identify each individual and the type of assistance that may be required during a disaster.

Responsibilities:

- Report to the Operations Section Chief.
- Obtain “Go Bag” (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Ensure special needs staff and students are aware of any notifications or warnings procedures.
- Assist special needs individuals with evacuation needs. If necessary, establish and staff a temporary evacuation assembly area where special needs individuals can safely gather until additional personnel are available to assist them out to the Assembly Area.
- Coordinate with teachers, paraeducators and specialists to assist them and to support them to care for any special needs students.
- If students and staff need to be transported, ensure that appropriate transportation is available for students with mobility issues.
- If additional assistance is needed for special needs students and staff, coordinate with the District to acquire the necessary assistance.
- Report any special needs issues to the Operations Section Chief.

Special Needs Branch Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio

***Request all other resources through Logistics.**

PLANNING SECTION CHIEF

The Planning Section Chief collects, evaluates, documents and uses information about the development of the incident and status of resources. The Planning Section maintains an accurate site map and provides ongoing student/staff and facilities and status data, analysis of situation and resource status.

Responsibilities:

- Report to the Incident Commander and obtain briefing.
- Obtain "Go Bag" (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Collect, organize and analyze incident information.
- Update situation status boards as new information is received.
- Use area-wide map to record information on major incidents, road closures, utility outages, etc.
- Mark site map appropriately as related reports are received. This includes Search and Rescue reports and Building and Safety damage updates.
- Preserve map as legal document until photographed.
- Provide current situation assessments based on analysis of information received.
- Develop situation reports for the Incident Commander to support the action planning process.
- Receive, record, and analyze Student Accounting forms.
- Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
- Report missing persons and site damage to Incident Commander.
- Report first aid needs to Medical Team Leader.
- Think ahead and anticipate situations and problems before they occur.
- Report only to Incident Commander. Refer all other requests to Public Information Officer.

Planning Section Chief Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio
3. Status Board
4. Campus Map

***Request all other resources through Logistics.**

LOGISTICS SECTION CHIEF (Only activate the Units you need)

The Logistics Section Chief processes incoming requests for personnel, equipment, facilities resources and services.

Responsibilities:

- Report to the Incident Commander and obtain briefing.
- Obtain “Go Bag” (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Activate and staff subordinate units, as required: Supplies/Procurement, Communications, Facilities, Personnel and Food.
- Direct the opening of the disaster storage container.
- Brief subordinates, as necessary.
- Process incoming requests for support. Make sure other functional areas are involved as necessary.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Support the activation of facilities as appropriate and coordinate with Facilities Unit to implement setup (see Facilities Map in the Appendices for proposed facility locations):
 - Incident Command Post
 - Assembly Area
 - Medical Treatment Area
 - Student Request Gate
 - Student Release Gate
 - Sanitation Area
 - Morgue (only if needed)
- Determine the extent of current and anticipated school site operations and plan necessary logistical support.
- Provide, maintain and control equipment, supplies, facilities and commercial services required by incident.
- Coordinate and process requests for additional resources with District Logistics Section Coordinator.

Logistics Section Chief Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio

SUPPLIES/PROCUREMENT UNIT

The Supplies/Procurement Unit is responsible for obtaining all equipment and supplies necessary to support emergency operations.

Responsibilities:

- Report to the Logistics Section Chief and obtain briefing.
- Obtain “Go Bag” (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Responsible for overseeing all of the supplies in the Disaster Bin(s). Refer to Emergency Supplies Inventory Checklist in the Appendices of this Plan.
- Coordinate access to and distribution of supplies during an emergency.
- Request any additional supplies from Logistics at the District EOC.

Supplies/Procurement Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio

COMMUNICATIONS UNIT

The Communications Unit is responsible for overseeing all communication equipment necessary to support emergency operations: phones, cell phones, radios, and computer.

Responsibilities:

- Report to the Logistics Section Chief and obtain briefing.
- Obtain “Go Bag” (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Assess communication capabilities on school site and to the District. Assess phone, radio and computer communication capabilities.
- Identify communication needs for each operational unit within the response organization to establish a communications plan to minimize communications issues.
- Coordinate communication needs with any response agencies that have responded to the school site.
- Provide primary and alternate system for communications at the school site.
- Establish communications with the Communications Unit at the District EOC and provide a communications status for the school site.

- If needed, request Auxiliary Communication Services (ACS) support through Communications Unit at the District.
- Coordinates the use of the Automatic Phone Notification system with the District, if needed to communicate with parents and staff.

Communications Unit Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio

FACILITIES UNIT

The Facilities Unit is activated to set up and maintain all of the incident facilities to include: the Incident Command Post, the Assembly Area, Student Request and Release Gates, Medical Treatment Area and any other functional areas activated by the Incident Commander.

Responsibilities:

- Report to the Logistics Section Chief and obtain briefing.
- Obtain "Go Bag" (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Determine requirements for each facility to be established.
- Prepare layouts of incident facilities. Request assistance, if needed, from the Incident Commander.
- Coordinate with the Logistics Chief to setup the required facilities, as needed (See Facility Map in the Appendices of this Plan for proposed facility locations):
 - Incident Command Post
 - Assembly Area
 - Medical Treatment Area
 - Student Request Gate
 - Student Release Gate
 - Sanitation Area
 - Morgue (only if needed)
- Communicate status updates with Logistics Section Chief/Incident Commander.
- Identify any communication requirements for facilities with the Communications Unit.
- Request personnel to assist with facility setup through the Personnel Unit.
- Identify equipment, material and supply needs to the Supplies/Procurement Unit.
- Identify security requirements to the Security/Traffic Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested.

- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that access and other related assistance for special needs persons are provided in facilities.
- Coordinate water resources for consumption (coordinate with the Food Unit), sanitation and firefighting at all facilities.

Facilities Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio

PERSONNEL UNIT

The Personnel Unit obtains, coordinates and allocates personnel support requests. Coordinates with all school staff to create a pool of available personnel to assist with emergency response tasks as needed.

Responsibilities:

- Report to the Logistics Section Chief and obtain briefing.
- Obtain "Go Bag" (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Identify all staff on campus not currently assigned with an emergency response role.
- Ensure teachers have instituted the Buddy Teacher procedure to create a surplus of staff.
- Keep a log of all the assignments that were given to surplus staff.
- Request additional personnel and specialized personnel, i.e. nurses, counselors, etc., through the Personnel Unit at the District EOC.

Personnel Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio

FOOD UNIT

The Food Unit obtains, coordinates and allocates personnel support requests. Coordinates with all school staff to create a pool of available personnel to assist with emergency response tasks as needed.

Responsibilities:

- Report to the Logistics Section Chief and obtain briefing.
- Obtain “Go Bag” (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Determine feeding and water needs.
- Coordinate food and water needs. If additional food and water supplies are needed coordinate with Logistics in the District’s EOC.
- Prepare cooking facilities as required.
- Coordinate with the Facilities Unit for an area to feed students and staff.

Food Unit Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard
2. Two-way Radio
3. Food and beverages

FINANCE SECTION CHIEF

The Finance Section Chief ensures that all financial data is being recorded and catalogued properly for future reimbursement.

Responsibilities:

- Report to the Logistics Section Chief and obtain briefing.
- Obtain "Go Bag" (Emergency Operations Plan, hard hat, vest, job description sheet) and any safety equipment if necessary.
- Compile a record of employee time devoted to response and recovery efforts.
- Compile all disaster-related expenditures.
- Forward all financial data to the Finance Section at the District EOC. District EOC will work with State and Federal agencies if costs are eligible for reimbursement.

Finance Section Equipment/Supplies:

1. Go Bag
 - A. Emergency Operations Plan
 - B. ICS Identification Vest
 - C. Pens, Pencil and Markers
 - D. Legal Pads
 - E. Clipboard