Emergency Operations Plan for Mendocino Unified School District

October 2026-27

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Introduction

A. PURPOSE: This Emergency Plan addresses the Mendocino Unified School District's planned response to emergency situations associated with natural disasters, technological incidents, and national defense operations. The plan may apply to day-to-day emergencies and the well established and routine procedures used in coping with these minor instances. The operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring unusual responses. Such disasters pose threats to life and property or can impact the well-being of a large number of people.

B. DESIGN: The Emergency Plan is designed as closely as possible to daily procedures to avoid the necessity of learning all new functions during the start of a chaotic situation. It does comply with current State Laws which require the use of the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

C. USE: This document is intended for use BEFORE disaster strikes so that all responding personnel are prepared - thus avoiding confusion and the loss of precious time. The manual should also be used during an event for guidance and reference.

D. ACTIVATION: This plan can be activated at any time by a supervisor at any level. The scale of activation is solely dependent upon the size of the incident. Other specific instances include:

1. On the order of the official designated by ordinance or rule, providing for the existence or threatened existence of a LOCAL EMERGENCY.

2. When the Governor of the State of California has proclaimed a STATE OF EMERGENCY in an area including this jurisdiction.

3. Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined by the California Emergency Services Act.

4. By a Presidential declaration of a NATIONAL EMERGENCY.

5. Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Safety Committee

2026-27 SAFETY COMMITTEE MEMBERS

Jason Morse	**Superintendent / District Safety Director/Maintenance Supervisor**
Erin Placido	**Executive Assistant/Human Resources**
Kim Humrichouse	**K-8 Principal**
Tobin Hahn	**9-12 Principal**
Christina Delgado	**District Business Manager**
Ceil McDonell	**Transportation Supervisor**
Tracy Elo	**K-8 Administrative Assistant**
Cheri Stornetta Casey	**K-8 Administrative Assistant**
Kamala Lance	**MHS Administrative Assistant/Registrar**
Marci Arter	**MHS Administrative Assistant/Registrar**

Annual Requirements

To Be Completed by June 1 annually (June 1, 2027)

1. Monthly fire drills at each school site Review logs Principal

Signed and dated _____

2. Twice yearly earthquake drills at each school site Review logs Principal

Signed and dated _____

3. Annual review of plan sections by designated commanders and chiefs

Signed and dated Superintendent_____

K-8 Principal_____

9-12 principal_____

K-8 Ops Chief_____

9-12 Ops Chief_____

K-8 Logistics Chief_____

9-12 Logistics Chief_____

Planning Chief_____

Finance Chief_____

4. Annual Review of certifications Superintendent/designee

Signed and dated_____

5. Annual Review of Training Required: Safety Committee
including review of training matrix, preparation of training calendar, set-up and coordination of classes or exercises, notification of trainees, documentation of training hours

Signed and dated:

Superintendent_____

K-8 Principal_____

9-12 principal_____

Planning Chief_____

Emergency Telephone Numbers

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

- **Fire Department Mendocino (Business: 937-0131; FB 961-2831)**
- **Sheriff's Department 964-6308**
- **Highway Patrol 467-1013**

American Red Cross, *(Santa Rosa)*……..577-7600
Animal Regulation, *(Fort Bragg office)*……..463-4086
CalTrans *(Road Closures)*……...1-800-427-7623
Fire Department *(Mendocino Volunteer)…Emergency*…… …911
(Business)…….937-0131
Ham Radio Operators *(position currently unfilled)*
Pacific Gas & Electric Company (Road Closures)……..1-800-743-5002
Police Department *(Fort Bragg) (Business)* ……961-2800
School Insurance Group (Northwest Insurance)……462-8615
County Department of Emergency Services……..…..…463-5630
County Office of Education ……..……467-5000
County Sheriff's Department……964-6308
Transportation Agency……937-2877
Poison Control *(24 hr Emergency Hotline)*……...*800-222-1222*

About Emergency Management Systems

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

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

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

National Incident Management System (NIMS) The national government liked what we were doing in California, so they modified it a little and came up with their own system of emergency response. It is a FEMA approved emergency response system and will become the national model. National compliance is expected by 2006. Like SEMS, compliance will be tied to reimbursement for local costs of emergency response and recovery.

SO, WHAT'S A SCHOOL TO DO?

California's schools were issued their marching orders in 1994, when the State passed the Petris Bill. This bill ***requires*** schools (who are considered to be special districts) to use the SEMS model in planning for, and responding to, school emergencies and disasters.

USING SEMS (AND NIMS) IN YOUR SCHOOL - AN OVERVIEW

Within SEMS (and NIMS), an emergency response organization consists of five Sections:

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

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

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

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

Finance/Administration: in charge of creating policy and procedure for documenting costs associated with emergency response. This section has one team, called the Recordkeeping Team. During a disaster they activate contracts with vendors, keep pay records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state. They are called ***the payers***.

THE EMERGENCY OPERATIONS CENTER

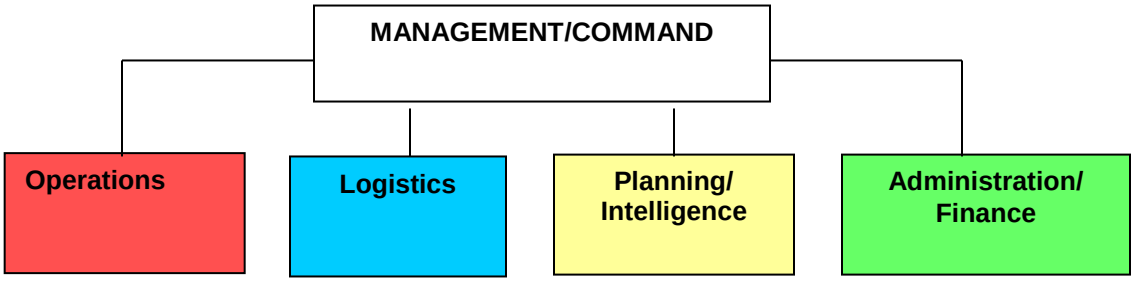
During an emergency, the Management/Command Section gathers together in an area/room to set-up a "command center" also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs of the other sections. The organizational chart on the next page outlines the hierarchy in an EOC.

A Word about Unified Command

The control of and response to campus emergencies is the sole responsibility of the school site team *until* first responders arrive. Once they are on campus, incident command transitions to ***"Unified Command."*** This transition is immediately facilitated by an on-site briefing of first responders by the Management Team and Section Chiefs. Following the initial briefing, the school's Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities.

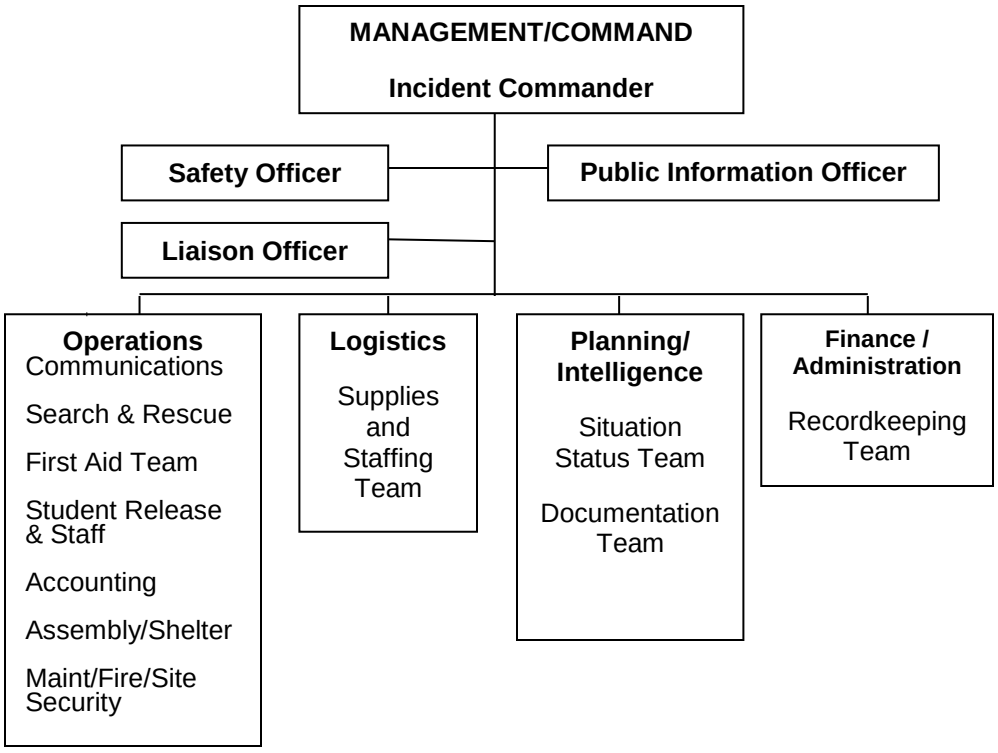
In the EOC, this means that first responder representatives will essentially be running response activities in consultation with the school's Management Team and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the Incident Commander has deemed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

EOC Management and the Basic



Divisions of Labor

Each one of the five functions has certain roles and responsibilities during a disaster or school emergency. The Management Division oversees response activities in consultation with the coordinators of the Operations, Logistics, Planning/Intelligence, and



WHAT IS SEMS? (STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)

A standardized approach to emergency management in California using several key concepts:
1) A management tool called the Incident Command System (ICS);
2) Mutual aid systems in which similar organizations assist each other in emergencies; and
3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

WHY USE SEMS?

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

WHAT ARE THE ELEMENTS OF SEMS?

Key Components:

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

There are FIVE levels:

- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- School District Level (or Cities)
- School Site Level

WHAT IS NIMS? (NATIONAL INCIDENT MANAGEMENT SYSTEM)

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

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

WHY USE NIMS?

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

WHAT ARE THE ELEMENTS OF NIMS?

Key Components:

- Command and Management

SCHOOL EMERGENCY OPERATIONS CENTER (EOC) FUNCTIONS ORGANIZATION CHART

MANAGEMENT/COMMAND

Incident Commander (IC)
Superintendent or **Principal**

1. Open EOC.
2. Establish communication with all Section Chiefs and PIO.
3. Coordinate all functions during emergency.
4. Responsible for overall policy decisions and coordination of all activities.
5. Communicate directly with city, county office or OES.

PUBLIC INFORMATION OFFICER (PIO)
School Secretary, Administrative Secretary, Business Manager

1. Collect information
2. Disseminate information to appropriate agency or contacts
3. Maintain direct contact with EOC Director

SAFETY OFFICER
Assistant Principal, Risk Manager
Recommend measures for assuring personnel safety.

LIAISON OFFICER
Assistant Principal, Administrative Secretary
Coordinate incoming agency representatives.

OPERATIONS

SECTION CHIEF
Maintenance Director, Teachers, Administrators or other Managers
Coordinates all operations functions.

COMMUNICATIONS TEAM:
Asst. Principal, Counselors, ACS Operators

1. Establish communication links.
2. Maintain log of incoming/outgoing communications.
3. Report all findings to Operations Chief.

SEARCH AND RESCUE TEAM
Trained search and rescue personnel who are physically capable

1. Conduct damage assessments.
2. Conduct rescues - Note: always in teams of at least two (2)
3. Transport injured to first aid station.
4. Maintain communication with student release/staff accounting team.
5. Determine missing persons.
6. Report all findings to Operations Chief.

FIRST AID TEAM
School nurses, health technicians, designated first aiders

1. Set up first aid area.
2. Bring supplies to designated area.
3. Assess injuries and provide first aid.
4. Prioritize injuries (triage)
5. Complete master injury report.
6. Report all findings to Operations Chief.

STUDENT RELEASE/STAFF ACCOUNTING TEAM
Personnel staff, attendance clerks, secretaries or teachers.

1. Obtain injury and missing persons reports from each teacher.
2. Set up secure reunion area.
3. Check student emergency cards for authorized releases.
4. Complete and update release logs.

ASSEMBLY/SHELTER TEAM
Teachers, Maintenance staff, custodial staff, parent volunteers

1. Set up a secure assembly area.
2. Provide sanitation facilities, if needed.
3. Provide shelter and feeding areas.

LOGISTICS

SECTION CHIEF
Teachers, Food Service Directors, etc.
Coordinate all logistics functions.

SUPPLIES & STAFFING
Food Service Staff, Volunteers, Teachers, Student Volunteers

1. Assess food preparation facilities.
2. Assess supplies status:
   Check water supplies
   Estimate # of students/staff
   Check first aid supplies
   Check supplies of blankets, etc.
3. Control conservation of water/supplies
4. Report all needs to Logistics Chief.

TRANSPORTATION TEAM
Bus Drivers, Teachers

1. Assess transportation needs.
2. Report findings to Logistics Chief to determine if necessary to provide transportation from area by bus or other method.

MAINTENANCE/FIRE/SITE SECURITY TEAM
Custodial/Maintenance Staff/Grounds

1. Locate all utilities; turn off if necessary.
2. Conduct perimeter control.
3. Do Fire/Hazardous materials control.
4. Assess spill/fire-fighting needs.

PLANNING/INTELLIGENCE

SECTION CHIEF
Teachers, Business Manager, Librarians, etc.
Coordinate all planning functions.

SITUATION STATUS TEAM
Clerical staff, teachers, administrators

1. Collect information from other teams and maintain on situation status boards.
2. Update information regularly.

DOCUMENTATION TEAM
Lead teachers, administrators, clerical staff

1. Fill out paperwork for RIMS reports.
2. Maintain time logs.
3. Complete after-action reports.

CRISIS INTERVENTION TEAM
School Counselors or Psychologists

1. Assess need for on-site mental health support.
2. Determine need for outside agency assistance.
3. Provide on-site intervention/counseling
4. Monitor well being of school emergency team, staff and students.

FINANCE/ADMIN

SECTION CHIEF
Business Manager, Accounting Supervisor or other Business Staff
Coordinate all finance/admin functions.

RECORDKEEPING TEAM
Business staff, accounting staff, business manager
Maintains records to assist in reclaiming costs:

- Financial
- Personnel
- Volunteers
- Payroll
- Purchasing control
- Cost recovery
- Insurance claims
- Misc.

Note: The recordkeeping team may not be necessary at individual school sites, but may be required at the district or county office level.

NOTE: This organizational chart is to be used by school districts as a general guide in determining staffing of Emergency Operations Center teams. Each school or district is responsible for coordinating all emergency response with local agencies using SEMS/NIMS.

MANAGEMENT

K-8 SCHOOL EMERGENCY OPERATIONS CENTER (EOC)
ORGANIZATIONAL CHART

INCIDENT COMMANDER:
Kim Humrichouse
ALTERNATE:
Jason Morse

PIO:
Erin Placido
ALTERNATE:
Maria Anaya

SAFETY OFFICER:
Jason Morse
ALTERNATE:
Erin Placido

LIAISON:
Erin Placido
ALTERNATE:
Christina Delgado

OPERATIONS

Section Chief:
Laura Lucier

Alternate: Megan Perry

Communication Team:
1. * Tracy Elo
2. Cheri Casey

Search & Rescue Team:

1. * John Moran
2. ** Jordan West
3. Mark Oatney
4.

First Aid Team:

1. * **Laura Lucier**
2. Taylor Mize
3. Sam Skowron
4. Molly Root

Student Release/Staff Accting
1. * Megan Perry
2. Courtney Theisen
3. Sage Andersen
4. Hannah Grinberg

LOGISTICS

Section Chief:
Tracy Elo

Alternate: Cheri Casey

Staffing and Supplies
1. * Bram Sluis
2. ** Eric Rochester
3. Victor Martinez
4. Fernando Martinez

Transportation Team:
1. * Bonnie Beganovic
2. Theadora Parker
3. Doug Smith
4. William Price
5. Hayley Garibaldi

Crisis Intervention Team:

1. * Cecilia Jimenez
2. ** Anna Yanez
3. Anna Levy
4. Gabe Hernandez

Maintenance/Fire/Site Security
(Reports to Operations)
1. * Jason Morse
2. ** Travis Yolles
3. Victor Martinez
4. Fernando Martinez
5. Kiva Myers
6. Bram Sluis
7. Wendell Knott

PLANNING/INTELLIGENCE

Section Chief:
Kim Humrichouse

Alternative: Laura Lucier

Situation Status Team:
1. * Erin Placido
2. ** Michele Sheldon
3.

Documentation Team:

1. * Maria Anaya
2. ** Michele Sheldon
3.

Student Security:

1.* Edith Hoeper
2. Josh Potter
3. Jessica Drayer
4. Beth Renslow
5. Iana Porter
6. Jesse Meuschke
7. Mimi Sawyer
8. Sasha Blaser
9. Aimee Frederick
10. Chelsy Thompson
11. All instructional/Integrative Aides

FINANCE/ADMIN

Section Chief:
Christina Delgado

Alternate: Maria Anaya

Recordkeeping Team:
1. * Maria Anaya
2. **Erin Placido
3.

Other:

1. *
2. **
3.

Assembly/Shelter
(Reports to Operations)
1. * Eric Rochester
2. ** Diane Rochester

MANAGEMENT

9-12 SCHOOLS EMERGENCY OPERATIONS CENTER (EOC)
ORGANIZATIONAL CHART

INCIDENT COMMANDER:
Tobin Hahn
ALTERNATE:
Jason Morse

PIO:
Erin Placido
ALTERNATE:
Maria Anaya

SAFETY OFFICER:
Jason Morse
ALTERNATE:
Erin Placido

LIAISON:
Erin Placido
ALTERNATE:
Christina Delgado

OPERATIONS

Section Chief:
Derek Hutchinson
Alternate: Anna Yanez

Communication Team:
1. * Marshall Brown
2. ** Laurel Sheard
3. Matthew Starkweather

Search & Rescue Team:
1. * Alex Fosse
2. James Eastman

First Aid/Medical Team:
1. Noah Gold
2. Lora Barnett-Tuomala

Student Security
1.* Sam Stump – lead
2. Meghan Miller
3. James Gilbert

LOGISTICS

Section Chief:
Marci Arter
Alternate: Derek Hutchinson

Staffing and Supplies
1.* Bram Sluis
2.** Eric Rochester
3. Rogelio Munoz
4. David Aguirre

Transportation Team:
1. * Bonnie Beganovic
2. Theadora Parker
3. Doug Smith

Crisis Intervention Team:
1. ** Anny Levy
2. Anna Yanez
3. Cecilia Jimenez

Maintenance/Fire/Site Security
(Reports to Operations)
1. * Jason Morse
2. ** Travis Yolles
3. Kiva Myers
4. Bram Sluis
5. Wendell Knott

PLANNING/INTELLIGENCE

Section Chief:
Erin Placido
Alternate: Jason Morse

Situation Status Team:
1. * Erin Placido
2. ** Michele Sheldon
3. _____

Documentation Team:
1. *Maria Anaya
2. ** Michele Sheldon
3. _____

Student Release/Staff Accounting
(Reports to Operations)
1. * Diana Dominguez
2 Erik Rain
3.

FINANCE/ADMIN

Section Chief:
Christina Delgado
Alternate: Maria Anaya

Recordkeeping Team:
1. * Maria Anaya
2. ** Erin Placido
3. _____

Other:
1. * _____
2. ** _____
3. _____

Assembly/Shelter:
(Reports to Operations)
1. * Kamala Lance – lead
2. Tom Sosonvec
3. Laurel Sheard
4. Taimi Barty

DISTRICT LEVEL

• Incident Commander

Jason Morse — Office: 937-5868
Superintendent/Principal

Principal Kim Humrichouse Designee 1 — Office: 937-0515 Cell:

Principal Tobin Hahn Designee 2 — Office: 937-5871 Cell:

Go-Kit Location: District Office

• Public Information Officer

Erin Placido Designee 1 — Office: 937-5868 Cell:

Maria Anaya Designee 2 — Office: 937-5868 Cell:

Go-Kit Location: District Office

• Safety Officer

Jason Morse, Superintendent — Office: 937-5868

Erin Placido Designee 1 — Office: 937-5868

Go-Kit Location: District Office

• Liaison Officer

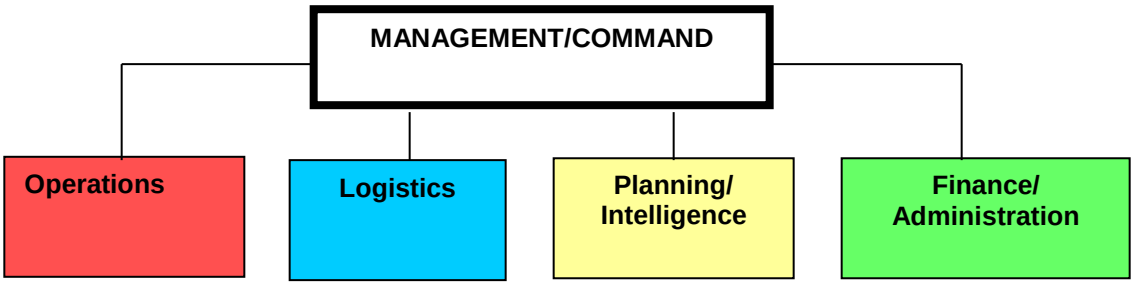
Erin Placido Designee 1 — Office: 937-5868

Christina Delgado Designee 2 — Office: 937-5868

Go-Kit Location: District Office

MANAGEMENT/COMMAND

During a campus emergency, the Management Team is responsible for coordinating all response activities. This Team is comprised of the Incident Commander, the Public Information Officer, the Safety Officer and the Liaison Officer.



- **INCIDENT COMMANDER (IC)** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning/releasing staff as needed.

- **PUBLIC INFORMATION OFFICER (PIO)** acts as the liaison between the school, the media and the public. The PIO must be aware of all incident response activities and is ***the only person*** authorized to speak to the media.

- **SAFETY OFFICER (SO)** is charged with the safety of students, staff, and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.

- **LIAISON OFFICER (LO)** is the point of contact/coordination between the IC and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities.

Management Checklist *INCIDENT*

The Incident Commander (IC) is the person responsible for the conduct of emergency/disaster operations on-site. The IC's first "job" is to activate the Emergency Operation Center (EOC). During the emergency/disaster, the IC oversees and directs response activities until relieved by an alternate IC, is dismissed by the District Superintendent, or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the IC is charged with ensuring the safety of students, staff, volunteers and campus visitors.

Start-up Actions/Activation

- ❑ Open Go-Kit and put on personal safety equipment
- ❑ Read position description
- ❑ Assess nature and scope of emergency/disaster
- ❑ Determine level of threat to people and facilities
- ❑ Implement emergency/disaster plan appropriate to situation
- ❑ Activate Section Chiefs and team leaders as needed
- ❑ Fill in the "Incident Assignments" form as positions are staffed
- ❑ Make sure you have a back-up or alternate Incident Commander
- ❑ Have your GETS card available

Operational Duties

- ❑ Monitor overall response activities by staying in communication with Section Chiefs
- ❑ Issue regular reports to District Office (DO)
- ❑ Revise incident action plans as situation warrants
- ❑ Initiate Student Release when appropriate (*be sure Student Release Team is set up)*
- ❑ Authorize Public Information Officer (PIO) to release information to the appropriate agencies
- ❑ Assign/re-assign personnel as needed
- ❑ Make sure all staff and volunteers take regular breaks *(including yourself)*

Closing Down/Deactivation

- ❑ Authorize deactivation of teams as appropriate and ensure that all pending actions will be completed after deactivation
- ❑ Terminate all response activities at the direction of the District Superintendent
- ❑ Initiate recovery operations
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ❑ School Emergency Plan
- ❑ Campus map
- ❑ Staff and student roster
- ❑ Job description clipboard
- ❑ Walkie talkie/FRS
- ❑ AM/FM radio
- ❑ Bullhorn
- ❑ Whistle
- ❑ Pens, pencils, paper and clipboard
- ❑ Disaster response forms
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment

Supplies/Equipment

- ❑ School district radio
- ❑ Table and chairs *(if EOC has to be moved outside)*

Forms

- ❑ School EOC Organizational Chart
- ❑ Section Team Rosters

Management Checklist ***PUBLIC***

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

Start-up Actions/Activation

- ❑ Open Go-Kit and put on personal safety equipment
- ❑ Read position description
- ❑ Meet with IC and Management Team
- ❑ Designate a media reception area *(with IC approval)*
- ❑ Consult with the District PIO *(if available)* to coordinate information release
- ❑ Advise on-site media of time of first press release or press conference
- ❑ Open and maintain position activity and communications log

Operational Duties

- ❑ Keep updated on response activities
- ❑ Schedule regular press conferences
- ❑ Get approval of IC for all press releases/statements(**see Guidelines for Speaking to the Press)*
- ❑ Remind staff and volunteers to refer all questions from parents and/or the media to the PIO
- ❑ Arrange for the translation of announcements and response-related information *(as needed)*
- ❑ Monitor news broadcasts and correct any misinformation as soon as possible
- ❑ Make sure that the IC is aware of all media-related incidents

Closing Down/Deactivation

- ❑ Release PIO staff and volunteers when directed by IC
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

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

Supplies/Equipment

- ❑ Newsprint or dry erase board and portable easel
- ❑ “Media Here” Sign

Forms

- ❑ Disaster Public Information Release Worksheet
- ❑ Sample Press Release

Guidelines for Speaking to the Press

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

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

Management Checklist

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

Start-up Actions/Activation

- ❑ Open Go-Kit and put on personal safety equipment
- ❑ Read position description
- ❑ Meet with IC and Management Team
- ❑ Open and maintain position activity log

Operational Duties

- ❑ Maintain incident records and track response activities
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled
- ❑ Monitor emergency response activities for safe practices
- ❑ Identify and mitigate, to the extent practicable, on-site hazards and un-safe situations
- ❑ Stop or modify any unsafe activities/operations
- ❑ Ensure that school responders are using appropriate safety equipment
- ❑ Anticipate situation/problems before they occur
- ❑ Consider probable situation changes (aftershocks, etc.) and how they will affect response activities
- ❑ Keep the IC apprised of and alert to any potential problems

Closing Down/Deactivation

- ❑ Release Safety staff and volunteers when directed by IC
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ❑ School Emergency Plan
- ❑ Job Description clipboard
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment
- ❑ Pens, paper and clipboard
- ❑ Walkie-talkie/FRS

Management Checklist

The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during school site emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.

Start-up Actions/Activation

- ❑ Open Go-Kit and put on personal safety equipment
- ❑ Read position description
- ❑ Meet with the IC and Management Team
- ❑ Open and maintain position activity log

Operational Duties

- ❑ Brief agency representatives on the status of the situation, response priorities, and the incident action plan
- ❑ Ensure the coordination of efforts by keeping the IC informed of agency action plans
- ❑ Provide periodic updates to agency representatives as necessary

Closing Down/Deactivation

- ❑ Release Liaison staff and volunteers when directed by the IC
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ❑ School Emergency Plan
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment
- ❑ Pens, paper and clipboard
- ❑ Walkie talkie/FRS

K- 8 Operations Team Roster

• Section Chief

Laura Lucier Designee 1 — Contact Info 937-0515
Contact Info:
Contact Info: _____

Megan Perry Designee 2 — Contact Info: 937-0515
Contact Info: _____
Contact Info: _____

Go-Kit Location: ***site office***

• Communications Team Leader

Tracy Elo Designee 1 — Contact Info 937-0564
Contact Info: _____

Cheri Casey Designee 2 — Contact Info: 937-0515
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: ***site office***

• Search and Rescue Team Leader

John Moran Designee 1 — Contact Info 937-0564
Contact Info: _____

Jordan West Designee 2 — Contact Info: 937-0564
Contact Info: _____
Contact Info:
Contact Info:

Go-Kit Location: ***site office***

• First Aid Team Leader

Laura Lucier Designee 1 — Contact Info 937-0515

Taylor Mize Designee 2 — Contact Info: 937-0564

Go-Kit Location: ***site office***

• Student Release/Staff Accounting Team

Megan Perry Designee 1 — Contact Info 937-0564
Contact Info: _____

Courtney Theisen Designee 2 — Contact Info: 937-0564
Contact Info: _____
Contact Info:
Contact Info:

Go-Kit Location: ***site office***

Assembly/Shelter Team Leader

Eric Rochester Designee 1 — Contact Info 937-4640
Contact Info: _____

Diane Rochester Designee 2 — Contact Info: 937-4640
Contact Info: _____
Contact Info:
Contact Info: _____

Go-Kit Location: ***cafeteria***

• Maintenance/Fire/Site Security Team Leader

Jason Morse Designee 1 — Contact Info 969-1603
Contact Info: _____

Travis Yoles Designee 2 — Contact Info: 937-0564
Contact Info: _____
Contact Info:
Contact Info: _____

Go-Kit Location: maintenance room

• Crisis Intervention Team Leader

Cecilia Jimenez Designee 1 — Contact Info 937-5871
Contact Info: _____

Anna Yanez Designee 2 — Contact Info: 937-0515/937-5871
Contact Info: _____
Contact Info: _____

Go-Kit Location: ***site office***

9-12 Operations Team Roster

• Section Chief

Derek Hutchinson Designee 1 — Contact Info 937-5871
Contact Info:

Anna Yanez Designee 2 — Contact Info: 937-5871
Contact Info:
Contact Info:
Contact Info: _____

Go-Kit Location: ***site office***

• Communications Team Leader

Marshall Brown Designee 1 — Contact Info 937-5871
Contact Info: _____

Laurel Sheard Designee 2 — Contact Info: 937-5871
Contact Info: _____
Contact Info:
Contact Info: _____

Go-Kit Location: ***site office***

• Search and Rescue Team Leader

Alex Fosse Designee 1 — Contact Info 937-5871
Contact Info: _____

James Eastman Designee 2 — Contact Info: 937-5871
Contact Info: _____
Contact Info:
Contact Info:

Go-Kit Location: ***site office***

• First Aid Team Leader

Noah Gold Designee 1 — Contact Info 937-5871
Contact Info: _____

Lora Barnett Tuomala Designee 2 — Contact Info: 937-5871
Contact Info:
Contact Info: _____

Go-Kit Location: ***site office***

• Student Release/Staff Accounting Team

Diana Dominguez Designee 1 — Contact Info 937-5871
Contact Info: _____

Erik Rain Designee 2 — Contact Info: 937-5871
Contact Info: _____
Contact Info:
Contact Info:

Go-Kit Location: ***site office***

• Assembly/Shelter Team Leader

Kamala Lance Designee 1 — Contact Info 937-0138
Contact Info: _____

Tom Sosonvec Designee 2 — Contact Info: 937-5871
Contact Info: _____
Contact Info:
Contact Info: _____

Go-Kit Location: ***cafeteria***

• Maintenance/Fire/Site Security Team Leader

Jason Morse Designee 1 — Contact Info: 937-5868

Travis Yolles Designee 2 — Contact Info: 937-1603

Contact Info:

Go-Kit Location: maintenance room

• Crisis Intervention Team Leader

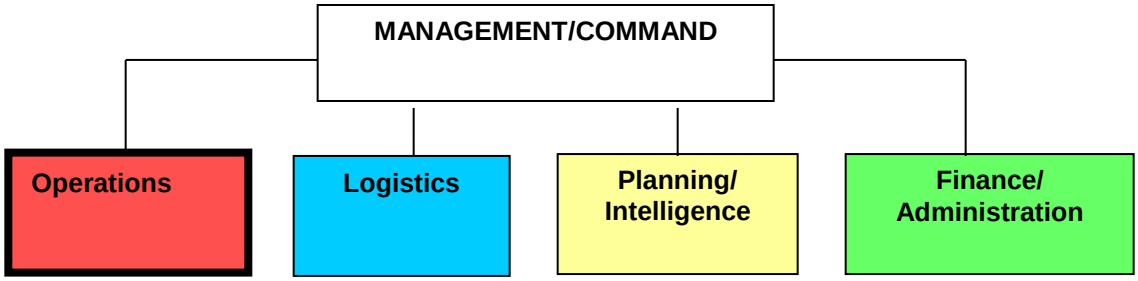
Anna Levy Designee 1 — Contact Info: 937-0564

Anna Yanez Designee 2 — Contact Info: 937-5871 / 937-0515

Go-Kit Location: ***site office***

OPERATIONS

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



- **ASSEMBLY/SHELTER TEAM** is charged with overseeing the safe evacuation and sheltering of students and staff during a campus emergency.

- **COMMUNICATIONS TEAM** is responsible for coordinating the flow of all on-site verbal and written communications between teams, sections chiefs and the management team during response activities.

- **CRISIS INTERVENTION TEAM** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in campus incidents/emergencies.

- **FIRST AID TEAM** is tasked with coordinating campus-wide medical response and care during school emergencies. This team is also responsible for establishing an on-campus morgue when needed.

- **MAINTENANCE/FIRE/SITE SECURITY TEAM** is responsible for identifying and mitigating on-site hazards following a campus emergency. This team is also charged with campus security.

- **SEARCH AND RESCUE TEAM** is tasked with safely conducting on-site search and rescue activities post-disaster.

- **STUDENT RELEASE/STAFF ACCOUNTING TEAM** is responsible for facilitating parent/student reunion. The team is also charged with keeping track of on-site staff and volunteers.

Operations Checklist *SECTION*

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

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

Start-up Actions/Activation

- ❑ Open Go-Kit and put on personal safety equipment
- ❑ Read position description
- ❑ Check-in with IC for incident briefing
- ❑ Open and maintain position activity log
- ❑ Activate Team Leaders
- ❑ Assume lead of all Operations Teams until staffed

Operational Duties

- ❑ Meet with Team Leaders and assist them in initiating their team's response activities
- ❑ Monitor response activities through contact with Team Leaders
- ❑ Keep IC informed of field activities
- ❑ Notify Logistics Team if additional supplies or staff is needed
- ❑ Coordinate Search and Rescue Operations with the Management Team
- ❑ Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Team
- ❑ Ensure that all Operations Teams are documenting their activities and utilizing proper safety protocols
- ❑ Schedule breaks and re-assign Operations staff as needed

Closing Down/Deactivation

- ❑ Release Operations Teams when directed by IC
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ❑ School Emergency Plan
- ❑ Job description clipboard
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment
- ❑ Pens, pencils, paper and clipboard
- ❑ Walkie talkie/FRS
- ❑ Campus supply storage lists
- ❑ School site maps and regional/neighborhood maps

Forms

- ❑ Situation Status Report Form

Operations Checklist *ASSEMBLY/SHELTER*

The Assembly/Shelter Team Leader is responsible for providing for the safe sheltering and care of students and staff while on-site during an emergency. This person is also in charge of facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-up Actions/Activation

- ❑ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log
- ❑ Assess available personnel and make appropriate assignments
- ❑ If designated assembly/shelter site is destroyed or inaccessible, consult with Operations Section Chief and determine alternate location(s)
- ❑ Initiate shelter set-up or, *if evacuating*:
  - Confirm that assembly area and routes to it are safe
  - Count/observe classroom evacuations (make sure all exit)

Operational Duties

- ❑ Ensure initial record of all students and staff in shelter/assembly area is made and that it is updated regularly during the disaster
- ❑ Monitor safety/well being of students and staff in shelter or assembly area
- ❑ Oversee the procurement and distribution of food and water
- ❑ Direct set-up of sanitary facilities when necessary
- ❑ Coordinate Student Release with Student Release Team Leader when directed by Operations Section Chief
- ❑ Administer *minor* first aid, as needed

Closing Down/Deactivation

- ❑ Close shelter per direction of Operations Section Chief
- ❑ Releases staff and volunteers per direction of Operations Section Chief
- ❑ Ensure close-out of all logs and turn them over to Documentation Team
- ❑ Make sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

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

Operations Checklist

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

Start-up Actions/Activation

- ❑ Meet with Assembly/Shelter Team Leader
- ❑ Secure assembly site or set-up shelter per direction of Assembly/Shelter Team Leader
- ❑ Gather all supplies from storage locker(s) and transport to assembly/shelter site
- ❑ Conduct initial population assessment

Operational Duties

- ❑ Facilitate the orderly distribution of food and water
- ❑ Set-up sanitary facilities per direction of Assembly/Shelter Team Leader
- ❑ Maintain and update student and staff population log
- ❑ Cooperate with Student Release Team to facilitate orderly Student Release (when directed by Assembly/Shelter Team Leader)

Closing Down/Deactivation

- ❑ Break down and clean up shelter
- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

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

Supplies/Equipment

- ❑ Supply storage map
- ❑ Tarps/black poly sheeting (rolls)
- ❑ 5-gallon toilet buckets
- ❑ Toilet paper
- ❑ Stainless steel clamps
- ❑ Sanitation supplies
- ❑ Poles
- ❑ Toilet bucket liners
- ❑ Disposable hand-wipes
- ❑ Blankets

Forms

Operations Checklist *COMMUNICATIONS*

The Communications Team Leader is responsible for overseeing the verbal and written communications both on-site and with the District Office.

Start-up Actions/Activation

- ❑ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log
- ❑ Set-up and test communications equipment
- ❑ Locate Communications "center" in quiet location in proximity to EOC
- ❑ Open and maintain position activity log
- ❑ Assign staff and volunteers to appropriate positions
- ❑ Advise Operations Section Chief when communications center is "operational"

Operational Duties

- ❑ Coordinate all communications between EOC and District Office
- ❑ Ensure all communications (incoming and outgoing) are being properly logged
- ❑ Oversee message relay via runners
- ❑ Monitor radio station(s) for local emergency news
- ❑ Refer all media requests to the PIO

Closing Down/Deactivation

- ❑ Release staff and volunteers per direction of Operations Section Chief
- ❑ Close out all logs and pending messages, and turn over to Documentation Team
- ❑ Return all equipment and supplies to Logistics

Go-Kit

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

Supplies/Equipment

- ❑ Table and chairs
- ❑ File boxes

Operations Checklist

The Communications Team is charged with establishing, coordinating, and directing verbal and written communications on-site and with the District Office.

Start-up Actions/Activation

- ❑ Meet with Assembly/Shelter Team Leader
- ❑ Gather all supplies form storage locker(s)
- ❑ Set-up communications center and test equipment

Operational Duties

- ❑ Log all incoming and outgoing communications (date/time/originator/recipient)
- ❑ Generate Site Status Report when directed by the IC
- ❑ Dispatch runners as needed to relay messages to Management Team, Section Chiefs, and Team Leaders, as needed
- ❑ Refer all media requests to the PIO

Closing Down/Deactivation

- ❑ Close out all logs and pending messages, and turn over to Documentation Team
- ❑ Return all equipment and supplies to Logistics

Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Walkie-talkies/FRS
- ❑ Map of facility
- ❑ Pens, pencils, paper and clipboards
- ❑ Hard hats and vests/safety equipment
- ❑ Communications log
- ❑ Message forms
- ❑ Position roster

Supplies/Equipment

- ❑ Tables and chairs
- ❑ File boxes

Forms

- ❑ Situation Status Report
- ❑ Message Forms

Operations Checklist *CRISIS INTERVENTION*

The Crisis Intervention Team Leader is in charge of assessing the immediate and long-term mental health support needs of students, staff, parents, and volunteers involved in or affected by a school emergency. This person is also responsible for mobilizing the Crisis Intervention Team.

NOTE: *If the emergency is isolated to a single school site or district and is not expected to have widespread impact throughout the county (such as a student suicide, accidental death or serious illness or death of a staff member), see the LIMITED SCOPE CRISIS INTERVENTION CHECKLIST following this full activation checklist. The Limited Scope Checklist can also provide more detailed instructions to the team leader or team members. Refer to the "School Crisis Response and Recovery Plan" in the Pre-plan for additional information.*

Start-up Actions/Activation

- ❑ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log
- ❑ Determine immediate need for mental health support/intervention
- ❑ Activate personnel and make appropriate assignments
- ❑ Identify appropriate on-campus location for intervention/counseling

Operational Duties

- ❑ Implement Mental Health Response Protocol/Plan
- ❑ Oversee set-up of intervention/counseling site
- ❑ Monitor well being of staff, students, and volunteers
- ❑ Determine need for outside assistance
- ❑ Activate off-campus crisis intervention teams/support personnel per approval of Operations Section Chief

Closing Down/Deactivation

- ❑ Release staff and volunteers per direction of Operations Section Chief
- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Info
- ❑ Roster of students and staff
- ❑ Student Emergency Contact Cards
- ❑ Walkie-talkie/FRS
- ❑ Job description clipboard
- ❑ Hard hat and vest/safety equip
- ❑ Mental Health Response Plan
- ❑ Map of facility
- ❑ Pens and pencils, paper

LIMITED SCOPE
CRISIS INTERVENTION CHECKLIST

1. Gather the Facts

- ❑ Notify the Principal/designee
- ❑ Principal contacts family or police/fire to verify information
- ❑ Clarify information to be shared with school site

2. Decide to Call the Team

- ❑ Principal/designee meets with Crisis Intervention Team Leader
- ❑ Evaluate the problem/event and determine degree of impact on school
- ❑ Assemble the Crisis Intervention Team
- ❑ Determine if additional support is needed
- ❑ Request assistance from District, Regional and/or County Crisis Teams
- ❑ Use Sonoma County Crisis Response System of Support if needed
- ❑ Request support from State and National resources as needed
- ❑ Inform District officials of crisis and level of response
- ❑ Update level of response as needed

3. Manage the Flow of Information

- ❑ Review facts and determine what information is to be shared with:
  - o Faculty
  - o Students
  - o Parents/Community
  - o Media
- ❑ Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
  - o Initiate phone tree
  - o Schedule faculty meeting ASAP
  - o Written memo/fact sheet delivered to classrooms
  - o In-person memo/fact sheet delivered to classrooms by admin/counseling staff
  - o Loudspeaker/intercom during class time (lock down only)
  - o Assemblies (NOT recommended)
  - o Use automated phone calling system

4. Manage the Logistics

- ❑ Identify the Location of Services
  - Large Scale Disaster
    - Assemble Crisis Intervention Team near the first aid station
  - Mental Health Response
    - Determine central location for counseling services (library, multi-use room)
    - Select rooms for individual interviews
    - Obtain supplies (paper, markers, paint, food, water, tissues)
    - Establish a sign-in and message center for support service personnel on campus
    - Prepare sign-in sheets and documents to record students needing additional support services

5. Create a Referral Process

- ❑ Provide a referral process including procedures for self-referral
- ❑ Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

6. Provide Interventions

- ❑ During the Crisis
  - ❑ Follow the "Immediate assessment" guidelines
  - ❑ Refer for first aid and/or psychological first aid as needed
- ❑ Following the Crisis
  - ❑ Conduct psychological triage to identify high-risk students/staff
  - ❑ Initiate appropriate interventions
    - Individual Interviews (highest risk)
    - Group psychological first aid (middle risk)
    - Classroom activities, presentations, debriefing (all, as willing)
    - Support groups (as needed)
    - Parent meetings (as needed)
    - Staff meetings (encourage participation by all)
    - Support to staff (as needed)
    - Referrals to community agencies (as needed)
  - ❑ Encourage crisis responders to take breaks and maintain self-care

7. Document

- ❑ Maintain a log of:
  - All students and adults receiving support services
  - All students and adults needing additional services
  - Crisis responders

8. Debrief – On a daily basis

- ❑ Review process, status of referred students or adults
- ❑ Prioritize needs
- ❑ Plan follow-up actions
- ❑ Provide support to team members
- ❑ Provide support to staff
- ❑ Revise the plan as needed

9. Consider the Recovery

- ❑ Care for the caregiver
- ❑ Attend to trigger events/anniversaries
- ❑ Revise the plan as needed

Operations Checklist *CRISIS*

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

NOTE: *If the emergency is isolated to a single school site or district and is not expected to have widespread impact throughout the county (such as a student suicide, accidental death or serious illness or death of a staff member), see the LIMITED SCOPE CRISIS INTERVENTION CHECKLIST following this full activation checklist. The Limited Scope Checklist can also provide more detailed instructions to the team leader or team members. Refer to the "School Crisis Response and Recovery Plan" in the Pre-plan for additional information.*

Start-up Actions/Activation

- ❑ Meet with Crisis Intervention Team Leader
- ❑ Gather all supplies and transport to intervention/counseling site

Operational Duties

- ❑ Set-up campus intervention/counseling site
- ❑ Provide for and monitor well being of staff, students, and volunteers
- ❑ Maintain log of all assistance given and nature of that assistance
- ❑ Communicate need for outside assistance to Crisis Intervention Team Leader
- ❑ Cooperate with Search and Rescue and First Aid Teams as directed
- ❑ Cooperate with outside agency crisis intervention teams

Close Down/Deactivation

- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Mental Health Response Plan
- ❑ Map of facility
- ❑ Hard hats/vests/safety equipment
- ❑ Student Emergency Contact Cards
- ❑ Walkie-talkies/FRS
- ❑ Pens and pencils, paper and clipboards
- ❑ Tissues and rubber gloves

LIMITED SCOPE
CRISIS INTERVENTION CHECKLIST

1. **Gather the Facts**
   - ❑ Notify the Principal/designee
   - ❑ Principal contacts family or police/fire to verify information
   - ❑ Clarify information to be shared with school site

2. **Decide to Call the Team**
   - ❑ Principal/designee meets with Crisis Intervention Team Leader
   - ❑ Evaluate the problem/event and determine degree of impact on school
   - ❑ Assemble the Crisis Intervention Team
   - ❑ Determine if additional support is needed
   - ❑ Request assistance from District, Regional and/or County Crisis Teams
   - ❑ Use Sonoma County Crisis Response System of Support if needed
   - ❑ Request support from State and National resources as needed
   - ❑ Inform District officials of crisis and level of response
   - ❑ Update level of response as needed

3. **Manage the Flow of Information**
   - ❑ Review facts and determine what information is to be shared with:
     - Faculty
     - Students
     - Parents/Community
     - Media
   - ❑ Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
     - Initiate phone tree
     - Schedule faculty meeting ASAP
     - Written memo/fact sheet delivered to classrooms
     - In-person memo/fact sheet delivered to classrooms by admin/counseling staff
     - Loudspeaker/intercom during class time (lock down only)
     - Assemblies (NOT recommended)
     - Use automated phone calling system

4. **Manage the Logistics**
   - ❑ Identify the Location of Services
     - <u>Large Scale Disaster</u>
       - Assemble Crisis Intervention Team near the first aid station

- Mental Health Response
  - Determine central location for counseling services (library, multi-use room)
  - Select rooms for individual interviews
  - Obtain supplies (paper, markers, paint, food, water, tissues)
  - Establish a sign-in and message center for support service personnel on campus
  - Prepare sign-in sheets and documents to record students needing additional support services

5. Create a Referral Process

- ❑ Provide a referral process including procedures for self-referral
- ❑ Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

6. Provide Interventions

- ❑ During the Crisis
  - ❑ Follow the "Immediate assessment" guidelines
  - ❑ Refer for first aid and/or psychological first aid as needed
- ❑ Following the Crisis
  - ❑ Conduct psychological triage to identify high-risk students/staff
  - ❑ Initiate appropriate interventions
    - Individual Interviews (highest risk)
    - Group psychological first aid (middle risk)
    - Classroom activities, presentations, debriefing (all, as willing)
    - Support groups (as needed)
    - Parent meetings (as needed)
    - Staff meetings (encourage participation by all)
    - Support to staff (as needed)
    - Referrals to community agencies (as needed)
  - ❑ Encourage crisis responders to take breaks and maintain self-care

7. Document

- ❑ Maintain a log of:
  - All students and adults receiving support services
  - All students and adults needing additional services
  - Crisis responders

8. Debrief – On a daily basis

- ❑ Review process, status of referred students or adults
- ❑ Prioritize needs
- ❑ Plan follow-up actions
- ❑ Provide support to team members
- ❑ Provide support to staff
- ❑ Revise the plan as needed

9. Consider the Recovery

- ❑ Care for the caregiver
- ❑ Attend to trigger events/anniversaries
- ❑ Revise the plan as needed

Operations Checklist *FIRST AID*

The First Aid Team Leader is responsible for coordinating campus emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of his/her team and notifying the Incident Commander of the need for outside assistance. The First Aid Team Leader is also charged with calling for and directing the establishment of an on-site morgue when warranted.

Start-up Actions/Activation

- ❑ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log
- ❑ Determine if medical needs exceed scope of on-site team *(if so, have Operations Section Chief notify Management Team)*
- ❑ Assess available personnel and make appropriate assignments
- ❑ Facilitate set-up of first aid treatment area; away from media center and student release site. Area should be accessible to emergency vehicles
- ❑ Establish entry or "triage" station adjacent to first aid treatment area and assign 2 people to this station
- ❑ Set-up areas for "immediate" and "delayed" treatment and assign 2 staff per station
- ❑ Direct Crisis Intervention Team Leader to set-up intervention/counseling area

Operational Duties

- ❑ Oversees/monitors the assessment, care and treatment of patients
- ❑ Ensures caregiver and rescuer safety *(use of rubber gloves)*
- ❑ Maintain open line of communication with Search and Rescue and Crisis Intervention Team Leaders
- ❑ Keeps Section Chief updated
- ❑ Provides staff for "field" injury response/treatment
- ❑ Requests additional personnel from Logistics
- ❑ Reports deaths immediately to Section Chief
- ❑ Determines need for morgue set-up and chooses location
- ❑ Monitors situation for communicable diseases
- ❑ Check-in with Student Release and Assembly/Shelter Team Leaders regarding the health care needs of students and staff with known medical conditions

Closing Down/Deactivation

- ❑ Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- ❑ Releases medical teams per direction of IC
- ❑ Ensure close-out of all logs and turn them over to Documentation Team
- ❑ Makes sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

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

Supplies/Equipment

- ❑ Table and chairs
- ❑ Campus First Aid Kit *(*see recommended supply list)*
- ❑ Ground cover/tarps
- ❑ Stretchers
- ❑ Blankets

Forms

- ❑ Notice of First Aid Care
- ❑ Medical Treatment Victim Log

Operations Checklist *FIRST*

The First Aid Team is responsible for safely providing on-site emergency medical response and first aid during response activities.

Start-up Actions/Activation

- ❑ Check-in with First Aid Team Leader
- ❑ Gather all supplies and personal safety equipment and transport to site of first aid station
- ❑ Set-up first aid station
- ❑ Set-up morgue *(if needed)*

Operational Duties

- ❑ Administer appropriate first aid
- ❑ Maintain accurate treatment records
- ❑ Monitor/assess patients at regular intervals
- ❑ Report deaths immediately to First Aid Team Leader *(by runner, NOT over the radio)*
- ❑ When transportation becomes available, facilitate patient evacuation and note status on triage tag; *do not send any campus records off-site with patient*
- ❑ If injured student is transported off campus, send student emergency card with him/her

Triage Entry Area *(staffed with minimum of 2 trained staff or volunteers)*

- ❑ One team member assesses (and/or confirms) patient triage category
- ❑ Second team member logs patients' names on form—First Aid Care Form (completed forms are forwarded to First Aid Team Leader)

Treatment Areas "Immediate" and "Delayed"
(each staffed with minimum of 2 trained staff or volunteers)

- ❑ Assign one team member to conduct "head-to-toe" assessment
- ❑ Second team member logs patients' names on triage tag and on on-site treatment form—Medical Treatment Victim Log (completed forms are forwarded to First Aid Team Leader)

Closing Down/Deactivation

- ❑ Clean up first aid station and properly dispose of hazardous waste
- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

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

Supplies/Equipment

- ❑ Tables and chairs
- ❑ Campus First Aid Kit *(*see recommended supply list)*
- ❑ Ground cover/tarps
- ❑ Stretchers
- ❑ Blankets

Forms

- ❑ Notice of First Aid Care
- ❑ Medical Treatment Victim Log

Operations Checklist
MAINTENANCE/FIRE/SITE SECURITY

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

Start-up Actions/Activation

- ❑ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log
- ❑ Assess available personnel and make appropriate assignments
- ❑ Survey on-campus hazards and prioritize team response

Operational Duties

- ❑ Verify the shut-off of utilities as necessary
- ❑ Determine integrity of on-campus water system and report this information to the Operations Section Chief
- ❑ Directs the suppression of small fires
- ❑ Coordinate the location of existing and potential hazards
- ❑ Facilitates emergency vehicle access to the campus
- ❑ Oversees/Monitors campus security/perimeter control
- ❑ Secures school campus and buildings from un-authorized access

Closing Down/Deactivation

- ❑ Releases staff and volunteers per direction of IC
- ❑ Ensures close-out of all logs and turns them over to Documentation Team
- ❑ Makes sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

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

Supplies/Equipment

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

Operations Checklist *MAINTENANCE/FIRE/SITE*

The Maintenance/Fire/Site Security Team is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency.

Start-up Actions/Activation

- ❑ Report to Maintenance/Fire/Site Security Team Leader for briefing and assignments
- ❑ Gather all supplies and personal safety gear
- ❑ Check radios and flashlights

Operational Duties

- ❑ Check gas meter and shut it off **ONLY IF IT IS LEAKING**
- ❑ Secure on-campus water system
- ❑ Control and/or suppress small fires
- ❑ Survey buildings for potential hazards and post warnings with signs and yellow caution tape
- ❑ Provide clear routes for campus access for emergency response vehicles
- ❑ Establish and maintain campus security/perimeter control
- ❑ Secure school campus and buildings from un-authorized access by locking gates
- ❑ Cooperate/support First Aid, Student Release, and Search and Rescue Teams when directed by Maintenance/Fire/Site Security Team Leader

Closing Down/Deactivation

- ❑ When ordered to de-activate; report-in to Maintenance/Fire/Site Security Team Leader
- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

MAINTENANCE/FIRE/SITE SECURITY TEAM

Go-Kit

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

Supplies/Equipment

- ❑ Wrenches and assorted tools
- ❑ Fire suppression gear
- ❑ Master keys

Forms

- ❑ Rapid Assessment

Operations Checklist *SEARCH & RESCUE*

The Search and Rescue Team Leader is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. The Search and Rescue Team Leader is also responsible for ensuring the safety of his/her teams while they are in the field.

Start-up Actions/Activation

- ❑ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log
- ❑ Assign staff and volunteers to teams (record names and assignments in log) Ensure all teams are properly outfitted
- ❑ Visually inspect outgoing teams' gear and perform radio check. Distribute a map to each team delineating their area of responsibility

Operational Duties

- ❑ Dispatch teams to high priority areas first; assign teams to routine campus S & R *after* priority areas have been secured
- ❑ Remain at the Command Post to stay in contact with the S & R Teams
- ❑ Ensure teams' progress is recorded in log and on site map as they call it in (mark rooms with "C" as they are reported "clear")
- ❑ When injured staff or students are located, check in with Operations Section Chief and dispatch First Aid Team as needed
- ❑ Keep triage tally on the map

Closing Down/Deactivation

- ❑ Record the return of all S & R teams
- ❑ Direct team to return all equipment to Logistics
- ❑ Turn all maps and logs into Documentation Team

Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Informa
- ❑ Roster of students and staff
- ❑ School Disaster Plan
- ❑ Hard hat, vest and safety equipment
- ❑ Job description clipboard
- ❑ Map of school
- ❑ Walkie-talkie/FRS
- ❑ Flashlight w/batteries
- ❑ Pens and paper

Supplies/Equipment

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

Operations Checklist *SEARCH & RESCUE*

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

Start-up Actions/Activation

- ❑ Report to Search and Rescue Team Leader for briefing and assignments
- ❑ Gather all S & R equipment and personal safety gear
- ❑ Check flashlight and radio batteries; perform radio check
- ❑ Visually inspect each other's gear
- ❑ Make sure you and your partner have school site maps and are clear on your assignment

Operational Duties

- ❑ Report all gas leaks, fires, and structural damage to the S & R Team Leader *(he/she will relay this information to the Maintenance/Fire/Site Security Team Leader)*
- ❑ Inspect the exterior of each building for structural integrity *before* entering.
- ❑ Identify unsafe areas with caution tape *(**DO NOT** enter unsafe buildings)*
- ❑ Search ***ONLY*** structurally sound buildings using S & R protocol *(see attached)*
- ❑ As searched rooms have been cleared, call in report to the S & R Team Leader *("Room B-2 is clear.") When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.*
- ❑ When injured students or staff are located, call in their condition and location to S & R Team Leader *(Use proper protocol, i.e., no names are broadcast over the radio.)*
- ❑ Note damage and triage tally on your team map and relay information to S & R Team Leader

Closing Down/Deactivation

- ❑ When ordered to de-activate; report-in to S & R Team Leader
- ❑ Return all equipment to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Duct tape and sharpies
- ❑ Backpacks for gear/first aid supplies
- ❑ Clipboards, paper and pens
- ❑ Map of school
- ❑ Walkie-talkies/FRS
- ❑ Sturdy shoes/boots
- ❑ Hard hats/vests/safety equip
- ❑ Whistles
- ❑ Rubber gloves/dust masks
- ❑ Leather gloves

Supplies/Equipment

- ❑ Plastic buckets for tools/gear
- ❑ Blankets
- ❑ Fire extinguishers
- ❑ Flashlights w/batteries
- ❑ Master keys and bolt cutter
- ❑ Crowbars and fire axes
- ❑ Shovels and ropes
- ❑ Caution tape and barricades
- ❑ Basic first aid kit
- ❑ Cribbing supplies

Forms

Operations Checklist *STUDENT RELEASE*

The Student Release Team Leader is responsible for overseeing the reunification of students and their parents/authorized adult.

Start-up Actions/Activation

- ❑ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log
- ❑ Assign staff and volunteers to teams
- ❑ Designate secure areas for student request and release and authorize set-up

Operational Duties

- ❑ Monitor request and release operations
- ❑ Assist with the location/verification of missing students
- ❑ Stay in contact with Assembly/Shelter, Fire/Maintenance/Site Security, and First Aid Team Leaders

Closing Down/Deactivation

- ❑ Direct team to return all equipment to Logistics
- ❑ Turn all maps and logs into Documentation Team

Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Hard hat, vest and safety equipment
- ❑ Pens and paper
- ❑ Map of school
- ❑ Walkie-talkie/FRS
- ❑ Job description clipboard

Supplies/Equipment

- ❑ Table and chair

Operations Checklist *STUDENT*

The Student Release Team is responsible for the orderly and secure reunion of students and their parent(s)/authorized adult consequent to a school emergency.

Start-up Actions/Activation

- ❑ Report to Student Release Team Leader for briefing and assignments
- ❑ Gather all student release equipment and supplies
- ❑ Set-up secure Request and Release Gates
- ❑ Post alphabetized signage on Request Table (exp. A-F, G-L, M-R, S-V, W-Z)
- ❑ Have Student Request Forms available on clipboards

Operational Duties

Request Gate Staff

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

Runners

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

OR

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

OR

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

Release Gate Staff

- ❑ Match requester to student
- ❑ Verify requester ID and have them countersign Student Request Form
- ❑ Release Student
- ❑ Release Runner to return to Request Gate

Closing Down/Deactivation

- ❑ Close Request and Release tables when directed by the Student Release Team Leader
- ❑ Make sure all confidential information (student emergency contact cards) is returned to Team Leader for secure storage
- ❑ Return all equipment to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Yellow caution tape
- ❑ Paper, pens, markers
- ❑ Stapler and staples
- ❑ School Site Map
- ❑ Student Emergency Cards
- ❑ Dry erase markers
- ❑ Clipboards (lots)
- ❑ Scotch tape and dispenser
- ❑ Vests

Supplies/Equipment

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

Forms

- ❑ Student Request Form
- ❑ Student Emergency Contact Card

K-8 Logistics Team Roster

- ## Section Chief

Tracy Elo___ Designee 1 — Contact Info 937-0564
Contact Info: _____
Cheri Casey Designee 2 — Contact Info: 937-0515
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: ***site offices***

- ## Supplies & Staffing Team Leader

Contact Info
Contact Info: _____
Bram Sluis Designee 1 — Contact Info: 937-5868
Contact Info: _____
Eric Rochester Designee 2 — Contact Info: 937-4640
Contact Info: _____

Go-Kit Location: ***Cafeteria***

- ## Transportation Team Leader

Bonnie Beganovic Designee 1 — Contact Info 937-2877
Contact Info: _____
Theadora Parker Designee 2 — Contact Info: 937-2877
Contact Info: _____

Contact Info: _____

Go-Kit Location: ***Bus Barn***

- # 9-12 Logistics Team Roster

Section Chief

Marci Arter_ Designee 1 — Contact Info 937-5871
Contact Info: _____

Derek Hutchinson_ Designee 2 — Contact Info: 937-5871
Contact Info: _____
Contact Info:
Contact Info: _____

Go-Kit Location: ***site offices***

- ## Supplies & Staffing Team Leader

Bram Sluis Designee 1 — Contact Info 937-5868

Eric Rochester__ Designee 2 — Contact Info: 937-5871

Go-Kit Location: ***K-8 Cafeteria***

- ## Transportation Team Leader

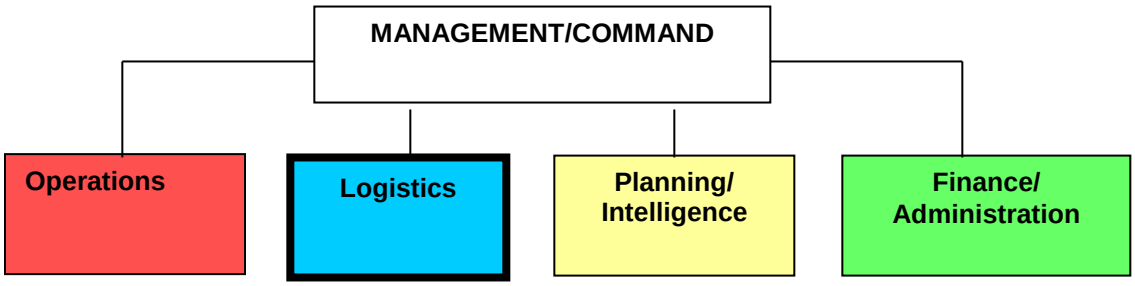
Bonnie Beganovic Designee 1 — Contact Info 937-2877
Contact Info: _____

Theadora Parker Designee 2 — Contact Info: 937-2877

Go-Kit Location: ***Bus Barn***

LOGISTICS

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



- **SUPPLIES AND STAFFING TEAM** is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.

- **TRANSPORTATION TEAM** is charged with the procurement of buses for transporting students and staff to evacuation sites and of trucks for ferrying equipment to and from the campus during the emergency.

Logistics Checklist

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

- Supplies and Staffing
- Transportation

Start-up Actions/Activation

- ❑ Open Go-Kit and put on personal safety equipment
- ❑ Read position description
- ❑ Check-in with IC for incident briefing
- ❑ Open and maintain position activity log
- ❑ Open on-site supplies containers/facilities
- ❑ Activate Team Leaders
- ❑ Assume lead of all Logistics teams until staffed

Operational Duties

- ❑ Ensure that EOC and other facilities are properly set-up
- ❑ Meet with team leaders and assist them in initiating their team's response activities
- ❑ Coordinate supplies, equipment, and personnel needs with the Incident Commander
- ❑ Oversee distribution of supplies and equipment where and as needed
- ❑ Maintain security of stored supplies and equipment
- ❑ Schedule breaks and re-assign Logistics staff as needed

Closing Down/Deactivation

- ❑ Release Logistics Teams when directed by IC
- ❑ Secure all equipment and reusable supplies
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ❑ School Emergency Plan
- ❑ Map of facility
- ❑ Pens and pencils, paper
- ❑ Hard hat, vest and safety equipment
- ❑ Walkie-talkie/FRS
- ❑ On-campus supply storage list(s)/map
- ❑ Job description clipboard
- ❑ Master keys

Supplies/Equipment

- ❑ Table and chair

Forms

- ❑ Emergency Supply Inventory
- ❑ Situation Status Report
- ❑ Message Forms
- ❑ Communications Log

Logistics Checklist *SUPPLIES & STAFFING*

The Supplies and Staffing Team Leader is responsible for ensuring that all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts are being filled.

Start-up Actions/Activation

- ❑ Attend a briefing with the Logistics Section Chief and Transportation Team Leader
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log
- ❑ Assess available personnel and make appropriate assignments

Operational Duties

- ❑ Oversee the distribution of supplies and equipment
- ❑ Coordinate the assignment of staff and volunteers
- ❑ Stay in contact with Section Chief about the needs of other sections and teams

Closing Down/Deactivation

- ❑ Release staff and volunteers when directed by Logistics Section Chief
- ❑ Makes sure all equipment and unused/re-usable supplies are safely and securely stored
- ❑ Ensures close-out of all logs and turns them over to Documentation Team

Go-Kit

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

SUPPLIES AND STAFFING TEAM LEADER

Supplies/Equipment

- ❑ Table and chair
- ❑ Phone
- ❑ Computer or laptop

Forms

- ❑ Emergency Supply Inventory
- ❑ Situation Status Report
- ❑ Message Forms
- ❑ Communications Log

Logistics Checklist *SUPPLIES*

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

Start-up Actions/Activation

- ❑ Meet with the Supplies and Staffing Team Leader
- ❑ Gather all team supplies and personal safety gear
- ❑ Open storage facility/containers

Operational Duties

- ❑ Distribute supplies and equipment
- ❑ Coordinate the assignment of staff and volunteers
- ❑ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ❑ Receive and store all returned equipment and unused supplies
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Walkie-talkies/FRS
- ❑ On-campus supply storage list(s)/map
- ❑ Communications log
- ❑ Map of facility
- ❑ Pens and pencils, paper
- ❑ Hard hats, vests and safety equipment

Supplies/Equipment

- ❑ Table and chair
- ❑ Phones
- ❑ Computers or laptops

Forms

- ❑ Emergency Supply Inventory
- ❑ Message Forms
- ❑ Communications Log

Logistics Checklist *TRANSPORTATION*

The Transportation Team Leader is responsible for implementing the transportation plan during school emergencies. Part of those responsibilities includes directing buses and trucks to areas where they are needed to ferry students, staff and/or supplies.

Start-up Actions/Activation

- ❑ Attend a briefing with the Logistics Section Chief and the Supplies and Staffing Team Leader
- ❑ Open Go-Kit and locate all supplies
- ❑ Open and maintain position activity log

Operational Duties

- ❑ Implement various components of the transportation plan
- ❑ Direct the use of vehicles on campus
- ❑ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ❑ Release staff and volunteers per direction of IC
- ❑ Arrange for the return of vehicles to vendors
- ❑ Ensure close-out of all logs and turn them over to Documentation Team
- ❑ Make sure all equipment and re-usable supplies are safely and securely stored

Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ School Disaster Plan
- ❑ Map of facility
- ❑ Job description clipboard
- ❑ Hard hat, vest and safety equipment
- ❑ Walkie-talkie/FRS
- ❑ Pens and pencils, paper
- ❑ Communications log

Supplies/Equipment

- ❑ Table and chair
- ❑ Phone

Logistics Checklist

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

Start-up Actions/Activation

- ❑ Meet with the Transportation Team Leader
- ❑ Gather all supplies and personal safety gear

Operational Duties

- ❑ Implement components of the transportation plan as directed by the Transportation Team Leader
- ❑ Assess the need for and us of vehicles on campus

Closing Down/Deactivation

- ❑ Facilitate the return of vehicles to vendors
- ❑ Complete/close-out all logs and turn them over to Documentation Team
- ❑ Safely and securely store all equipment and re-usable supplies

Go-Kit

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

Supplies/Equipment

- ❑ Table and chair
- ❑ Phones

Planning/Intelligence Team Roster

- **Section Chief**

Kim Humrichouse Designee 1	Contact Info 937-5868
	Contact Info: _____
Laura Lucier Designee 2	Contact Info: 937-5868

Go-Kit Location: ***district office***

- **Situation Status Team Leader**

Erin Placido Designee 1	Contact Info 937-5868
Michele Sheldon Designee 2	Contact Info: 937-5868

Go-Kit Location: ***district office***

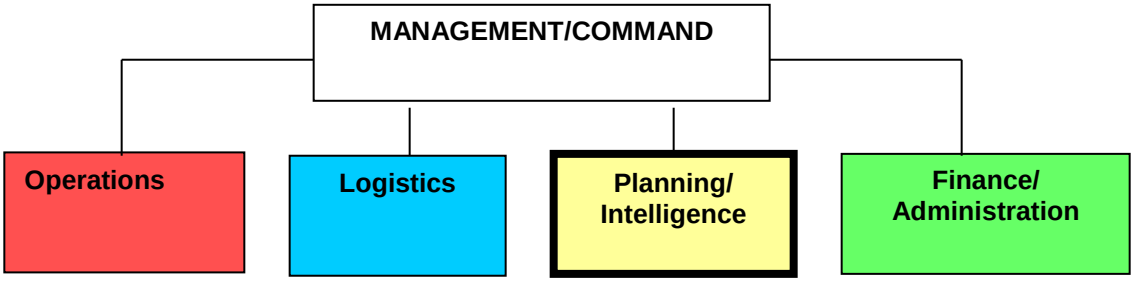
- **Documentation Team Leader**

Maria Anaya Designee 1	Contact Info 937-5868
	Contact Info: _____
Michele Sheldon Designee 2	Contact Info: 937-5868
	Contact Info: _____
_____	Contact Info: _____
	Contact Info: _____

Go-Kit Location: ***district office***

PLANNING / INTELLIGENCE

The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities.



- **DOCUMENTATION TEAM** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes.

- **SITUATION STATUS TEAM** is responsible for collecting, evaluating, documenting, and utilizing response-related information in support of response activities.

Planning/Intelligence Checklist

The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources, as well as maintenance of accurate records and site map. Provides ongoing analysis of situation and resource status. The Planning/Intelligence Section is made up of the following teams:

- Documentation
- Situation Status

Start-up Actions/Activation

- ❑ Open Go-Kit and put on personal safety equipment
- ❑ Read position description
- ❑ Check-in with IC for incident briefing
- ❑ Open and maintain activity log
- ❑ Activate Team Leaders
- ❑ Meet with Team Leaders and initiate response activities
- ❑ Assume lead of teams until staffed

Operational Duties

- ❑ Assist the IC in developing Action Plans
- ❑ Schedule breaks and re-assign Planning/Intelligence staff as needed

Closing Down/Deactivation

- ❑ Release Planning/Intelligence Teams when directed by Incident Commander
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ❑ School Emergency Plan
- ❑ Map of facility
- ❑ Pens and pencils, paper
- ❑ Hard hat, vest and safety equip
- ❑ Walkie-talkie/FRS
- ❑ On-campus supply storage list(s)/map
- ❑ Job description clipboard
- ❑ Master keys

Supplies/Equipment

- ❑ Table
- ❑ Chair

Forms

- ❑ Activity Log

Planning/Intelligence Checklist
DOCUMENTATION TEAM

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

Start-up Actions/Activation

- ❑ Attend a briefing with the Planning/Intelligence Section Chief
- ❑ Open Go-Kit and locate all supplies
- ❑ Activate personnel and make appropriate assignments

Operational Duties

- ❑ Provide for the opening and maintenance of the master incident time log
- ❑ Ensure all radio and verbal communications are recorded
- ❑ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ❑ Release staff and volunteers per direction of Section Chief
- ❑ Monitor packaging and storage of response-related documents
- ❑ Make sure all equipment and unused supplies are returned to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

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

Supplies/Equipment

- ❑ Table
- ❑ Chair

Forms

- ❑ Activity Log

Planning/Intelligence Checklist

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

Start-up Actions/Activation

- ❑ Attend a briefing with the Documentation Team Leader
- ❑ Gather all supplies

Operational Duties

- ❑ Open and maintain incident master time log
- ❑ Ensure all radio and verbal communications are recorded
- ❑ File all reports as they are turned in. *Although a permanent log may be typed up at a later date; all original notes and records MUST be kept—they are legal documents.*

Closing Down/Deactivation

- ❑ Collect/call-in paperwork from each deactivating section
- ❑ Securely package all response-related documents for storage
- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs

Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Map of facility
- ❑ Pens and pencils, paper
- ❑ Hard hat, vest and safety equipment
- ❑ Walkie-talkie/FRS
- ❑ On-campus supply storage list(s)/map
- ❑ Job description clipboard
- ❑ Master keys

Supplies/Equipment

- ❑ Table
- ❑ Chairs

Forms

- ❑ Activity Log

Planning/Intelligence Checklist
SITUATION STATUS

The Situation Status Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- ❑ Attend a briefing with the Planning/Intelligence Section Chief
- ❑ Open Go-Kit and locate all supplies
- ❑ Activate personnel and make appropriate assignments

Operational Duties

- ❑ Facilitate the currency of the site map throughout the response
- ❑ Assess and analyze situation-relevant information
- ❑ Anticipate situations and potential problems and develop contingency plans
- ❑ Stay in constant communication with Section Chief

Closing Down/Deactivation

- ❑ Release staff and volunteers per direction of Section Chief
- ❑ Make sure all equipment and unused supplies are returned to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ Walkie-talkie/FRS
- ❑ Assorted regional/area maps
- ❑ Job description clipboards
- ❑ File Boxes
- ❑ Vendor contracts/agreements list
- ❑ Large facility and site maps
- ❑ Pens and pencils, markers and paper
- ❑ Hard hat, vest and safety equipment

Supplies/Equipment

- ❑ Table
- ❑ Chairs

Forms

- ❑ Situation Status Report

Planning/Intelligence Checklist *SITUATION*

The Situation Status Team is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- ❑ Attend a briefing with the Situation Status Team Leader
- ❑ Gather all supplies

Operational Duties

- ❑ Record appropriate response-related information on site map (and keep it current)
- ❑ Keep Team Leader apprised of response-related information as it comes in
- ❑ Anticipate situations and potential problems and develop contingency plans

Closing Down/Deactivation

- ❑ Return all equipment and unused supplies are returned to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

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

Supplies/Equipment

- ❑ Table
- ❑ Chairs

Forms

- ❑ Situation Status Report

Finance/Administration Team Roster

- **Section Chief**

Christina Delgado Designee 1 Contact Info 937-5868

Maria Anaya Designee 2 Contact Info: 937-5868

Go-Kit Location: _____

- **Recordkeeping Team Leader**

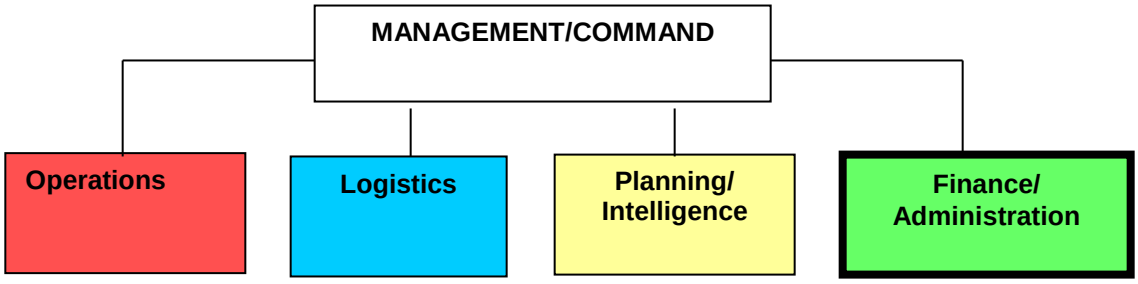
Maria Anaya Designee 1 Contact Info 937-5868

Erin Placido Designee 2 Contact Info: 937-5868

Go-Kit Location: _____

FINANCE / ADMINISTRATION

The Finance/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures and tracking employee hours spent on response and recovery activities.



- **RECORDKEEPING TEAM** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities.

Finance/Administration Checklist

The Finance/Administration Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours. The Finance/Administration Section is made up of the Recordkeeping team.

Start-up Actions/Activation

- ❑ Open Go-Kit and put on personal safety equipment
- ❑ Read position description
- ❑ Check-in with IC for incident briefing
- ❑ Open and maintain activity log
- ❑ Activate Team Leader
- ❑ Initiate response activities (set-up work station)
- ❑ Check in with Documentation Team Leader to ensure that recordkeeping procedures are in place

Operational Duties

- ❑ Assume all duties of Recordkeeping Team until staff arrive
- ❑ Schedule breaks and re-assign staff as needed

Closing Down/Deactivation

- ❑ Release Finance/Administration Team when directed by IC
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Collect, file and secure all logs, reports, and response-related documentation
- ❑ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ❑ School Emergency Plan
- ❑ Vest and/or ID badge
- ❑ Hard hat
- ❑ Clipboard w/pad and pens/Sharpies
- ❑ Walkie-talkie/FRS
- ❑ Job description clipboard
- ❑ File folders and boxes

Supplies/Equipment

- ❑ Table
- ❑ Chair

Forms

- ❑ Staff Duty Log

Finance/Administration Checklist
RECORDKEEPING TEAM

The Recordkeeping Team Leader is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies.

Start-up Actions/Activation

- ❑ Attend a briefing with Finance/Administration Section Chief
- ❑ Open Go-Kit and locate all supplies
- ❑ Activate personnel and make appropriate assignments

Operational Duties

- ❑ Monitor the tracking of staff and volunteer hours
- ❑ Monitor the tracking of response-related requests and purchases
- ❑ Facilitate the processing of purchase requests from Logistics Section Chief

Closing Down/Deactivation

- ❑ Release staff and volunteers per direction of Section Chief
- ❑ Make sure all equipment and unused supplies are returned to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ Walkie-talkie/FRS
- ❑ Job description clipboard
- ❑ File Boxes
- ❑ Vendor contracts/agreements list
- ❑ Pens and pencils, paper
- ❑ Hard hat and vest

Supplies/Equipment

- ❑ Table, chair, computer or laptop

Forms

- ❑ Activity Log

Finance/Administration Checklist

The Recordkeeping Team is tasked with the maintenance of records for tracking personnel costs, volunteer hours, payroll, materials and supplies purchases, insurance claims, and cost recovery in support of response activities.

Start-up Actions/Activation

- ❑ Attend a briefing with the Recordkeeping Team Leader
- ❑ Gather all supplies

Operational Duties

- ❑ Track staff and volunteer hours
- ❑ Track response-related purchases
- ❑ Process purchase requests from Logistics Section Chief

Closing Down/Deactivation

- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Vendor contracts/agreements list
- ❑ Pens and pencils, paper
- ❑ File Boxes
- ❑ Walkie-talkies/FRS
- ❑ Hard hat and vest

Supplies/Equipment

- ❑ Table
- ❑ Chairs

Forms

- ❑ Activity Log

ACTION: CANCELLATION/CLOSURE OF SCHOOL

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

WHEN TO CANCEL/CLOSE YOUR SCHOOL

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

CANCELLATION/CLOSURE PROCEDURES

✓ Notify District Office and County Office

✓ Notify Staff and Students

a. Make an announcement over the PA:

"Your attention please. Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until notified that student release teams are in place."

OR

b. Send runners to each classroom with above information. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified...

✓ Post Alert through SCAN USA *(if your school is in this system)*

✓ Activate Parent Telephone Alert System *(parent phone tree, if one is in place)*

✓ Post "School Closed" signs in school office and main entry points *(Provide information on how to get additional information such as an emergency phone number, radio station, etc.)*

✓ Prepare for Student Release

DIVISIONS INVOLVED IN SCHOOL

- Management/Command
- Operations: Student Release

NOTE

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

ACTION: CANCELLATION OF SCHOOL

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

WHEN TO CLOSE YOUR SCHOOL

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

CANCELLATION PROCEDURES

- ✓ Notify District Office *(if you are a school site administrator)*
- ✓ District Office will notify the County Office of Education in the following manner

a. Between 5 a.m. and 7 a.m., call your District Superintendent
Home: _____ Cell: _____

b. If the District Superintendent is unavailable contact:

Alternate Contact: _____
Home: _____ Cell: _____

c. After 7 a.m., call the County Office of Education

Office at: _____

- ✓ Post Alert through SCAN USA *(if your school is in this system)*
- ✓ Notify Staff *(use staff phone tree, if one is in place)*

DIVISIONS INVOLVED IN SCHOOL CLOSURE

- Management/Command

ACTION: SHELTER-

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

WHEN TO SHELTER-IN-PLACE

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

SHELTER-IN-PLACE PROCEDURES

✓ Notify District Office

✓ Notify Staff and Students

a. Make an announcement over the PA:

"Your attention please. Your attention please. Students and staff should immediately prepare to shelter-in-place and stand-by for further instructions."

OR

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

✓ Order facilities manager or custodian to shut down air circulation system

✓ Turn on radio and monitor updates

✓ Activate Parent Alert Telephone System *(parent phone tree, if one is in place)*

✓ Post an alert through SCAN USA *(if your school is in this system)*

✓ Post signs on exterior windows, if there is time and it is safe to do so "This School is Sheltering-in-Place. Do Not attempt to enter any office or building."

IN CLASSROOMS AND OFFICES

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

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

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

OUTDOORS

- ✓ Move inside the nearest building
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Write down names of everyone in the room
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

DIVISIONS INVOLVED IN SHELTER-IN-PLACE

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

NOTE

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

ACTION:

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

WHEN TO INITIATE LOCKDOWN

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

LOCKDOWN PROCEDURES

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

     "Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions."

     Remember to lockdown your office!

  b. If you do not have a PA system, use predetermined Bell Code System to alert staff. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, offices, and on-campus programs (like COUNTY OFFICE OF EDUCATION and day care) are also notified.

- ✓ ***Call 9-1-1*** and ***stay on the phone*** with the operator
- ✓ ***Sit tight!*** When law enforcement arrives on campus they will give you instructions

IN CLASSROOMS AND OFFICES

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

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

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

OUTDOORS

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

DIVISIONS INVOLVED IN LOCKDOWN

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

ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)
Open emergency supply box/kit as needed

Long-term lockdown (more than 8 hours)
Open emergency supply box/kit and set-up latrine system

After "All Clear" Signal is given

- ✓ Activate Parent Alert Telephone Tree (parent phone tree, if one is in place)
- ✓ Post an alert through SCAN USA (if your school is in this system)
- ✓ Prepare Student Release Team for orderly release
- ✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc.

NOTE

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

ACTION:

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

WHEN TO EVACUATE YOUR SCHOOL

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

EVACUATION PROCEDURES

ON-SITE EVACUATION

- ✓ Notify District Office
- ✓ Sound alarm
- ✓ Notify Staff and students

    a. Make an announcement over the PA:
    "Your attention please. Your attention please. Students and staff should proceed immediately to the primary (or secondary) evacuation site."

OR

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

- ✓ When all classrooms have arrived at the evacuations site, have teachers take roll and determine if anyone is missing. Add names of guests/visitors
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured.
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate Parent Alert Telephone Tree *(parent phone tree, if one is in place)*
- ✓ Post an alert through SCAN USA *(if your school is in this system)*

OFF-SITE EVACUATION

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

Make an announcement over the PA:

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

OR

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

- ✓ Have teachers take roll as students board buses or are waiting at the evacuation staging area. Missing students should be immediately reported to the EOC. Add names of guests/visitors that were in your classroom

- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured.

- ✓ Mobilize Operations Teams for Student Release

- ✓ Activate Parent Alert Telephone Tree *(parent phone tree, if one is in place)*

- ✓ Post an alert through SCAN USA *(if your school is in this system)*

DIVISIONS INVOLVED IN EVACUATION

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

ACTION: RETURN TO CLASSROOM/REVERSE

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

WHEN TO INITIATE REVERSE EVACUATION

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

REVERSE EVACUATION PROCEDURES

- ✓ Sound Alarm

- ✓ Notify Staff and students

  a. Make an announcement over the PA:

  "Your attention please. Students and staff should return to your classrooms or offices immediately and stand-by for further instructions."

OR

  b. If you do not have a PA system, use Bell Code System to alert all areas of the campus.

OR

  c. If it is safe to do so, you can send runners to all outdoor fields with above information.

- ✓ Notify District Office
- ✓ Once threat passes, issue "All clear" to resume regular activities

OR

- ✓ Initiate Student Release
- ✓ Activate Parent Alert Telephone Tree *(parent phone tree, if one is in place)*

- ✓ Post an alert through SCAN USA *(if your school is in the system)*

DIVISIONS INVOLVED IN REVERSE EVACUATION

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

ACTION: DUCK, COVER AND HOLD ON

Duck and cover is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus. ***The call to "duck and cover" is usually initiated by classroom teachers.***

WHEN TO DUCK, COVER AND HOLD ON

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

DUCK, COVER AND HOLD ON PROCEDURES

- ✓ Sound alarm
- ✓ Notify Staff and students

****In the event of an earthquake, the ground shaking initiates the Duck, Cover and Hold On procedures.**

For all other events:

a. Make an announcement over the PA:

"Duck, cover, and hold on. Stand-by for further instructions."

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

- ✓ When the threat passes, make "All Clear" announcement and issue call to "Resume Regular Activities" or direct another response action (such as Evacuation, Cancellation or Closure of School)

INDOORS

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

HALLWAYS AND BATHROOMS

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

OUTDOORS

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

DIVISIONS INVOLVED IN REVERSE EVACUATION

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

NOTE
After an earthquake, remember to stay alert for aftershocks!

EOC ACTION PLAN

DISTRICT:

FOR OPERATIONAL PERIOD:

FROM: ***Date*** ***Time***

TO: ***Date*** ***Time***

PREPARED:

Date

Time

GENERAL OBJECTIVES

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

WEATHER FORECAST FOR OPERATIONAL PERIOD

SAFETY MESSAGE

ATTACHMENTS (✓ IF ATTACHED)

❑Current Situation Report	❑Task Assignments	❑Traffic/Staging Area Map
❑_____	❑_____	❑_____
❑_____	❑_____	❑_____

PREPARED BY (Planning Section Chief):	**Approved by (EOC Director):**

EOC STAFFING LIST	DISTRICT:
FOR OPERATIONAL PERIOD: **FROM:** ***Date*** ***Time*** **TO:** ***Date*** ***Time***	**PREPARED:** ***Date*** ***Time***

MANAGEMENT STAFF	**OPERATIONS SECTION**
Incident Commander	Operations Section Chief
EOC Director	Law Enforcement Unit
Public Information Officer/Public Relations Mgr.	Fire Unit
Liaison Officer	Medical Unit
Safety Officer	Public Works Services
Legal Advisor	
PLANNING & INTEL SECTION	**LOGISTICS SECTION**
Planning & Intel Section Chief	Logistics Section Chief
Situation Status Unit	**Services**
Documentation Unit	Communications Unit
Advance Planning Unit	Care & Shelter Unit
Damage Assessment Unit	Personnel Unit
Recovery Planning Unit	**Support**
GIS Unit Leader	Supply Unit
	Utilities Unit
	Transportation Unit
AGENCY REPRESENTATIVES	**FINANCE & ADMIN SECTION**
	Finance Section Chief
	Time Unit
	Comp/Claims Unit
	Cost Unit
Approved by:	**Prepared by:**

❑ **If additional space is needed, ✓box and use reverse side of this sheet**

EOC SECTION TASKS	DISTRICT:	Part A

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

MANAGEMENT SECTION	Assigned To:

PIO SECTION	Assigned To:

OPERATIONS SECTION	Assigned To:

EOC SECTION TASKS	DISTRICT:	Part B

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

PLANNING SECTION	Assigned To:

LOGISTICS SECTION	Assigned To:

FINANCE SECTION	Assigned To:

EOC Management Situation Report (page 1 of 2)

DATE:	TIME:	REPORT NO.	RPTG PERIOD	8 12 24
PREPARED BY:		EVENT:		
DIRECTOR (Shift_____)		DEP DIRECTOR (Shift_____)		

EOC ACTIVATION/DECLARATIONS/ORDINANCES (LEGAL ADVISOR)		
ACTIVATION/DECLARATION/ORDINANCE	**SUBJECT MATTER**	**DATE/TIME**
EOC ACTIVATION		
LOCAL EMERGENCY DECLARATION		
BOARD OF SUPERVISORS CONFIRMATION		
COUNTY DECLARATION		
GUBERNATORIAL DECLARATION		
PRESIDENTIAL DECLARATION		
SMALL BUSINESS ADMIN. DECLARATION		
RESOLUTION OR ORDINANCE NO.		
RESOLUTION OR ORDINANCE NO.		

ACTION PLAN OBJECTIVES FOR TOMORROW (EOC DIRECTOR)

EOC Management Situation Report (page 2 of 2)

SAFETY MESSAGE (SAFETY OFFICER)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
ORGANIZATION/AGENCY	**NAME**	**EOC LOCATION**	**CONTACT NUMBER**
RACES			
American Red Cross			
SCWA			
PacBell			
Salvation Army			
CNG			
OpArea OES			
Transit			
County Office of Education			

DISTRIBUTION:

- All section chiefs
- All Operations Team Leaders
- All Management Section staff
- Documentation Unit
- _____
- _____
- _____
- _____

SCHEDULED BRIEFINGS (Incident Commander/PLANS CHIEF/PIO)				
BRIEFING TYPE	**FREQUENCY**	**TIME**	**LOCATION**	**BRIEFER**
EOC Section Chiefs	2/Daily			Incident Commander/Plans Chief
EOC Staff	2/Daily			Plans Chief
Media	2/Daily			PIO

SCHEDULED MEETINGS (Incident Commander/PLANS CHIEF/PIO)				
MEETING TYPE	**FREQUENCY**	**TIME**	**LOCATION**	**FACILITATOR**
Planning Meeting	2/Daily			Incident Commander/Plans Chief

SECTION ACTIVITY LOG

SECTION:	LOCATION:	PAGE ___ OF ___PAGES	
SECTION CHIEF/TEAM LEADER:		FROM:	TO:

TIME	INCIDENTS, MESSAGES, NOTES	ACTION TAKEN	INITIAL

SITUATION STATUS REPORT INITIAL

- INITIAL ASSESSMENT -

This form is to be completed and forwarded to the Emergency Operations Center by the Principal or designee as soon as evacuation has been completed and the required information collected.

School _____

Completed by _____ Date _____ Time_____

Immediate Assistance Required

_____ None _____ Medical _____ Fire

_____ Search & Rescue _____ Support Personnel

Condition of Students

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

Names

_____
_____
_____
_____
_____

Trapped in Building: (number)

Names

_____
_____
_____
_____
_____

_____ Injured (number) _____ Number Requiring Immediate Medical Attention

Type of Injury	**Names**
_____	_____
_____	_____
_____	_____
_____	_____

SITUATION STATUS REPORT (CONTINUED)

Condition of Staff

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

_____

_____

_____

_____

_____ Trapped in Building (number) Names

_____

_____

_____

_____

_____ Injured (number) _____ Number Requiring Immediate Medical Attention

Type of Injury	**Names**

Condition of School Building and Grounds
e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.

Condition of Neighborhood

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

SITUATION STATUS UPDATE REPORT

School _____

Completed by _____ Date _____ Time_____

_____Number of children remaining at school

_____Number of staff members remaining to care for children

_____Assistance Required:

_____ water

_____ food

_____ blankets

_____ additional personnel (number) to assist in student care

_____Other:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

STUDENT EMERGENCY CONTACT CARD

Emergency Contact/ Medical Consent (Page two)

Office Use Only

CSIS _____

Date Enrolled _____

❒ MEDICAL
❒ CUSTODY
❒ SPECIAL NEEDS

_____

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

STUDENT

_____
_____

Last Name First
Middle ☐Female
Teacher/Advisor

_____
_____

_____ _____
_____

Home Address (Primary Residence) City

_____

STUDENT EMERGENCY CONTACT CARD

Medical Information and Consent

STUDENT

_____

_____

Last

First Middle

MEDICAL/HEALTH INFORMATION

Medication: Does your child require medication?

☐ **No** ☐ **Yes**

If your child requires medication at school, all medication sent to school must be in the original prescription container with a current date and the child's name. An "Authorization for Administration of Medication" form must be on file. For disasters, please provide a separate three-day supply for the school office, in the same format, along with the green "72-Hour Disaster Medication" form. Both forms are available from the school office.

Medication	Do

Health Insurance Information: *Please check appropriate box.*

EMERGENCY TREATMENT AUTHORIZATION

I/we, the undersigned parent(s) or legal guardian of

_____

___, a minor, do hereby give authorization and consent to the school to obtain emergency medical care and necessary transportation, including x-ray examination, anesthetic, medical or surgical diagnosis and emergency hospital which is deemed advisable by and is to be rendered under the general or specific supervision of medical and emergency room staff licensed under the provisions of the medicine practice act and the State of California Department of Public Health.

Parent Wallet Card

Student
_____
School
_____
Physician

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

SCHOOL EMERGENCY CONTACT INFORMATION

TO PREPARE FOR AN EMERGENCY

- ❑ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ❑ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ❑ Let your child know who will make the pickup at school if you are unable to do so.

Parent Wallet Card

Student
G _____
School
P _____
Physician

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

SCHOOL EMERGENCY CONTACT INFORMATION

TO PREPARE FOR AN EMERGENCY

- ❑ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ❑ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ❑ Let your child know who will make the pickup at school if you are unable to do so.
- ❑ Keep emergency supplies in

SCHOOL EMERGENCY/EVACU

Student _____
C
School _____
Physician _____
P

People to whom I have authorized the scho

SCHOOL EMERGENCY

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

SCHOOL EMERGENCY CONTACT INFORMATION

TO PREPARE FOR AN EMERGENCY

- ❑ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ❑ Notify the adults you authorize of any special medical or dietary requirements your child has
- ❑ Let your child know who will make the pickup at school if you are unable to do so.

Student Release Log

Student Release Form # _____

Student Name	Time Released	

School Emergency Supplies *FOOD*

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

Food

Item	Quantity
Raisins - boxed and dated	20 lbs.
Large potatoes - canned and dated	60 cans
Large soups - dated	60 cans
Stewed tomatoes - dated	20 cans
Large canned beans - dated	20 cans
Large mixed fruit or fruit - dated	60 cans
Large peanut butter	20 tubs
Crackers	2 cases
Canned fruit juice	2 cases
Sugar cubes	4 boxes

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

Water

Item	Quantity
Drinking water – based on 2 quarts per person-per day	150 gallons

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

School Emergency Supplies

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

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

School Emergency Supplies

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

School Emergency Supplies *FIRST AID, cont'd*

Item	Quantity
Pack - cold Temp-Aid	1 case
Paper cups	4 boxes
Pack - hot Temp-aid	1 case
Paper bags	4 boxes
Paper towels	4 cases
Pencils or ball point pens	4 packages
Petroleum jelly	4 large jars
Pitcher or jar with cover - can be used as a measuring device	4 one quart size
Q-tip swabs	6 packages
Safety pins - assorted sizes	6 packages
Saline - 1 tsp. per quart sterile water = normal saline	4 boxes
Sanitary napkins - can be used for heavy bleeding wounds	2 cases
Spine board - long and short	2 each
Splints - inflatable, boards, magazines or other	Several sets
Standard surgical gloves - medium and large	4 boxes
Table	4
Thermometer - oral - Tempa-dot, disposable	4 boxes each
Toilet tissue	4 cases
Tongue depressors	4 packages
Towelettes - moist	15 boxes
Treatment log	1
Triage tags (from Office of Emergency Services)	150
Tweezers - large	9 pairs
Tylenol (15 grains)	6 bottles
Water purification tablets, or	4 bottles
Household bleach (6 drops in 1 gallon of water)	2 gallons

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION

Management/Command
Incident Commander Go-Kit

- ❑ School Emergency Plan
- ❑ Campus map
- ❑ Staff and student roster
- ❑ Job description clipboard
- ❑ Walkie talkie/FRS
- ❑ AM/FM radio
- ❑ Bullhorn
- ❑ Whistle
- ❑ Pens, pencils, paper and clipboard
- ❑ Disaster response forms
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment

Management/Command
Incident Commander Supplies/Equipment

- ❑ School district radio
- ❑ Table and chairs *(if EOC has to be moved outside)*

Management/Command
PIO Go-Kit

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

Management/Command
PIO Supplies/Equipment

- ❑ Newsprint or dry erase board and portable easel
- ❑ “Media Here” Sign

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

Management/Command
Safety Officer Go-Kit

- ❑ School Emergency Plan
- ❑ Job Description clipboard
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment
- ❑ Pens, paper and clipboard
- ❑ Walkie-talkie/FRS

Management/Command
Liaison Officer Go-Kit

- ❑ School Emergency Plan
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment
- ❑ Pens, paper and clipboard
- ❑ Walkie talkie/FRS

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS
Section Chief Go-Kit

- ❑ School Emergency Plan
- ❑ Job description clipboard
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment
- ❑ Pens, pencils, paper and clipboard
- ❑ Walkie talkie/FRS
- ❑ Campus supply storage lists
- ❑ School site maps and regional/neighborhood maps

OPERATIONS
Assembly/Shelter Team Leader Go-Kit

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

OPERATIONS
Assembly/Shelter Team Go-Kit

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

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS
Assembly/Shelter Team Supplies/Equipment

- ❑ Supply storage map
- ❑ Tarps/black poly sheeting (rolls)
- ❑ 5-gallon toilet buckets
- ❑ Toilet paper
- ❑ Stainless steel clamps
- ❑ Sanitation supplies
- ❑ Poles
- ❑ Toilet bucket liners
- ❑ Disposable hand-wipes
- ❑ Blankets

OPERATIONS
Communications Team Leader Go-Kit

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

OPERATIONS
Communications Team Leader

- ❑ Table and chairs
- ❑ File boxes

OPERATIONS
Communications Team Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Walkie-talkies/FRS
- ❑ Map of facility
- ❑ Pens, pencils, paper and clipboards
- ❑ Hard hats and vests/safety equipment
- ❑ Communications log
- ❑ Message forms
- ❑ Position roster

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS
Communications Team Supplies/Equipment

- ❑ Tables and chairs
- ❑ File boxes

OPERATIONS
Crisis Intervention Team Leader Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Info
- ❑ Roster of students and staff
- ❑ Student Emergency Contact Cards
- ❑ Walkie-talkie/FRS
- ❑ Job description clipboard
- ❑ Hard hat and vest/safety equip
- ❑ Mental Health Response Plan
- ❑ Map of facility
- ❑ Pens and pencils, paper

OPERATIONS
Crisis Intervention Team Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Mental Health Response Plan
- ❑ Map of facility
- ❑ Hard hats/vests/safety equipment
- ❑ Student Emergency Contact Cards
- ❑ Walkie-talkies/FRS
- ❑ Pens and pencils, paper and clipboards
- ❑ Tissues and rubber gloves

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS
First Aid Team Leader Go-Kit

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

OPERATIONS
First Aid Team Leader Supplies/Equipment

- ❑ Table and chairs
- ❑ Campus First Aid Kit *(*see recommended supply list)*
- ❑ Ground cover/tarps
- ❑ Stretchers
- ❑ Blankets

OPERATIONS
First Aid Team Go-Kit

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

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS
First Aid Team Supplies/Equipment

- ❑ Tables and chairs
- ❑ Campus First Aid Kit *(*see recommended supply list)*
- ❑ Ground cover/tarps
- ❑ Stretchers
- ❑ Blankets

OPERATIONS
Maint/Fire/Site Security Team Leader Go-Kit

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

OPERATIONS
Maint/Fire/Site Security Team Leader

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

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS
Maint/Fire/Site Security Team Go-Kit

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

OPERATIONS
Maint/Fire/Site Security Team Supplies/Equipment

- ❑ Wrenches and assorted tools
- ❑ Fire suppression gear
- ❑ Master keys

OPERATIONS
Search & Rescue Team Leader Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ School Disaster Plan
- ❑ Hard hat, vest and safety equipment
- ❑ Job desc. clipboard
- ❑ Map of school
- ❑ Walkie-talkie/FRS
- ❑ Flashlight w/batteries
- ❑ Pens and paper

OPERATIONS
Search & Rescue Team Leader

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

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS
Search & Rescue Team Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Duct tape and sharpies
- ❑ Backpacks for gear/first aid supplies
- ❑ Clipboards, paper and pens
- ❑ Map of school
- ❑ Walkie-talkies/FRS
- ❑ Sturdy shoes/boots
- ❑ Hard hats/vests/safety equip
- ❑ Whistles
- ❑ Rubber gloves/dust masks
- ❑ Leather gloves

OPERATIONS
Search & Rescue Team Supplies/Equipment

- ❑ Plastic buckets for tools/gear
- ❑ Blankets
- ❑ Fire extinguishers
- ❑ Flashlights w/batteries
- ❑ Master keys and bolt cutter
- ❑ Crowbars and fire axes
- ❑ Shovels and ropes
- ❑ Caution tape and barricades
- ❑ Basic first aid kit
- ❑ Cribbing supplies

OPERATIONS
Student Release Team Leader Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Hard hat, vest and safety equipment
- ❑ Pens and paper
- ❑ Map of school
- ❑ Walkie-talkie/FRS
- ❑ Job description clipboard

OPERATIONS
Student Release Team Leader Supplies/Equipment

- ❑ Table and chair

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS
Student Release Team Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Yellow caution tape
- ❑ Paper, pens, markers
- ❑ Stapler and staples
- ❑ School Site Map
- ❑ Student Emergency Cards
- ❑ Dry erase markers
- ❑ Clipboards (lots)
- ❑ Scotch tape and dispenser
- ❑ Vests

OPERATIONS
Student Release Team Supplies/Equipment

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

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS
Section Chief Go-Kit

- ❑ School Emergency Plan
- ❑ Map of facility
- ❑ Pens and pencils, paper
- ❑ Hard hat, vest and safety equipment
- ❑ Walkie-talkie/FRS
- ❑ On-campus supply storage list(s)/map
- ❑ Job description clipboard
- ❑ Master keys

LOGISTICS
Section Chief Supplies/Equipment

- ❑ Table and chair

LOGISTICS
Supplies & Staffing Team Leader Go-Kit

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

LOGISTICS
Supplies & Staffing Team Leader

- ❑ Table and chair
- ❑ Phone
- ❑ Computer or laptop

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS
Supplies & Staffing Team Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Walkie-talkies/FRS
- ❑ On-campus supply storage list(s)/map
- ❑ Communications log
- ❑ Map of facility
- ❑ Pens and pencils, paper
- ❑ Hard hats, vests and safety equipment

LOGISTICS
Supplies & Staffing Team Supplies/Equipment

- ❑ Table and chair
- ❑ Phones
- ❑ Computers or laptops

LOGISTICS
Transportation Team Leader Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ School Disaster Plan
- ❑ Map of facility
- ❑ Job description clipboard
- ❑ Hard hat, vest and safety equipment
- ❑ Walkie-talkie/FRS
- ❑ Pens and pencils, paper
- ❑ Communications log

LOGISTICS
Transportation Team Leader Supplies/Equipment

- ❑ Table and chair
- ❑ Phone

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS
Transportation Team Go-Kit

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

LOGISTICS
Transportation Team Supplies/Equipment

- ❑ Table and chair
- ❑ Phones

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE
Section Chief Go-Kit

- ❑ School Emergency Plan
- ❑ On-campus supply storage list(s)/map
- ❑ Map of facility
- ❑ Job description clipboard
- ❑ Pens and pencils, paper
- ❑ Master keys
- ❑ Hard hat, vest and safety equip
- ❑ Walkie-talkie/FRS

PLANNING/INTELLIGENCE
Section Chief Supplies/Equipment

- ❑ Table
- ❑ Chair

PLANNING/INTELLIGENCE
Documentation Team Leader Go-Kit

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

PLANNING/INTELLIGENCE
Documentation Team Leader Supplies/Equipment

- ❑ Table
- ❑ Chair

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE
Documentation Team Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Map of facility
- ❑ Pens and pencils, paper
- ❑ Hard hat, vest and safety equipment
- ❑ Walkie-talkie/FRS
- ❑ On-campus supply storage list(s)/map
- ❑ Job description clipboard
- ❑ Master keys

PLANNING/INTELLIGENCE
Documentation Team Supplies/Equipment

- ❑ Table
- ❑ Chairs

PLANNING/INTELLIGENCE
Situation Status Team Leader Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ Walkie-talkie/FRS
- ❑ Assorted regional/area maps
- ❑ Job description clipboards
- ❑ File Boxes
- ❑ Vendor contracts/agreements list
- ❑ Large facility and site maps
- ❑ Pens and pencils, markers and paper
- ❑ Hard hat, vest and safety equipment

PLANNING/INTELLIGENCE
Situation Status Team Leader Supplies/Equipment

- ❑ Table
- ❑ Chairs

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE
Situation Status Team Go-Kit

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

PLANNING/INTELLIGENCE
Situation Status Team Supplies/Equipment

- ❑ Table
- ❑ Chairs

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

FINANCE/ADMINISTRATION
Section Chief Go-Kit

- ❑ School Emergency Plan
- ❑ Vest and/or ID badge
- ❑ Hard hat
- ❑ Clipboard w/pad and pens/Sharpies
- ❑ Walkie-talkie/FRS
- ❑ Job description clipboard
- ❑ File folders and boxes

FINANCE/ADMINISTRATION
Section Chief Supplies/Equipment

- ❑ Table
- ❑ Chair

FINANCE/ADMINISTRATION
Recordkeeping Team Leader Go-Kit

- ❑ Team Leader Checklist
- ❑ Team Checklist and Contact Information
- ❑ Walkie-talkie/FRS
- ❑ Job description clipboard
- ❑ File Boxes
- ❑ Vendor contracts/agreements list
- ❑ Pens and pencils, paper
- ❑ Hard hat and vest

FINANCE/ADMINISTRATION
Recordkeeping Team Leader Supplies/Equipment

- ❑ Table, chair, computer or laptop

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

FINANCE/ADMINISTRATION
Recordkeeping Team Go-Kit

- ❑ Team Checklist and Contact Information
- ❑ Vendor contracts/agreements list
- ❑ Pens and pencils, paper
- ❑ File Boxes
- ❑ Walkie-talkies/FRS
- ❑ Hard hat and vest

FINANCE/ADMINISTRATION
Recordkeeping Team Supplies/Equipment

- ❑ Table
- ❑ Chairs

RECOVERY

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

RECOVERY ACTION CHECKLIST

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

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

During the preparedness phase, local vendors who can assist in recovery efforts should be identified. Items and services, such as debris removal, carpet repair and replacement, cleaning services, computer data recovery, fire restoration,

structural engineers, tree damage/repair/removal, etc. should be arranged for in advance of an emergency situation.

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

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

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

Schools and districts need to keep students, families and the media informed. Be clear about what steps have been taken to attend to student safety. Let families and other community members know what support services the school and district are providing or what other community resources are available. Messages to students should be age appropriate. It may be necessary to translate letters and other forms of communication into languages other than English depending on the composition of the communities feeding the affected school(s). Be sure to consider cultural difference when preparing these materials.

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

Provide assessment of emotional needs of staff, students, families and responders. Assess the emotional needs of all students and staff, and determine those who need intervention by a school counselor, social worker, school psychologist or other mental health professional. Arrange for appropriate interventions by school or community-based service providers. In addition, available services need to be identified for families who may want to seek

treatment for their children or themselves. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

Provide stress management during class time. Trauma experts emphasize the need to create a caring, warm and trusting environment for students following a crisis. Allow students to talk about what they felt and experienced during the traumatic event. Younger children who may not be able to fully express their feelings verbally will benefit from participating in creative activities including drawing, painting or writing stories. Young adolescents benefit from group discussions in which they are encouraged to talk about their feelings, as well as from writing plays or stories about their experiences. Engage older adolescents in group discussions, and address any issues of guilt ("I could have taken some action to change the outcome of the crisis").

Conduct daily debriefings for staff, responders, and other assisting in recovery. Mental health workers who have provided services after crises stress the importance of ensuring that those who are providing "psychological first aid" are supported with daily critical incident stress debriefings. Debriefings help staff cope with their own feelings of vulnerability.

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

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

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

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

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

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

ADDRESSING THE NEEDS OF INDIVIDUALS WITH DISABILITIES

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

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

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

Review Evacuation Procedures for Individuals with Disabilities annually and make changes as necessary.

Resources Available for Schools

Information, Guides and Reports

Emergency Plan Web Site

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

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

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

Infrastructure Protection: National Clearinghouse for Educational Facilities

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

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

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

Campus Public Safety Guide

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

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

SCHOOLGUARD
www.SchoolGuard.com is a website that was created by the USDOE Emergency Response and Crisis Management Grant #Q184E040087 to provide information to schools and parents on emergency preparedness.

Information Specifically for Children

A Web site with age-appropriate information for children on disasters is at www.fema.gov/kids/. In addition, the Department of Homeland Security is working to expand its citizen preparedness "Ready" campaign by getting children involved in preparing for crises. The Web site is planned to be launched in 2005.

Information Dealing With Trauma

The National Child Traumatic Stress Network Web site
http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool contains the following links to tools and materials that can be used by schools both for school planning purposes and as handouts to parents and caregivers:

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

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

Grants Available From the U.S. Department of Education

Emergency Response and Crisis Management Discretionary Grants
Emergency Response and Crisis Management grants provide funds to local educational agencies to improve and strengthen their emergency response and crisis management plans. This year, ED is obligating 105 awards for a total of $28 million. ED anticipates conducting another competition in the area of crisis planning in fiscal year 2005. We anticipate that a notice regarding the competition will be issued in a few months.

The Safe Schools-Healthy Students Initiative Grants
These grants provide students, schools and communities with federal funding to implement a comprehensive plan of activities, programs and services focusing on promoting healthy childhood development and preventing violence and alcohol and drug abuse. In fiscal year 2004, ED contributed a total of $95 million for grants supporting this initiative. Other federal departments also contributed funds. We anticipate additional funding for this initiative in fiscal year 2005.

Questions and Answers

Q. Why is the Department of Education sending this information? Is there an imminent threat to America's schools?
A. The FBI and DHS are currently unaware of any specific, credible information indicating a terrorist threat to public or private schools, universities or colleges in the United States. The FBI and DHS have told us that there is no imminent threat to U.S. schools and that the group that conducted the operation in Russia has never attacked or threatened to attack U.S. interests. However, in an abundance of caution, the Department of Education and our federal law enforcement partners are providing state and local law enforcement officials and educators with an analysis of some of the important lessons learned about the recent incident in Beslan, Russia.

Q. Who else have federal officials contacted regarding the Beslan incident?
A. The DHS and FBI recently sent an analysis of the Beslan incident to their constituents in the law enforcement field. The Department of Education (ED) is distributing information to our constituents in the education community. Among those to whom ED is sending the information are: school police and school security personnel; school resource officers; emergency response and crisis management grantees; chief state school officers; members of boards of education; organizations representing principals; institutions of higher education; and various groups representing non-public schools. Our intent is to inform all appropriate school-related constituencies, all types of schools, whether public or non-public, and institutions of higher education.

Q. How should those informed respond to the bulletin?

A. School districts, in partnership with local law enforcement officials and first responders, should review their crisis plan, ensure that it is up to date, practice their plan, and make modifications as needed.

Q. What should we tell parents and students?
A. We believe you need to be truthful and open. You need to tell students that there are no imminent threats to U.S. schools but that there is a continued need to be prepared to deal with a wide range of crises that can occur in schools and communities.

***Q. Are there any resources available at the federal level to help us with our crisis* planning?**
A. Yes, there are numerous Web pages, booklets, manuals, clearinghouses, etc. available to help you. A summary of resources is found as an attachment to this document.

Q. What about financial resources? Does ED have any financial resources to assist school districts?
A. ED anticipates conducting another competition in the area of crisis planning in fiscal year 2005. We anticipate that a notice regarding the competition will be issued in a few months.

What the Law Requires of Schools

THE FIELD ACT
(Garrison Act and Riley Act)

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

THE KATZ ACT

Requires schools to establish an earthquake emergency system:

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

PUBLIC EMPLOYEES ARE DISASTER SERVICE WORKERS

California Government Code Section 3100

All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed

or,

- A federal disaster declaration has been made

NOTE: No public school employee may leave the school site during an emergency until formally released.

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

POST-DISASTER SHELTERS

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

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

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

THE PETRIS BILL
California Government Code Section 8607

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

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

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5
February 28, 2003

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

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

Initial compliance deadlines:

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

The Language of Emergency Response

Acronyms

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

Glossary

Action Plan	the plan prepared on-site by the Management Team that will guide response to the emergency at hand.
Activate	is the verb used to describe the intention of implementing the emergency plan.
American Red Cross	a national volunteer agency that provides disaster relief.
Command Post	is the physical location where the Management Team and Section Leaders gather to coordinate response activities.
Damage Assessment	the process used to determine the amount and severity of damage caused by a disaster or emergency.
Disaster	a sudden, calamitous event that causes damage, loss, and destruction to people and property.
Disaster Service Worker	refers to any public employee or any unregistered person impressed into service consequent to a state of emergency.
Emergency	a condition of disaster or extreme peril to the safety of persons and property.
Emergency Operations Center	the location from which centralized management is performed during emergency response.
Emergency Operations Plan	the plan that each district has and maintains for responding to disasters and/or school crisis's.
Exercise	a simulated emergency situation designed to evaluate an organization or agency's level of preparedness.
Federal Disaster Assistance	refers to the federal government's in-kind and financial assistance provided to disaster victims, the state, or local government agencies through the Federal Disaster Relief Act.
First responder	a collective term used to describe law enforcement, fire, EMS, public works, and public health personnel; those agencies generally first on the scene during emergencies.
Function	the five major components of the Incident Command System: Management/Command, Operations,

	Planning/Intelligence, Logistics, and Finance/Administration.
Hazard	any source of danger or element of risk to people, property, or the environment.
Hazard Mitigation	any measure taken that attempts to eliminate or reduce the potential for damage or injury from a disaster.
Incident	an occurrence or event, natural or man-made, that requires action by emergency personnel.
Incident Commander	the individual responsible for the overall management and command during an emergency response. In a Unified Command situation, this function may be performed by two or more individuals representing multiple agencies.
Incident Command System	the national standard for on-scene emergency management.
Management by Objectives	a top-down management activity that involves a three-step approach to problem-solving: establishing the objectives, selecting the appropriate strategy (ies) to achieve those objectives, and providing the direction of or assignments associated with the selected strategy.
Mass Care Facility	a location where food, lodging, clothing, first aid, welfare inquiry, and social services are available to victims of disaster.
Media	refers to any/all of the means of disseminating information and instructions to the public: radio, television, and newspapers.
Memorandum of Understanding	a pre-existing agreement between agencies to render support (personnel, equipment or facilities) during times of emergency.
Mitigation	the pre-event actions taken to lessen the effects and impact of a disaster.
Operational Area	an intermediate level of the state emergency organization, consisting of a county and all of the political sub-divisions/special districts within its boundaries.

Preparedness	refers to the entire spectrum of planning and training that ensures emergency readiness
Recovery	those activities associated with “getting back to business” after an emergency; the long-term plan.
Response	those activities undertaken to address the immediate short-term effects of an emergency or disaster. Response activities include actions taken to save lives, protect property and meet basic human needs.
Section	within ICS, the organizational level with responsibility for a major functional area of incident response: Management/Command, Operations, Planning/Intelligence, Logistics, Finance/Administration.
Section Chief	the ICS title given to those individuals responsible for the command of a functional section.
Triage	a process of rapidly classifying patients on the basis of urgency of treatment.
Threats	those situations or circumstances that are likely to occur within, or affect, the Operational Area.