

Wm. S. Hart Union High School District

Sierra Vista Junior High School
EMERGENCY INTERVENTION ACTION PLAN 08-09

PURPOSE: To respond to physical, psychological and emotional need manifested as a result of an emergency, e.g., a death, serious accident, suicide, earthquake, a weapon and/or deadly force being used on campus, chemical seepage, etc.

PROCEDURES: *When an emergency incident occurs, take immediate action: report the incident and any action taken to the Emergency Crisis Team (ECT) Leader, who will assemble the ECT, make an assessment of the situation, take any further action deemed appropriate, and report the incident to the district office.*

PLAN OF ACTION

<u>Action</u>	<u>Responsible Person(s)</u>
1. The Emergency Crisis Team (ECT) coordinator will call a team meeting.	Thomas Flores, et al,
<ul style="list-style-type: none"> • The ECT will identify the emergency, gather information, and review the facts. 	Thomas Flores, Randy Parker, et al
<ul style="list-style-type: none"> • The ECT will determine what action and support is needed to address the crisis. 	Thomas Flores, Randy Parker, et al
<ul style="list-style-type: none"> • A designated ECT member will contact the needed support personnel. 	Thomas Flores
<ul style="list-style-type: none"> • The ECT Leader will establish a system of and manage the dissemination of all communications school wide. 	Randy Parker
The communications system should consider the following:	
<ul style="list-style-type: none"> • Staff: coordinate staff meetings, prepare written communications, prepare school wide announcements, prepare information useful to staff • Students: prepare written communications, prepare school wide announcements, meet with ASB officers and representatives, establish location(s) and procedures for students to be picked up by authorized personnel • Parents: prepare and disseminate information to parent group leaders: Parent Advisory Committee (PAC), Bilingual Advisory Committee (BAC), Compensatory Education Advisory Committee, etc. • Messages: establish center from which messages will be processed • Media: determine location and procedures to interact with media personnel, brief the School Information Officer 	
2. The Mental Health Team (MHT) will coordinate the location(s), strategies, and procedures for emergency counseling.	Stephanie Chun, et al
The MHT should consider the following:	
<ul style="list-style-type: none"> • identify high risk students and staff • identify appropriate facilities and coordinate their utilization's with Randy Estes • prepare and distribute counseling materials for teachers to use with students • peer helpers • establish an emergency counseling schedule, which will address: <ul style="list-style-type: none"> - who will be involved - time schedule - locations - student sign-in system • establish a referral system with psychological services 	
3. The ECT will plan, design, and conduct de-briefing meeting(s) as needed.	Thomas Flores, et al

The ECT should consider the following:

- time of day for the meeting(s)
- locations(s) of the meetings
- who is to attend
- the agenda
 - action items
 - discussion items
 - information only items

EVACUATION PROCEDURES

The school maps that should be displayed currently in every room describe: 1) egress routes to the designated Assembly Area (athletic fields), and 2) classroom locations within the Assembly Area. Teachers should escort their students to the designated Assembly Area assigned to their classroom whenever evacuation is necessary. It is important that teachers take their roll books with them to the Assembly Area. Attendance is always immediately upon arriving at your location in the Assembly Area.

Teachers must be prepared to report missing students to the Command Post soon after they reach the assembly area. Only those students who were present prior to the evacuation and are no longer present should be reported.

Most practice evacuations will be signaled audibly by bells and visually by blinking strobe lights (in equipped areas).

1. Repeating bells and strobe lights for a FIRE DRILL.
2. A public announce for an EARTHQUAKE (no bell in a real earthquake) - **“This is an earthquake drill.....”**
3. Announced over the public announcement system with instructions to be followed explicitly BOMB THREAT, HAZARDOUS MATERIALS
4. One long bell ALL CLEAR - return to classroom

When an alarm goes off during a passing period or a break: faculty, must report to their Assembly Area locations and students are to report to their **E Period Assembly Area**. Be sure to inform your team each semester of this and where you will be located in the Assembly Area.

When an incident occurs during a teachers Prep period, s/he is to report immediately to the Command Post and report in to the accountability personnel. After checking in they need to report to their assigned area or duty

In the event that power is lost to the school and bells are not available: teachers should exercise conservative judgment and evacuate if they believe an emergency condition exists in their classroom. Regarding earthquakes, quakes and aftershocks can differ in their impact on classrooms and equipment within classrooms. **If you feel that students could be in danger, then please evacuate your classroom.**

Next page:
What Happens During a Disaster Drill

Office Logistics:

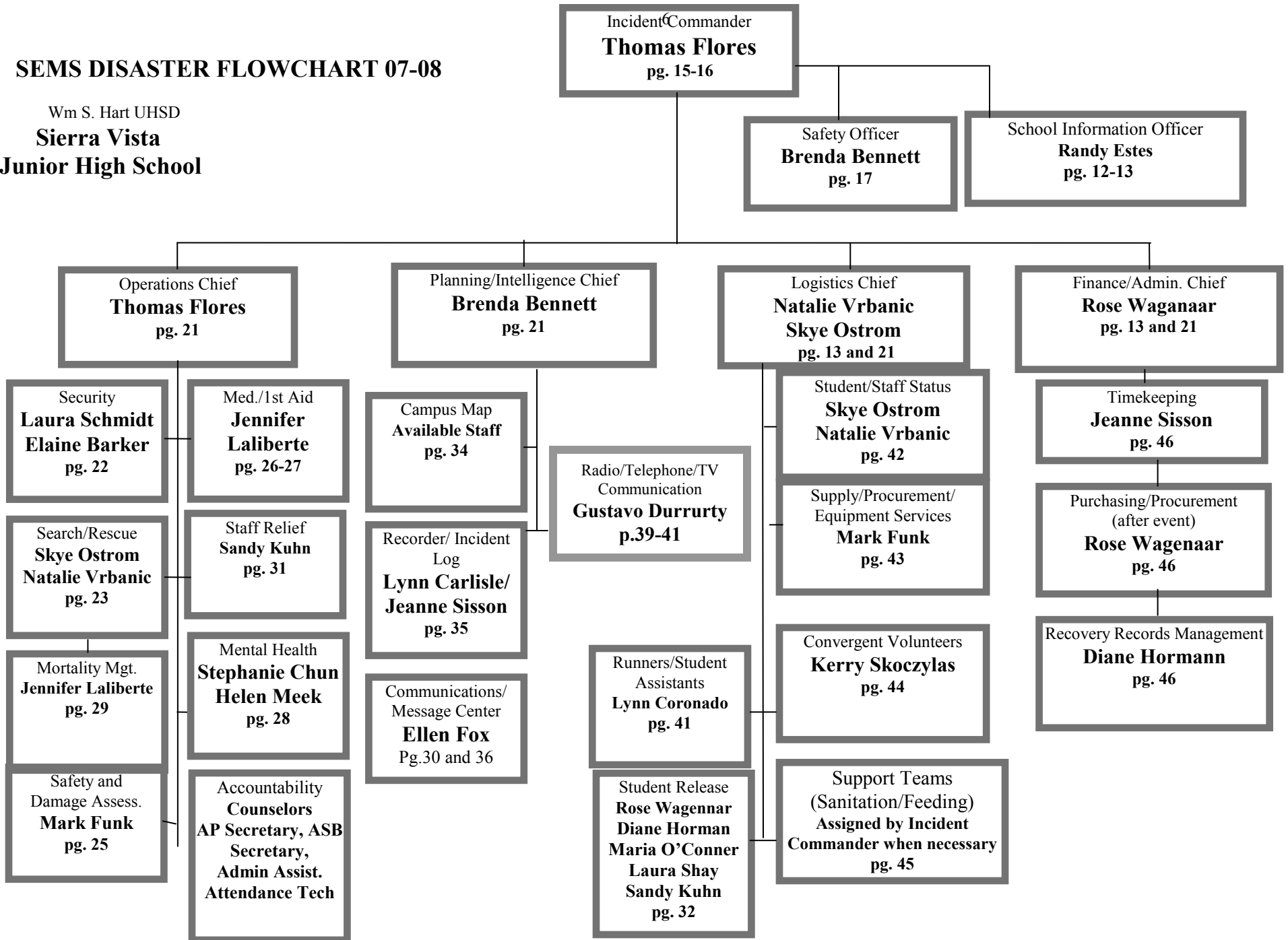
*Depending on the time of day, office staff needs to have lunches adjusted so that someone is taking care of the phones. Preferably we could turn the phones off with a disaster drill message.

What Happens During a Disaster Drill (practice):

1. Get your class out to the assembly area, take roll, get your Status Sheet to the command post and report to duty after your students have supervision or after you have dropped them off at their team area.
2. Typically the only stations that will be set up during a **drill** will be: The Command Center, The Student Runners (ASB students w/advisor), The Crisis Assessment Team, The Search and Rescue Teams, The First Aid Station, and at times the Student Release Gate.
 - a. The Command Center will include the Crisis Assessment Team and The Search and Rescue Team Coordinator. They will set up on the grass area next to the tennis courts behind the Fitness Center. They will need two tables, four chairs and the Search and Rescue Areas Map.
 - b. Planning and Intelligence Chief and School Information Officer will be responsible for accounting for staff along with other members of the Crisis Assessment Team.
 - c. Attendance Tech and Assistant Principal Secretary will account for office student service.
 - d. Area Coordinators and Command Center will have a map that includes where the interdisciplinary teams are located.
 - e. If other disaster teams are to assemble the administrator in charge will contact you before the drill.
3. *After you take your classes out to the Assembly Area:*
 - a. Take roll and send Status Sheet up to the command post. You take it, another adult can take it or a student runner can take it.
 - i. You should have a copy of your class roster. Take roll on this roster and send the Status Sheet up to the command post.
 - b. **Search and Rescue Members/Teams** -- After you have taken care of the accounting of your students:
 - i. **You can check in at the disaster bins if your class has supervision and leave a class roster with the supervisor.**
 - or
 - ii. **You can walk your class and drop them off with their team and leave a class roster with the supervisor. Then check in at the disaster bins.**
 - iii. **The Search and Rescue Coordinator will meet the Search and Rescue teams at the disaster bins. After the Search and Rescue teams check in, the S&R Coordinator will head over to the Command Post to mark down the cleared areas on the Search and Rescue Map.**
 - iv. **Electives, PE, and Math:** When you feel it is appropriate, you may escort your students to their teams and give the supervising teachers your class roster so they can take roll again and so they know who is actually present.
4. Other Disaster Teams: Because this is a drill and time is limited, other teachers and adults can stay with their classes/teams.
5. First Aid Team:
 - a. You will assemble your team members on the Tennis Courts.
 - b. The First Aid Team will have the golf cart.
 - c. When a rescue is needed, they will dispatch the golf cart to pick up the injured.

SEMS DISASTER FLOWCHART 07-08

Wm S. Hart UHSD
Sierra Vista
Junior High School



SEMS EMERGENCY TEAMS

Our basic emergency plan has notification of the Emergency Crisis Team (ECT) as the first step in every emergency situation that is **not** considered a disaster. The attached telephone tree has been developed to speed that notification process in the event the crisis occurs during non-school hours. Whenever a disaster occurs, the ECT will meet at the earliest possible time to determine the appropriate course of action. The actions will vary with different types of disasters. Once the action to be taken has been determined, the appropriate team coordinators will begin to mobilize their groups into action. *If the designated Coordinator is not available, the Assistant Coordinator will assume those responsibilities.*

* **Team Leader**

CRISIS ASSESSMENT TEAM

* Thomas Flores - Coordinator
Randy Parker - Assistant Coordinator
Brenda Bennett
Randy Estes
Trish Hogan
Mark Funk
Gustavo Durruty

ACCOUNTABILITY TEAM

Helen Meek
Angela Villa-Knolls
Randy Estes
Melissa Roth
Laura Shay
Rose Wagenaar
Sandy Kuhn

FIRST AID TEAM

*Jennifer Laliberte- Coordinator
Jeanne Sisson - Assistant Coordinator
Lori Caldwell
Jill Colet
Debbie Leitzell

SEARCH/RESCUE/FIRE TEAM

Search and Rescue Coordinator:

***Skye Ostrom and *Natalie Vrbanic**

Underline = Team leader

Team/Area 1

***Nicole Terranova**

Katie Hoggatt
Kirk Jennings

Team/Area 2

*** Nikki Marsh**

Kayla Spears
William Pieleszek

Team/Area 3

***Mark La Plant**

Kellie Kontis
Diana Clark

Team/Area 4

***Kathlee Coleman**

Mark Franano
Doris Barela-Fossen

Team/Area 5

***George Velarde**

Darcy Frandsen
Matt Ballard

Team/Area 6

***Tracy Stanhope**

Anthony De La Cruz
Lorraine Fulleman

Team/Area 7

*** Ian Harper**

Joanne Lopez
Mary Sirchia

COMMAND POST MGT. TEAM

* Thomas Flores - Incident Commander
Randy Parker – Operations Section Chief
Brenda Bennett – Intelligence Section Chief
Randy Estes – Logistics Section Chief
Rose Wagenaar– Finance Section Chief
Trish Hogan – Information Officer
– Teacher liason

MENTAL HEALTH TEAM

*Stephanie Chun - Coordinator
Helen Meek- Assistant Coordinator
Melissa Roth
Randy Estes
Linda Eveleth

COMMUNICATIONS TEAM

*Trish Hogan (PIO) - Coordinator
Candy Holsenbeck - Internal Coord.
Aureo Lintag - Technology Coord.
Lynn Carlisle - Message Center
Vivian Lawrence - Message Center

Search Areas

Area 1 search 100's and 200's

Area 2 search 300's and 400's

Area 3 search 500's and 601-607

Area 4 search 800's, 900's, Fitness Center, PE Lockers, Kitchen, MPR, Staff Room

Area 5 1000's, 608 – 619,

Area 6 Administration Office, 700's, 1100's, and Library

Area 7 search 1200's, Boys and Girls Club with Gym

SEMS EMERGENCY TEAMS Cont.

COMMAND POST

Randy Parker/Thomas Flores
(alternate – Randy Estes)

CONVERGENT VOLUNTEERS

* Kerry Skoczylas–Coordinator
Parent Volunteer Leaders

MORTALITY MANAGEMENT TEAM

*Jennifer Laliberte - Coordinator
Helen Meek - Asst. Coordinator

FOOD AND WATER DISBURSEMENT

Coordinated through Incident Commander and Search and Rescue Team.

SAFETY OFFICERS

*Mark Funk-Coordinator
Dpty. Devin Freeman

SAFETY/DAMAGE ASSMNT. TEAM

*Mark Funk- Coordinator
Bob Yakel - Assistant Coordinator
Jed Heller
Stan Rushing

SECURITY TEAM

*Laura Schmidt - Coordinator
Angela Sharaby
Susan Rodney
Elaine Barker
Debbie Leitzell

STUDENT RELEASE TEAM

***Randy Parker**- Coordinator
Diane Hormann
Sandy Kuhn
Rose Wagennar
Laura Shay
Maria O’Conner- Interpreter
Vivian Lawrence – Interpreter
Jenni Frias
Lilly Coronado
ASB Students

STAFF RELIEF (help with relieving teachers)

*Sandy Kuhn and Rose Wagenaar - Coordinator
ASB Students

STUDENT RUNNER TEAM

*Lilly Coronado- Coordinator
Some ASB students are attached to the Communications Team. They will be used as runners from the Command Post to the teams in the Assembly Area under Lilly Coronado Direction.
Some to assist staff relief and student release

SUPPORT TEAM

* and - Coordinators
Associate kitchen personnel
Groundsmen/Maintenance Custodian/
Custodians

***AREA COORDINATORS / SUPERVISING STAFF**

Erin	Acquaviva
Wendy	Aird
*April	Brownlee
Lori	Caldwell
Stephanie	Caneday
Michael	Copenhavor
Summer	DeWitt
Falon	Feix
Ellen	Fox
Karyn	Fresquez
Margie	Fresquez
Marq	Hawkins
Lisa	Henry
Mary	Herr
Cathy	Islas
Jennifer	Jones
Verna	Julian-Remonenq
Kellie	Kontis
Lisa	Kygar
Christy	Lennarz
Margaret	Liniger (Fridays Only)
Marie	Lyle
Sarah	Meisner
Lori	Monterrosa
Susan	Neshek
*Judy	Parkinson
Rick	Pendleton
*Llona	Pennay
Jessica	Peterson
Will	Pieleszek
Beth	Shedd
Kristen	Stauch
Sondra	Tersigni
Julie	Velazquez
Susi	Veltri
Susanne	Veltri
Chelsea	Wright
Sheri	Zamperin

Insert 7th Grade Assembly Map Here

Insert 8th Grade Assembly Map
Here

INCIDENT COMMAND SYSTEM SEMS RESPONSE TEAM ORGANIZATIONAL STRUCTURE

In compliance with California statute, the Wm. S. Hart Union High School District (Hart District) uses the Standardized Emergency Management System (SEMS) in its emergency plans and procedures. All Hart District disaster plans will be based on the Incident Command System—a nationwide standard and a component of SEMS.

The Incident Command System (ICS) is an expandable system that has proven to be workable for many disasters, from small emergencies to large disasters. Every complex job needs to be organized, and emergency management is no exception.

MAJOR CONCEPTS/COMPONENTS

Every emergency, no matter how large or small, requires that certain tasks be performed.

Every incident will need a person in charge, called the **Incident Commander**—Thomas Flores.

Span of Control - no one person should be in charge of more than 7 people (the optimum number is 5). [**Note:** this does not apply to Student Supervision.]

Common terminology

- All teachers and staff in the schools/district should use the same words to refer to the same situation.
- This terminology should be known before a disaster.
- This is one of the most important reasons to use ICS. If and when the fire department or other responding agencies come on campus, they'll interface better with the school district's command structure if similar jobs are described with similar wording.

HOW ICS FUNCTIONS IN THE HART DISTRICT

- * **All sites (schools/district) use ICS as a basis for their organizational structure.** The District EOC Plan contains detailed response and management procedures for all personnel at the school district administrative center and support sites (Warehouse, Maintenance, Transportation).
- * **One person in charge**-Incident Commander (IC) at the schools and District EOC Commander at the District level. This top-level person works closely with the Command Staff [Safety Officer and Information/]Liaison Officer (or PIO/Liaison Officer at District)] and the General Staff (the Section Chiefs).
- * A **Section Chief** oversees and coordinates the activities of each of the five ICS Sections:

<u>Operations</u>	<u>Planning/Intelligence</u>	<u>Logistics</u>	<u>Finance/Administration</u>	<u>School Information Officer</u>
FLORES	BENNETT	VRBANIC-OSTROM	WAGENAAR	ESTES

A clearly defined **chain of command** is in place in advance of any emergency and is supported by appropriate training.

ICS POSITIONS

Incident Commander (IC) –Thomas Flores: an emergency requires constant management from the Command Post (CP). This means the IC doesn't leave the Command Post without delegating someone to take over. The IC will constantly:

- Assess the situation.
- Know what resources are available.
- Determine a strategy for implementing the plan to handle the incident.
- Monitor how well (or poorly) the plan is working.
- Adjust the plan to meet the realities of the situation.
- Make sure that the response is being fully documented-for legal and financial reasons.
- If appropriate to the situation-no other qualified person is available-act as Safety Officer to make sure that the safety of students and staff and others on the site is the highest priority.

The Incident Commander (IC) is to coordinate all response activities through the Section Chiefs. The IC is to "stand back and keep hands off." His/her role is “managing” from the Command Post.

School Information Officer & Liaison : this position is located directly under the Incident Commander. According to the Hart District disaster plan, only the District PIO is authorized to speak for the District. Schools and other district sites should refer media inquiries to the District PIO. If there is a situation when an immediate response from the school is required and the District PIO/Liaison is not accessible, the site administrator should prepare a statement to be given by the site Information/Liaison person. In either case, no one other than the designated District PIO/Liaison or School Information/Liaison should talk to the media.

As appropriate to the scope of the disaster, this person serves as Liaison Officer the point of contact for assisting and cooperating agency representatives (fire, law enforcement, Red Cross, etc.)

Operations Section - includes all the emergency response jobs. These are the "*DOERS*".

- Security
- Search & Rescue
- Safety/Damage Assessment
- Medical/First Aid
- Student Supervision
- Student Release

Planning/Intelligence Section - keeps track of resources available or needed, assesses the situation, anticipates changing situations and needs, documents the response, and manages the large site map at the Command Post. These are the "*THINKERS*".

- Campus Map (plotting map)
- Recorder/Incident Log
- Message Center
- Radio/Telephone Communication Team
- Runners

Logistics Section - this has to do with how things get done (the person power, personnel/student resources, supplies, and equipment). These are the "*GETTERS*".

- Student/Staff Status
- Supply/Procurement/Equipment/Services
- Convergent Volunteers
- Support Teams

Finance/Administration Section - includes timekeeping of response workers during the disaster response and recovery phases, buying things and keeping comprehensive financial records, maintaining/managing all recovery records. These are the "*RECORDERS and PAYERS*".

- Timekeeping
- Purchasing/Procurement
- Recovery Records Management

COMMAND POST (CP)

Location – Outside the Tennis Courts on the grass behind the Fitness Center: It is best to locate the CP so that the full Emergency Assembly Area is in view, while maintaining adequate separation from students, medical treatment area and Student Request and Release Gate(s). Also, it should be set up in close proximity to the outside disaster supply storage container. Have alternate locations in mind, including off-campus evacuation site(s). If possible try to move into a covered area.

Responsibilities

- Institute Incident Command System (ICS)
- Assess type and scope of emergency
- Determine threat to human life and structures
- Determine need for site evacuation and take appropriate action

Positions Stationed at CP

Accountability Station
 Incident Commander
 Recorder/Incident Log
 Message Center
 Radio/Telephone Communication
 Student/Staff Status
 Campus Map

Equipment/Supplies

Tables (4) & chairs (as needed)	Master Keys
Job description clipboards	Site Status Report - EOC Message Form
Staff Roster (classified and Cert)	Class Lists
District 2-way radio	Campus 2-way radios
Accountability Reports	AM/FM battery operated radio
Disaster plan	Campus map
Bullhorn	Two Canopies
Incident logs	Absent List
Pens, markers, tape, stapler & staples,	ATTENTION/NO ATTENTION NEEDED BOXES
Paper clips, 3-hole punch, extra batteries, Highlighters	“Accountability Sheet” for attendance tech

Ancillary Teams - These positions are located immediately adjacent to the CP so that they can be quickly accessed (second table is for this group):

- Supply/Procurement/Equipment/Services
- Information/Liaison
- Section Chiefs: Operations, Planning/Intelligence, Logistics, Finance/Administration, School Information Officer
- Runners
- Convergent Volunteers
- Unassigned Personnel: all teachers in their prep period at onset of disaster, all office and classroom classified personnel
- Search & Rescue
- Timekeeping

INCIDENT COMMANDER

Duties:

1. Observe and direct all operations.
2. Coordinate all response actions with the appropriate Section Chiefs.
3. Assign all disaster personnel or reassign as injuries or absences dictate.
4. Communicate situation status to the District on a regular basis by phone, two-way radio, written status reports- as appropriate.
5. Serve as Safety Officer if other qualified top-level site administrator has other assignment.
6. Provide for the health and safety of students and personnel as the first priority of disaster response.
7. Remain calm. Lead by example; your behavior sets tone for staff and students.

Location:

Command Post

Training:

1. All available disaster management training offered by the District or emergency management agencies.
2. Damage Assessment-Post-Earthquake Damage Evaluation for California Schools (The purpose of this training program is to enable school administrators, facility managers, and custodians to assess the damages to their buildings and decide whether the structures are safe to reoccupy.)
3. The principal and an alternate school administrator should be trained in shelter management.

Equipment:

1. Bullhorn with batteries
 2. Current list of staff assignments to disaster teams
 3. Emergency Procedures Manual
 4. Site Status Report-EOC Message Forms (Form-12)
 5. Decision/Action log
 6. Pen, pencil, note pad, clipboard, paper clips
 7. Job description clipboard
 8. Mortality Management Guidelines (FEMA Multihazard Safety Program for Schools)-Get from Medical/First Aid Team
- (all the above can be found in the Safe School Plan)

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA) and check in with department. Proceed to the disaster storage area to form Command Post teams and get supplies. Brief Section Chiefs, PIO/Liaison and Safety Officer.

1. Verify that Emergency Assembly Area is still safe
2. Establish location of Command Post.
3. Direct opening of disaster container and Command Post setup.
4. Obtain personal equipment.
5. Assess type and scope of disaster.
6. Assign all disaster personnel or reassign as injuries or absences dictate. Maintain an updated duty roster, with date and times indicated. (Maintain all duty rosters as legal documents, to be given to the Finance/Administration Section Chief.)
7. Provide for immediate set up of Student Release Team so that they will be available to deal with parents as quickly as possible.
(Do not authorize the release of students until completion of student accounting.)
8. With Operations Section Chief, determine threat to personnel and structures.
9. With Operations Section Chief, determine need for evacuation and take appropriate action.

10. With Section Chiefs, determine which disaster teams need to be activated (i.e., Security to close campus, dispatch Search & Rescue teams, etc.)
11. Have Operations Chief direct the setup of a sanitation area remote from Emergency Assembly Area
12. Monitor that all actions taken are documented with time line.
13. Using the Site Status Report-EOC Message Forms (Form-12), notify Asst. Superintendent, Administrative Services or, if operational, the District Emergency Operations Center (EOC) of disaster and keep updated on a regular basis, including:
 - a. Number of students injured and extent of injuries. DO NOT TRANSMIT THE NAMES OF CRITICALLY INJURED OR DEAD OVER THE TWO-WAY RADIOS. These names will have to be hand delivered to the District EOC when time and circumstances permit.
 - b. Type and extent of damage to buildings and grounds (i.e., utilities, roofs, ceilings, etc.)
 - c. Actions being taken by disaster teams and list of any actions being performed by outside agencies on campus.
 - d. Assistance requested from District.
 - e. Establish time of next update.
14. Provide for periodic reports of confirmed information to students and staff.
15. Refer requests for assistance to appropriate Section Chiefs, including list and last known location of missing personnel to search teams.
16. After student accounting is complete, authorize Operations Chief to direct Student Release Team to begin releasing students according to established procedures.
17. Assess total school situation:
 - View campus map periodically for Search & Rescue progress and damage assessment information.
 - Check with Section Chiefs for periodic updates
 - Approve all information before release by Information/Liaison Officer to parents or general public. (When unusual situations occur and it is impossible or impractical to direct media inquiries to the District Public Information Officer, you should clear all information with the District PIO prior to its release.)
18. Direct Information/Liaison Officer to coordinate with all off-campus organizations, including press on scene, Red Cross personnel on scene, police and fire personnel on scene.
19. Maintain IC log of decisions/actions taken during disaster.
20. Utilize your backup; plan and take regular breaks: 5-10 minutes every hour, relocate away from the CP.
21. Plan regular breaks for all staff and volunteers.
22. When the situation warrants it, release staff according to predetermined priority list established by school site.
23. Remain on and in charge of your campus until redirected or released by the District Superintendent.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

ACCOUNTABILITY

Duties:

1. Make sure substitutes/substitute folders have the information needed for a disaster.
2. Set up the accountability station at the Command Post area
3. Account for all classified staff and certificated staff.

Assignment:

The counselors, the admin assistant, the attendance tech, the AP secretary, and the ASB secretary.

Location:

Immediately adjacent to Command Post.

Training:

In-school reflection on the process, active collaboration amongst team members, and in and out of school emergency training.

Equipment:

two tables, 10 chairs, pens, pencils, highlighters, two boxes: one labeled: “**Attention Needed**” and the other box labeled: “**No Attention Needed.**” Updated lists of teachers/certificated staff, updated lists of classified staff, absent list of staff, and absent list of students, 4 signs with counseling alpha on each one, tape, Attendance Binder

Procedures:

1. Set up at the tables at the command post,
2. Admin assistant, AP Secretary, and ASB Secretary will set up on the farthest left end of the tables (to determine the left farthest end you would be facing the tennis courts.) Admin assistant will need: complete list of all classified employees which include, but not limited to: office personnel, paraprofessionals, custodians, cafeteria workers, campus supervisors, computer tech, etc, and a list of who is absent.
3. Next will be the counselors in the Alpha order according to their alphabet distribution. To determine proper order of set up when one is the facing the tables, counselors should be in alpha order from left to right and Admin Assistant to the farthest right. They will each need an updated list of certificated staff, including teachers, psychologist, speech therapist, counselors, and administrators. They will also need a list of who is absent.
4. When facing the tables the farthest to the left will be attendance tech.
5. The Admin assistant, AP Secretary, and ASB Secretary will report who is missing to the attendance tech.
6. The attendance tech will keep track of missing students, and missing adults. He or she will need “Attendance Binder” that is used for recording who is absent and a copy of the staff absent list. He or she will keep a running record of who is actually absent or unaccounted for.
7. The counselors will collect status notices from the teachers and keep track of who is and who is not accounted for. These Status Notices will be sent up by student runners.
8. When counselors are done with Status Notices they will place them in either the “**Attention Needed**” box or the “**No Attention Needed**” box.
9. The attendance tech will take the Status Notices from the “Attention Needed” box and attempt to confirm to his or her best ability who is absent.
10. From this information, the incident commander can better determine who is absent or unaccounted for.
11. Search and Rescue will be standing by to record this information.

SAFETY OFFICER

Duties:

1. Monitor and assess hazardous and unsafe situations and develop measures for assuring personnel and student safety.
2. Correct unsafe acts or conditions through the regular line of authority, i.e., report it to Incident Commander and appropriate Section Chief for resolution.
3. When immediate action is required, Safety Officer has emergency authority to instantly stop or prevent unsafe acts.

Assignment:

Principal or other top-level site administrator, if available (not assigned elsewhere)

Location:

Immediately adjacent to Command Post

Training:

1. Damage assessment
2. Experience on School Safety Committee

Equipment:

Pencils/Pens	Pencil Sharpener (small/hand held)
Stapler/Staples	Transparent Tape
Paper Clips	Scissors, marking pens
Note pad/Clipboard	Warning Tape
Rubber Bands	Access to warning cones or barricades
Masking Tape	Safety Officer Name Badge
Identification Vest	Activities Log
Mortality Management Guidelines (FEMA Multihazard Safety Program for Schools)-Get from Medical/First Aid Team	

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department. When released, proceed to the disaster storage area to form Command Post team and get supplies. Incident Commander will brief you and direct you to work location.

1. Set up at a table immediately adjacent to the Command Post.
2. Wear Safety Officer identification badge. (Kept in supply box.)
3. Review with Incident Commander the location and physical set-up of all response teams. Identify any hazards. Correct any safety issues if possible or declare the area/situation (out-of-bounds) and rope off with warning tape or post sign(s).
4. Maintain awareness of active and developing situations relative to the safety and health of students and staff/volunteer disaster workers at the school site.
5. Closely monitor the shift assignments (duty roster), paying strict attention to enforcing timely breaks and hours of assignment.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

School Information Officers

Duties:

1. Distribute information authorized by Incident Commander to parents and community.
2. Serve as liaison to outside agencies (fire, law enforcement, Red Cross, etc.) by providing them assistance in coming onto campus safely and assisting them with any services they might need.

Location:

Immediately adjacent to Command Post

Training:

Familiarity with District Policies and disaster plan

Equipment:

Pencils/Pens	Pencil Sharpener (small/hand held)
Stapler/Staples/Paper Clips	Transparent Tape
Masking Tape	Scissors
Note pad	Clipboard
Rubber Bands	PIO Name Badge
Initial Statement to Parents	

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

When released, proceed to the disaster storage area to form Command Post team and get supplies. Incident Commander will brief you and direct you to work location.

1. Set up at Command Post.
2. Wear PIO identification badge. (Kept in supply box.)
3. Review with Incident Commander (Thomas Flores) the INITIAL STATEMENT (attached) for appropriateness and issue to Student Release Team at their station at the Student Release Gate(s). In addition, if the telephones are operational and it is safe to reenter the building, issue the INITIAL STATEMENT by telephone yourself or to a designated individual.
4. Refer all media to the District Public Information Officer. You are not authorized to speak for the District.
5. As appropriate to the scope of the disaster situation, serve as Liaison Officer-the point of contact for assisting and coordinating agency representatives to the command post (fire, law enforcement, Red Cross, etc.).
6. Maintain activities log.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

INITIAL STATEMENT TO PRESS/PUBLIC

Superintendent Jamie Castellanos is in the command post and is involved in managing the emergency operations to assist the school(s). All information will be issued through Rochelle Neal. or Pat Willet, the Public Information Officers at the District Administrative Center.

CRISIS ASSESSMENT TEAM SECTION CHIEFS

Operations Chief--Planning/Intelligence Chief--Logistics Chief-- Finance/Admin Chief

Duties:

1. With Incident Commander, assess type and scope of disaster.
2. With Incident Commander, develop action plan to respond to disaster situation(s).
3. Direct and Coordinate the response actions of the Section units within their areas of responsibility.
4. As appropriate to the Section, make sure that all responders have proper safety equipment and are wearing appropriate shoes.
5. Assist the Incident Commander with the set up of the Command Post and ancillary position (immediately adjacent to Command Post).
 - Open storage container
 - Set up blue flag and sign at Command Post

Assignment:

1. Staff members with specialized skills/knowledge as appropriate to the Section responsibilities
2. Staff members with leadership ability

Location:

Immediately adjacent to Command Post

Training:

1. Annual in-service training on disaster management as provided by the site administrator, as well as training provided by the District or school
2. Familiarity with District disaster plan and site specifics
3. Familiarity with response team procedures for all Section units within their areas of responsibility
4. As appropriate to area of responsibility: light urban search & rescue, fire suppression, first aid, damage assessment, use of 2-way radio

Equipment:

1. Current list of staff assignments to disaster teams
2. Procedures for all Section units within their areas of responsibility
3. Current list of teacher classroom assignments
4. Job description clipboard
5. Current inventory of all disaster equipment and their location
6. Staff Resources Survey (compilation of skill proficiencies, i.e., first aid, CPR, outdoor cooking, survival techniques, etc.
7. Inventory of special personal equipment that might be available to you at school site 4-wheel drive vehicle, van, motorcycle, winch, tow equipment, HAM or CB radio, cellular phone

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department. When released, proceed to the disaster storage area to form Command Post team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Operations Chief

- Assess situation with Incident Commander.
- Brief Operations Section unit team leaders.
- Activate and supervise Operations Section units.
- Determine need and request additional resources from Incident Commander.
- Continue to communicate situation status to the Incident Commander.
- Continue to evaluate situation needs: expand/reduce the number of Operations Section units and/or responders.
- Notify Logistics Chief of persons no longer needed and sent to the Resource Pool (near the Command Post).
- Maintain log of actions during disaster.
- Be familiar with the Mortality Management Guidelines (FEMA Multihazard Safety Program for Schools)-Get from Medical/First Aid Team

2. Planning/Intelligence Chief

- Assess situation with Incident Commander.
- Brief Planning/Intelligence Section unit team leaders.
- Activate and supervise Planning/Intelligence Section units.
- Determine need and request additional resources from Incident Commander.
- Continue to communicate situation status to the Incident Commander
- Evaluate situation needs expand/reduce number of Planning/Intelligence Section units and/or responders.
- Notify Logistics Chief of persons no longer needed and sent to the Resource Pool (near the Command Post).
- Maintain log of actions during disaster.

3. Logistics Chief

- Assess situation with Incident Commander.
- Brief Logistics Section unit team leaders.
- Activate and supervise Logistics Section units.
- Determine need and request additional resources from Incident Commander.
- Continue to evaluate situation needs: expand/reduce the number of Logistics Section units and/or responders.
- Send persons no longer needed to the Resource Pool (near the Command Post).
- Continually monitor the available persons in the Resource Pool (staff members and convergent volunteers).
- Continue to communicate situation status to the Incident Commander

4. Finance/Administration

- Assess situation with Incident Commander.
- With Incident Commander, determine Section units to activate.
- Brief Finance/Administration Section unit team leaders.
- Activate and supervise Finance/Administration Section units.
- Determine need and request additional resources from Incident Commander.
- Continue to evaluate situation needs and expand or reduce the number of Finance/Administration Section units and/or responders.
- Notify Logistics Chief of persons no longer needed and sent to the Resource Pool (near the Command Post).
- Continue to communicate situation status to the Incident Commander.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

SECURITY TEAM Campus Supervisors

Duties:

Secure campus and control traffic to prevent unauthorized entry into or exit from school--lock all gates.

Assignment:

Personnel trained in duties listed above. (Bilingual person if appropriate to population)

Location:

1. Critical campus entrances/exits as predetermined in site specifics
2. Critical area(s) as directed by Operations Chief

Training:

Must know all access points to campus and know how to secure them.

Equipment:

1. Complete set of campus keys
2. Tools required to shut off utilities and Site Specifics for turning off utilities
3. Signs directing persons to locations of student request/release point
4. Supplies to mount signs
5. Supplies/equipment to secure open areas (i.e., ropes, barricades, etc.)
6. Flashlights, mini first aid kit
7. Disaster Team Report Form
8. Campus 2-way radio
9. Team identification vests/arm bands (get from Logistics Officer in Command Post)

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department. Unless assigned to Student Supervision, proceed, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations,

1. If needed:
 - a. Shut off gas main (only if you can smell gas leak)
 - b. Shut off electricity
 - c. Shut off water
2. If needed, double check location of student request/release point with Command Post.
3. Lock all outside access gates or doors.
4. Station personnel as needed to refer people to the student request/ release point.
5. Mount signs at campus access point(s) to direct parents to student request/release point.
6. Report problems or status to Operations Chief.
7. Report to Operations Chief after items 1-6 are completed, for reassignment. (Personnel assigned to securing entrances/exits and directing people to student request/release point should continue in this assignment for duration of emergency situation.)

CHECK IN AND CHECK OUT WITH TIMEKEEPING

SEARCH & RESCUE TEAM

1. Search all facilities for injured or trapped personnel to ensure complete evacuation.
2. Perform fire suppression on small fires. (School fire extinguishers are not capable of putting out large fires. The only time they would be used in a large fire is to assist with evacuation.)
3. Perform life-saving first aid when needed.
4. DO NOT ENTER UNSAFE BUILDINGS OR LOCATIONS.
5. DO NOT REMOVE DEAD BODIES.

Assignment:

Personnel trained and physically capable to perform light rescue

Location:

Near the Command Post and/or Storage Container so that the tools are readily accessible following aftershocks or subsequent disaster occurrences.

Training:

1. Standard First Aid
2. CPR
3. Fire Extinguisher Usage - Fire Department or fire extinguisher service company can supply
4. Urban light search and rescue is recommended.

Equipment:

1. Fire extinguishers (used only for small fire suppression or to assist evacuation)
2. First aid kit and stretcher or body board
3. Flashlight and extra batteries
4. Ax, crowbar, pry bar
5. Campus 2-way radio (get from Command Post)
6. Leather gloves
7. Hard hats/goggles/respirators
8. Sturdy shoes
9. Blanket
10. Disaster Team Report Form, paper, and pencils/pens
11. Detailed map of site marked with predetermined search routes
12. Master Keys
13. Chalk, grease pencil, masking tape for marking doors
14. Duct tape
15. Mortality Management Guidelines (FEMA Multihazard Safety Program for Schools)-Get from Medical First Aid Team

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Get list of known injured and damage reports from Operations Chief at Command Post.

2. Working in pairs and with a member of the Safety/Damage Assessment Team, search (inspect) all classrooms/offices/work areas in predetermined pattern.
3. Carefully explore each room visually, vocally, and physically; that is, look, call out and listen for replies, and actively search through any rubble.
4. Upon discovery of an injured person, one member of the team should remain with the person and another member should summon aid.
5. Upon discovery of a dead person, leave the body in place. Cover with a plastic tarp, if necessary. If the disaster is an earthquake, most likely dead persons will be trapped under rubble and there will be no need to relocate to the morgue area. Notify the Operations Chief and Incident Command and follow the Mortality Guidelines. Mark the location on the Search & Rescue route map and mark the actual location so that it can be readily located. Barricade the area.

Exceptions to relocating the remains to the morgue area are as follows:

- The disaster is so severe that a timely response by the coroner and/or law enforcement personnel is precluded.
- It is necessitated by search and rescue work; the health, safety and psychological well being of persons forced to remain at their work location due to the severity of the disaster.
- The remains are in a public area or otherwise exposed to public view.

6. Use chalk or grease pencil to mark slash on door when entering room. Close slash to form "X" on door when leaving room. Mark a "C" for "clear" on your map. If Campus 2-way radios are available, report by radio to Command Post that room has been cleared. If 2-way radio is not available, continue with the search and report in person to the Command Post as soon as you are able or give information to a Runner if one is available to you.
7. Perform light rescue, fire suppression, and life-saving first aid techniques as needed. Summon Medical/First Aid Team and additional help as needed.
8. Note general damage to structures. Upon completion of search, report areas where structural damage is observed for a more detailed assessment.
9. Reports to Operations Chief on Disaster Team Report Form.
10. Upon completion of duties, report to Operations Chief for reassignment to Security Team or Safety/Damage Assessment Team.
11. Reactivate Search & Rescue Team following aftershocks.

NOTE: Search & Rescue Teams should not be delayed by any particular victim or problem, but should have other personnel take charge as soon as possible so that they can continue their search of entire grounds. It is recommended that a member of the Medical/First Team be readily available to Search & Rescue.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

SAFETY/DAMAGE ASSESSMENT TEAM

Duties:

1. Inspect status of all utilities and take necessary precautions to prevent fires, explosion, injury, damage, or water loss.
2. Document the nature and extent of damage to facilities.
3. Determine if buildings can be reentered.
4. **DO NOT ENTER UNSAFE BUILDINGS OR LOCATIONS.**

Assignment:

Teaching personnel, other staff as assigned (could include aides and custodians)

Location:

Near the Command Post and/or Storage Container so that they are readily available following aftershocks or subsequent disaster occurrences.

Training-

1. Must know when, how, and where to shut off utilities.
2. Urban light search & rescue
3. Damage Assessment-Post-Earthquake Damage Evaluation for California Schools (The purpose of this training program is to enable you to assess the damages to their buildings and decide whether the structures are safe to reoccupy.)

Equipment:

- | | |
|---|------------------------------|
| 1. Note pad and pencil and Safety/Damage Assessment Survey | 4. Hard-hat and Sturdy shoes |
| 2. School map with key points indicated | 6. Camera and film |
| 3. Flashlight and extra batteries | 7. Campus 2-way radio |
| 5. Warning tape and signs; access to warning cones and barricades | 8. Team I.D. vests/arm bands |

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. If possible, a member of the Safety/Damage Assessment Team will accompany each Search & Rescue Team so that no unsafe area will be entered. Another approach would be to keep in contact with Search & Rescue via Campus 2-way radio and set up central reporting point to fully debrief Search & Rescue Teams (probably with Operations Chief and Incident Commander).
2. Debrief Search & Rescue Teams, using Safety/Damage Assessment Survey.
3. Go first to areas most susceptible to damage.
4. When the initial emergency responses have been put into effect, then a more detailed safety/damage assessment can be made. Record all damage to buildings, including ability to reoccupy, utility status, damage to contents, etc.
5. Document with photographs or videotape, if possible.
6. Upon completion of duties, report to Operations Chief for reassignment.
7. Following each aftershock, reassemble team and, using Safety/Damage Assessment Survey, reassess damage and report to Operations Chief and Incident Commander.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

MEDICAL/FIRST AID TEAM

Duties:

1. Triage (evaluate and sort all victims suffering injuries)
2. Establish first aid treatment area.
3. Provide emergency first aid.
4. Document all first aid treatment administered.
5. Follow recommended mortality management guidelines (FEMA Multihazard Safety Program for Schools)

Assignment:

1. Health Assistant (school nurse, if available)
2. Trained school personnel, including one person for record keeping
3. Member of school crisis team or school counselor or other person trained in psychological first aid

Location:

To be determined by Incident Commander and Operations Chief

Training:

1. Standard First Aid
2. Cardiopulmonary Resuscitation (CPR)
3. Triage [Simple Triage and Rapid Transport (S.T.A.R.T.) available through trained District personnel or possibly local hospitals]
4. Crisis/Stress Intervention

Equipment:

1. Major trauma supplies in designated kit, triage tags
2. Stretchers/body boards
3. Blankets, cots, tarps & support poles
4. Flashlight and extra batteries
5. Campus 2-way radio (get from Command Post)
6. First Aid Treatment Memo, Confidential Health List, emergency cards (if not with Student Release Team) clipboards, pens/pencils, Disaster Team Report, treatment log
7. Job description clipboard
8. Table/Chairs
9. Student and staff medication from health office
10. Ground cover/plastic sheeting
11. Quick reference medical guides
12. Mortality Management Guidelines (FEMA Multihazard Safety Program for Schools)
13. Mortality Supplies: tags, pens, pencils, plastic trash bags/body bags, duct tape, plastic tamps, stapler, 2" cloth tape

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department. Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. With Incident Commander and Operations Chief, establish first aid treatment area. The area needs to be protected and shaded, away from the view of others for psychological reasons, close to ambulance access, and, if possible, not too close but within a reasonable distance of the Command Post. The sheriff and fire departments need to be informed as to proposed location (and actual location during incident).
2. Using S.T.A.R.T. system and triage tags, sort patients as to immediate, delayed, ambulatory, or deceased.
3. Command Post should be continually updated on injury status (names of students/staff and severity of injuries).
4. In conjunction with Operations Chief and Incident Commander, determine availability of emergency medical services (as responders to the scene or hospital capability). "Is someone coming here?" "Do we take them there?" "How do we take them?"
5. Medical/First Aid Team Record keeper fills out First Aid Treatment Memo as to major injuries, if transported and where, etc. These are updated throughout disaster. One copy is sent with paramedics and other copy is kept on file at school. In addition, all treatment should be noted on a treatment log.
6. Treat immediate category patients and prepare for transport if that is a possibility
7. When outside disaster responders arrive, they must be fully briefed as to injury status.
8. Establish a separate area for students and staff psychological first aid/crisis intervention.
9. Establish a morgue area if needed.
 - a. Major concerns are identification and preservation of the body and documentation as to the cause of death. (See Mortality Management Guidelines)
 - b. In most instances of death, the body will be under rubble and should be left in place until the coroner or other authorized responder comes on the scene. Follow the guidelines regarding date, time, location, identity, and other pertinent information/circumstances. Most likely, the only bodies that will be in a morgue area will be persons who died while at the Medical/First Aid station.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

MENTAL HEALTH TEAM

Duties:

Coordinate, administer, and document the counseling and care of individuals identified as being incapacitated and/or dysfunctional due their reaction to the stress or experiencing trauma as a result of being a victim of a disaster.

Assignment:

1. School counselors and personnel trained in the art of helping, therapy, or personnel assigned by the Incident Commander who are known for being effective, empathic listeners.
2. Responsible student counselors

Location:

Command Post/Emergency Operations Center

Training:

Familiarity with site specific procedures of the particular disaster incident

Equipment:

1. Counseling forms to document condition of the victim, services rendered, and victim's response to care
2. Table, pens, pencils, paper, Disaster Team Report Form, staplers, team identification vests/arm bands
3. Any other equipment specified in the Site Specifics for the particular disaster
4. Job description clipboard

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with Team Coordinator. Proceed to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Establish a location to which personnel identified as being emotionally upset may be escorted and given attention by team members.
2. Organize team members to receive and document personnel in need, diagnose needs, and coordinate personnel being serviced.
3. Maintain documentation of all personal information of all personnel receiving services, their initial condition, the services rendered, any follow up services, and disposition.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

Mortality Management Guidelines

(FEMA Multihazard Safety Program for Schools)

Personnel: assigned by Incident Commander and Operations Chief

Responsibilities after pronouncement or determination of death:

Do not remove any personal effects from the body. Personal effects must remain with the body **at all times**.

Attach tag to body with the following information:

- Date and time found
- Exact location where found
- Name of decedent, if known
- If identified-how, when, by whom
- Name of person filling out tag.

Place body in plastic bag(s) and tape securely to prevent unwrapping, or, if available, place body in body bag and secure to prevent unwrapping.

Securely attach a second tag with the same information as above to the outside of the bag.

Place any additional personal belongings found in a separate container and label as above. Do not attach to the body-store separately.

Only if body must be removed from site of death, move the properly tagged body with its personal effects to the designated morgue area.

Consider:

- Tile, concrete, or other cool floor surface (cover flooring with plastic to protect the surface)
- Accessibility for vehicles
- Remote from Emergency Assembly Area
- **Do not** use school refrigerators or freezers (**They can never be used for food storage again if they have been used to hold dead bodies.**)

As soon as possible, notify the police of the location and, if known, the identity of the body. They will notify the coroner.

Keep accurate records and make available to police/coroner when requested. Keep unauthorized persons out of morgue.

Give a copy of these guidelines to:

Incident Commander
Section Chiefs
School Information Officer
Safety Officer

COMMUNICATIONS

Duties:

Coordinate and document all communications within and outside of the school during and after a disaster.

Assignment:

1. School personnel assigned by the Incident Commander
2. Responsible students (student runners)

Location:

Command Post

Training:

Familiarity with site specific procedures of the particular disaster incident

Equipment:

1. Table, pens, pencils, paper, Disaster Team Report Form, staplers, team identification vests/arm bands
2. Communications log(s)
3. Any other equipment specified in the Site Specifics for the particular disaster
4. Job description clipboard

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and send an Accountability Report to Command Post--remain with students until relieved. Other school personnel report to the EAA and check in with Team Coordinator. Proceed, when relieved, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Establish a system of internal and external communications under the directions of the Incident Commander
2. Document all communications from school, into school, and within school.
3. Appoint team members to other emergency teams in need of communications.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

STAFF RELIEF

Duties:

Coordinate and document the systematic relief of faculty and staff.

Assignment:

1. School personnel assigned by the Incident Commander
2. Responsible students (student runners)

Location:

Command Post/Emergency Operations Center

Training:

Familiarity with site specific procedures of the particular disaster incident

Equipment:

1. Staff Relief forms, current room assignments and employee emergency records
2. Table, pens, pencils, paper, Disaster Team Report Form, staplers, team identification vests/arm bands
3. "Instructions to Employees" signs/notices in English and other appropriate languages
4. Any other equipment specified in the Site Specifics for the particular disaster
5. Job description clipboard

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with Team Coordinator. Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Establish a system by which staff members may be relieved or allowed to leave to go home and check on their families and notify Command Post.
2. Determine the need for staffing at school to properly supervise and care for students and staff on site.
3. Appoint a team member as liaison to the Student/Staff Status Team. This person will keep the Team Coordinator informed of personnel accountability, from which the Coordinator will determine staffing needs.
4. Direct departing staff members to return if staffing needs remain high. This will allow the person to return at a designated time and relieve another staff member.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

STUDENT RELEASE GATE

Duties:

Responsible for releasing students and keeping track of who students are released to.

Assignment:

1. School personnel assigned by the Incident Commander, including bilingual personnel as appropriate
2. ASB students with orange vests (student runners)

Location:

Primary location will be the “Boys and Girls Club Gate” on the east side of the Boys and Girls Club. If this location is not accessible, then another location around the perimeter of school, away from view of the students, Medical/First Aid, and the Command Post, would be appropriate.

Training:

1. Student release procedures
2. Familiarity with site specific procedures of the particular disaster incident

Equipment:

Index cards, emergency cards, current class schedules, student address directory, assembly map, copy of academic teams, job description, highlighters, 3 Tables, 6 chairs, pens, pencils, and paper.

Procedures:

When directed to do so by the Incident Commander, staff will set up the Student Release Gate. Once the Student Release Gate is set up, staff members will notify the Command Post. When ready, Incident Commander will give the approval to start the student release procedure.

1st station- Emergency Card: (emergency cards split into A-L and M-Z)

1. Emergency Cards will be split into two groups: A-L and M-Z
2. Staff members will be assigned to each group of cards.
3. When adults approach the station they will inform staff who he or she is here to pick up
4. Staff member will confirm that the adult is on the emergency card and confirm identification with proper I.D.
5. the staff member will pass the Emergency Card onto the next station.
6. a. Once the adult’s identification has been confirmed they will be ushered to the Station #2 and

OR

- b. If the adult is not on the emergency card, the emergency card will be given to the administrator and the adult will also be referred to an administrator.

2nd Station- Index Card (pens, pencils, pencil sharpener, index cards, several copies of student class schedules, lists of teams)

1. Using an index card, a staff member will write the name of the student, the grade, and his or her academic team name. To find out the student’s academic team name, first refer to the student book of class schedules.
2. After you find his/her schedule, match his academic teachers to the list of academic teams.
3. Hand the index card to a student runner.
4. The student runner will be directed to the command post.
5. The emergency card is then sent over to the “Student Pick Up Gate” and placed in the basket titled, “Adults Waiting.”

3rd Station- “Student Pick Up Gate.”

1. The student runner will bring the student to the student “Student Pick Up Gate.”
2. The student runner will hand a designated staff member the index card.

3. Using the index card, a staff member will find his or her emergency card in the basket.
4. The staff member will find the adult and confirm identification one more time.
5. After confirming I.D., on the emergency card, please note: 1.The date 2.The time 3.The printed name of the person picking up the student 4.The signature whom the student is released to 5. The initials of the adult who is releasing the student.
6. The emergency card is then placed in the box titled, “Need to filed.”

4th Station – “Filing the Emergency Cards”

1. Staff members will take the Emergency Cards from the “Need to be Filed” basket and place them in alphabetical order.

FYI: Student Runners

- At the command post a designated adult will check to make sure the student who they are looking for is accounted for.
- Student runners will check at the command post to make sure the student they are looking for has been accounted for.

If the student on the card is unaccounted for or is injured or is deceased, a designated staff member will walk over with the student runner to the student Release Gate and communicate this information to the adult who is here picking up the child.

or

If the student is accounted for the Command Post will direct the student runner to the Assembly Map so the student can see where they need to go.

- After the student runner checks with command post, the student runner gives the index card to the supervising teacher in the designated assembly area. The supervising teacher finds the student.
- The student follows student runner to the Release Gate with index card.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

CAMPUS MAP

Duties:

Mark site map appropriately as related reports are received.

Assignment:

Clerical staff or other staff member

Location:

Command Post

Training:

Familiarity with the school plant (facility)

Equipment:

1. Large site map (approx. 3'x4') **pre-marked** with the following and covered with plastic or Lucite:
 - every classroom, workroom, closet, storage area
 - utility shut-offs, fire extinguishers
 - underground water lines, power lines, underground petroleum lines, hazards immediately adjacent to campus (i.e., flood control channel, high tension power lines)
 - fence lines, gates and/or openings, walkways
 - room numbers or names, building numbers or names
2. Colored marking pens (washable) and eraser or wiping cloth
3. Job description clipboard

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. After site related reports are received at the Command Post and logged in by the person assigned to the position of Recorder/Incident Log, note the information on the campus map. (Recorder/Incident Log gives Campus Map site related reports.)
 - Mark a "C" for location cleared by Search & Rescue.
 - Mark all locations declared unsafe by Safety/Damage Assessment.
 - Mark any changes to Emergency Assembly Area class locations.
 - Mark all other information that provides a concise picture of the campus.
2. Return the site related reports to Recorder/Incident Log.
3. Keep Planning/Intelligence Chief updated of any situations of concern, i.e., no information re: a wing of classrooms.
4. Preserve map as legal document until photographed.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

RECORDER/INCIDENT LOG

Duties:

Maintain time log of all actions/reports.

Assignment:

Office staff and/or other personnel as designated

Location:

Command Post

Training:

Experience with working under great pressure

Equipment:

1. Action/Reports Time Log (sample below)
2. Record keeping clipboard with job description and paper
3. File box or binder
4. Pens, pencil, stapler, paper clips, 3-hole punch, etc.

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Log in all reports coming into the Command Post
 - Record verbal communications for basic content.
 - Record content of all radio communication with District EOC
 - Log in all written reports
2. Give the information (actual written report or verbally) to the person assigned to the Campus Map position at the Command Post.
3. File all reports for reference (file box or binder) when the reports are returned from Campus Map.
4. Take frequent breaks as this is a very high pressured assignment.

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records. **They are legal documents!**

CHECK IN AND CHECK OUT WITH TIMEKEEPING

Sample Log

Date: January 10, 2003

9:50 Approximate time of quake
 9:55 Custodian opened container
 10:00 Set up command post; Becky Harrison in charge
 10:00 Becky says Nurse Nightingale is off campus
 10:00 Student accounting forms coming into Command Post
 10:00 Teachers are reporting to manpower pool
 10:02 Report of Carrie McIntosh trapped in computer lab
 10:06 Water running out of boys room by room 3
 10:10 Search & Rescue assembled; team #1 told about Carrie in computer lab
 10:14 Search & Rescue #3 radio batteries dead
 10:15 Broken glass and lights in room 10
 10:16 Repairman on office roof prior to quake not seen since
 10:17 Aftershock - no injuries reported - students are seated
 10:18 All Search & Rescue teams check in OK
 10:19 Room 20 front door jammed
 10:20 Sarah Laws & Mary Hans (parent nurses) here to help
 10:21 Becky places Sarah in charge of medical
 10:22 Request backboard and 4 carriers to cafeteria
 10:22 Nancy Powers assigned to stress counseling
 10:23 Aftershock - Becky Harrison injured
 10:24 All Search & Rescue teams check in OK
 10:24 Command transferred to Laura Werner
 10:25 District EOC on radio - we receive but cannot transmit
 10:26 Natural gas leak below portable 16
 10:27 Operations Chief directed to send someone to check gas leak (Joe S. is sent)
 10:27 Student Release ready - Search & Rescue not finished
 10:28 Major damage to cafeteria
 10:28 Broken windows/lights - room 14
 10:29 Burning smell - room 23
 10:32 Michael Bums (District Maint.) is here - sent to help Joe S. with gas leak
 10:33 Room 32 shaken off foundation
 10:35 Police helicopter flies over
 10:35 Gas leak stopped
 10:35 John Forest climbed fence, took son Jeremy
 10:36 Michelle Pauls (District Office staff) is here - assigned with Nancy Powers
 10:38 Medical - reports total 9 minor injuries, 1 broken leg
 10:42 All students accounted for - Student Release authorized to begin

MESSAGE CENTER

Duties:

Receive and transmit messages from and to the District EOC

Assignment:

Office staff and/or other personnel as designated

Location:

Command Post

Training:

1. Use of two-way radio
2. Two-way radio protocol

Equipment:

1. Portable two-way radio
2. Job description clipboard
3. File box or binder
4. Pens, pencils, stapler, paper clips, 2-hole punch

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department. Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. At the direction of the Planning/Intelligence Chief or Incident Commander, the Message Center begins monitoring the District EOC over the District two-way radio. ("ScAn")
2. Do not initiate any messages, but wait for the District EOC Message Center to contact the school. The only exception is for life threatening situation messages that are top priority. The report is to be preceded with "**District EOC, this is Sierra Vista Junior High School, this is a priority 1 message.**" After the District EOC acknowledges the school, complete the message transmission.
3. The District EOC will transmit a notification message advising you that they will ask for specific information and that the sites are to respond in a concise manner. (Channel 1)
4. The first round of site contacts will be for verification that two-way radio contact has been established. The District EOC will contact each school/site in alphabetical order
5. The second round of contacts will address preliminary damage and who, if someone other than the principal is the Incident Commander.
6. The District EOC Message Center will control the information flow. Provide information only as it is requested from the District. Their questions will be in the same order as the Site Status - EOC Message Form.

7. If contact cannot be established via the District two-way radio, advise the Planning/Intelligence Chief, who might consider the following options:
 - If school office is safe to reenter, the Radio/Telephone Communication Team can take and send messages over the Essential Service phone line.
 - District vehicles that have two-way radios might already be on campus.
 - Relay the school's information to a nearby school via bicycle or runner.
 - Cellular phone (if available) to one of the District's Essential Service phone lines
8. Only transmit messages to the District EOC that are written on the Site Status - EOC Message Form and authorized by the Incident Commander, either directly to you or via the Planning/Intelligence Chief.
9. Accurately write out messages from the District and give them to the person assigned to Recorder/Incident Log.

Radio Channels – Sierra Vista Junior High

Kenwood Radios- These radios have two channels. During a disaster Channel 1 will be designated for Search and Rescue teams only. Channel two will be used for all other communication.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

RADIO/TELEPHONE COMMUNICATION TEAM

Duties:

1. Log all incoming/outgoing phone calls (if and when phones are operational).
2. Monitor the battery-operated AM/FM radio and report information to Planning/Intelligence Chief and/or Incident Commander
3. Assist with relief of person assigned to Recorder/Incident Log position.

Assignment:

Office staff and/or other personnel as designated

Location:

Command Post

Training:

1. Familiarity with emergency AM/FM radio stations
2. Use of cellular radio

Equipment:

1. Keys
2. Battery-powered am/fm radio and extra batteries
3. Logs for recording messages
4. Pens, pencils, paper, paper clips, etc.
5. Job description clipboard
6. Hardhats

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department. Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Set up radio/telephone communications center at Command Post.
2. If the phones are working and it is safe to reenter the building, station one person at the Command Post and at least one other at the school office. If necessary, runners may be used to bring messages back and forth.)
3. Monitor emergency stations on am/fm battery-powered radio and log all relevant messages for Command Post.
4. At direction of Planning/Operations Chief or Incident Commander, contact police, fire, or medical responders by telephone (if operational).
5. Log all incoming and outgoing phone calls (if operational).
6. Keep the Command Post updated on all communications.
7. Keep the Planning/Intelligence Chief updated on all problems encountered in performing assignment.

NOTE: If necessary, automobile radios can also be considered.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

COMMERCIAL RADIO/TV STATIONS

It is the intent of the City of Santa Clarita to issue public information announcements via local A.M. radio station – **Local Santa Clarita Station - 1220 AM.**

It is possible however, that local stations may be off the air immediately following an event and that distant AM stations will be the only source of information, initially. Scan the AM dial. FM stations are less capable of long distance broadcasting except in “skip” conditions, which are transitory in nature.

Los Angeles area AM radio stations include:

640	KFI
710	KMPC
980	KFWB
1070	KNX

Note: Verify these stations call numbers at least once a year.

RUNNERS/STUDENT ASSISTANTS

Duties:

Carry messages/information from and to Command Post.

Assignment:

ASB Advisor and ASB students

Location:

Immediately adjacent to Command Post

Training:

Familiarity with site specific procedures of the disaster incident plans

Equipment:

1. Job description clipboard and paper
2. Pen, pencil
3. Campus 2-way radio (if available)
4. Hardhat
5. Site map marked with predetermined Search & Rescue search routes and locations of First Aid Station, Student Release Gate(s), and classroom assignments at Emergency Assembly Area (EAA)

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. As directed by the Planning/Intelligence Chief carry messages/reports between the Command Post and the following teams:
 - Search & Rescue,
 - Safety/Damage Assessment
 - Student Request/Release Gates
 - Medical/First Aid
 - Support Teams
 - Student Supervision (classes located in Emergency Assembly Area)
2. Monitor campus two-way radio
3. Accurately write out messages from the teams and verbally relate the messages to whomever they are directed and then to the Recorder/Incident Log position.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

STUDENT/STAFF STATUS

Duties:

Accounting for all students and staff on school site

Assignment:

Office staff or other school personnel as designated

Location:

Command Post

Training:

Familiarity with District disaster plan

Equipment:

1. Class lists
2. Staff roster
3. Job description clipboard and paper
4. Pens, pencils, paper clips, stapler, tape, etc.
5. File box/binder

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Receive Accountability Reports (Form-1)
2. Immediately report known missing persons and site damage to Incident Commander.
3. Report known missing persons and site damage to persons assigned to the Recorder/ Incident Log and Campus Map positions.
4. Check off student class lists and staff roster and report accounted students/staff to Incident Commander and Recorder/Incident Log position.
5. Prepare list of unaccounted for students and staff (and last known location) and give to Recorder/Incident Log and Campus Map positions.
6. File forms for reference
7. Compile list of students/staff at the Medical/First Aid Station.
8. Maintain an updated roster of persons in the Resource Pool (include assignments as appropriate).
9. Save and file all original notes, lists, and reports. These are considered legal documents.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

SUPPLY/PROCUREMENT/EQUIPMENT/SERVICES

Duties:

Provide materials and services in support of the disaster incident

Assignment:

Office staff or other school personnel as designated

Location:

Immediately adjacent to the Command Post

Training:

Familiarity with disaster and school supplies and equipment

Equipment:

Pencils/Pens	Pencil Sharpener (small/hand held)
Stapler/Staples	Transparent Tape
Paper Clips	Scissors
EOC Message Forms	Note pad
Clipboard	Rubber Bands
Function Identification Sign	"In" and "Out" Boxes (Trays)
Masking Tape	EOC team Communication Memo Forms
Administrative Resource List	Business-to-Business Phone Book
Emergency Purchase Orders	Receipt Book
Inventory of disaster supplies	Inventory of custodial supplies & equipment
Inventory of food stores and food preparation equipment on campus	

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. After shaking stops, report to Emergency Assembly Area and check in with department.
2. Proceed, when released, to the disaster storage area for team supplies and take supplies to the EOC to be used when needed
3. Ongoing - As needed and requested by the Logistics Chief, obtain all necessary supplies, equipment and services necessary to effectively carry out the response operations of the disaster.
 - Requests for heavy equipment (cranes, bulldozers, etc.) and sanitation needs beyond your capabilities are to be directed to the District EOC.
 - Food needs beyond your capabilities are to be directed to the District EOC.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

CONVERGENT VOLUNTEERS

Duties:

1. Register and supervise convergent volunteers offering assistance.
2. Obtain convergent volunteers from available parents or community members converging on school campus.
3. Supervise Resource Pool, comprised of unassigned school personnel and registered convergent volunteers

Assignment:

School personnel as designated

Location:

Immediately adjacent to Command Post

Training:

1. Familiarity with school's Site Specifics and over all disaster plan
2. Familiarity with procedures for registering Disaster Service Workers

Equipment:

1. Job description clipboard and paper
2. Disaster Service Worker Registration form (Form-5)
3. File box/binder
4. Pens, pencils
5. Disposable name badges and black marking pen

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Check in all unassigned school or district personnel on campus.
2. Register all convergent volunteers and file forms.
3. Maintain a roster/log of all persons in the Resource Pool (unassigned staff and registered convergent volunteers)
 - Note date
 - Time checked in
 - Time released and assignment
 - Time returned to Resource Pool
 - Time left campus and destination (include means of transportation and with whom, if did not leave alone)
4. Provide a name badge for all persons in the Resource Pool. Indicate "Staff" or "Volunteer."
5. Release persons under your supervision directly to the Logistics Chief, who will "deliver" them to their assignment.
6. Keep Student/Staff Status updated.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

SUPPORT TEAM

Duties:

1. Provide supplies, food, and sanitation services during the "coping" stage of the disaster.
2. It is anticipated that the Incident Commander will activate this team and/or Logistics Chief **after** the immediate response actions have been carried out by the other response teams.

Assignment:

1. Teaching, administrative, or custodial personnel
2. Augmented by unassigned staff and convergent volunteers

Location:

As determined by Logistics Chief and Incident Commander

Training:

Familiarity with location of all disaster supplies/equipment on campus and available through the District

Equipment:

1. Inventory lists - each site should create lists of designated disaster supplies, i.e., blankets, first aid supplies, water, wheelchair, cooking equipment, etc.
2. Job description clipboards
3. Carts for transporting supplies
4. Requisition forms or special disaster requisition forms, if available.
5. Disaster Team Report Form
6. Sanitation supplies (shovels, plastic bags/ties, toilet paper, signs, etc.)

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department.

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

1. Support Team lead person should check disaster supply storage to evaluate survival status.
2. Move supplies to safe area if necessary or possible.
3. Issue supplies to disaster teams as requested by Logistics Chief.
4. Send requests for additional supplies to Logistics Chief.
5. Sanitation person should establish field latrines (male and female) as needed. If it is safe to reenter the building(s), it might be possible to use existing toilet facilities by lining the stools with plastic bags. (The set up and procedures should be established prior to disaster situation. so that they can be explained to staff and students.) Support personnel should be stationed at latrines to instruct students on usage.
6. Upon request of Logistics Chief, food lead person establishes schedule and method of food preparation, feeding and clean up.
7. Food lead person organizes and sets up field kitchen if needed for extended emergencies.
8. Report regularly to Logistics Chief on status or problems encountered in assignment(s), using Disaster Team Report Form or other appropriate means.

CHECK IN AND CHECK OUT WITH TIMEKEEPING

TIMEKEEPING, PURCHASING/PROCUREMENT **RECOVERY RECORDS MANAGEMENT**

Duties:

1. Check in and check out all personnel and convergent volunteers and track all disaster related work hours.
2. Obtain supplies and materials in the recovery phase.
3. Maintain all records of disaster (original notes, report forms, messages, student release records, medical/first aid records,

Assignment:

1. Office staff or other school personnel as designated
2. The major portion of the work of the Financial/Administration Section will take place during the recovery state of the disaster situation. Therefore, except for the person assigned to the Timekeeping position, persons assigned to Purchasing/Procurement (after the disaster) and Recovery Records Management can be assigned to other teams for the first day.

Training:

Familiarity with documentation of disaster claims and Workers Coup injury reports

Location:

1. During the disaster response stage, Timekeeping sets up immediately adjacent to Command Post.
2. Purchasing/Procurement and Recovery Records Management will operate out of their regular work areas or, if necessary, work areas designated by Finance/Administration Chief and Incident Commander.

Equipment:

Timekeeping

1. Roster of all school personnel
2. Pens, pencils, paper, paper clips, transparent tape, etc.
3. Job description clipboard and paper
4. Workers Coup forms and file box/binder
5. Check-in/Check-out sign

Purchasing/Procurement (after the disaster)

1. Purchase Orders
2. Administrative Resource List
3. Business-to-Business Phone Book
4. Receipt book

Recovery Records Management

1. Guidelines for recovery claims
 - State and FEMA
 - District insurance companies
2. Any advisories issued by District regarding proper documentation of insurance claims.

Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA). Classroom teachers take roll of students (and other school personnel assigned to their classrooms) and report to Command Post, using Accountability Report. Other school personnel report to the EAA and check in with their department,

Unless assigned to Student Supervision, proceed, when released, to the disaster storage area to form disaster team and get supplies. Section Chiefs will brief teams and direct them to work locations.

Timekeeping

1. Set up at Command Post. (Set up Check-in/Check-out sign.)
2. Log in all school and district staff (get information from Student/Staff Status) and all registered convergent volunteers (get information from Student/Staff Status).
3. Process all Workers Comp injury reports.

Purchasing/Procurement (after disaster)

1. Develop preliminary plans to restore the business functions of the school.
2. Day Two and Ongoing - As needed, write purchase orders to secure supplies to begin clean up and repairs. Whenever possible, go through the District for heavy equipment (cranes, bulldozers, etc.) and sanitation needs beyond your capabilities.
3. Ongoing - Maintain a detailed "paper trail" of all damages, repairs, costs, expenditures, etc. Maintain detailed records of all disaster related purchases.

Recovery Records Management

1. Obtain all notes, rosters, logs, records, reports, etc. from Command Post, Student Release, Medical/First Aid, Safety/Damage Assessment, Convergent Volunteers, Supply/Procurement/Equipment/Services, Search & Rescue, Security, Timekeeping, as well as from Purchasing/Procurement (after disaster).
2. Whenever possible, arrange for photographs to be taken of damages **prior to repairs**. Be sure that the photos and negatives are kept in a safe place. [Note: It would be most helpful for documentation of disaster loss to have a video of the condition of school facilities taken prior to the disaster.]
3. Prepare all recovery claims [insurance companies; city, county, state, and federal agencies; American Red Cross (if District facilities were used as shelters)].

CHECK IN AND CHECK OUT WITH TIMEKEEPING

AREA COORDINATORS

Duties:

1. Send a message by runner to the command post requesting that you be relieved to perform Area Coordinator duties.
2. Check with every teacher in your area to insure that they have completed and submitted an Accountability Report to the Command Post.
3. Insure that all teachers in your area are supervising their students closely—not allowing the students to wander about.
4. Solicit needs from teachers in your area.
5. Establish communication with the Command Post via runner(s).
6. Coordinate addressing needs in your area with the Logistics Chief at the Command Post.
7. Every thirty (30) minutes, submit an update report on the status of your area to the Planning/Intelligence Chief at the Command Post and solicit an update from the Command Post to share with personnel in your area.

Assignment:

1. Communication link with Command Post/to area personnel
2. Area needs assessment

Location:

Determined by location in Assembly Area

Equipment:

1. Clipboard
2. Lined paper
3. Pens and pencils
4. Extra Accountability Report forms

Procedures:

After evacuation from the classroom and arriving in your Assembly Area, complete an Accountability Report form and send it with a runner to the Command Post. Along with the Accountability Report form, send with your runner a request to be relieved so you may carry out your duties as Area Coordinator. Once relieved of class supervision, begin circulating within your area, making contact with teachers. Insure that all teachers have properly completed and submitted an Accountability Report to the Command Post. Remind teachers to closely supervise their students—maintaining strict accountability of every student under their care. Ask teachers if they or their students have any needs. Record everything they request by teacher name. Submit a composite list of needs by teacher name (if relevant) to the Logistics section at the Command Post via your runner. Ask you runner to solicit an update of the overall situation and decisions being made that directly affect personnel in your area. Communicate updates to the teachers in your area. Do this every thirty (30) minutes. Continue monitoring your area as explained above.

TEACHERS WITH CLASSES:

1. Lead students through proper drop drill if appropriate.
2. Ascertain the extent of any injuries. Tape the **RED** "HELP NEEDED" sheet on the outside of the door if any injured must be left in the classroom. Tape the **GREEN** "ALL CLEAR" sheet on the outside of the door if the classroom is clear.
3. Evacuate classroom in a calm, orderly manner.
4. Escort class to the assembly area and take roll call.
5. Complete an Accountability Report sheet for your class—designate a reliable student as your runner and send the report to the CP with the runner--include students/staff needing mental health counseling.
6. Supervise and reassure your students throughout the emergency.
7. **Keep all of your students with you for student location/reunion purposes.**
8. Involve your students in activities that will keep them busy and maintain order.

TEACHERS WITHOUT CLASSES:

Immediately report to the Logistics Officer (Randy Estes) at the Command Post and assist as directed.

INSTRUCTIONAL ASSISTANTS:

Report to the Logistics Officer (Randy Estes) at the Command Post and assist as directed.

GENERAL RESPONSIBILITIES:

1. If a disaster were to strike during school hours, our primary responsibility is to ensure the safety and security of our students first, and each other second. We can expect student flight and panic to some degree, however, **most students will look to us for their safety and proper actions in a disaster**. As staff and professionals, we must set the example of calm and fight the "flight" urge.
2. Due to the fact that most of us have our own families and our concern for them will be great, once we have established control here, we will initiate a relief system. This system will allow certain employees to leave, unite with their loved ones, take care of things, and then return (**if requested**) to relieve others to do the same until all of our students have been united with their families.

INCIDENT: ALARMS SOUNDING

When an alarm goes off during a passing period or a break: Teachers, must report to their E Period Assembly Area locations and students are also to Report to their E period Assembly Area. Be sure to inform your students each semester of this and where you will be located in the Assembly Area. Elective, PE and all other adults must report to the Command Post.

INCIDENT: NO ALARMS SOUNDING

In the event that power is lost to the school and bells are not available: teachers should exercise conservative judgment and evacuate if they believe an emergency condition exists in their classroom. Regarding earthquakes: quakes and aftershocks can differ in their impact on classrooms and equipment within classrooms. **If you feel that students could be in danger by remaining in the classroom, then please evacuate your classroom.**

REMEMBER: IF A DISASTER SHOULD STRIKE BETWEEN CLASSES, STUDENTS ARE TO BE DIRECTED TO REPORT TO THEIR E PERIOD ASSEMBLY AREA.

INCIDENT: BOMB THREAT

BY PHONE

If you receive the call, BE CALM, BE COURTEOUS, LISTEN CAREFULLY, and DO NOT INTERRUPT THE CALLER.

Write the exact words of the original threat.

Try to keep the caller talking by asking the following questions:

- When will the bomb explode? [Record the amount of time remaining.]
- Where is the bomb now? [Record the area.]
- What kind of bomb is it? [Record what the bomb looks like.]
- From where are you calling? [Record location.]
- What is your name? [Record caller's name.]

Record a description of the caller's voice. The following are examples of describers you may use:

- | | | | |
|------------------|-----------|--------------|--------------|
| ■ Male | ■ Loud | ■ Distinct | ■ Calm |
| ■ Female | ■ Soft | ■ Distorted | ■ Angry |
| ■ Adult | ■ Fast | ■ Slurred | ■ Rational |
| ■ Child | ■ Slow | ■ Nasal | ■ Irrational |
| ■ Familiar | ■ Lisp | ■ Pleasant | ■ Coherent |
| ■ Disguised | ■ Stutter | ■ High Pitch | ■ Incoherent |
| ■ Muffled | ■ Raspy | ■ Deep | ■ Emotional |
| ■ Intoxicated | | | ■ Laughing |
| ■ Foreign Accent | | | |

Record any background noises you hear, e.g., is it quiet, is there music, do you hear a party going on, could you hear a train, animals, machinery, children, other voices, office machines, traffic, mixed noises, a PA system, or anything else?

Record the exact time of the call, the date, the time the caller hung up, your name, and to which school official you submitted your report (immediately).

BY VOICEMAIL

DO NOT ERASE ANY PART OF THE MESSAGE; SAVE THE ENTIRE MESSAGE.

Listen to the entire message when you first play it.

Report it immediately to an administrator if it's received at school.

If the message is received at home, notify the Sheriff's station immediately, and then contact and inform an administrator.

BY EMAIL

DO NOT TRASH THE EMAIL.

Print a copy of the email as soon as you realize that it is a threat.

If you receive the email threat at school, report it to an administrator immediately.

If you receive the email threat at home, report it to the Sheriff's station immediately and then contact and inform an administrator.

BY NOTE

Submit the note immediately to an administrator

INCIDENT: REPORTED GUN ON CAMPUS

IN A CLASSROOM

Confirm location of the suspect.

Direct teacher to instruct class as if nothing is wrong, but stand near the suspect's desk.

An administrator, campus supervisor, and the deputy will report to the room. The administrator will enter first and go directly to the suspect (where the teacher is standing). The deputy will follow within seconds. The campus supervisor will enter the room third and remain at the door and await directions.

The suspect's belongings will be given to the campus supervisor to carry to the office.

The administrator, deputy and campus supervisor will escort the suspect to the office.

The deputy will question the suspect in the presence of the administrator and the campus supervisor.

AT NO TIME, WHILE IN THE CLASSROOM, WILL THE ADMINISTRATOR, DEPUTY, OR CAMPUS SUPERVISOR MENTION THE SUSPICIONS OR THEIR PURPOSE.

ON SCHOOL PROPERTY-NOT IN A BUILDING

Confirm location of the suspect.

Direct campus supervisor to maintain visual of suspect from a safe distance and update administrator of suspect's movement/location.

The deputy and administrator will immediately report to and confront the suspect.

The deputy and administrator will conduct a quick search of the suspect's body and belongings for a weapon.

The suspect's belongings will be given to the campus supervisor to carry to the office.

The administrator, deputy and campus supervisor will escort the suspect to the office.

The deputy will question the suspect in the presence of the administrator and the campus supervisor.

If the deputy is not present on campus when a weapon incident occurs, the administrator is to contact the school deputy, explain the situation, and request that s/he report immediately to VHS—before confronting the suspect.

If the school deputy is NOT available, the administrator will dial 911, explain the situation, and request deputy assistance—before confronting the suspect.

INCIDENT: HAZMAT (Hazard Materials)

Immediately after a HAZMAT condition has been reported to an administrator, the administrator will call either the fire department or the Sheriff's Station and insist that one of their personnel report to the school ASAP to confirm the call. If the school deputy is available, s/he may confirm the call.

After a proper authority has confirmed the call, the principal will conduct a meeting with selected members of the Crisis Team. The purpose of the meeting will be to 1) define the situation, 2) discuss possible solutions/actions, 3) define the plan of action, and 4) execute the plan.

The principal will contact the district superintendent and apprise him/her of the situation.

If the administration is instructed to evacuate the school premises, the plan of action must include the manner of dismissal, i.e., all at once, by building(s), or etc., the route(s) that will be used, and the designated assembly area.

Communications will remain a high priority during the entire situation. The Crisis Team must also insure that appropriate information is being disseminated effectively, and supervision of all personnel is being conducted responsibly.

The administrator in charge will activate the Recording Team and instruct its selected members to record all occurrences, decisions, and results chronologically.

SIERRA VISTA JUNIOR HIGH SCHOOL

RECORD OF STUDENT RELEASE

STUDENT	NAME/RELATION/SIGNATURE OF PERSON TO WHOM STUDENT WAS RELEASED	DATE AND TIME OF RELEASE	EMPLOYEE INITIALS

SIERRA VISTA JUNIOR HIGH SCHOOL

SITE STATUS REPORT - COMMAND POST (CP) MESSAGE FORMs

TO: Administrative Center CP FROM: (name)_____ @Site/School: Sierra Vista J.H.S.

DATE: _____ TIME: _____ Incident Commander: _____

Message via: ___ 2-way Radio, ___ Radio, ___ Telephone, ___ Messenger, _____
(Other--specify)

EMPLOYEE/STUDENT STATUS

	Absent	Injured	# sent to hosp./med.	Dead	Missing	Unaccounted for (away from site)	# released to parents	# being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE [check damage/problem and indicate location(s)]

No.	Damage/Problem(s)	Location(s)
	gas leak(s)	
	water leak(s)	
	fire(s)	
	electrical	
	communication(s)	
	heating/cooling	
	other(s):	

MESSAGE: (Include kind of immediate assistance required. Can you hold out without assistance/how long? What is the overall condition of campus, neighborhood, and streets? Which outside agencies are on campus and what actions they are taking? **ASAP:** accountability of personnel, e.g., names of injured, dead, or missing.)

Sierra Vista Junior High School

DISASTER SERVICE WORKER REGISTRATION FORM
Volunteer Assignments

Date(s) _____ - _____

Volunteer Name	Time: in/out	Position(s)/Task(s)/Miscellaneous notes
1. _____	_____ / _____	_____ _____ _____
2. _____	_____ / _____	_____ _____ _____
3. _____	_____ / _____	_____ _____ _____
4. _____	_____ / _____	_____ _____ _____
5. _____	_____ / _____	_____ _____ _____
6. _____	_____ / _____	_____ _____ _____
7. _____	_____ / _____	_____ _____ _____
8. _____	_____ / _____	_____ _____ _____
9. _____	_____ / _____	_____ _____ _____
10. _____	_____ / _____	_____ _____ _____
11. _____	_____ / _____	_____ _____ _____

Sierra Vista Junior High School

Status Report

Mark here and complete sections 1, 2, and 3 if everyone is accounted for and everything is OK. If everything is not OK please complete form in full.

1. Teacher: _____ Room #: _____ Period: _____ Time: _____

2. What Staff Member(s) or other adults is/are with you? _____

3. Who has been marked absent today?

4. Who is not with you and should be?

Student(s) _____

_____.

Staff Member(s) or other adults? _____

_____.

5. Do you know where the missing individual(s) is or are? Yes or No (if YES please go to number 5).

6. Please state why individual(s) is/are not with you (if you do not know why or where individual is just write "Don't know")

Students who are not with you and why? _____

_____.

Staff or other adults not with you and why? _____

_____.

7. Anything else we need to know: _____

_____.