

## **Duck, Cover, and Hold (continues)**

### **Aftershocks:**

- Students and staff **duck, cover, and hold**.
- Teacher/staff repeat situation assessment procedures detailed above.

## **GUNFIRE**

When gunfire is heard nearby, (the sound is very loud), teacher or staff member shouts to "hit the deck." This means to lie flat on the ground or floor. If outdoors, as soon as it appears safe for people or move, initiate Shelter-in-Place.

## **SMOG ALERT**

### **First Stage Episode Actions:**

- Programs which require outdoor physical activities will be cancelled.
- Indoor activities will be curtailed.
- If the episode is predicted for the following day, the faculty and students will be requested to utilize car pools, bicycles, or public transportation.

### **Second Stage Episode Actions:**

- If the episode is predicted for the following day, the faculty and students will be requested to utilize car pools, bicycles, or public transportation.
- Only district vehicles required for security and service for essential calls will be dispatched. Any other trips must be approved personally by the superintendent or his/her designee.
- Notify the faculty and employees that the schools may be required to close in case of the third stage episode.

## **BOMB THREAT**

The person receiving the threat should keep the caller on the line as long as possible in order to obtain information that will help the police. This would include:

- the exact time of the call
  - voice characteristics of the caller
  - approximate age: boy, girl, man, woman
  - accent or peculiar voice inflections
  - background noises: music, traffic, laughter, etc.
  - where the bomb is located
  - what time it is supposed to explode
  - why the bomb has been placed in the school, etc.
1. Immediately after contact with the caller has ended, the person receiving the call should notify the school principal or designee, who will call 911, the Superintendent's Office, and the Assistant Superintendent of the assigned school.
  2. Evacuate any section of the school deemed unsafe.
  3. Wait for police to assist in a search.
  4. School personnel should assist with searches since they would recognize unusual objects.
  5. Return students to class only when it is deemed safe to do so.
  6. Police reports are to be made on all bomb threats.

# Incident Commander & Assistant Incident Commander

## Responsibilities:

**The Incident Commander (IC) is solely responsible for emergency/disaster operations and shall remain at the Command Post (CP) to observe and direct all operations.**

Ensure the safety of students, staff and others on campus.

Lead by example: your behavior sets tone for staff and students.

## Start-up Actions

- Obtain your personal safety equipment; i.e., hard hat, vest, clipboard (with job description sheet).
- Assess type and scope of emergency.
- Determine threat to human life and structures.
- Implement emergency/disaster plan and hazard specific procedures.**
- Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- Activate functions (assign positions) as needed.
  - Fill in "Incident Assignments" form
  - Appoint a backup or alternate IC

## Ongoing Operational Duties

- Continue to monitor and assess total school situation:
  - View site map periodically for Search & Rescue progress and damage assessment information.
  - Check with chiefs for periodic updates.
  - Reassign personnel as needed.
- Report (through Communications) to school district on status of students, staff, campus as needed. (Site Status Report)
- Develop and communicate revised incident action plans as needed.
- Begin student release when appropriate.

NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools, except individuals on request of parent/guardian.
- Authorize release of information.
- Utilize your back up; plan and take regular breaks, 5-10 minutes/hour, relocate

away

From the CP.

- Plan regular breaks for all staff and volunteers. **Take care of your caregivers!**
- Release teachers as appropriate per district guidelines. By law, during a disaster, teachers become "disaster workers."
- Remain on and in charge of your campus until redirected or released by the Superintendent of Schools.

## Closing Down:

- Authorize deactivation of sections, branches, or units when they are no longer required.
- At the direction of the Superintendent of Schools, deactivate the entire emergency response. If the Fire Department or other outside agency calls an "All Clear", contact the district before taking any further action.
- Ensure that any open actions not yet completed will be taken care of after deactivation.

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## Incident Commander & Assistant Incident Commander (continues)

- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- Proclaim termination of the emergency and proceed with recovery operations if necessary.

### Command Post

#### Equipment/ Supplies:

Campus map	Job description clipboards
Master Keys	Command post tray (pens, etc.)
Staff & student rosters	School district radio
Disaster response forms	Campus 2-way radios
Emergency/disaster plan	AM/FM radio (battery)
Duplicate rosters (2 sets)	Bullhorn
Tables 7 chairs (if CP is outdoors)	
Vests (if available)	
Campus Emergency Planning Guidelines	

## Operations Chief

### Responsibilities:

The Operations Chief manages the direct response to the disaster, which can include the following:

Site Facility check/Security	Student Care
Search & Rescue	Student Release
Medical	

### Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available.

### Operational Duties:

- Assume the duties of all operations positions until staff is available and assigned.
- As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them needed.
- Coordinate Search & Rescue Operations. Appoint S & R Team Leader to direct their operations if necessary.
- As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.
- Inform the Incident Commander regarding tasks and priorities.
- Make sure that Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Operations staff within the section as needed.

### Closing Down:

- At the Incident Commander's (IC) direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by IC, deactivate the section and close out all logs. Provide logs and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

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**Operations Chief (continues)**

**Equipment/  
Supplies:**

Vest or position identifier, if available  
Two way radio                      job description  
Forms: Search & rescue maps, large campus map

S & R equipment  
clipboard, paper, pens