

News media can play a key role assisting the school in getting emergency or disaster- related information to the public as soon as it is available. The Public Information Officer (PIO) is a member of the Incident Command Staff. Media queries should be referred to the PIO. **If the District Office has activated an EOC, refer media inquiries to the District PIO, who will take over the responsibilities and operational duties described below.** Only one Public Information Officer will be assigned for each incident.

The PIO may be responsible for messaging to parents about student release or other disaster-related information, using Power School mass notification or coordination with the municipal EOC PIO for use of AlertSCC mass notification.

The PIO, at the direction of the District PIO, may become part of a Joint Information Center (JIC) with District or municipal PIOs.

Responsibilities: The PIO acts as the official spokesperson for the school in an emergency situation and ensures that information support is provided on request; that media releases are consistent, accurate, and timely; and that appropriate information is being provided to all required individuals and agencies.

Start-Up Actions

- Determine a possible “news center” site as a media reception area (located away from the Command Post and students). Get approval from the IC
- Identify yourself as the “PIO” (vest, visor, sign, etc.).
- Consult with District PIO to coordinate information release.
- Assess situation and obtain statement from IC.
- Obtain approval of the Incident Commander for all media and public information messages
- Advise arriving media that the site is preparing a press release and approximate time of its issue.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

Operational Duties

- Keep up-to-date on the situation.
- Issue/read statements approved by the IC that reflect:
 - Reassurance — “Everything is going to be OK”;
 - Incident cause and time of origin; size and scope of the incident;
 - Current situation — condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.

- Resources in use;
- Best routes to school, if known and appropriate;
- Any information school wishes to be released to the public.
- Be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase “no comment.”
- Remind school site/staff volunteers to refer all questions from media or waiting parents to the PIO.
- Update information periodically with the IC.
- Ensure key announcements are translated into other languages as needed.
- Monitor news broadcasts about incident. Correct any misinformation heard.

Closing Down

- At the IC’s direction, release PIO staff no longer needed.
- Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- Provide logs and other relevant incident documents to the Situation Status-Documentation Unit.

GUIDELINES FOR SPEAKING TO THE MEDIA

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

- **READ** all press statements.
- **BE AVAILABLE** for press inquiry.
- **RE-STATE** the nature of the incident; its cause and time of origin.
- **DESCRIBE** the size and scope of the incident.
- **REPORT ON** the *current* situation.
- **SPEAK ABOUT** the resources being utilized in response activities.
- **REASSURE** the public that everything possible is being done.
- **DO NOT RELEASE** students’ names.
- **BE TRUTHFUL**, but consider the emotional impact the information could have upon listeners.
- **AVOID** speculation; do not talk “off the record”.
- **DO NOT USE** the phrase “no comment”.
- **SET UP** press times for updates.
- **CONTROL** media location.

Equipment/Supplies

- ID Vest
- Hard hat
- Battery operated AM/FM radio
- Paper/pencils/marketing pens
- Scotch tape/masking tape
- Scissors
- School Staff Directory
- Laminated school site map poster board size for display
- School site map(s) and area maps as 8x11” handouts
- Sample Public Information Releases
- School Profile or School Accountability Report Card (SARC)
- Forms:
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)

The Safety Officer is a member of the Incident Command Staff. When there is a district- level emergency, this position can be staffed at the EOC and on site at the Command Post.

Responsibilities: The Safety Officer develops and recommends measures for assuring personnel safety and assesses/anticipates hazardous and unsafe conditions. The Safety Officer is a member of the Incident Command Staff. Operating under the Incident Commander, the Safety Officer can exercise emergency authority to stop or prevent unsafe acts.

Start Up Actions

- Check in with the IC for situation briefing.
- Put on personal safety equipment; i.e., hard hat, vest)
- Obtain necessary equipment and supplies from Logistics.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled

Operational Duties

- Monitor drills, exercises, and emergency response activities for safety.
- Identify hazardous situations associated with the incident.
- Initiate appropriate mitigation measures.
- Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Investigate accidents that have occurred within the incident area.
- Anticipate situation changes, such as severe aftershocks, in all planning.
- Keep the IC advised of your status and activity and on any problem areas that now need or will require solutions.

Closing Down

- When authorized by IC, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Situation Status-Documentation Unit.
- Return equipment and reusable supplies to Logistics.

Equipment/ Supplies

- Vest
- Hard hat
- Clipboard, paper, pens
- Two-way radio
- Forms:
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)

The Agency Liaison is a member of the Incident Command Staff. **When there is a district-level emergency, this position is generally staffed at the EOC.** Only one agency liaison is assigned for each incident, including incidents that are multi-jurisdictional.

Responsibilities: The Agency Liaison serves as the point of contact for representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Start Up Actions

- Check in with the IC for situation briefing.
- Determine personal operating location and set up as necessary.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, e.g. vest or ID tag.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.

Operational Duties

- Maintain a list of assisting and cooperating agencies.
- Keep agencies supporting incident aware of incident status and priorities.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Ensure coordination of efforts by keeping IC informed of agencies' action plans.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of assisting agency resources.

Closing Down

- At the IC's direction, deactivate the Agency Liaison position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the Situation Status-Documentation Unit.

Equipment/ Supplies

- ID Vest
Hard hat
- Two-way radio, if available
- Clipboard, paper, pens
- School Staff Directory

- Copies of vendor contracts
- List of local emergency contacts and resources
- Forms:
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)

Responsibilities: Operations manages the on-scene, immediate response to the disaster, which can include the following:

- Site Facility Check/Damage Assessment
- Student Supervision and Release
- Security and Utilities
- Light Fire Suppression
- Search and Rescue
- First Aid

Start-up Actions

- Check in with the IC or Command Post for situation briefing.
- Put on personal safety equipment, e.g. hard hat and vest, walkie-talkie.
- Obtain necessary equipment and supplies from Logistics.
- Identify an assistant, as needed.
- Be proactive and anticipate needs.

Operational Duties

- Assume the duties of all operations positions until staff is available and assigned.
- Brief assigned staff on the situation and supervise their activities, utilizing the position checklists.
- Check with IC to assure Emergency Plan is implemented.
- Initiate and coordinate Search and Rescue and First Aid operations, if needed.
- Notify Logistics if additional supplies or personnel are needed for the Operations Section, As additional staff arrive, brief them on the situation, and assign them as needed.
- Ensure that damage assessment information is being provided to the Planning-Situation Status unit for recording and tracking
- As information is received from Operations staff, pass it on to the IC, providing description of tasks and priorities.
- Student Release requires heavy staffing, so begin preparations early for well- separated and well-marked Parent Request and Student Release
- Monitor operational activities, ensuring that Operations staff follows standard procedures, utilizes appropriate safety gear, and documents their activities.
- Schedule breaks and reassign Operations staff within the section as needed.

Closing Down

- At the IC's 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 other relevant documents to the Situation Status-Documentation Unit.
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Equipment/Supplies

- Vest
- Hard hat, gloves, if needed
- Clipboard, paper, pens, tape
- Two-way radio
- First Aid supplies for First Aid teams
- Campus map
- Search and Rescue equipment for SAR teams
- Forms:
 - Staffing List (Appendix 68)
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)
 - Situation Status Report – Initial (Appendix 93)
 - Situation Status Report Update (Appendix 94)
 - Check-In/Check Out (Appendix 96)

Objectives: Sweep quickly through the school buildings to identify location of trapped or injured students and staff, and to assess and record the extent of damage to the school. Rescue those who are trapped and injured. Coordinate with First Aid team for treatment of the injured. Report damage assessment information to Planning-Situation Status

Safety Rules: Buddy system: 2-3 persons per team; team leader identified. Take no action that might endanger you. Do not work beyond expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and standard safety procedures. Team members should be certified in First Aid and trained in basic SAR techniques.

Start-Up Actions

- Put on personal safety gear.
- Obtain all necessary equipment from container (see below).
- Check at Command Post (ICP) for assignment.
- Put batteries in flashlight.

Operational Duties

- Before entering a building, walk around and inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- If building is safe to enter, search assigned area (following map) using orderly pattern. Check rooms first that are marked for injured person left behind (e.g., red ribbon on door handle). Systematically check all rooms.

STANDARD SEARCH ASSESSMENT MARKING

A separate and distinct marking system is necessary to conspicuously describe information relating to the location of victims in the areas searched. This will be constructed in two operations, when entering and leaving a room. It is important that the markings are specific to each area of entry (e.g., room) or separate part of the building. Use chalk, painters' tape, or grease pencil for the markings indicated below.



ENTERING A ROOM: Draw a forward slash to indicate that search operations are currently in progress.

- When injured victim is located, transmit location, number, and condition of injured to Command Post. Do not use names of students or staff. Administer only life-saving disaster first aid. Transport injured to First Aid Station.



EXITING A ROOM: Draw a back slash across the original one, creating an "X" on the door when the primary search is completed.

- Fill in the four quadrants of the "X" using the standard marking system, which will help professional rescue teams who follow. Working clockwise from the left quadrant, mark information as described:

Search
Team



LEFT QUADRANT: Write the SEARCH TEAM INITIALS or identifier.

Date/
Time



TOP QUADRANT: Write the DATE and TIME that the search team left the room or structure

Hazards



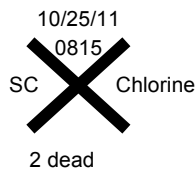
RIGHT QUADRANT: Write any HAZARDS found, e.g., rats, toxic chemicals, broken staircase

injured
dead



BOTTOM QUADRANT: Write number of LIVE and DECEASED victims still inside the structure. 0 = no victims

EXAMPLE:



- Report by radio to Incident Command Post when room or area has cleared (example: "Room A-123 is clear"). To diminish radio clutter, consider reporting room clusters as clear.
- Follow directions from Operations/Incident Command Post
- Report gas leaks, fires, or structural damage to Operations Chief immediately upon discovery.
- Record exact location of damage and report information to Operations Chief and Planning-Situation Status
- Keep radio communication brief and simple. Use common language, no codes.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Situation Status-Documentation Unit.

Equipment/Supplies

- ID Vest
- Hard hat
- Work and latex gloves
- Whistle with master keys on lanyard
- First aid backpack
- Campus 2-way radio
- Clipboard with job description and map
- Caution tape
- Fire extinguisher
- Backpack with goggles, flashlight, face masks, pry bar, duct tape, grease pencil and painter's tape to mark doors
- Forms:
 - Light Search and Rescue Supplies (Appendix 80)
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)
 - Check-In/Check Out (Appendix 96)
 - Building Status Report (Appendix 100)

Objective: Ensure the security of students, staff and facility. Facilitate the safe flow of vehicular traffic and maintain a secure perimeter of the school.

Personnel: School Campus Supervisor, available staff and disaster volunteers. Use buddy system.

Start-up Actions

- Identify team leader.
- Put on safety vest or position identifier.
- Check with Operations Chief.
- Obtain necessary equipment and forms from Logistics or emergency container.
- Secure area against unauthorized access. Mark gates with signs.
- Coordinate with Student Release unit to maintain order of the student release process.

Operational Duties

- Check the perimeter of the campus to ensure that all fences and gates are intact and secured.
- Station staff or volunteers at key locations to maintain control of students and others who may wish to come on campus.
- Establish/staff main security entrance to school campus.
- Notify Operations when the perimeter has been secured and a staffed single point of entry has been established.
- Use caution tape to secure hazardous areas from entry by students, staff or others.
- Place traffic cones, barricades, caution tape or other control devices to maintain control for safe vehicle movement in school parking areas.
- Use caution tape or other pedestrian control materials to establish secure areas for Incident Command, First Aid and Student Release areas.
- Post signage: "Entry Only by Main/Security Entrance" on perimeter gates.
- Direct all requests for information to the PIO or Command Post.

Closing Down

- At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn into the Situation Status-Documentation Unit.

Equipment/Supplies - See Emergency Supplies

- ID Vest
- Clipboards for staff
- Flashlights
- Traffic cones (25)
- Caution/barricade tape (5 rolls)
- Traffic Flares (1 case)
- Signs, laminated/8.5 x 11 “Entry Only by Main /Security Entrance” (15)
- Forms:
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)
 - Situation Status Report – Initial (Appendix 93)
 - Situation Status Report Update (Appendix 94)

Objectives: Ensure the care and safety of all students on campus except those who are in the First Aid Station. Coordinate evacuation of students and staff as directed by the Incident Commander.

Personnel: Classroom teachers, substitute teachers, and staff as assigned.

Start Up Actions

- Identify team leader.
- Put on safety vest or position identifier.
- Assess situation. Remain calm.
- Take job description clipboard and radio.
- Check in with Operations Chief for situation briefing.
- Assign personnel to assignments as needed.
- If school is evacuating:
 - Verify that the assembly area and routes to it are safe.
 - Count students or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

Operational Duties

- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Administer minor first aid as needed or refer to First Aid Station.
- Support the Student Release process by releasing students with appropriate paperwork.
- If students are to be evacuated off the school campus, arrange for transportation and coordinate the relocation of students to the new site, including transport of student release records and security.
- When necessary, provide water and food to students and staff.
- Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.
- Identify location(s) that can be used to shelter students and staff if not evacuated, or picked-up by parents.
- Arrange activities and keep students reassured.
- Update records of the number of students and staff in the assembly area (or in the buildings).
- Direct all requests for information to the PIO or Command Post.
- Make arrangements to provide shelter for students and staff.

Closing Down

- Return equipment and reusable supplies to Logistics.
- When authorized by the IC, close out all logs.
- Provide logs and other relevant documents to the Situation Status-Documentation Unit.

Equipment/ Supplies

- ID Vest
- School 2-way radio
- Clipboard with job description
- Ground cover, tarps
- First aid kit, water, food, sanitation supplies
- Plastic Wrap
- Student activities: books, games, coloring books, etc.
- Duct Tape
- Forms:
 - Emergency Supply List (Appendix 70)
 - School Shelter Supplies (Appendix 74)
 - Resource Request (Appendix 90)
 - Message Form (Appendix 101)
 - Student Status Report (Appendix 102 & 103)

Objectives: Establish the First Aid treatment area, triage, emergency medical response and counseling. Ensure that appropriate actions are taken in the event of deaths.

Coordinate with the Search and Rescue Team and inform the Operations Chief when the situation requires health or medical services that staff cannot provide.

Personnel: First-aid trained staff and volunteers

Start-Up Actions

- Set up First Aid Station if directed by Operations Chief.
- Obtain and put on personal safety equipment including vests and non-latex or nitrile gloves.
- Check with Medical Team Leader for assignment.

Operational Duties

- Admit injured students/staff to First Aid Station, listing name on master log.
- Administer appropriate first aid.
- Keep accurate records of care given.
- Continue to assess victims at regular intervals.
- Report deaths immediately to First Aid Team Leader. Relocate to morgue area
- If and when transport is available, do final assessment and document on triage tag. Keep and file records for reference—do not send with victim.
- Provide Planning-Situation Status-Documentation with a summary of the count and conditions of students and staff in the treatment area.
- A copy of the Student's Emergency Card must accompany student removed from campus to receive advanced medical attention. Send emergency out-of-area phone number if available.

First Aid Stations

Triage - Locate triage (injury sorting area) at the entry of the First Aid Station. This area is for the injured to be quickly evaluated for severity of injury and directed to the appropriate treatment area.

- **Red - Immediate:** the injured who could be helped by immediate transportation
- **Yellow - Delayed:** the injured with less severe injuries whose transport can be delayed
- **Green - Minor:** those with minor injuries not requiring urgent care
- **Black - Deceased:** used for the deceased and for those whose injuries are so extensive that they will not be able to survive given the care that is available

Crisis Intervention - Mild to moderate anxiety is best handled by teachers in class groups.

Severe anxiety warrants special attention in a secluded area away from other First Aid areas, since the sight of injured people may worsen the hysteria. This area should be away from the student population because hysteria can rapidly get out of control.

Closing Down

- Return equipment and unused supplies to Logistics.
- Clean up first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn into the Situation Status-Documentation Unit.

Objective: Assist teachers and staff in the release of students from the campus to parents and designated adults.

Personnel: School Secretary, available staff and disaster volunteers. Use buddy system. Student Release process is supported by student runners.

Start-Up Actions

- Identify team leader.
- Put on safety vest or position identifier.
- Check with Operations Chief for assignment to Request Table or Release Table.
- Obtain necessary equipment and forms from Logistics or emergency container.
- Secure area against unauthorized access. Mark gates with signs.
- Set up Request Table at the main student access area. Use alphabetical grouping signs to organize parent requests.
- Have Student Release Forms available for parents outside at Request Table. Assign volunteers to assist.
- Set up Release Table at some distance from Request Table.

Operational Duties

- Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- Refer all requests for information to the ICS or EOC PIO. Do not spread rumors!

Procedures

- Requesting adult fills out Student Release Form, gives it to staff member, and shows photo identification.
- Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is authorized on the card.
- Staff instructs the requester to proceed to the Release Table and files the Emergency Card in the out box.
- Runner takes the Student Release Form to Student Assembly Area, walks the requested student to the Student and check that Release Table.
- Staff matches student to requester, asks parent/requester to sign student Release Form, and requests both to leave the campus area to reduce congestion.

Note: If a parent is hostile or refuses to wait in line, don't argue. Step aside with the agitated parent so that Request Table can continue processing other parent requests. Document.

If student is with class in the Assembly Area:

- Runner shows Student Release Form to the teacher
- Teacher marks box, "Sent with Runner."
- Runner walks student to Release Table
- Runner hands paperwork to release personnel.
- Release staff match student to requester, verify proof of identification

If student is not with the class:

- Teacher makes appropriate notation on Student Log.
- "Absent" if student was not in school that day.
- "First Aid" if student is at First Aid Station.
- "Missing" if student was in school but now cannot be located.
- Runner takes Student Log to Planning/ICP.
- Planning verifies student location if known and directs runner accordingly.
- Parent should be notified of missing student status and escorted to Crisis Counselor.
- If student is in First Aid, parent should be escorted to Medical Treatment Area.
- If student was marked absent, parent will be notified by a staff member.

Closing Down

- At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn into the Situation Status-Documentation Unit.

Equipment/Supplies

- ID Vest
- Clipboards for staff
- Small clipboards for Parent Request forms
- Pens, stapler
- Student Emergency Contact Cards
- File boxes to serve as out-boxes
- Model Student Release Guide
- Signs marked Request Table and Release Table
- Signs for alphabetical grouping to organize request lines
- Post-it tabs to indicate absent students, missing students, those in First Aid.
- Map with location of Student Release Table and parent parking area
- Forms:
 - Student Status report (Appendix 102 & 103)
 - Student Release form (Appendix 112)

Responsibilities: Planning is responsible for the collection, evaluation, documentation and use of information about the development of and response to the incident, the status of resources, and recovery planning.

- Maintain accurate records and site map.
- Provide ongoing analysis of situation and resource status.

Start Up Actions

- Check in with the IC 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 Planning positions until staff is available and assigned.
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Assist Incident Commander in writing Incident Action Plans, including setting objectives.

Closing Down

- At the IC's direction, deactivate the section and close out all logs.
- Archive all incident records.
- Verify that closing tasks of all Planning positions have been accomplished.
- Return equipment and reusable supplies to Logistics.

Equipment/ Supplies

- Vest
- Hard hat
- Clipboard, paper, pens, dry erase pens
- Two-way radio
- File box(es) and folders
- Clipboard
- Large site map of campus, laminated
- Forms:
 - Staffing List (Appendix 68)
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)
 - Section Tasks (Appendix 92)

- Situation Status Report – Initial Assessment (Appendix 93)
- Situation Status Report Update (Appendix 94)
- Check-In/Check Out (Appendix 96)

Objectives: Collect, evaluate, document and use information about the development of the incident and the status of resources.

- Maintain accurate site map.
- Provide ongoing student/staff and facilities status data, analysis of situation and resource status.
- Collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up Actions

- Check in with Planning Chief for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on safety vest or position identifier.
- Determine whether there will be a Finance/Administration Section. If there is none, the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel time keeping records.

Operational Duties

Situation Status (Map)

- Establish, coordinate and direct verbal and written communications with section chiefs.
- Collect, organize and analyze incident information, including damage assessment, casualties, student and staff count, security conditions, and status of resource requests.
- Update situation status boards as new information is received.
- Use area-wide map to record information on major incidents, road closures, utility outages, etc.
- Mark site map appropriately as related reports are received. This includes Search and Rescue reports and damage updates, giving a concise picture status of campus.
- Preserve map as legal document until photographed.

Records

- Maintain time log of the Incident, noting all actions and reports.
- Record content of all radio communication with district Emergency Operations Center.
- Record verbal communication for basic content.
- Log in all written reports.
- File all reports for reference (file box).
- **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.

Student and Staff Accounting

- Receive, record, and analyze Student Accounting forms.
- Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
- Report missing persons and site damage to the IC.
- Report first aid needs to Medical Team Leader.
- File forms for reference
- Direct media or public inquiries to the ICS or EOC PIO.

Situation Analysis

- Provide current situation assessments based on analysis of information received.
- Develop situation reports for the IC to support the action planning process.
- Think ahead and anticipate situations and problems before they occur
- Report to Planning chief or Incident Commander. Refer all other requests to Public Information Officer.

Closing Down

- Close out all logs and turn all documents into Documentation.
- Return equipment and reusable supplies to Logistics.

Equipment/ Supplies

- ID Vest
- Clipboards
- 2-way radio
- Paper, pens, dry-erase pens, tissues
- Large site map of campus, laminated
- File box(es)
- Map of county and local area
- Forms:
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)
 - Section Tasks (Appendix 92)
 - Situation Status Report – Initial Assessment (Appendix 93)
 - Situation Status Report Update (Appendix 94)
 - Check-In/Check Out (Appendix 96)

Responsibilities: Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-up Actions

- Check in with the IC for situation briefing.
- Open supplies container or other storage facility.
- Put on position identifier, such as vest.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Incident Command Post and other facilities are set up as needed in safe locations.

Operational Duties

- Assume the duties of all Logistics positions until staff is available and assigned.
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate supplies, equipment, and personnel needs with the Operations Section Chief.
- Maintain security of cargo container, supplies and equipment.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Equipment/Supplies

- Vest and ID
- Hard hat
- Clipboards with volunteer sign-in sheets
- Pens, marking pens
- File folders
- Storage facility and all emergency supplies stored on campus
- Inventory of equipment on campus
- Forms:
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)
 - Section Tasks (Appendix 92)
 - Check-In/Check Out (Appendix 96)

Objectives: Provide facilities, equipment, supplies, and materials in support of the incident response. Facilitate and coordinate food supplies, meal preparation, meal distribution, water distribution, sanitation set-up and debris removal.

Start-Up Actions

- Check in with Logistics Chief for situation briefing.
- Open supplies container or other storage facility if necessary.
- Put on safety vest or position identifier.
- Begin distribution of supplies and equipment as needed.
- Set up the Incident Command Post.

Operational Duties

- Maintain security of cargo container, supplies and equipment.
- Distribute supplies and equipment as needed.
- Assist team members in locating supplies and equipment.
- Set up feeding area, sanitation area and other facilities as needed.
- Arrange for debris removal.
- Coordinate site repairs and use of school facilities.

Closing Down:

- At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.
- Secure all equipment and supplies.

Equipment/Supplies

- ID Vest
- 2-way radio
- Clipboard
- Paper, pens
- Cargo container or other storage facility and all emergency Supplies stored on campus
- Forms:
 - Emergency supply list (Appendix 70)
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)
 - Section Tasks (Appendix 92)

Objective: Coordinate the assignment of personnel (staff, students, disaster volunteers) in support of the incident response.

Start-Up Actions

- Check in with Logistics Chief for situation briefing.
- Put on safety vest or position identifier.
- Open three logs to list staff, volunteers, and student runners who are awaiting assignment.

Operational Duties

- Deploy personnel as requested by the IC.
- Sign in volunteers, making sure that they wear I.D. badges and are on the site disaster volunteer list.
- Unregistered volunteers should be sent to the community volunteer site, if there is one. If needed on site, verify identity, register volunteer, and consider simple assignments such as crowd control or distribution of forms to parents.

Closing Down

- Ask volunteers to sign out.
- At the Logistic Chief's direction, close out all logs and turn them in to Documentation Unit.
- Return all equipment and supplies.

Equipment/Supplies

- ID Vest
- 2-way radio
- Clipboards with Volunteer Sign-in sheets
- Paper, Pens
- Cargo container or other storage facility and all emergency supplies stored on campus
- Forms:
 - Staff List (Appendix 68)
 - Emergency supply list (Appendix 70)
 - Staff Release form (Appendix 85)
 - Section Activity log (Appendix 91)
 - Check-in Check (Appendix 96)
 - Message form (Appendix 101)
 - Staff Status report (Appendix 104 & 105)

Objectives: Provide communications and information technology support to all areas of the incident response, including internal communication within the campus, and external communication with the District EOC, public safety and municipal EOC.

Start-Up Actions

- Check in with Logistics Chief for situation briefing.
- Put on safety vest or position identifier.
- Establish a Communications Center near the Incident Command Post and Planning-Situation Status positions
- Issue portable radios to all school emergency responders.
- Create a Communication plan listing all personnel and their duties
- Determine if cellular telephone service exists
- Determine if landline telephone service exists
- Determine if the inter-District radio system is operable
- Contact District Office Communication unit and advise them of the status of Communication systems at your site.
- Check in with the Los Gatos Public Safety Communications Center on the inter-District radio if telephone systems are down.
- Ascertain the status of computer networks, internet and IT equipment

Operational Duties

- Staff the Communication Center to ensure that all radio and telephone messaging is routed through that site.
- Maintain information technology equipment and system for messaging, and internal and external communication.
- Maintain a contact list of all pertinent email addresses, including District and local public safety agencies.
- Be prepared to work with the PIO for technology support of messaging or media communication
- Maintain a log of all significant event messages.
- Record messages on a message form and relay as appropriate to Incident Command staff and Situation Status-Documentation
- Periodically conduct and log radio “welfare checks” of all emergency responders.
- At the direction of the Incident Commander or command staff, relay information to the District Office EOC.
- Maintain a check-in/check-out inventory of all radio equipment.

- Communicate with Logistics-Supply to ensure an adequate supply of batteries for radios

Closing Down:

- At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.
- Secure all equipment and supplies.
- Provide all messaging logs and other documentation to the Situation Status-Documentation unit.

Equipment/Supplies

- ID Vest
- 2-way radio
- Inter-District radio
- Cellular telephone
- Contact numbers-list for all staff, District office and EOC positions, Los Gatos EOC positions, and public safety agencies
- Clipboard
- Paper, pens
- Forms:
 - Resource Request (Appendix 90)
 - Section Activity log (Appendix 91)
 - Check-in check-out (Appendix 96)
 - Message form (Appendix 101)
 - Staff Status report (Appendix 104 & 105)

COMMUNICATIONS

Establishing reliable communication networks is critical for effectively dealing with an emergency or crisis. Timely contact with law enforcement and other public agencies is necessary for effective response. School staff members and students must be told what is happening and what to do. Parents and families of staff members must be informed about the situation, including the status of their child or family member. School Board members must be kept informed and updated.

Information must be transmitted to the District Superintendent and to other affected schools. Rumors must be quelled. And finally, the media must be informed and kept updated. It is the responsibility of the Superintendent to disseminate information to the public.

The principal or designee will:

- Notify the district office of the school's status/needs
- Designate staff member(s) to monitor all communications

COMMON TERMINOLOGY

One of the most important reasons for schools to use the ICS is that it provides common terminology. Response agencies will communicate more effectively with schools if similar roles are described with similar wording. California law, SB 1872 states multiple times that schools must, "...include consistent, plain language and terminology" within policies and procedures.

COMMUNICATION TECHNOLOGY

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. In the event that telephone and/or electrical service is interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

COMMUNICATION TOOLS (remove/add communication systems on this list to match the communication capabilities at LGUSD schools)

Standard telephone – A standard telephone plugged into a standard jack may work even when the electrical power is off. Designate a school telephone number as a recorded "hot line" for parents to call for information during emergencies. The goal is to keep other telephone lines free for communication with first responders and others.

Cellular telephones – These phones may be the only tool working when electric service is out; they are useful to administrators and staff who may be en route to or from a site. However, cell phones may not work or become overloaded, and should not be your school's only emergency communication option. Note that many cell phones incorporate a two-way radio feature and should not be used during a bomb threat, as these devices can activate an explosive device.

There should also be no policy restricting the carry of cellular phones during the work day.

Intercom systems – Ideally, systems should include teacher-initiated communications with the office using a handset rather than a wall-mounted speaker. Instructions for use of the intercom system should be posted near the controls in the office area.

Bullhorns and megaphones – A battery-powered bullhorn or megaphone should be part of the school's emergency toolbox to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.

Two-way radio - Two-way radios provide a reliable method of communication between rooms and buildings at a single site. Train all staff fully to operate the two-way radio. However, two-way radios are not a secure means of communication and therefore discretion should be used when discussing sensitive issues (e.g. personal information about students or staff affected by the emergency). Two-way radios should not be used during a bomb threat, as radio waves can activate an explosive device.

Computers – A wireless laptop computer may be used for communication both within the school and to other sites. E-mail may be a useful tool for updating information for staff, other schools in an affected area, and the District Superintendent. Post information such as school evacuation, closure or relocation on the home page of the school and district website.

Fax machines – Possible uses include an off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, forms, and authorizations can be faxed and returned in emergencies.

Alarm systems – Bells or buzzers which may be sounded in different ways to signal different types of emergencies - for example, fire, lockdown or special alert (with instructions to follow).

Social Media –If a school or district utilizes social networking (i.e. facebook, twitter, etc...) for district-level communications, then during a crisis situation, districts should keep their internal and external stakeholders informed during a crisis using their preferred social media platform. During a crisis, districts should update their social media platforms at least as often as they speak to the press to keep all of the information current. If districts allow comments on their social networking feeds, good practice may be to disallow comments during the event of a crisis. It is imperative that all information on the district's social media site have the most current information addressing stakeholder concerns.

Telephone Tree – A telephone tree is a simple, widely used system for notifying staff of an emergency event when they are not at school. Set up a telephone tree by listing the first in Chain of Command (Principal or Incident Commander). Then link him/her to the ICS section chiefs who, in turn, are linked to those assigned to units within each section. In practice, the first person on the list calls several people, who next call others, etc., until everyone on the list has been notified of the situation. A carefully crafted statement, specifying what is and is not yet known, and what steps may need to be taken, should be drafted before the telephone tree is activated. This helps to retain the authenticity, and can also assist in communicating with parents.

Responsibilities: Finance/Administration is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency.

- Maintain financial records
- Track and record staff hours

Start-Up Actions

- Check in with the IC for situation briefing.
- Put on position identifier, such as vest.
- Locate and set up work space.
- Check in with the Documentation Clerk to collect records and information which relate to personnel time keeping and/or purchasing.

Operational Duties

- Assume the duties of all Finance/Administration positions until staff is available and assigned.
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

Closing Down

- At the IC's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.

Equipment/ Supplies

- Vest
- Clipboard
- Paper, pens
- File folders
- Calculator
- Forms:
 - Staffing List (Appendix 68)
 - Resource Request (Appendix 90)
 - Section Activity Log (Appendix 91)
 - Section Tasks (Appendix 92)
 - Check-In/Check Out (Appendix 96)

Objective: Maintain accurate and complete records of staff hours, and purchases. Most purchases will be made at the District level, however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.

Start-Up Actions

- Check in with Finance/Administration Chief for situation briefing.
- Put on position identifier, such as vest, if available.
- Locate and set up work space.
- Check in with the Situation Status-Documentation unit to collect records and data that relate to personnel time keeping and purchasing.

Operational Duties

- Meet with Finance/Administration Chief to determine process for tracking regular and overtime of staff; include all staff and volunteer hours.
- Ensure that accurate records are kept of all staff members, indicating hours worked.
- If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.
- Support the Logistics-Supply unit in making purchases that have been approved by the Incident Commander.
- Maintain a list of vendor contact, agreements and contracts.

Closing Down

- Close out all logs.
- Secure all documents and records.

Equipment/ Supplies

- ID Vest
- Clipboards
- Paper, pens
- Forms:
 - Staff List (Appendix 68)
 - Resource Request (Appendix 90)
 - Message form (Appendix 101)
 - Staff Status report (Appendix 104 & 105)