

# Rancho Pico Junior High School

## EMERGENCY REFERENCE GUIDE

### WHEN AN EARTHQUAKE OCCURS:

1. The teacher, or other person in authority, implements **DROP, COVER, HOLD.**
2. If necessary, **MOVE CLASS OUTSIDE** to an open area and when safe, take the class to the **DISASTER ASSEMBLY AREA** as indicated on the map in your classroom. **Take roll book and emergency backpack.**
3. Take roll and complete the Accountability Report. **IMPORTANT—Be sure that when you have completed the Accountability Report, it is sent with a student runner to the Command Post.**
4. **Report to designated emergency team (if you have a role) or stay with students for supervision.**

### IN CASE OF FIRE:

1. When the fire alarm sounds, instruct your students to quietly exit the room. **Take roll book and emergency backpack.**
2. Instruct your students to follow the evacuation routes and gather in the **DISASTER ASSEMBLY AREA.**
3. Walk with your students to your assigned area and verify your class attendance.
4. Complete the **ACCOUNTABILITY REPORT** and send it to the Command Post via student runner.
5. When the all-clear signal is given, return to your room with your students.
  - If staff and students are unable to return to their rooms due to the danger of the structures burning, staff member will **WALK THEIR CLASS DOWN VALENCIA BLVD.** in a safe and orderly fashion to convene in the Wells Fargo Parking lot, on the corner of the Old Road and Valencia Blvd.

### POWER OUTAGE:

1. Remain in classroom with students until contacted by the office with instructions.

### HAZMAT (Hazardous materials):

1. 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, he/she may confirm the call.
2. 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.
3. The principal will contact the district superintendent and apprise him/her of the situation.
4. 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.

### HUMAN THREAT (BOMB, SHOOTER, ETC):

1. Take necessary precautions to ensure safety of self and students (evacuate, lock door, etc.)
2. Follow instructions given from office via all-call.
3. When informed safe to do so via all-call, contact an ADMINISTRATOR with your **CLASS STATUS.**
4. **CELL PHONES CANNOT BE USED.**

## **PROTOCOL FOR STUDENT HAVING A WEAPON ON CAMPUS**

### **Protocols in place are confidential and for District and Rancho Pico Staff Only**

If the school deputy is NOT available, the administrator will contact the Sheriff's station at (661) 255-1121, explain the situation, and request that a deputy report immediately to Rancho Pico.

## **PROTOCOL FOR LOCKDOWN**

### **Protocols in place are confidential and for District and Rancho Pico Staff Only**

## **PROTOCOL FOR BOMB THREAT**

### **Protocols in place are confidential and for District and Rancho Pico Staff Only**

#### **Rancho Pico Jr. High Emergency Attendance Procedure**

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In the case of an emergency lockdown during brunch or lunch, where students are moving to the closest open room, send information using the following protocol:

- As soon as possible and safe to do so, send a text to the text-a-tip number, (661) 418-7426, if there is any urgent information to convey. If you do not have a cell phone, ask a student to text this information.
- Once it has been announced on the all-call that it is safe to get to your computer, send an email to an administrator with the same information as above, but include a list of names of all individuals in your room, including any adults in addition to yourself.

# Earth Quake Emergency Plan

## **DUCK, COVER & HOLD**

### **At the first sign of an earthquake:**

- Teachers will automatically issue “DUCK, COVER, and HOLD” order.
- Teachers, too, will take an immediate protective position, head first, under a table, AWAY from windows.
- Drop to knees, hold on to one leg of the table or desk with one or both hands and try to move with it. Remember to keep your head and body protected as best you can. Stay protected until all shaking and movement stops.

## **EVACUATE**

### **Evacuation Procedures:**

- Remain calm.
- Supervise and reassure students.
- Assess injured students (use classroom kit supplies as required once safe to do so).
- Take classroom kit/red backpack with you.
- Evacuate to emergency assembly area:
  1. Using safest route
  2. Quickly and quietly
  3. Be alert for blocked exits and other hazards
  4. Be aware of other classes not exiting (check buddy teacher)
  5. Doors should remain unlocked for search and rescue access

## **ASSEMBLE AT EMERGENCY ASSEMBLY AREA**

### **Assembly Area Procedures:**

- Instruct students to sit on the ground.
- Take attendance using class roster and classroom kit or command post duplicate.
- Complete “Accountability Report.”
- Note and report immediate first aid needs to your remaining buddy teacher.
- Student runner takes accountability reports to the command post.
- Search & Rescue and First Aid Team members report to stations.
- Remain quiet and attentive, awaiting assignment.

## TEACHERS WITH CLASSES:

1. Lead students through “DUCK, COVER, and HOLD” if appropriate.
2. Ascertain the extent of any injuries to be able to note this on your Accountability Report.
3. Evacuate classroom in a calm, orderly manner. **Take roll book and emergency backpack.**
4. Escort class to the assembly area (basketball courts) and take roll.
5. Complete an Accountability Report for your class—designate a reliable student as your runner and send the report to the command post with the runner--include students/staff needing mental health counseling.
6. If assigned to an emergency team report to your designated area. Give your roll book and emergency backpack to a teacher staying behind to supervise students.
7. If supervising students, reassure them that you’re with them throughout the emergency.
8. **Keep all of your students with you for student location/reunion purposes.**
9. Involve your students in activities that will keep them busy and maintain order.

## TEACHERS WITHOUT CLASSES:

Immediately report to the Operations Officer (Ben Wobrock) at the Command Post and assist as directed.

## INSTRUCTIONAL ASSISTANTS:

Report to the Operations Officer (Ben Wobrock) at the Command Post and assist as directed, unless you are a one-on-one instructional assistant (then you stay with your student).

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.

## STAFF RELEASE:

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 but this will take time. 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 reunited with their families. You should have your own personal family plan (esp. if you have children to pick-up) with those that can take over for you. Those family members should be aware that in a major disaster you may not be able to leave our site for some time and that you will need their help for your own children.

## PROCEDURES FOR STUDENT RELEASE

### Procedures:

1. Gather the following materials:
  - Student Emergency Cards (to first aid)
  - Emergency/Disaster Release Cards (to release gate)
  - Student locator cards (to release gate)
  - Student release form (to release gate)
2. Select an appropriate location to facilitate the release of students to their parents/guardians. Unless the situation does not allow it, this location should be on the campus.
3. When a person requests the release of a student the following procedure is to be followed:
  - a. Verify that the person making the request is listed on the student's emergency/disaster release card. (Students will **ONLY** be released to people listed on this card).
  - b. Use the Class Locator Cards to locate the student.
  - c. Complete the top portion of the **STUDENT EMERGENCY RELEASE** form.
  - d. Send the form to the evacuation area to get the student. Runner is to request the student from the teacher.
  - e. When the student arrives, verify the correct person is being picked up.
  - f. Have the parent complete and sign the bottom portion of the release form. Release the student and keep the form.
4. It is **EXTREMELY** important that accurate records be kept for the release of students.

## **EMERGENCY INTERVENTION ACTION PLAN**

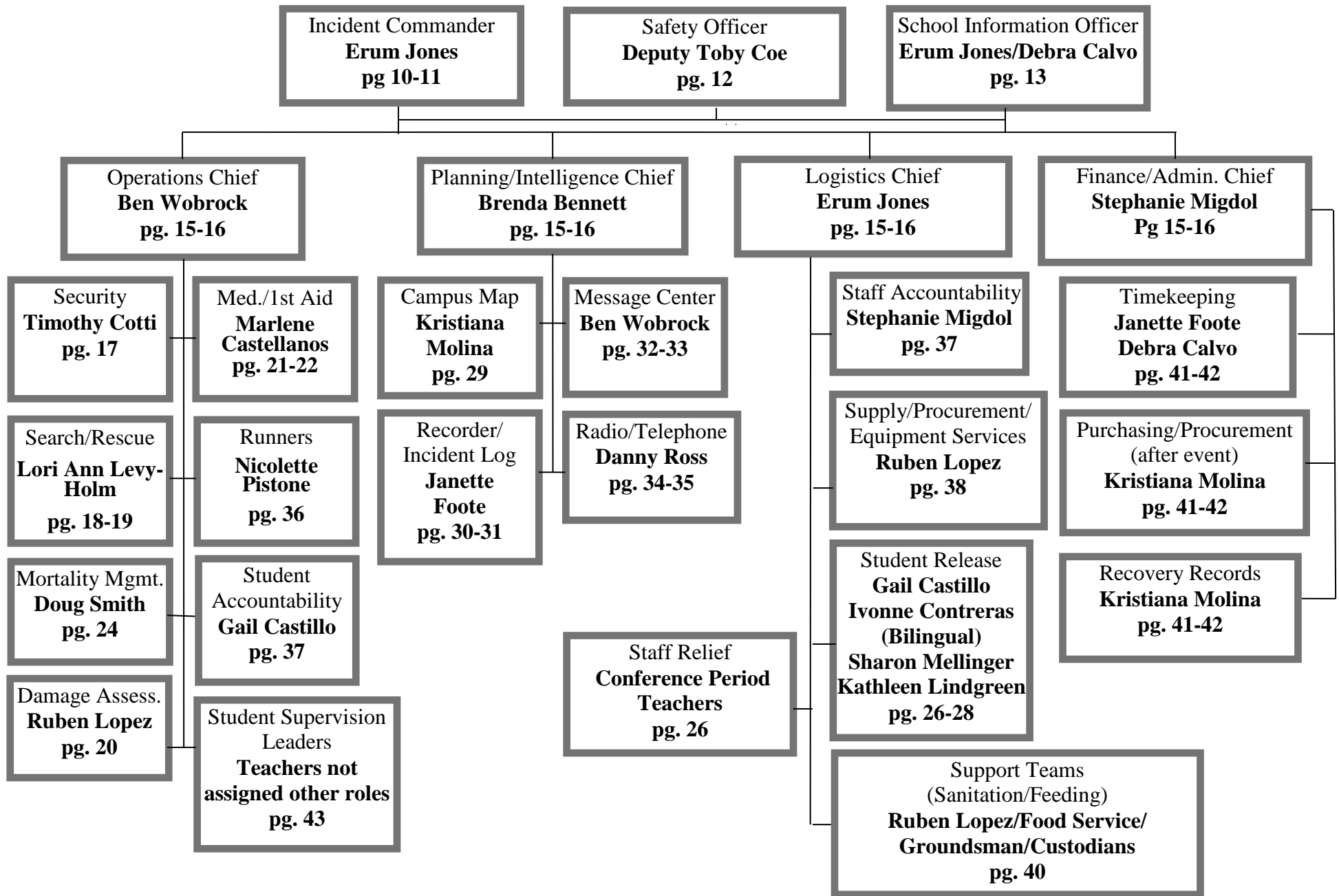
**PURPOSE:** To respond to physical, psychological and emotional need manifested as a result of an emergency, e.g., a death, serious accident, suicide, earthquake, a weapon and/or deadly force being used on campus, chemical seepage, etc.

**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.*

## **EMERGENCY CRISIS TEAM (ECT) MEMBERS**

Erum Jones, Principal, Incident/Logistics Commander  
Brenda Bennett, Asst. Principal, Planning/Intelligence Officer  
Ben Wobrock, Asst. Principal, Operations Officer  
Stephanie Migdol, Admin Assistant, Finance Admin. Chief and Staff Accountability  
Debra Calvo, Assistant Principals' Secretary, School Information Officer  
Lori Ann Levy-Holm, Teacher, Search and Rescue  
Araksia Kaladjian, Psychologist, Mental Health Coordinator  
Shannon Ford, Counselor, Mental Health Asst. Coordinator  
Jodi Ferry, Counselor, Mental Health Team  
Amy Clevenger, Counselor, Mental Health Team  
Kathleen Lindgreen, Registrar, Student Accountability and Release Asst. Coordinator  
Deputy Toby Coe, Safety Officer  
Ruben Lopez, Plant Mgr., Safety Coordinator and Support Teams  
Danny Ross, Tech Coordinator  
Nicolette Pistone, ASB Director, Student Runner Coordinator  
Sharon Mellinger, Librarian, Student Release Team  
Timothy Cotti, Lead Campus Supervisor, Security Coordinator  
Marlene Castellanos, Health Asst., Medical/First Aid Coordinator  
Peggi Stoffel, Teacher, Supply Allocation Coordinator  
Kristiana Molina, ASB/Counselor Sec., Maps, Recovery, Purchasing/Procurement  
Gail Castillo, Attendance Sec., Student Accountability and Student Release Team Coordinator  
Doug Smith, Teacher, Mortality Management Team  
Janeette Foote, Library Tech, Timekeeping and Recorder/Incident Log

# SEMS DISASTER FLOWCHART



# Rancho Pico Junior High School

## **EMERGENCY TEAMS**

Whenever a disaster occurs, the Emergency Crisis Team (ECT) members 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.*

### **COMMAND POST MGT. TEAM**

Erum Jones - Incident/Logistics Commander  
Deputy Toby Coe - Safety Officer  
Brenda Bennett - Planning/Intelligence Section Chief  
Ben Wobrock - Operations Section Chief  
Stephanie Migdol - Finance Section Chief  
Erum Jones - School Information Officer

### **SAFETY OFFICER**

Deputy Toby Coe

### **SECURITY TEAM**

Timothy Cotti - Coordinator  
Barbara Roberts – Asst. Coordinator  
Susan Cahill  
Chris Gatewood

### **FIRST AID TEAM**

Marlene Castellanos - Coordinator  
Mary Jane Finnigan - Asst. Coordinator  
Rebecca Goldberg - Asst. Coordinator

### **MORTALITY MANAGEMENT TEAM**

Doug Smith - Coordinator  
Cathy Rosemary - Asst. Coordinator

## **SUPPLY ALLOCATION**

Peggi Stoffel - Coordinator

## **SEARCH/RESCUE TEAM**

Lori Ann Levy-Holm – Coordinator  
Rachel Kenyon – Asst. Coordinator  
Ruben Escobar  
Chris Forbes  
Justin Jacobs  
Nicole Jolicoeur  
Shauna Koskie  
Lilex Makovsky  
Gerrit Maxwell  
Elizabeth McGuire  
Gordon Preston  
Nick Ritchie

## **COMMUNICATIONS TEAM**

Danny Ross - Technology Coordinator

## **SAFETY/DAMAGE TEAM**

Ruben Lopez - Coordinator  
All custodial and grounds personnel

## **SUPPORT TEAM**

Ruben Lopez - Coordinator  
Food Service - Asst. Coordinator  
Associate kitchen personnel  
Groundsmen/Custodians

## **RECORDING/TIMEKEEPER TEAM**

Debra Calvo - Timekeeper/ Recording  
Jannette Foote – Timekeeper/Recording  
Kristiana Molina - Purchasing Procurement



## **MENTAL HEALTH**

Araksia Kaladjian - Coordinator  
Shannon Ford – Asst. Coordinator  
Amy Clevenger  
Jodi Ferry  
ERICS Counselor – Michelle Garvin  
DIS Counselor – Tristan Renteria

## **STUDENT RUNNER TEAM**

Nicolette Pistone - Coordinator

*All ASB students are attached to the Runners Team. They will be used as runners from the Command Post to the stations in the Assembly Area under Rachel's management.*

## **STUDENT RELEASE TEAM**

Gail Castillo - Coordinator  
Kathleen Lindgreen - Asst. Coordinator  
Ivonne Contreras – Interpreter  
Sharon Mellinger  
Student runners as needed

## **STUDENT/STAFF STATUS**

Stephanie Migdol - Coordinator

\*All teachers on conference and staff not assigned duties report to the command post to relieve teachers assigned to other teams. All instructional assistants should stay with the teacher they are normally assigned to.

## **STUDENT SUPERVISION LEADERS**

### **Team Vanguard**

Ruth Flohr - TL  
Felicia Wheeler  
Tami Pearsall

### **Team Explorers**

Bill Johnson - TL  
Erin McHorney  
Micayla Frankian  
Ashley Albrecht

### **Team Odyssey**

Brenda Mumford  
Sun Yang  
Kimberly Rojas  
Aubrie Fairbanks

### **Team Infinity**

Melissa Chaddick - TL  
Jennie Wyse  
Leslie Wright  
Jean Kauffman

### **Team Quest**

Kristy Spector – TL  
Diane Jacobson  
Traci O'Connell  
Nicole Epps

### **Team Xtreme**

Clark Trowell  
Jennifer Guzman  
Devon Moore  
Amy Gaines

### **NO TEAM**

Molly Peters – to command post for assignment

## **INCIDENT COMMANDER – Erum Jones**

### **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 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 Multi-hazard Safety Program for Schools)-Get from Medical/First Aid Team

### **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 (particularly Reunion Gate) 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.

## **Incident Commander, cont.**

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**

## **SAFETY OFFICER – Deputy**

### 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:

School Deputy

### 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 Multi-hazard 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 OFFICER/LIAISON**

### **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.
3. Review with Incident Commander (Principal) the INITIAL STATEMENT (attached) for appropriateness and issue to Student Release Team at their station at the request gate(s). In addition, if the telephones are operational and it is safe to reenter the building, issue the INITIAL STATEMENT to the Telephone/Communications Team who will have someone stationed in the school office.
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 (fire, law enforcement, Red Cross, etc.). Maintain activities log.

## **CHECK IN AND CHECK OUT WITH TIMEKEEPING**

## **INITIAL STATEMENT TO PRESS/PUBLIC**

Assistant Superintendent Mike Kuhlman is at the District Office and is involved in managing the emergency operations to assist the schools. All information will be issued through Dave Caldwell, the Public Information Officer at the District Administrative Center.

## SECTION CHIEFS

### 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
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 that might include: 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.

## **Section Chiefs, cont.**

### **1. Operations Chief – Ben Wobrock**

- 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- Brenda Bennett**

- 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- Erum Jones**

- 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 – Stephanie Migdol**

- 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/FIRE TEAM**

### **Duties:**

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 Multi-hazard 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. Once turning in your Accountability Report, you will then report to the Search and Rescue Station.

## **Search & Rescue Team/Fire Team, cont.**

Proceed, when released, to the Search and Rescue (S&R) Station, located at the disaster storage bin, to form Rescue Teams and get supplies. The S&R Coordinator 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 a 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 S&R Coordinator 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 paint to mark slash on door when entering room. Close slash to form "X" on door when leaving room. Put the "Need Help" sign on the outside of the door indicating injured or dead bodies need to be retrieved from the room. If there are no bodies and the room is all clear, put the "All Clear" sign on the outside of the door. If the signs are missing use chalk/paint to mark a "C" for "clear" on the door. Or leave blank if there are bodies to retrieve. Mark "I" or "C" on your map, depending on the status of the room. If Campus 2-way radios are available, report by radio to the Search and Rescue Coordinator that the room has been cleared or the injured/dead information. If 2-way radio is not available, continue with the search and report in person to the Search and Rescue Station 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. Report 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**

### **Plant Manager, custodians, and grounds keeper**

#### 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.

# **MEDICAL/FIRST AID TEAM**

## **Health Assistant**

### 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 Multi-hazard 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 Multi-hazard 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**

### **Counselors, School Psychologists, Speech Therapist, and assigned personnel**

#### **Duties:**

Coordinate, administer, and document the counseling and care of individuals identified as being incapacitated and/or dysfunctional due to 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 specifics 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 Multi-hazard Safety Program for Schools)

Personnel: assigned by Incident Commander and Operations Chief

Location: Adjacent to First Aid station

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 the 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/Emergency Operations Center

### **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 TEAM**

### **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 TEAM

### Duties:

Document the release of students to responsible guardians or designated adults.

### Assignment:

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

### Location:

Perimeter of school, away from view of the students, Medical/First Aid, and the Command Post

### Training:

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

### Equipment:

1. Student Release forms, current class rosters and emergency cards (optional)
2. Table, pens, pencils, paper, Disaster Team Report Form, staplers, team identification vests/arm bands
3. "Instructions to Parents" signs/notices in English and other appropriate languages, Student Request/Release Gate(s) signs
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 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.

[Note: These procedures are based on separate Request and Release Gates, but these functions can be combined at a single location. There will be less confusion if adults requesting students can be set away from those who have already filled out the forms.]

1. Establish parent communication/request point and student release point and notify Command Post.
2. Interview people requesting release of students and verify authorization with personal identification. Assist with the completion of the Student Release/Runner Form.
3. Direct the authorized parent/adult to student release gate to wait for student to be brought to them.
4. Direct requests via student runners to Student/Staff Status Team at Command Post, where student runners will be directed to class locations.
5. Student runners transfer the completed Student Release/Runner Form to the supervising teachers.
6. The teacher at the EAA signs the Student Release/Runner Form and the requested student proceeds to the Release Gate with the student runner.
7. The authorized parent/adult signs the Student Release/Runner Form and in doing so accepts responsibility for the student.
8. The completed and signed Student Release/Runner Form is then returned to the parent request point to be entered into the Student Release Log and to be filed alphabetically for future reference

9. Note on the Student Release Log the date, time and name of person releasing the student and to whom student is released and destination. Release students **only** to personnel on emergency cards.
10. If student is uninjured and is willing to go with the adult, the student may be released. If the student cannot be released to the person making the request, due to injury or other trauma, the teacher notes that fact on the Student Release/Runner Form and returns the form, via the runner, to the Team members at the Request Gate for notation in the Student Release Log.
11. Keep the completed Student Release/Runner Forms in alphabetical order. [If the Request and Release functions are at same location, the team should keep a separate file of the forms of students who have been reunited.)
12. Maintain updated list of students who have been released to parents or authorized persons.
13. Routinely, and as requested, provide lists of "released" students to the Student/Staff Status position at the Command Post.

NOTE: The Student Runners need to be aware of the special procedures for situations when a student has been injured or is missing. If a "requested" student is at the Medical/First Aid Station or is missing, the Student Runner will be directed to the Command Post. The Incident Commander and/or Operations Chief will take appropriate action-directing the PIO/Liaison or counselor to tactfully inform the parent of the situation and bring the parent to the Medical/First Aid Station or other appropriate location.

### **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
  - 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: November 4, 1995

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 clip board
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 Ranch Pico 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 - Wm. S Hart Union High School District

“Scan” Standby mode\* to listen for calls

Channel 1 Goes through repeater and is heard on all District two-way radios tuned to this channel. When contacted by Administrative Center, remove microphone from its cradle. If screen shows “ch 1,” press switch on microphone to transmit. If “ch 1” does not appear, try knob on right to select “ch 1”. You may need to press “SCAN” button, below center of screen, in the process. To insure that your entire message is heard, wait one-half second after you press the switch before speaking.

\*Both the bottom and top units need to be on. Radios may be powered by car cigarette lighter socket. Keep motor running to transmit and place antenna base on car roof.

### **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 – **KHTS - 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
980	KFWB
1070	KNX

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

## **RUNNERS**

### Duties:

Carry messages/information from and to Command Post.

### Assignment:

ASB Advisor and ASB students

### Location:

Report to Command Post and then move to Runners Station

### 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

Move to the front of the MPR for student release

### **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:

Front of school by MPR

### 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.

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 Comp. 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 Comp. 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**

## **STUDENT SUPERVISION LEADERS**

### Duties:

1. Supervise your students and the students of teachers who are assigned other positions.
2. Supervise students closely- not allowing the students to wander about.
3. Coordinate student needs in your area, and establish communication with the Command Post via runner (s).

### Location:

Student Assembly Area (Grass Fields)

### Equipment:

1. Your roll book and emergency backpack
2. Other teachers roll book and emergency backpack- (other classes you are supervising)

### Procedures:

After evacuation from the classroom and arriving in your Assembly Area, take roll and complete an Accountability Report form and send it with a runner to the Command Post. Communicate with teachers who you will be covering their classes. Take their roll book and emergency backpack. Supervise students-maintaining strict accountability, and adhere to students who have any needs. Continue to communicate with Command Post via student runners.



# Rancho Pico Junior High School

- A California Distinguished and Gold Ribbon School -

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February 1, 2018

City of Santa Clarita  
Attn: Mayor Weste  
23920 Valencia Blvd., Suite 300  
Santa Clarita, CA 91355

Dear Mayor Weste,

Annually, the schools of the Wm. S. Hart UHSD revise their school site safety plans. Per California Education Code Sections 32280-32289, it is a requirement for the school site to annually communicate the school safety plan to the public at a public meeting at the school site. It is also a requirement for the school to extend an invitation to the Mayor to attend the public meeting.

This year, Rancho Pico Junior High School will hold its annual meeting on February 13, 2018, at 9:00 a.m. The school is located at 26250 Valencia Blvd. Stevenson Ranch, Ca. 91381. We would be honored for you to join us. The requirements for a school safety plan are delineated in the link below:

<https://www.cde.ca.gov/ls/ss/vp/documents/schoolsafetyplanchklist.pdf>

If you are unable to attend the meeting, you may review our plan on our school's website:

[www.ranhopicojuniorhigh.org](http://www.ranhopicojuniorhigh.org). We appreciate any feedback the City would like to provide to improve our plan.

Sincerely,

Erum Jones, Principal  
Rancho Pico Junior High School  
661-284-3260 x1175  
ejones@hartdistrict.org