

## **INCIDENT COMMAND SYSTEM SEMS RESPONSE TEAM ORGANIZATIONAL STRUCTURE**

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

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

### **MAJOR CONCEPTS/COMPONENTS**

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

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

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

Common terminology

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

### **HOW ICS FUNCTIONS IN THE HART DISTRICT**

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

Operations    Planning/Intelligence    Logistics    Finance/Administration    School Information Officer

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

## **ICS POSITIONS**

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

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

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

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

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

**Operations Section** – includes all the emergency response jobs. These are the “DOERS”.

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

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

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

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

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

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

- Timekeeping
- Purchasing/Procurement
- Recovery Records Management

### **COMMAND POST (CP)**

**Location – Baseball Field:** It is best to locate the CP so that the full Emergency Assembly Area is in view, while maintaining adequate separation from students, medical treatment area and Student Request and Release Gate(so). Also, it should be set up in close proximity to the outside disaster supply storage container. Have alternate locations in mind, including off-campus evacuation site(s). Identify Command Post location with a blue flag and sign, so that it is visible to staff and emergency responders.

### **Responsibilities**

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

### **Positions Stationed at CP**

Incident Commander

Recorder/Incident Log

Message Center

Radio/Telephone Communication

Student/Staff Status

Campus Map

### **Equipment/Supplies**

Tables (2) & chairs (as needed)

Job description clipboards

Staff Roster and Class Lists

Accountability Reports

Disaster plan

Bullhorn

Incident logs

Pens, markers, tape, stapler & staples, paper clips, 3-hole punch, extra batteries, etc.

Master Keys

Site Status Report – EOC Message Form

District 2-way radio

Campus 2-way radio

AM/FM battery operated radio

Campus Map

Blue flag and sign

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

- Supply/Procurement/Equipment/Services
- Information/Liaison
- Section Chiefs

- Runners
- Convergent Volunteers
- Unassigned Personnel: all teachers in their prep period at onset of disaster, all office and classroom classified personnel
- Search & Rescue
- Timekeeping

## INCIDENT COMMANDER – Collyn Nielsen

### 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 access the damages to their buildings and decide whether the structures are safe to reoccupy.)
3. The principal and an alternate school administrator should be trained in shelter management.

### Equipment:

1. Bullhorn with batteries
2. Current list of staff assignments to disaster teams
3. Emergency Procedures Manual
4. Site Status Report-EOC Message Forms (Form-12)
5. Decision/Action log
6. Pen, pencil, note pad, clipboard, paper clips
7. Job description clipboard
8. Mortality Management Guidelines (FEMA 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 Request 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.
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:
  - a. View campus map periodically for Search & Rescue progress and damage assessment information.
  - b. Check with Section Chiefs for periodic updates
  - c. Approve all information before release by Information/Liaison Officer to parents or general public. (When unusual situation 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 take 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 – John Turner**

### Duties:

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

### Assignment:

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

### Location:

Immediately adjacent to Command Post

### Training:

1. Damage assessment
2. Experience on School Safety Committee

### Equipment:

Pencils/Pens	Pencil Sharpener (small/hand held)
Stapler/Staples	Transparent Tape
Paper Clips	Scissors, marking pens
Note pad/Clipboard	Warning Tape
Rubber Bands	Access to warning cones or barricades
Masking Tape	Safety Office 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 – Brian Breslin, Pete Pew

### 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 of Parents	

### Procedures:

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

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

1. Set up at Command Post.
2. Wear PIO identification badge. (Kept in supply box.)
3. Review with Incident Commander (Principal) the INITIAL STATEMENT (attached) for appropriateness and issue to Student Release Team at their station at the request gate(so). 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. 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.

### INITIAL STATEMENT TO PRESS/PUBLIC

Superintendent Jamie Castellanos is in the command post and is involved in managing the emergency operations to assist the schools. All information will be issued through Rochelle Neal or Pat Willett, the Public Information Officers 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: 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 – Mark Crawford**

- 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 – Larry Oshodi**

- 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 – Joshua Nowak**

- 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 – Elaine Foderaro**

- 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 – Rick Golding, Chris Wyatt**

### 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 shutting 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 area (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 band (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 student (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.)

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## SEARCH & RESCUE TEAM/FIRE TEAM – Pete Calzia

### 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 Multihazard Safety Program for Schools)-Get from Medical First Aid Team

### Procedures:

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

1. Get list of known injured and damage reports from Operations Chief at Command Post.
2. Working in pairs and with a member of the Safety/Damage Assessment Team, search (inspect)

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

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

**-The disaster is so severe that a timely response by the coroner and/or law enforcement personnel is precluded.**

**-It is necessitated by search and rescue work; the health, safety and psychological well being of persons forced to remain at their work location due to the severity of the disaster.**

**-The remains are in a public area or otherwise exposed to public view.)**

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

**Student Assistants:**

Two students capable of lifting the dead weight of a full grown adult are to be attached to each search and rescue squad deployed. The S/R coordinator is responsible to insure that the student assistants receive on the spot training for the proper procedures of moving the injured victims prior to deployment.

NOTE: search and 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 –  
Collyn Nielsen, Jason d’Autremont, John Turner, James Aguirre**

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        |
| 4. Warning tape and signs; access to warning cones         | 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 and Rescue via Campus 2-way radio and set up central reporting point to fully debrief Search & Rescue Teams (probably with Operations Chief and Incident Commander).
2. Debrief Search & Rescue Teams, using Safety/Damage Assessment Survey.
3. Go first to areas most susceptible to damage.
4. When the initial emergency responses have been put into effect, then a more detailed safety/damage assessment can be made. Record all damage to buildings, including ability to reoccupy, utility status, damage to contents, etc.
5. Document with photographs or videotape, if possible.
6. Upon completion of duties, report to Operations Chief for reassignment.
7. Following each aftershock, reassemble team and, using Safety/Damage Assessment Survey, reassess damage and report to Operations Chief and Incident Commander.

**CHECK IN AND CHECK OUT WITH TIMEKEEPING**

## **MEDICAL/FIRST AID TEAM – Heather Pierce, Kelly McCue**

### Duties:

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

### Assignment:

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

### Location:

To be determined by Incident Commander and Operations Chief

### Training:

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

### Equipment:

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

### **Medical/First Aid Team cont.**

### 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 are 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 reason, 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 (name of student/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 come to 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 Psychologist, Speech Therapist, and assigned personnel**

**Duties:**

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

**Assignment:**

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

**Location:**

Command Post/Emergency Operations Center

**Training:**

Familiarity with site specific procedures of the particular disaster incident

**Equipment:**

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

**Procedures:**

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

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

**CHECK IN AND CHECK OUT WITH TIMEKEEPING**

**Mortality Management Guidelines**  
(FEMA Multihazard Safety Program for Schools)

**Personnel: Sam Modugno, Zack Schranz**

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 know, the identity of the body. They will notify the coroner.

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

Give a copy of these guidelines to:

- Incident Commander
- Section Chiefs
- School Information Officer
- Safety Officer

## **COMMUNICATIONS – Stacey Meyers, Michelle Hughes**

### **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 direction of the Incident Commander.
2. Document all communications from school, into school, and within school.
3. Appoint team member to other emergency teams in need of communications.

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

## **STAFF RELIEF TEAM – Nina Zamora**

### 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, stapler, 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 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. Sections 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 – Jeanne Griffiths

### 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 the specifics 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 classroom) 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 the same location, the team should keep a separate file of the forms of students who have been reunites.)
12. Maintain updates 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 – Gary Newman, John Vincent

### Duties:

Mark site map appropriately as related reports are received.

### Assignment:

Clerical staff or other staff member

### Location:

Command Post

### Training:

Familiarity with the school plant (facility)

### Equipment:

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

### Procedures:

After evacuation from classroom or work area, report to Emergency Assembly Area (EAA).

Classroom teachers take roll of students (and other school personnel assigned to their classroom) 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. Sections 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 campus map.  
(Recorder/Incident Log gives Campus Map site related reports)
  - a. Mark a “C” for location cleared by Search & Rescue.
  - b. Mark all locations declared unsafe by Safety/Damage Assessment.
  - c. Mark any changes to Emergency Assembly Area class locations.
  - d. 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 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 – Mary Lively, Stacy Mayfield

### Duties:

Maintain time log of all actions/reports.

### Assignment:

Office staff and/or other personnel as designated

### Locations:

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, 2008

9:50 Approximate time of quake  
9:55 Custodian opened container  
10:00 Set up command post; \_\_\_\_\_ in charge  
10:00 \_\_\_\_\_ 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 – Yvonne Egan, Mignon Stevenson

### 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 the 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 classroom) 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 Hart 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 “ch1,” 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 – Stacy Meyers, Michelle Hughes**

### Duties:

1. Log all incoming/outgoing phone calls (if and when phones are operational).
2. Monitor the batter-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 batter-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 update 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
710	KSPN
980	KFWB
1070	KNX

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

## **RUNNER ASSIGNMENTS – Request Gate, Command Post, Student Assembly Area**

### Duties:

Carry messages/information from and to Command Post.

### Assignment:

ASB Advisor and ASB students

### Location:

Immediately adjacent to Command Post

### Training:

Familiarity with site specific procedures of the disaster incident plans

### Equipment:

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

### Procedures:

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

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

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

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

## **STUDENT/STAFF STATUS – Connie Hertenstein, Candice Bloch, Chris Cook**

### Duties:

Accounting for all students and staff on school site

### Assignment:

Office staff or other school personnel as designated

### Location:

Command Post

### Training:

Familiarity with District disaster plan

### Equipment:

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

### Procedures:

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

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

1. Receive Accountability Reports (Form-1)
2. Immediately report known missing persons and site damage to Incident Commander.
3. Report known missing persons and site damage to persons assigned to 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 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 – James Aguirre, & Mick Canale**

### 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 – Laurie Levine, Diane Renfro**

### Duties:

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

### Assignment:

School personnel as designated

### Location:

Immediately adjacent to Command Post

### Training:

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

### Equipment:

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

### Procedures:

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

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

1. Check in all unassigned school or district personnel on campus
2. Register all convergent volunteers and file forms.
3. Maintain a roster/log of all persons in 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. Indicated "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 – All Cafeteria Staff, all Instructional Assistants and Other Classified Staff**

### 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 –  
Adrianna DeFazio & Cindy Jaffe**

**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 recover 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/holder
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 video of the condition of school facilities taken prior to the disaster.]
3. Prepare all recover 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**

### **TEACHERS WITH CLASSES:**

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

### **TEACHERS WITHOUT CLASSES:**

Immediately report to the Logistics Officer at the Command Post and assist as directed.

### **INSTRUCTIONAL ASSISTANTS:**

Report to the Logistics Officer at the Command Post and assist as directed.

### **GENERAL RESPONSIBILITIES**

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

### **INCIDENT: ALARMS SOUNDING**

**When an alarm goes off during a passing period or a break:** faculty, must report to their Assembly Area locations and students are to report to their **period 2** teacher in the Assembly Area. Be sure to inform your period 2 students each semester of this and where you will be located in the Assembly Area.

## **INCIDENT: NO ALARMS SOUNDING**

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

**REMEMBER: IF A DISASTER SHOULD STRIKE BETWEEN CLASSES, STUDENTS ARE TO BE DIRECTED TO THE ASSEMBLY AREA (UPPER FIELDS) TO REPORT TO THEIR SECOND PERIOD TEACHER.**

## **PROTOCOL FOR LOCKDOWN**

A **LOCKDOWN** situation exists when we need students in secured areas as quickly as possible. An armed intruder on campus, news of a potential drive-by shooting, a hazardous material (HAZMAT) threat, etc. could necessitate a **LOCKDOWN**. With some types of bomb threats a **LOCKDOWN** may be safer than evacuating students onto the fields.

The signal for **LOCKDOWN** will be announced openly – without code – over the PA system. Upon hearing the order to **LOCKDOWN**, teachers are to immediately insure that tall of their students are accounted for and then lock all doors leading into the classroom. If a teacher has sent a student out of class with a pass, the teacher is to lock all doors leading into the classroom, as that student will remain under the supervision of whomever the teacher sent the student.

The teacher is to move all students away from windows and doors. Teachers are to position themselves between the students and the door that opens to the outside. Order all students to the floor under desks or available tables for cover. **DO NOT UNLOCK THE DOOR FOR ANY UNKNOWN PERSON WHO KNOWCKS AND REQUESTS ENTRANCE.** Keep the students calm and quiet. **DO NOT UNLOCK THE DOOR (S) FOR ANY REASON UNTIL YOU HAVE BEEN NOTIFIED BY AN ADMINISTRATOR THAT ALL IS CLEAR.** Updates and further instructions will be communicated openly over the PA system.

**DURING BRUNCH OR LUNCH** students, faculty, and staff not in classrooms are to report immediately to the MPR, gym, library, or theater. Office and security personnel will be in these buildings to secure students. **DURING PASSING PERIODS**, instruct students to get into the nearest classroom. Employees are to do the same. Teachers are to accept any student who enters their room during a **LOCKDOWN** during a passing period. In these two scenarios, the employee in charge of a group of students is to write a list of students with them. The office will request these sheets immediately after the all clear has been communicated.

**DO NOT ACCESS YOUR TELEPHONE OR ALLOW ANYONE ELSE TO ACCESS YOUR TELEPHONE. LEAVE THE TELEPHONE LINE OPEN.** The administration may communicate with specific classes at any given time during such a crisis. Instruct students **NOT** to use their cell phones during the crisis. That could cause an outsider to come to the school and become a victim.