

School Incident Commander

Primary Incident Commander

Rod King - Principal

Secondary Incident Commander

Kim Gage – Assistant Principal

Tertiary Incident Commander

John Hayek – Assistant Principal

Duty Position Responsibilities:

Serves as Chief of Staff for the entire school site. Initiates and manages the school site Incident Command System. Directs the School Command Staff and Section Chiefs.

I. Initial Steps:

1. **Confirm severity of event** based on initial reports.
2. Direct **call** to appropriate agency (law enforcement, fire dept., district office and/or 911).
3. **Give** appropriate **command** to entire school.
 - Containment
 - Lockdown entire school
 - Shelter in Place
 - Evacuation
 - 1) On site
 - 2) Off site by foot
 - 3) Off site by transportation
4. Initiate Incident Command System.

II. Operational Steps:

1. Establish Incident Command Post.
 - 1) Access ICP backpack.*
 - 2) Read entire duty responsibilities checklist.
 - 3) Identify yourself as the School Incident Commander (vest).
 - 4) Establish site communication
 - 5) Brief Command Staff.
 - Public Information Officer-(**only individual authorized to release information to parents and press**). (Dr. Shawn Wirth)
 - Liaison Officer (Dr. Shawn Wirth)
 - Safety Officer (John Hayek)
 - 4) Plan Periodic briefings (15-30-45-60 minutes)
 - 5) Brief Command Staff of situation assessment and develop Incident Action Plan.
 - 6) Direct School Response Teams Chief to deploy other response teams as needed:
 - Search & Rescue Team
 - Family Reunion Team
 - First-aid Team
 - School Security & Traffic Control Team
 - Student Supervision Team
- 7) If students/staff have evacuated, direct teachers to take class roll immediately after assembling at evacuation site.

III. Closure:

1. Submit Activity Log to Finance Chief.
2. Direct Finance Chief to gather all:
 - Incident Action Plans
 - Activity logs from each member of Command Staff and School Section Chiefs
3. Conduct debriefing with command staff, district office and support agencies.
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
4. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
5. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Liaison Officer

Primary Team Leader

Dr. Shawn Wirth

Secondary Team Leader

Adam Dawson – Assistant Principal

Tertiary Team Leader

Gina Mcinerny – Principal's Assistant

Duty Position Responsibilities:

Contact for all off-site responders. Needs to know who is functioning in each leadership role of school's Incident Command System.

I. Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICS (Incident Command System) Backpack.
3. Read entire check list.
4. Identify yourself as School Liaison Officer (vest).
5. Select place of contact for meeting responding support agencies. (school parking lot, front of school, etc.)
6. Remind all team members to direct the media to the School Public Information Officer for official statements.
7. Know who the School Command Staff & Section Chiefs are during the incident:
 - School Incident Commander Rod King
 - Public Information Officer Rod King
 - Safety Officer John Hayek
 - Liaison Officer Dr. Shawn Wirth
 - Operations Chief John Hayek
 - Logistics Chief Kim Gage
 - Planning Chief Kim Gage
 - Finance Chief Gina Mcinerny

II. Operational Steps

1. Maintain coordination with all responding agencies and direct them to appropriate Command Staff Officer and/or Section Chief.
2. Meet for periodic briefings with Command Staff.

III. Closure

1. Collect and submit Liaison Officer & Dependent Care Chief activity logs to Finance Chief.
2. Debrief with Command Staff, Section Chiefs, District office and Support Agency. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and completion date(s).
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Safety Officer

Primary School Safety Officer

John Hayek – Assistant Principal - Primary

Secondary School Safety Officer

Lolo Menchaca – Campus Security - Secondary

Duty Position Responsibilities:

Monitor and assess hazardous and unsafe conditions and develop measures to assure the safety of all staff, campus visitors and volunteers.

I. Initial Steps

1. Obtain briefing from School Incident Commander.
2. Access ICS backpack.
3. Read entire School Safety Officer Duty Checklist.
4. Identify yourself as School Safety Officer.
5. Designate an assistant if necessary.
6. Remind all team members to direct media to School Public Information Officer for official statements.

II. Operational Steps

1. Maintain an Activity Log.
2. Identify and report accidents and/or hazardous situations to School Incident Commander.
3. Exercise authority to prevent or stop unsafe acts.
4. Meet for periodic briefings with School Command Staff.
 - Consult with Operations Chief and other School Command Staff regarding safety concerns.

III. Closure

1. Collect and submit School Safety Officer Activity Log to School Finance Officer.
2. Debrief with School Command Staff, School Sections Chiefs, District Office and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion of remedial step(s): _____

School Public Information Officer

Primary Team Leader

Rod King - Principal

Secondary Team Leader

Nicole Miller – Assistant Principal

Tertiary Team Leader

Kim Gage – Assistant Principal

Role and Responsibilities

Collects accurate and complete information regarding the incident at the school site for release to the news media and other appropriate agencies.

I. Initial Steps:

1. Access ICP back pack
2. Read entire PIO duty check list.
3. Obtain briefing from School Commander.
4. Identify yourself as PIO
5. Designate a bilingual assistant if needed.
6. Remind all team members to direct the media to the School Information Officer for official statements.
7. Set up Information Center away from School Command Post.

II. Operational Steps:

1. Prepare incident summary report: (attached)
 - 1) Incident cause/time.
 - 2) Number/nature of injuries/damage. **(NO VICTIM NAMES)**
 - 3) School response:
 - Containment
 - Lockdown
 - Shelter in place
 - Evacuation
 - On site
 - Off site
 - 4) School requests to the public.
 - 5) Obtain authorization to release information.

II. Operational Steps continued:

2. Speaking to the media.
 - 1) Media members properly identifiable.
 - 2) Read/translate only approved incident summary report.
(no victim names).
 - 3) Avoid “no comment”. Say “information unavailable”.
3. Keep Activity Log.
4. Attend periodic briefings with School Command Staff.

III. Closure

1. Submit Activity Log to Finance Chief.
2. Debrief with the School Command Staff and support agencies.

Discuss:

- 1) What went well?
- 2) Why did it go well?
- 3) What did not go well?
- 4) Why did it not go well?

3. Remedial steps and completion dates:

- 1) _____
- 2) _____
- 3) _____

4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

Public Information Officer's Incident Summary Report

Date: _____

Time: _____

1. Incident

cause/time: _____

2. Number/nature of injuries: (no victim names)

3. Nature of damage:

4. School Response:

- Containment
- Lockdown
- Shelter in place
- Evacuation location(s) _____

5. Parent/Student Reunification instructions:

6. Additional school information/request(s) to the public: _____

Incident Commander signature: _____

Title/Position: _____

Operations Chief

Primary School Operations Chief

John Hayek – Assistant Principal

Secondary School Operations Chief

Nicole Miller – Assistant Principal

Tertiary School Operations Chief

Martha Jara – Attendance Secretary

Duty Position Responsibilities:

Coordinates and supervises efforts of school emergency response teams:

- Student Supervision Team
(teachers, counselors, psychologist, instructional aides)
- Search and Rescue Team
(teachers)
- Family Reunion Team
(office staff, teachers & Public Information Officer)
- School Security & Traffic Control Team
(campus security, noon time supervisors, teachers)
- First-aid Team
(school nurse, health aide, any first-aid certified staff)

I. Initial Steps

1. Obtain briefing from School Incident Commander.
2. Access ICS backpack.
3. Read entire duty checklist.
4. Identify yourself as School Operations Chief.
5. Designate an assistant if necessary.

II. Operational Steps

1. Maintain Activity Log
2. Assign/deploy Response Teams as directed by School Incident Commander.
3. Receive and evaluate situation reports from response team leaders.
4. Meet for periodic reporting & briefing with School Incident Commander.
5. Frequently communicate with school response team leaders to determine any needs for assistance.
6. Assign other specific tasks to available school response leaders.
7. Communicate additional or anticipated needs to Logistics/Supply Chief.

III. Closure

1. Collect and submit all School Response Teams' Activity Logs to School Finance Officer.
2. Collect and submit School Operations Chief's Activity Log to School Finance Officer.
3. Debrief with School Incident Command Staff, School Section Chiefs, school district office and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
4. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
5. Date of follow-up debriefing to completion status of remedial step(s): _____

Student Supervision Team Leader

Primary Student Control Team Leader

Kenny Brower – Counselor

Secondary Student Control Team Leader

Brenda Hodges - Counselor

Tertiary Student Control Team Leader

Michael Perales - Counselor

Duty Position Responsibilities:

Assume overall responsibility of student evacuation area including student and staff accountability check and Parent/Student Reunion Team/Site.

I. Initial Steps

1. Obtain briefing from School Incident Commander or School Response Teams Chief.
2. Access ICS backpack.
3. Read entire duty checklist.
4. Identify yourself as the/a Student Control Team Leaders.
5. Designate an assistant if necessary.
6. Establish the location of the student evacuation site and Parent/Student Reunion site.
7. Remind all team members to direct the media to the School Information Officer for official statements.

II. Operational Steps

1. Maintain Activity Log.
2. Supervise assembly of teachers and students at prearranged positions in the evacuation area.
3. Once in position direct teachers to conduct roll call (attendance). Report the name(s) of any missing students on attendance form to the Response Teams Chief immediately.
4. Once roll call has been completed double up class supervision via teacher/buddy system so released teachers may report to their assigned Response Teams.
5. Deploy and record names of teachers assigned to the Parent/Student Reunification Team.
6. Record names of remaining teachers as the Student Control Team.
7. Direct remaining teachers to send completed attendance forms to Parent & Student Reunification Team Site via runners.
8. Meet for periodic briefings with Response Teams Chief or School Incident Commander.
9. Periodically direct teachers to retake roll (recomm. every 30 min.)
10. In the event of a prolonged evacuation, communicate anticipated needs such as food, water, shelter, toilet needs to the Logistics/Supply Officer.

III. Closure

1. Collect and submit all School Control Team Leader Activity Logs and submit to School Finance Officer.

2. Debrief with School Incident Command Staff, Response Teams Chief, school district office and support agencies. Discuss:

- What went well?
- Why did it go well?
- What didn't go well?
- Why didn't it go well?

3. Remedial steps and completion dates:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

4. Date of follow-up debriefing to discuss completion status of remedial steps: _____

Student Supervision Team Managers

Steve Jorde, Scott Duffin, George Kreutz, Carla Crane, Jack Fresca,
Jose Tagle-Nava

Duty Position and Responsibilities:

Supervise students in the classroom, evacuation/assembly areas and other duties as assigned.

I. Initial Steps:

1. When directed or based upon best personal judgment, lockdown or evacuate.
2. If evacuating, access ICS backpack.
3. If evacuating ascertain the need for assistance from neighboring teacher (“buddy system”). If a buddy is injured or missing report it to the Student Supervision Team Supervisor immediately after arriving at the evacuation/assembly area.
4. Remind all team members to direct the media to the School Public Information Officer for official statements.

II. Operational Steps at the evacuation/assembly area:

1. Read entire duty checklist.
2. Identify yourself as a Student Control Team Manager (vest).
3. Take roll when class reaches evacuation/assembly area. Identify any missing students. Ensure that all students have been visually identified.
4. Turn in roll (attendance) report to the Student Control Team Leader. Inform them of any missing students.
5. Periodically recount your students.
6. Keep track of released students.
7. Render first aid or send injured students to first aid station if conditions are safe.
8. Inform Student Control Team Leader of current or anticipated needs such as:
 - Drinking water
 - Food
 - Rest rooms
 - Shelter

III. Closure:

1. Submit activity logs to Student Control Team Leader.

2. Debrief with Student Control Team Leader. Discuss:

- What went well?
- Why did it go well?
- What didn't go well?
- Why didn't it go well?

3. Remedial steps and completion dates:

- 1) _____
- 2) _____
- 3) _____

4. Date of follow-up debriefing to discuss completion status of remedial steps: _____

Family Reunion Team Leader

Primary Family Reunion Team Leader

Nicole Miller – Assistant Principal

Secondary Family Reunion Team Leader

Ana Necochea – Attendance Secretary

Tertiary Family Reunion Team Leader

Nan Stafford – Clerk Typist III in Discipline

Duty Position Responsibilities:

Supervise the Family Reunion Team site and the release of students to authorized adults.

I. Initial Steps:

1. Access ICS backpack before evacuating classroom.
2. Obtain briefing & directions from Operations Chief.
3. Read entire duty checklist.
4. Identify yourself as Family Reunion Team Leader (vest).
5. Designate assistants (other teachers, clerks, secretaries, instructional aides).
6. No team members should make statements to the media. Direct media to School Public Information Officer.
7. Access student emergency or locator cards from attendance clerk, health office aide, counseling or assistant principal's office staff.
8. Establish the location and set up tables and chairs for the Family Reunion Team/Site.

II. Operational Steps:

1. Receive all class roll call (attendance) forms.
2. Report missing students and staff to Student Control Team Leader or Response Teams Chief immediately.
3. Maintain Family Reunion Log.
4. Individuals picking up students **must sign** Family Reunion Log.
5. Use runners (students) to locate and summon students.

III. Closure:

1. Collect and submit all Family Reunion Logs to school attendance clerk or School Finance Officer.
2. Debrief with School Incident Command Staff and support agencies.

Discuss:

- What went well?
- Why did it go well?
- What didn't go well?
- Why didn't it go well?

3. Remedial steps and completion dates:

- 1) _____
- 2) _____
- 3) _____

4. Date of follow-up debriefing to discuss completion status of remedial steps: _____

School First-Aid Team Leader

(School Nurse, Health Office Aide or First-aid certified staff)

Primary Team Leader

Marisa Brown – Health Technician

Secondary Team Leader

Heather Schulte – PE Teacher – CPR/FA Instructor

Tertiary Team Leader

Kathy Waite – PE Teacher – CPR/FA Instructor

Duty Position Responsibilities:

Establish the school first-aid center for triage and treatment of injured/ill students and staff. Set up morgue if necessary.

I. Initial Steps:

1. Obtain briefing from School Response Teams Chief.
2. Access ICS backpack.
3. Read entire duty checklist.
4. Identify yourself as the Medical Team Leader.
5. Designate an assistant if necessary.
6. Assemble your medical team with no more than 5 key members who report directly to you.

First-Aid Team Member duties:

- Triage _____
 - Treatment _____
 - Additional Staff if necessary
7. Establish location of first-aid center and confirm location with School Response Teams Chief. Pre-designated areas are room(s) or area(s) _____
 8. Identify first-aid center so location can be seen from a distance.
 9. Gather all first-aid center supplies and take them to designated room(s)/area(s) if necessary. Use medical team members or students to help.
 10. Gather all prescribed student medications and take them to first-aid center. Ensure that medications that require cold temperature are place in ice cooler.
 11. Ensure that student emergency and health cards are at the first-aid center.
 12. Pre-designate a morgue area away and out of sight.

II. Operational Steps:

1. Maintain First-Aid Activity Log.
2. Conduct triage.
3. Supervise treatment of injured by first-aid staff.
4. Make requests for additional supplies/personnel to School Response Teams Chief.
5. Periodically brief Schools Response Teams Chief. (30 min.)
6. Remind all team members to direct the media to the School Public Information Officer for official statements.
7. If necessary, establish morgue away and out of sight. Cover any victims' bodies.

III. Closure:

1. Collect and submit all First-Aid Activity Logs to School Response Teams Chief.
2. Debrief with First-Aid Team then debrief with School Response Teams Chief. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and planned completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps: _____

First Aid Activity Log

School Security & Traffic Control

Team Leader

Primary Team Leader

John Hayek – Assistant Principal

Secondary Team Leader

Lolo Menchaca – Lead Campus Supervisor

Tertiary Team Leader

Al Padilla – Campus Supervisor

Duty Position Responsibilities:

Coordinates security throughout the school during a crisis. Establishes security perimeter around hazardous areas. Establishes security at the Family Reunion Site, school entrances/exits and parking lot.

I. Initial Steps:

1. Obtain briefing from Schools Response Teams Chief or School Incident Commander.
2. Access ICS Backpack.
3. Read entire duty checklist.
4. Identify yourself as School Security & Traffic Control Team Leader.
5. Remind all team members to direct the media to the School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Activity Log.
2. Assign School Security Team to establish safety perimeter around hazardous area(s) with yellow caution tape and monitor the area until help arrives.
3. Assign School Security Team to Family Reunion Site.
4. Assign Traffic Control Team to school entrances/exits and parking lot(s).
5. Attempt to maintain normal traffic pattern that parents are familiar with.
6. Guide/direct responding support agencies (law enforcement, fire protection) to School Liaison Officer.
7. Direct parents to Family Reunion Site.
8. Post legible traffic directions on closed gates to guide motorists.

III. Closure:

1. Submit Activity Log to School Response Teams Chief.
2. Debrief with School Security & Traffic Control Team members and School Response Teams Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debrief meeting to discuss completion status of remedial steps: _____

School Search & Rescue Team Leader

<u>Team 1</u>	<u>Team 2</u>	<u>Team 3</u>	<u>Team 4</u>	<u>Team 5</u>
10-73 (39)	80-144 (35)	206-228 (16)	301-320 (14)	400-504 (21)
		Gym	PAC	Football Field
		Library	Band	AG Buildings
		Offices	Dance	Auto Shop
(# of classrooms)		Wt. Room		Wood/Metal Shop
		Cafeteria		
Primary Lead	Primary Lead	Primary Lead	Primary Lead	Primary Lead
Al Schoffstall	Tim Oder	Russ Keith	Nathan Willess	Doug Sehnert
Secondary Lead	Secondary Lead	Secondary Lead	Secondary Lead	Secondary Lead
Tim Hauck	Bill Richardson	Mark Schneider	Steve Martinez	Kevin Karnes
Tertiary Leads	Tertiary Leads	Tertiary Leads	Tertiary Leads	Tertiary Leads
Marco Arias	John Coleman	Terry Cummins	Stephen Scheidel	Dave Heid
John Drew	Dave Evans	Neil Medlock	Joe Goss	Matt Parker

Split into teams of 2 to search.

Duty Position Responsibilities:

Supervise a Search & Rescue Team. Search a predetermined area of the school site in an established pattern to find/rescue trapped or injured students/staff and extinguish fires if possible.

I. Initial Steps:

1. Obtain debriefing from School Incident Commander.
2. Access ICS backpack.
3. Read entire duty checklist.
4. Identify yourself as a Search & Rescue Team Leader (vest).
5. Access hard hats, safety goggles and gloves (ICS backpack).
6. Remind all team members to direct the media to the School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Damage/Injury Assessment Log. School map on reverse side (attached).
2. Access Search & Rescue Team Kit (special equipment).
3. Initiate search of assigned area(s).
4. Searches should be conducted in groups of 2 or 3 members.
5. Searches should be proximal, visual, vocal and auditory.
6. Proceed quietly in order to hear calls for help.
7. Mark each searched room door with the following:
 - Large “X” made from bright colored adhesive tape.
 - Time & date search was completed.
 - Team number
10. Stay within voice contact of your search & rescue members.

11. Request 911 assistance for seriously injured persons. If necessary remove seriously injured persons to the School First-Aid Center.
12. Assist less seriously injured persons toward School First-Aid Center.
13. Deceased victims should be covered and moved out of sight **unless the body is part of a crime scene.** Mark location on school map.
14. Mark unsafe areas using yellow caution tape. Mark location on school map.
15. Report to School Response Teams Chief when search is completed.

III. Closure:

1. Submit all Damage/Injury Logs to the School Response Teams Chief.
2. Debrief with other Search & Rescue Teams and the School Response Teams Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What didn't go well?
 - 4) Why didn't it go well?
3. Remedial steps and planned completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps: _____

School Planning Section Chief

Primary Planning Chief

Kim Gage – Assistant Principal

Secondary Planning Chief

Adam Dawson – Assistant Principal

Tertiary Planning Chief

John Hayek – Assistant Principal

Duty Position Responsibilities:

Collection, evaluation, dissemination and use of information about the development of the crisis and status of the school staff and site.

Makes recommendations that addresses anticipated needs to the School Incident Commander.

I. Initial Steps:

1. Obtain briefing/instructions from School Incident Commander.
2. Access ISC Backpack.
3. Read entire duty checklist.
4. Identify yourself as Planning Section Chief (vest).
5. Designate an assistant if necessary.
6. Remind all team member to direct the media to the School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Activity Log.
2. Meet with each member of Command Staff and Section Chief.
3. Review and discuss maintenance of their Activity Logs. Identify their duty's current needs and priorities.
4. Help mitigate any concerns challenging the performance of their duty.
5. Make recommendations at periodic briefings with Command Staff and Section Chiefs.
6. Keep School Incident Commander briefed and advised.

III. Closure:

1. Submit Activity Log to Finance Chief.

2. Debrief with School Command Staff and Section Chiefs. Discuss:

- 1) What went well?
- 2) Why did it go well?
- 3) What did not go well?
- 4) Why did it not go well?

3. Remedial Steps and completion dates:

- 1) _____
- 2) _____
- 3) _____

4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Logistics Section Chief

Primary Logistics Chief

Kim Gage – Assistant Principal

Secondary Logistics Chief

Adam Dawson – Assistant Principal

Tertiary Logistics Chief

John Hayek – Assistant Principal

Duty Position Responsibilities:

Manage the teams responsible for providing personnel, equipment, facilities, technical, nutritional and other support to personnel managing a school crisis.

I. Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICS Backpack.
3. Read entire duty checklist.
4. Identify yourself as the Logistics Chief (vest).
5. Designate an assistant if necessary.
6. Participate in the development of the Incident Action Plan.
7. Remind all team members to direct the media to School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Activity Log. Precise information is essential for reimbursement from state and federal governments.
2. Organize and deploy the following when directed by School Incident Commander:
 - Food/Water Team
 - Supply Team
 - Facilities Team
 - Feeding Area
 - Shelter Area
 - Facilities
 - Restroom set up
 - Policing (litter) Patrol
 - Lighting
 - Heating

3. Participate in periodic briefings with command staff and other section chiefs.

III. Closure:

1. Submit activity log to Finance Chief.
2. Debrief with team members and command staff. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What didn't go well?
 - 4) Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion remedial status: _____

Supply Team Leader

Primary Leader

Pat Walker – Athletic Director

Secondary Leader

Neil Medlock – PE Teacher

Tertiary Leader

Debbie Berg – Math Teacher

Duty Position Responsibilities:

Before an emergency the School Supply Team Leader works with the Logistics Chief to prepare for a crisis by requesting, receiving and storing supplies and equipment. **During an emergency** the School Supply Team Leader provides supplies and equipment under the direction of the Logistics Chief.

I. Preparedness Steps:

1. Coordinate with the Finance Chief for the administration of all financial matters pertaining to purchasing supplies/equipment.
2. Working with the Logistics Chief the School Supply Team Leader anticipates staff/student needs in times of emergency:
 - 1) Food/Water
 - 2) Sanitation needs:
 - Antiseptic wipes or sanitizing lotion
 - 5-gallon toilet buckets
 - Black plastic garbage can liners
 - Additional toilet paper
 - 3) Shelter needs (tent covers, emergency blankets)
 - 4) ICS Backpacks and contents
 - 5) Emergency tools
 - 6) Power sources (generator, batteries)
 - 7) Student diversion materials (playing cards, games, coloring books, comics, et
 - 8) Works with School Response Teams Chief to determine/address needs of all school response teams.
 - 9) Acquires adequate storage space for protecting school emergency supplies from theft and weather including extreme temperatures.

II. Initial Steps:

1. Obtain briefing from the Logistics Chief.
2. Access ICS Backpack.
3. Read entire duty checklist.
4. Identify your self as Supply Team Leader
5. Designate an assistant if necessary.
6. Remind team members to direct the media to the School Public Information Officer for official statements.

III. Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. Coordinate sanitation & shelter needs with Shelter Team.
3. Coordinate rationing and distribution of foods with Food/Water Team.
4. Hold periodic briefings with the Logistics Chief.
4. Stand by for requests from Logistics Chief.

IV. Closure:

1. Submit Activity Log to Logistical Chief.
2. Debrief with School Supply Team members and Logistics Chief.
Discuss:

- 1) What went well?
- 2) Why did it go well?
- 3) What did not go well?
- 4) Why did it not go well?

3. Remedial steps and completion dates:

- 1) _____
- 2) _____
- 3) _____

4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Shelter Team Leader

Primary Leader

Steve Kettering

Secondary Leader

Alan Saltamachio

Tertiary Leader

Ricardo Leyva

Position Duty Responsibilities:

Establish shelter to protect students/staff from environmental conditions and to establish shelter for sanitation/privacy needs.

I. Initial Steps:

1. Obtain briefing/instructions from Logistics Chief.
2. Access ICS Backpack.
3. Read entire duty checklist.
4. Identify yourself as Shelter Team Leader.
5. Designate an assistant if necessary.
6. Remind team members to direct the media to School Public Information Officer for statements

II. Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. As directed by Logistics Chief, use staff & students from the Student Control Area to establish shelter for protection from the weather and for sanitation/privacy purposes.
3. Assist American Red Cross if school is declared a community shelter.
3. Shelter for sanitation/privacy purpose can use 5-gallon buckets with and a black plastic liner per individual. Once used each individual should tie each plastic liner with a knot and safely discard it far away, out of sight and down wind from the evacuation area.
4. Metal garbage dumpsters are preferred receptacle for knotted plastic toilet bags.
5. Hold periodic briefings with Logistics Chief.

III. Closure:

1. Submit Activity Log to Logistics Chief.
2. Disassemble and store shelter materials.
3. Ensure that toilet buckets are sanitized before storing again.
4. Debrief with School Shelter Team members and Logistics Chief.
Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
5. Remedial Steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
6. Date and follow-up debriefing meeting to discuss completion status of remedial steps: _____

Food/Water Team

Primary Team Leader

Georgie Gipner

Secondary Team Leader

Mike Nagaran

Tertiary Team Leader

Nancy Cullison

Duty Position Responsibilities:

Provide food/water for all staff/students/volunteers at the school site for as long as necessary. May also provide food/water for the community should the school become a community shelter.

I. Initial Steps:

1. Obtain briefing from Logistics Chief.
2. Access ICS Backpack.
3. Read entire duty checklist.
4. Identify yourself as member of Food/Water Team.
5. Remind team members to direct media to School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain activity log. Precise accounting is necessary for reimbursement from state and federal government.
 - Number of meals served?
 - Types of meals served?
 - Number of water units bottles served?
 - Amount of water per container?
2. Determine the number of staff needed to operate food/water team. Involve students if possible.
3. Estimate duration of crisis and ration food/water accordingly to staff/students still on site at time of serving.
4. Determine if food/water will be available from other schools or sources such as the Red Cross.
5. Keep all food/water secured in one area if possible.
6. Determine best method to serve food/water.
7. Establish feeding schedules.
8. Have disposable cups, plates, forks and spoons available.

9. Serve perishable foods first.
10. Purify all drinking water if not already done.
11. Wash hands before food preparation/contact.
12. Keep all garbage and trash in plastic bags away from staff/students.
13. Keep Logistics Chief periodically briefed.

III. Closure:

1. Submit activity log to Logistics Chief.

2. Debrief with Food/Water Team members and Logistics Chief.
Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why didn't it go well?

3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____

4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Finance/Administrative Chief

Primary Chief

Gina Mcinerny – Principal's Secretary

Secondary Chief

Norma Trujillo – ASB Bookkeeper

Tertiary Chief

Jan Levi – Principal's office Secretary

Duty Position Responsibilities:

Collect all school incident Activity Logs. Determine & submit cost analysis to the School Incident Commander (administration) who then reports to the district office Finance Officer (Business Office).

I. Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICS Backpack.
3. Read entire duty checklist.
4. Identify yourself as the Finance Chief.
5. Designate an assistant if necessary.
6. Remind all team members to direct media to School Public Information Officer for official statements.

II. Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. Collect any of the following in reference to the school crisis:
 - Report forms
 - Logs
 - Messages
 - Receipts
 - Accident/illness claims
 - Photographs/videos of damage or relevant details.
3. Hold periodic briefings with the School Incident Commander. Participate in the development of the Incident Action Plan.

III. Closure:

1. Submit Activity Log to School Incident Commander.
2. Debrief with School Command Staff and support agencies. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

General Response Actions

Five Options

Most school incidents will require one of the following five responses or a combination thereof:

- 1. Call 911**
- 2. Lockdown**
- 3. Evacuation**
- 4. Containment**
- 5. Shelter in Place**

Earthquake: Duck, Cover and Hold

Indoors:

1. Drop to knees with back to windows.
2. Get under furniture (desks, tables, chair, etc.).
3. Grasp furniture with both hands.
4. Stay clear of objects that can fall.
5. School Incident Commander activates Incident Command System.

Outdoors:

1. Move away from all buildings.
2. Cover your head with your arms.
3. Drop to the ground until shaking ends.
4. School Incident Commander activates Incident Command System.

Evacuation

Off-site:

1. School Incident Commander activates Incident Command System.
2. Determine site for relocation of students.
3. Determine **alternative off-site** evacuation areas.
4. Arrange for transportation if available.
5. Consider off-site evacuation by foot if necessary.
6. During evacuation keep students organized by classes or grade if possible.
7. Take roll before evacuation if possible.
8. Take roll after evacuation.
9. Report missing students to Student Control Area Leader who informs School Command Post.

On-site:

1. School Incident Commander activates Incident Command System.
2. Determine pre-designated evacuation area.
3. If possible pre-designate a specific place at the evacuation area for each classroom.
4. Take roll immediately after arriving at the evacuation area.
5. Inform Student Control Area Leader of any missing students. They then inform the Command Post.

Shelter in Place

Definition:

Protecting students and staff from environmental problems which do not require an evacuation.

1. Activate Incident Command System.
1. Students/staff stay indoors.
2. Shut windows.
3. Secure doors.
4. Turn off air-conditioning and heating units if applicable to emergency.
5. Minimize student activity.
6. Take roll. Inform Command Post of any missing students.
7. Stay indoor until Shelter in Place is ended.

Bomb Threat

Person Receiving the Threat:

1. Remain calm and courteous.
2. Try to convince the caller to call 9-1-1.
3. If possible get someone else to listen or prompt you with questions to ask the caller.
4. Gather as much information as possible:
 - When is the bomb going to explode?
 - Where is the bomb going to explode?
 - What does the bomb look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why are you doing this?
 - Caller's name?
 - Caller's address?
5. Pay attention to any background noises.
6. Call SRO or 9-1-1.
7. Notify School Commander.

School Commander:

1. Call SRO or 9-1-1 if call has not been made.
2. Instruct staff not to use cell phones, pagers, or two-way radios.
3. School Incident Commander activates Incident Command System.
4. Based on information from caller decide whether to evacuate or not.
5. Direct custodian(s) and non-teaching staff to report to the command post.
6. Pair off and conduct school search for unusual/unfamiliar looking objects.
7. Quietly contact teachers and ask them to discreetly search their rooms for unusual/unfamiliar objects.
8. Do not move unusual/unfamiliar objects.

Civil Disturbance

1. Immediately notify 9-1-1 and District Office.
2. School Incident Commander activates Incident Command System.
3. Return students to classrooms.
4. Turn off bell system to prevent students from automatically leaving class.
5. Staff that is free should report to Command Post.
6. School Commander and Law Enforcement work together as a Unified Command.

Fires

1. Activate school fire alarm.
2. Immediately call 9-1-1 and District Office.
3. School Incident Commander will activate Incident Command System.
3. Brief and deploy School Liaison Officer to meet responding support agencies.
4. School Incident Commander will oversee student/staff evacuation.
5. Upon arriving at evacuation area teacher will immediately take roll and report any missing students.
6. School Incident Commander will brief Command Staff and direct the School Response Teams Chief to deploy necessary Response Teams.

Floods

1. School Incident Commander activates Incident Command System.
2. Determine the need to evacuate to higher ground.
3. Call 9-1-1 and District Office.
4. Take roll once higher ground is reached.
5. Release students only through the Family Reunion Team.

Hazardous Material Incident

1. School Incident Commander activates Incident Command System.
2. Determine the need to implement one of the following actions:
 - Evacuate
 - Shelter in Place
3. Call 9-1-1 and District Office.
4. Shelter in Place during planning stages.
5. If appropriate evacuate only the affected building(s).
6. If spill is on campus contain/isolate area and deny entrance to non-emergency personnel.
7. Stay uphill, upwind and upstream to avoid fumes.
8. Do not return to affected areas until fire department declares area safe.

Armed Intruder/Active Shooter

1. Call 9-1-1.
2. School Incident Commander/designee declares a lockdown:

“Students and staff – this is a lockdown. Lock and secure your doors and windows. Lockdown now.”

Special Note:

Use no code words/phrases. Their meaning is often forgotten. Substitute teachers, new students and visitors will not know code word/phrase meanings. An adult’s or student’s inaction will cause others to hesitate/delay an appropriate response and jeopardize safety.

3. Maintain lockdown until law enforcement directs and controls an evacuation of the school site.
4. During lockdown:
 - Turn off lights
 - Close window blinds.
 - Establish a defensible area
 - Stay silent.
5. During lunch period, before and after school students should lockdown in:
 - Nearest classroom
 - Gymnasium
 - Library
 - Cafeteria
 - Any other available part of school or nearby location deemed safe.
6. School Incident Commander activates Incident Command System and works with in a Unified Command when safe to do so.

Smog/Smoke

Administrative Response:

The Air Pollution Control District will provide information on undesirable levels of air quality in order for schools to take necessary action. There public information phone number is:

Air Pollution Control District
1-858-586-2707

Stage 1 Alert:

- Discontinue strenuous outdoor physical activities for all students and move indoors.
- If students and staff need to evacuate outside provide disposable breathing masks if possible.

Stage 2 & 3 Alerts:

- At a minimum follow Stage 1 directions.
- The District Office will direct schools to take appropriate action in accordance with existing health and safety laws.

Bee Attack/Infestation

During Class Time:

1. Direct a Shelter in Place command (stay indoors).
2. Close windows and doors.
3. Remain indoors until all clear or other directions are announced.
4. Classrooms will be individually contacted via intercom. Do not send out any persons to report injuries.
5. Classes with potential life threatening injuries may call the health or school office.

During Passing/Lunch Periods:

1. If possible direct students to their next assigned classroom or if necessary to alternative locations for shelter in place (library, cafeteria, gym, multi-purpose room, classroom or school offices).
2. Follow steps 3 through 5 listed above.