SITE EMERGENCY PLAN

2022-2023

AMERICA'S FINEST CHARTER SCHOOL

730 45th St.
San Diego, CA 92102

Acknowledgements

Section 32281(b)(1): This plan was written and developed by our school safety leadership team.

Section 32281(2): Members:Tim Bagby, Kim Bagby, School Site Council

Section 32281(b)(3): Plan was shared with an officer from the Mid City Police Department.

Section 32282(a)(1) We looked into the WASC Accreditation Improvement Plan & these findings were reviewed by the team. Data such as attendance rate and office referrals were considered.

Section 32282(c) K-8 Site coordinated with H.S. safety planning committee. We will look to collaborate w0ith other schools in the future.

Section 32282(d) The plan is amended and updated for approval each March.

Section 32282(A) ***Child Abuse Reporting***

America's Finest Charter School has a responsibility to protect students by prompt reporting of known and suspected incidents of child abuse and neglect. School employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with the law. Employees will not investigate any suspected incidents but rather cooperate fully with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrators, and all other employees of America's Finest Charter School.

Reasonable suspicion means that based upon facts, a reasonable person in a similar position, drawing on his/her training and experience, may suspect child abuse or

neglect.

Parents/guardians may file a complaint with the Director or Board of Education, against a school employee or other person whom they suspect has engaged in abuse of a child at a school site.

32282(C) **Suspension/Expulsion**

The suspension and expulsion policy were established in order to promote learning and protect the safety and well-being of all students at AFCS. When the policy is broken it may be necessary to suspend or expel a student from regular classroom instruction. A summary of the policy is below. For the complete policy please refer to the AFCS Charter Petition available in the school office or on our website at www.americasfinestcharterschool.org

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student will be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the School or at any other school or a School sponsored event at any time, including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

Suspension shall be preceded, if possible, by a conference conducted by the Charter Director with the student and his or her parent, and whenever practical, the teacher, supervisor or school employee who referred the student to the Director. The conference may be omitted if the Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Instructional Director or designee determines that the pupil has committed an expellable offense.

32282(E) **America's Finest Charter School Policy for Bullying Prevention**

America's Finest Charter School believes that all students have a right to a safe and a healthy school environment that promotes mutual respect, tolerance, and acceptance.

What is school
bullying?

Bullying is exposing a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An "electronic act" is defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

At AFCS we will not tolerate behavior that infringes on the safety of a student. A student shall not bully, intimidate, or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal

assaults, such as teasing or name-calling; and social isolation or manipulation.

AFCS expects students and/or staff to immediately report incidents of bullying to the director or staff member. Staff who witness such acts will take immediate steps to intervene when safe and promptly investigate each complaint. This policy is effective on school grounds, while traveling to and from school or a school-sponsored activity, during lunch period, whether on or off campus, during a school-sponsored activity. To ensure that bullying does not occur on our campus, AFCS will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build our school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed on school grounds, when traveling to and from school or school-sponsored activity, during lunch, and whether on or off campus.

- The Student Code of Conduct includes but is not limited to: Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report bullying to the director or staff member.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student, or the parent of the student feels that the appropriate resolution or investigation of the incident has not been reached, the student or the parent of the student should contact the director. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, students, and their parents will receive this policy prohibiting bullying and intimidation: at the beginning of a new school year, as a part of the student handbook and/or information packet, as a part of new student orientation, and as a notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witnessed any acts of bullying will take immediate steps to intervene. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will remain anonymous and will not reflect the witness or target in any way.

32282(E) ***Harassment***

Students will express themselves in a polite and non-violent manner and treat each other with dignity and respect. Harassment, bullying, or any form of intimidation or exploitation is prohibited. Any student who violates this policy will be subject to discipline up to and including expulsion.

32282(F) **Uniform Policy*:***

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- **Shoes**: Closed-toes shoes; NO sandals, NO flip-flops..
- **Hair**: NO distracting haircuts or hair colors.
- **Piercing:** NO Piercings such as nose, eyebrow, lip etc. allowed.

Please contact Tim Bagby, the A.F.C.S. Director, if you have any questions or concerns about the uniform policy.

32282 (G) **Procedures for safe Ingress and Egress**

The students must check in at the front desk. There is one student entrance with a security gate at the front of the school.

32282(H) ***Students Code of Conduct***

AFCS students are expected to be safe, orderly and respectful of the rights of others. All students at America's Finest Charter School will:

1. Attend school every day and be on time.

2. Be kind and respectful to everyone. Foul language is not permitted.

3. Wear appropriate clothing. No baggy or revealing clothes allowed.

4. Walk quietly on campus.

5. Keep the school building, grounds, furniture and materials in good condition. Bathrooms need to be kept clean.

6. Refrain from chewing gum on campus. Snacks will only be eaten during times designated by the classroom teacher.

7. Refrain from bringing personal electronic devices (including air buds), toys or slime. They will be confiscated and returned to parents/guardians.

8. Check bikes, skateboards and scooters in at the front office. They will be held in a safe place.

9. Keep cell phones turned off and NOT visible during school hours or they will be kept by the classroom teacher until the end of the school day. This includes recess and P.E. as well as After School Programs.

10. Bring only food that is ready to eat. Microwaving food is for staff only.

32282(I) **Discipline Policy and School Rules**

America's Finest Charter School (AFCS) desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements. AFCS believes in a school environment which promotes an atmosphere of teaching and learning. Learning takes place when there are high expectations, encouragement, positive motivation and acceptance. Teachers shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

The school shall prepare students for responsible citizenship by fostering self-discipline and personal responsibility. High expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Clear definition of acceptable student conduct provides the basis for sound disciplinary practices.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion.

Section 32288(b)(1) October 10, 2022, The Site Emergency Plan was presented to the board for approval. Once The Site Emergency Plan is approved by the board it will be sent to the school district office for approval. 32288(a)

QUICK GLANCE REFERENCE

SITE NOTIFICATION SYSTEM

FIRE: Notification Method is a long bell.

EARTHQUAKE DRILL: Four short bells repeated three times followed by an intercom announcement and then repeated.

LOCKDOWN: Notification Method - Bell pattern of long, short, long short repeat three times then followed by an intercom announcement.

SHELTER-IN-PLACE Notification Method - Bell pattern of long, short, long short repeat three times then followed by an intercom announcement.

EVACUATION Notification Method - Short, high pitched beeps.

ALL-CLEAR Notification Method - Six bells plus intercom announcement to classes.

SITE INCIDENT COMMAND TEAM PERSONNEL – MAJOR ASSIGNMENTS ONLY

Primary (Insert Names)	**Position**
Tim Bagby	**Director**
Tim Bagby	**Site Incident Commander**
Hilary Dinh	**Student Services Administrator**
Kim Bagby	**Operations Chief**

32282 B SECTION ONE
Executive Summary

The purpose of this plan is to outline the basic organization and procedures utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for responding to an emergency affecting any location owned and operated by San Diego Unified School District.

A "Site Incident Commander" (and alternate) is assigned to be the point of contact for this plan. During emergencies, the Site Incident Commander is the point of coordination for all operations. A Site Incident Command Team is in place to address key issues during emergency operations. The team works as directed by the Site Incident Commander. Each team member assignment can be found in Section Four of this plan, which identifies roles, responsibilities and duties.

The Site Incident Commander and their Site Incident Command Team are assigned to maintain and implement their Site Emergency Plan. School Police Services will assist with emergency preparedness, disaster planning, and will be responsible for updating the underlying Site Emergency Plan Template. As a component of the Comprehensive Safe Schools Plan document, School Police Services will review this emergency plan on an annual basis to determine the Site Emergency Plan Template is compliant with Federal, State, and local laws, as well as with district policy and procedure.

The Site Incident Commander will coordinate training for all new staff (paid and volunteer) assigned to this site. The Site Incident Commander, coordinating with School Police Services will conduct scheduled exercises to provide staff with an opportunity to practice the emergency procedures outlined in this plan.

This plan is formatted to provide the user with a school-wide standardized document for the operation and management of any emergency, which may occur at any district site. This format allows staff to understand basic roles and responsibilities regardless of where in the district they may be working.

It is imperative that all staff review this plan at least twice a year to ensure a basic understanding of their role and responsibility in an emergency. It is unlikely that anyone will have the time when an emergency occurs to review this entire plan, thus understanding and practice is necessary to be prepared. The proactive actions of individuals during an emergency may very well save another's life.

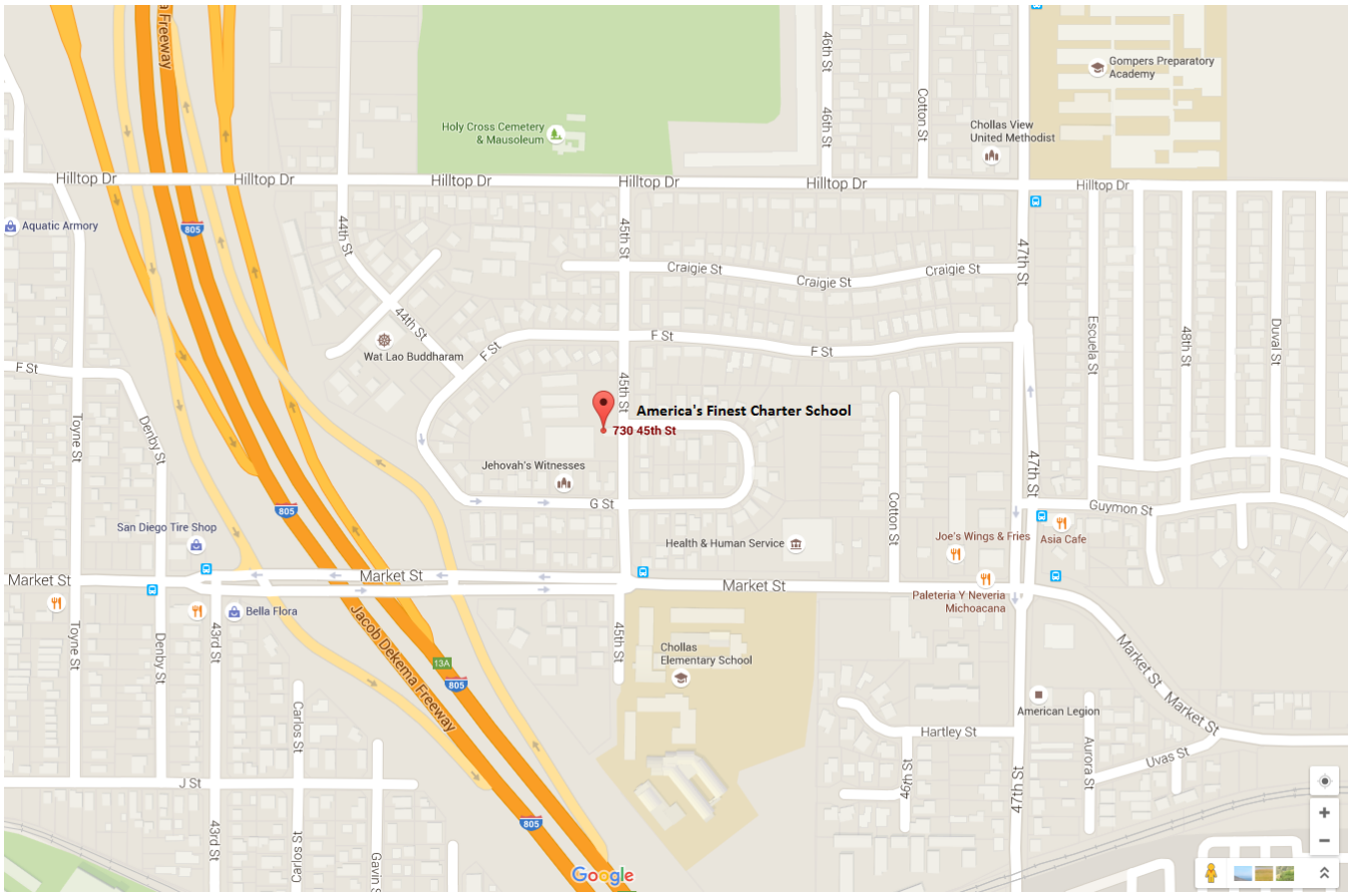
SECTION TWO
Site Facility Information and Street Map

Location

Site Name:	America's Finest Charter School
Site Address:	730 45th Street San Diego, CA 92102
Site Direct Phone Number:	619-694-4809
Site Fax Number:	619-794-2762

America's Finest Charter School
730 45th Street
San Diego CA 92102

America's Finest Charter School
America's Finest Charter School
730 - 45 ST., SAN DIEGO CA 92102
SMALL CLASS SIZES • DEDICATED & CARING STAFF • EXTENDED DAY 8:45 AM - 4 PM
Free Before School Tutoring 7:45 am - 8:45 am • Free Arts in The Afternoon Program 4 pm - 6 pm
NOW ENROLLING K-8
For more information please call 619-694-4809
or visit our website www.myafcs.org



SITE EMERGENCY NOTIFICATION INFORMATION

32282 Bii & 32282.1a Often, the first action to occur as an emergency incident is unfolding is the need to alert or warn others. School Police Services will serve as the primary notification point for emergencies at this site. The primary or alternate Site Incident Commander will notify School Police Services. Once notified, School Police Services will begin dispatching public safety services to assist the Site Incident Commander, pursuant to their policies and procedures.

The very next action to occur is the need to alert or warn onsite staff. Methods for notifying staff include: Telephone – Landline and/or cellular, Radio – 800 MHz and/or site radio, Runners – staff and/or students, Siren System – Siren and/or bell depending upon site, Public Announcement System (PA), Handheld Air Horns or Bull Horns.

The method utilized will depend upon the circumstances of the emergency and the resources available at this site. Additional information is found in District Emergency Procedure 15.

As services are being dispatched to assist, the Site Incident Commander will begin to gather and direct site resources as necessary to address the emergency or disaster at hand. The following external and internal contacts may be of assistance:

EXTERNAL CONTACTS:

CONTACT	EMERGENCY	NON-EMERGENCY
San Diego Police	911	619-531-2000
San Diego Fire	911	858-573-1497
San Diego Paramedics	911	858-573-1497
Water Emergency	619-515-3525	
San Diego Gas & Electric	1- 800-611-7343	
*Child Abuse Reporting https://www.sandiegocounty.gov/content/sdc/hhsa.html	1-858-560-2191	1-800-344-6000

*The Health and Human Services Agency is one of five groups or divisions of San Diego County government. The Agency provides a broad range of health and social services to promote wellness, self-sufficiency, and a better quality of life for individuals and families in San Diego County. The Agency integrates health and social services through a unified service-delivery system that is family focused and community-based. Services are delivered in a cost-effective and outcome-driven fashion, and support ***Live Well San Diego***, the County vision for healthy, safe and thriving communities.

SITE EMERGENCY RESOURCE INFORMATION

Emergency Disaster Kit

This site maintains 1 kit. The kit(s) are located: Main Office.

The Emergency Disaster Kit stores necessary resources for a site incident command. This kit should not be confused with the Crisis Response Box, which is carried out of the site to a Public Safety Incident Command Post. School personnel should use the items contained within the kit to manage their incident command. Further assistance can be

found in District Emergency Procedure #16. The following equipment and supplies are stored inside the Emergency Disaster Kit:

- ☑ Handheld Air Horns – recommend a minimum of two (Site Incident Commander & Chiefs)
- ☑ Bull Horn – recommend a minimum of one
- ☑ Batteries – recommend a minimum of two sets for bull horn, flashlights, emergency radios and walkie talkies)
- ☑ Flashlights – recommend one per Site Incident Command Team member (17) (Search & Rescue Team and First Aid and Medical Team requirements listed separately in Section Five)
- ☑ Walkie Talkies – recommend a minimum of five (Site Incident Commander & Chiefs)
- ☑ Duct Tape – recommend a minimum of two rolls used for marking blank vests.
- ☑ Rosters - recommend a minimum of one set per room sorted by alphabet
- ☑ Steno Pads (5x7) – recommend one per Site Incident Command Team member (17)
- ☑ Pencils & Pens - recommend one each per Site Incident Command Team member (34)
- ☑ Copies of Forms – (See Section Five for all Forms)
- ☑ Chalk - recommend twenty-five sticks, red in color
- ☑ 3x5 Cards – recommend one hundred
- ☑ Department or Classroom Placards
- ☑ First Aid & Medical Team Supplies – see Section Five - Form #4
- ☑ Search and Rescue Team Supplies – see Section Five - Form #11
- ☑ Vests for Key Personnel – recommend a total of 5 for Site Incident Command Team members (Search & Rescue Team and First Aid & Medical Team requirements listed separately in Section Five)

All Emergency Disaster Kits and their contents are the responsibility of the Site Incident Commander. The Site Incident Commander will conduct annual inspections in October of each year. The responsibility to inspect and replace non-operating equipment and supplies belongs to the site. The responsibility to delegate the transport the Emergency Disaster Kit to an activated Site Command Post belongs to the following individuals:

Primary: **Site Incident Commander**

Alternate: **Operations Chief**

Crisis Response Boxes

This site maintains 2 Crisis Response Boxes. One box is for the Site Incident Command Team and one box is for the Public Safety Incident Commander.

The Crisis Response Boxes are located in the Main Office near: Attendance Clerk and Reception desk.

The Crisis Response Boxes are file folder type boxes. The boxes are clearly labeled and contain vital information needed by the Site Incident Command Team and Public Safety Incident Commander (in the event a public safety incident command post is established).

- ☑ Current copy of the Site Emergency Plan which should include site evacuation procedures, including staging locations. Also included should be an aerial photo including all **new** structures, electric, gas, water cable, telephone, intrusion and fire alarm shutoffs, classroom numbers, gate openings for vehicles/pedestrians and all fire hydrants that have been added to accommodate these new structures.
- ☑ Current map of site or school layout. Map must show **all** buildings, classroom numbers, and evacuation routes.
- ☑ Most current blueprint (architectural drawings).
- ☑ Current roster of students and staff assigned to the site, as well as issues pertaining to special needs students. These rosters will be in alphabetical order for staff and students. Student roster must be in alphabetical order, divided by grade level and have emergency contact/release information.
- ☑ A list of the site's staff skills including language translation, specialized training, and emergency equipment carried in vehicles.
- ☑ If available, current student photos on CD-ROM or most recent year book.
- ☑ Telephone numbers listed in numerical order for each classroom/building.

Maintenance of the Crisis Response Boxes and their contents is the responsibility of the Site Incident Commander. The Site Incident Commander will work with School Police Services on conducting an inspection during October of each year. The responsibility to inspect and replace information belongs to the site.

The responsibility to carry the box to an activated Public Safety Incident Command Post belongs to the following individuals:

Primary: **Site Incident Commander**

Alternate: **Operations Chief**

SITE EMERGENCY OPERATIONS OVERVIEW

The protection of lives shall be the primary priority of all emergency operations and procedures. The protection of property shall be secondary to life safety. The

emergency procedures within this Plan are designed to facilitate life safety through the use of simple, basic procedures based on the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) that utilize the Incident Command System (ICS) as the basic response management structure.

Disaster Service Workers 32282 Bii

California Government Code, Chapter 8, Section 3100 states: "…all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities. School staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a Site Incident Command Team position in the following list, the teacher will first ensure the safety of the students and accompany the students to the Assembly Area (also known as the "Evacuation Area"), where the students will be reassigned to another teacher. The teacher will then carry out their assigned Site Incident Command Team responsibilities.

Plan Maintenance

The Site Incident Commander is responsible for the maintenance of this plan. The Site Emergency Plan is Criterion 2 of California's mandated Comprehensive Safe Schools Plan. School Police Services is responsible for annual plan review. Appropriate changes or modifications shall be forwarded by the Site Incident Commander to School Police Services for approval prior to any distribution. The Site Emergency Plan will be maintained on a secured intranet with "read only" access to the Site Incident Command Team and revision access to the Site Incident Commander and School Police Services.

Training & Exercises

Training is a key component to ensure successful emergency operations. The adage "people will do what they have been trained to do" is consistently proven in actual emergencies. Exercises allow "people" to practice what they have been trained to do and improve their skills for an actual emergency.

The Site Incident Commander will coordinate annual training for all staff on the basic emergency procedures of this plan. All new staff assigned to the site will receive basic training within 30 days of assignment. Basic training can simply involve knowledge of basic SEMS and ICS protocols, key evacuation locations, parent reunification locations, and the location of related resources. Members of the Site Incident Command Team will receive additional training specific to their duties every year by the Site Incident Commander and School Police Services.

The Site Incident Commander will coordinate annual exercises for all staff as outlined in District Emergency Procedure 16.

SITE INCIDENT COMMAND TEAM OVERVIEW

According to ICS, the size of the organization (i.e. number of positions) will vary depending on the operational needs of the incident. In some cases, one individual may be able to fill more than one "position". (Example: in a small incident the School Principal oftentimes serves as the Site Incident Commander and the Public Information Officer.)

Only under very unusual conditions will all of the positions identified below be activated and fully staffed. To that extent, the Site Incident Commanders have been encouraged to "cluster" certain same-section positions, if the workload allows. The Site Incident Commander could assume the Safety Officer, Public Information Officer, and Liaison Officer duties. The Planning & Intelligence Chief could assume the Documentation and Situation Analysis duties.

Site Incident Command Team Assignments

Key staff will be pre-assigned to the Site Incident Command Team and have specific duties during emergencies. These duties include:

- **Site Incident Commander** – responsible for overseeing on-site emergency operations. Typically, also assumes responsibilities of the Safety Officer, Liaison Officer, and Public Information Officer duties
    - **Safety Officer** - ensures that all activities are conducted in as safe a manner as possible
    - **Public Information Officer** – acts as official spokesperson for the site in an emergency situation, until the School's Communications Officer is available
    - **Liaison Officer** – serves as the point-of-contact for agencies outside of the School's organization.
- **Operations Chief** – manages direct response to the on-site emergency
    - **Site Facility Check & Security** – controls utilities, restricts access to unsafe areas, provides traffic control, and communicates damage to Site Incident Commander
    - **Search & Rescue Leader and Team** – checks campus for damage, rescues victims, and reports site conditions
    - **First Aid & Medical Leader and Team** – provides medical response including CISM (Critical Incident Stress Management)

- **Student/Parent Reunification**
  - **Assembly Area** – ensures the care and safety of all students on campus (except those in the Medical Treatment Area)
  - **Request Gate** – processes requests by parents or authorized adults for release of students
  - **Release Gate** – releases student to parent or authorized adult

In the event of an emergency, a Site Command Post will be established by the Site Incident Commander. Site Incident Command Team members will be informed of the location upon activation.

The Emergency Roles and Responsibilities Section (Section Four) of this plan provides checklists for each of the above assignments. The Site Incident Command Team will report to the Site Incident Commander at the Site Command Post. Any staff may be assigned to assist each of the above positions depending upon the circumstances and demands of the incident and care of the students and staff.

SECTION THREE
EMERGENCY PROCEDURES

SITE EVACUATION PROCEDURE

Notification

The Site Incident Commander is responsible to notify the Site Incident Command Team when an evacuation is necessary. School Police Services, in coordination with the Site Incident Commander is responsible for activating the evacuation notification procedures for district level personnel. Additional information pertaining to on-site and off-site evacuations can be found in District Emergency Procedures 17.

The signal for evacuation is:

short, high-pitched beeps.

If the primary emergency notification system fails to activate, the secondary notification method will be handheld air horns found in the Emergency Disaster Kit.

If evacuation is required, but an alternative method of notification is required (e.g. a received credible bomb threat), then notification can be made by telephone or runners. This method reduces the level of anxiety and potential panic.

Exiting Buildings

The Site Incident Commander is responsible for ensuring that staff and students are aware of designated exit routes from the building. Appropriate maps and directions are posted near each door to ensure that occupants are aware of the possible exits. Each classroom and department has developed plans for ensuring that all staff/students receive evacuation notification and are moved to a pre-designated evacuation site. All staff will be trained to conduct rapid visual and verbal “sweeps” of their assigned areas to ensure that no one is left behind.

The responsibility to ensure maps and directions are posted, as well as appropriate training delivered, belongs to the following individuals:

Primary: **Site Incident Commander**

Alternate: **Operations Chief**

Evacuation Locations

ON-SITE EVACUATION

When an evacuation is ordered, all staff/students will go to the upper playground.

32282 B Persons with Disabilities

In emergencies, persons with disabilities may need special assistance in evacuating to the designated location. Each Site Incident Commander is responsible for pre-identification of persons with disabilities who may need assistance and assigning staff to assist them. Persons with disabilities or other staff who may need special assistance in an evacuation situation are responsible for ensuring that their Department Head is aware of their needs for assistance.

Because of the volume of foot traffic that can be expected through the corridors in a building during an evacuation, there must be an area of rescue assistance established aside from the main flow of foot traffic. Such an area must be clearly marked so disabled individuals know where to go for refuge in a critical time. Proper signage for this area is “Area of Rescue Assistance.” Evacuation maps will articulate this information.

The responsibility to determine disability needs, assign appropriate staff and ensure proper resources for evacuation and reunification belongs to the following individuals at this site:

Primary: **Site Incident Commander**

Alternate: **Operations Chief**

Return to Facility

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when individuals can return to the facility. In the event that staff or students must be released early, the Site Incident Commander must request approval from the Office of the Superintendent. School Police Services should be advised of this information.

The notification for a safe return to facilities located at this site is:

Use of bull horns

SITE PARENT NOTIFICATION & REUNIFICATION PROCEDURE

Following a lockdown, shelter-in-place, or other emergency action, there may be a need to reunite students with parents. This is often a difficult and somewhat chaotic event, requiring planning and resources. The following site procedure was developed to limit chaos and ensure a safe reunification of students with their parents or legal guardians. Additional information pertaining to Parent Notification & Reunification is available in District Emergency Procedure 17.

Notification

In the event the principal or site administrator determines students are to be released from school, or that notification of parents/guardians is warranted, he/she will first notify School Police Services. A collaborative effort will begin to notify parents/guardians of the unification effort using information provided on student's emergency contact cards, as well as information available within the district's student database.

Reunification

On-site reunification will generally occur from the location pre-identified as the on-site evacuation point. Staff and law enforcement will be stationed at one central point, where all students will enter and exit the unification location. Site Incident Command Team members will use school attendance and emergency card information to check in and out students.

The responsibility of reunification, determining needs, assigning appropriate staff, and ensuring proper resources for reunification belongs to the following individuals at this site:

Primary: **Site Incident Commander**

Alternate: **Operations Chief**

32282 Bi,II SITE EARTHQUAKE PROCEDURE

Earthquakes often occur without notice and generally have after-shocks which are just as dangerous as the initial quake. Building evacuation will generally occur following a major earthquake due to potential dangers of fires or explosions. The following earthquake information pertains to this site. Additional information is available in District Emergency Procedure 05.

Notification

Bell will ring to notify of the earthquake.

Give the command to “Drop, Cover, and Hold” at the first indication of shaking ground

Attempt to gain safety under tables, desks, or other supporting objects. Consider holding onto the supporting object to keep it over your body. If in a hallway, move to an inside wall and stand in the doorway.

Remain away from windows to avoid falling glass, and away from large objects that may fall upon your person.

Extinguish any flames and turn off power to equipment and electrical appliances if possible. Turn off gas valves as well.

Hold undercover for at least two minutes to assess damage and injuries while waiting for the first aftershock to occur.

After the first aftershock, activate your site evacuation procedures after confirming the path and destination are safe. Second bell will ring and students will evacuate.

Monitor your school emergency radio for possible updates and instructions from the District’s Emergency Operations Center. Use radio Channel 1A.

Do not return to the inside of any building until emergency personnel check the buildings for safety.

32282 **Bi III,IV**

Structural Failure

Give the command to evacuate the affected building or area and secure the premise to prevent entrance by others.

Advise your principal or site administrator of the situation. Contact School Police Services at 619-531-2000 or by using your emergency radio.

Upon arrival of emergency personnel, coordinate to evaluate known information and decide upon a course of action to render the situation safe.

SITE FIRE PROCEDURE

Fires often occur without notice and can spread quickly if not addressed. Building evacuation will generally occur following a fire notification due to potential dangers of burns and smoke inhalation. The following fire information pertains to this site. Additional information is available in District Emergency Procedure 02.

Notification

Notify your principal/site administrator. If possible, quickly assess the location and size of the fire to determine an appropriate evacuation action.

Alert all staff and students of the fire location and condition – activate your fire alarm system to sound the alarm.

Begin evacuation procedures for everyone to an appropriate assembly area. Remember to move individuals away and upwind from the hazard.

Call the Fire Department ("9-1-1") or notify School Police Services by calling 619-291-7678. If phone service is unavailable, use your emergency radio (Channel 1A). School Police Services will handle notifying the proper emergency and communications personnel.

Render first aid as needed. Be sure to notify School Police Services of injuries.

Activate specific components of your site emergency plan as appropriate.

Supervise the evacuation and ensure all rooms and unsafe areas are evacuated. Check to ensure accountability for all staff and students. Maintain control of evacuees at the site assembly area until the situation is under control. (See District Emergency Procedure 17)

Have some staff standing by at the site entrance to direct responding fire personnel to the fire location.

Upon arrival of emergency personnel, coordinate to evaluate information and decide upon a course of action to either return to the site or arrange for an early dismissal.

SITE EMERGENCY LOCK-DOWN PROCEDURE

If an emergency situation occurring in the vicinity of a school threatens student safety, the school may be placed under "lockdown."

During a lock-down, a school will take several security measures:

- All school doors and windows are locked
- All students and staff remain in their classrooms or offices.
- No one is permitted to leave and no one, including parents, is allowed on campus.

***If a student is in the restroom or out at recess they will go to the nearest classroom.**
***Administration will be checking all areas/Special Ed Team will assist.**
***One of C3's Aides will check the restroom for students.**
*Stay away from doors and windows.
*Students will go to the nearest classroom

Routes:
If there are any students on the upper playground they'll go to B1/B6
If there are any students on the lower playground they'll go to B10 or B13
If there are any students in the boys/girls restrooms they'll go to C3

Anyone that has students in their room from another class inform that teacher.(email/text)

Teachers will scan outside if there are any other students outside their room they will bring them inside.

Although such measures may seem extreme, they have proven effective in ensuring student safety. In fact, in an emergency, school is one of the safest places your child can be. Whenever a threat arises, schools are the focus of heightened attention from School Police and local authorities.

Should a lock-down occur, parents are asked to remain calm while school and local authorities manage the situation. Parents should not come to the campus until notified by the school to do so. Parents cannot pick up their child during a lockdown nor come on campus. If it appears the lock-down will last for an extended period of time, or go

beyond dismissal time, school staff will notify parents by phone or email. Students will not be allowed to leave until recommended by the appropriate authorities.

Parents may be required to pick children up from school or another designated safe area, once it is determined that it is safe to do so. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone if possible and will be publicized to the media. School officials will also work with the district's transportation department regarding bus transport.

DISASTER-RELATED ADMINISTRATIVE AND EMERGENCY PROCEDURES

Following is a list of the School's Administrative and Emergency Procedures that have bearing on conducting effective emergency or disaster responses. Complete copies of the Administrative and Emergency Procedures are maintained on the School's website.

Administrative Procedures

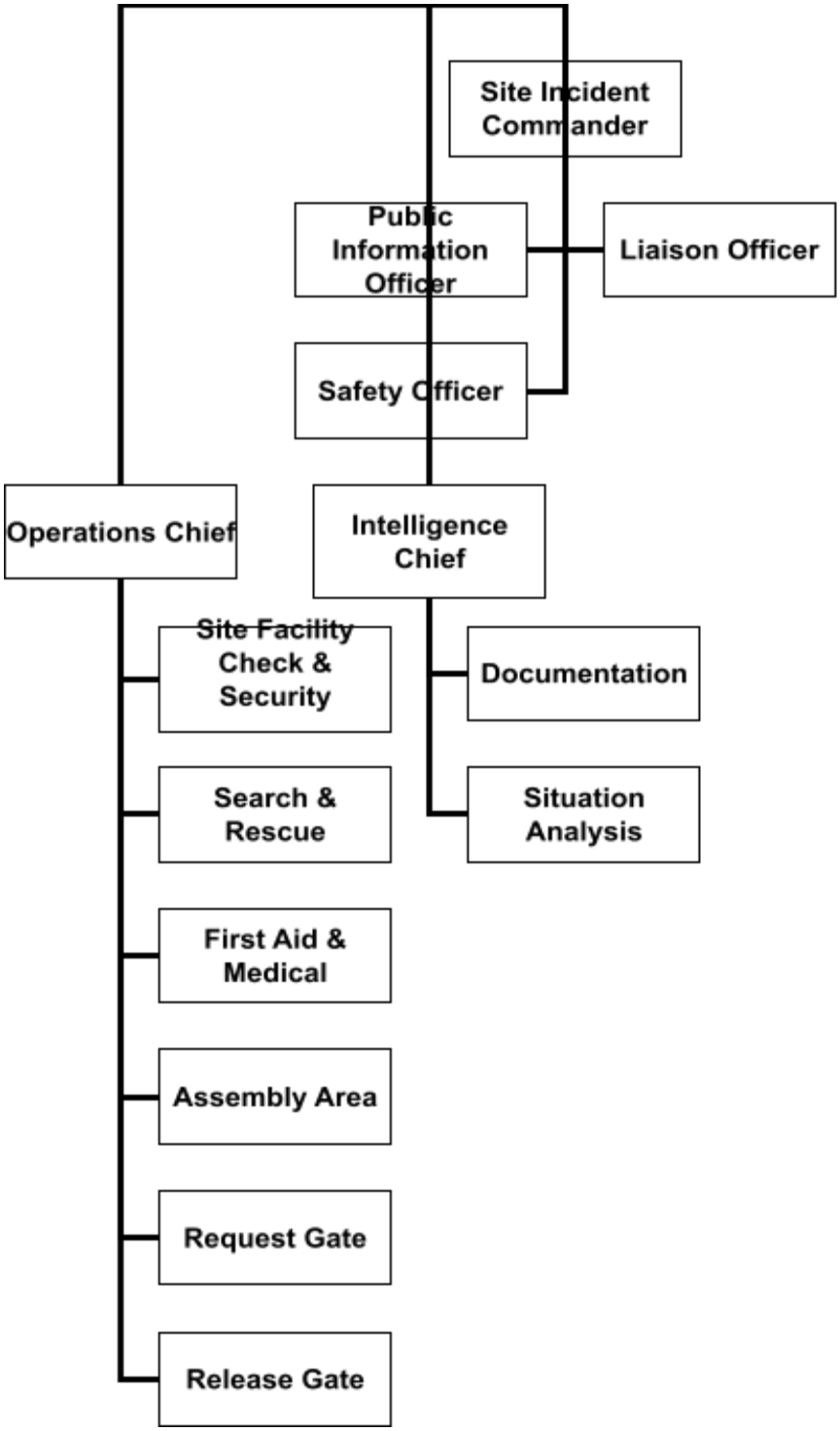
AP 5135 School Crisis Response Team
AP 5150 Classroom Safety

Emergency Procedures

EP 1 Site Evacuation
EP 2 Site Parent Notification & Reunification
EP 3 Site Earthquake
EP 4 Fire
EP 5 Site Emergency Lock-down

Emergency Plan Roles & Responsibilities

Site Incident Command Team Organizational Chart


Site Incident Commander
Public Information Officer
Liaison Officer
Safety Officer
Operations Chief
Intelligence Chief
Site Facility Check & Security
Documentation
Search & Rescue
Situation Analysis
First Aid & Medical
Assembly Area
Request Gate
Release Gate

SITE INCIDENT COMMAND TEAM ASSIGNMENTS

(This assignment list identifies the names of individuals assigned to positions)

Primary	Position	Alternate
Tim Bagby	**Site Incident Commander**	Eric Van Dien
Tim Bagby	Safety Officer	Eric Van Dien
Tim Bagby	Public Information Officer (PIO)	Eric Van Dien
Tim Bagby	Liaison Officer	Eric Van Dien
Kim Bagby	**Operations Chief**	Laurie Nemec
Rebecca Cardenas	Site Facility Check/Security	Gloria DeLeo
Allen Becker	Search & Rescue Team Leader	Antonio Parra
Matthew Tusi & Dr. Ali	First Aid & Medical Team Leader	Sharlene Cook
Sheltona Whitehead	Assembly Area	Patricia Thorne
Andrea Vazquez	Request Gate	Cameron Struyk
Sinareta Tafilele	Release Gate	Edith Souza
Hilary Dinh	Intelligence Chief	Grace Dinh

Position Activation Information

Equipment

Every position on the Site Incident Command Team will require the following equipment:

1. Identification vest
2. Two-way campus radio
3. Paper and pens/pencils
4. Job description clipboard

Position-Specific Equipment

Certain positions require special equipment or forms. Such specific needs are identified on the individual position checklists.

Position Activation

1. Once notified of your assignment, put on your vest.
2. Check in with the Site Incident Commander at the Site Incident Command Post for a situation briefing.
3. Check in with your Chief for details and updates associated with your position.
4. Obtain necessary equipment and supplies.
5. Open and maintain a Position Log (Form #2). Maintain all required records and documentation to support the history of the emergency or disaster. Document:
    a. Messages received
    b. Actions taken
    c. Decision justifications and documentation
    d. Requests filled
    e. Document missing staff

Section: Command
Position: Site Incident Commander

Primary: **Tim Bagby**

Alternate: **Eric Van Dien**

Reports to: **Superintendent (or designee)**

Staffing Characteristics: Principal or Site Administrator

Responsibility: The Site Incident Commander is solely responsible for emergency and disaster operations and shall remain at the Site Command Post to observe and direct all operations. Ensures the safety of students, staff and others on campus.

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

Special Equipment:

- ◻ Crisis Response Boxes
- ◻ Emergency Disaster Kit
- ◻ Campus map
- ◻ Master keys
- ◻ Position-Specific forms
- ◻ AM/FM radio (battery)
- ◻ Command Post Tray (pens, etc.)
- ◻ Site Emergency Plan
- ◻ Tables & chairs (if Site Command Post is outdoors)
- ◻ Job Description Clipboards
- ◻ Bull horn
- ◻ Staff rosters (2 sets)
- ◻ District emergency radio
- ◻ Copies of Forms

Start-Up:

- ◻ Assess type and scope of emergency.
- ◻ Determine threat to human life and structures.
- ◻ **Implement Site Emergency Plan**
- ◻ Develop and communicate an Incident Action Plan (Form #1) with objectives and a time frame to meet those objectives.
- ◻ Activate functions (assign positions) as needed.

- ☐ Fill in Form #6 Site Incident Command Team Assignment Form as positions are staffed.
- ☐ Appoint a backup or alternate Site Incident Commander in preparation for long-term operations.

During Event:

- ☐ Continue to monitor and assess total school situation:
- ☐ View site map periodically for Search & Rescue progress and damage assessment information.
- ☐ Check with chiefs for periodic updates.
- ☐ Reassign personnel as needed.
- ☐ Report through Communications to school district on status of staff, campus as needed. (Site Status Report)
- ☐ Develop and communicate revised incident action plans as needed.
- ☐ Authorize release of information.
- ☐ Utilize your back up; plan and take regular breaks, 5-10 minutes each hour, relocate away from the CP.
- ☐ Plan regular breaks for all staff and volunteers. **Take care of your caregivers!**
- ☐ Release staff as appropriate per district guidelines. By law, during a disaster, the staff will become “Disaster Service Workers.”
- ☐ Remain on and in charge of your site until redirected or released by the Office of the Superintendent.

After:

- ☐ Authorize deactivation of sections or units when they are no longer required.
- ☐ At the direction of the Office of the Superintendent, deactivate the entire emergency response. If the Fire Department or other outside agency calls an “All Clear,” contact the district before taking any further action.
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Ensure that all logs, timekeeping records, reports, and other relevant documents are completed and provided to the Documentation Unit.
- ☐ Proclaim termination of the emergency and proceed with recovery operations if necessary.

Section: Command
Position: Safety Officer

Primary: **Tim Bagby**

Alternate: **Eric Van Dien**

Reports to: **Site Incident Commander**

Staffing Characteristics: **It is common for the Site Incident Commander to carry out these duties. A separate position checklist is here in the event the Site Incident Commander needs to assign the duties to another individual.**

Responsibility: The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Special Equipment:

- ☐ Hard hat (if available)

During Event:

- ☐ Monitor drills, exercises, and emergency response activities for safety.
- ☐ Identify and mitigate safety hazards and situations.
- ☐ Stop or modify all unsafe operations.
- ☐ Ensure that responders use appropriate safety equipment.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ Anticipate situation changes, such as severe aftershocks, in all planning.
- ☐ Keep the Site Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.

Section: Command
Position: Public Information Officer

Primary: **Tim Bagby**

Alternate: **Eric Van Dien**

Reports to: **Site Incident Commander**

Staffing Characteristics: **It is common for the Site Incident Commander or the School's Communications Office to carry out these duties. A separate position checklist is here in the event the Site Incident Commander needs to assign the duties to another individual.**

Responsibility: Staff, students, parents and the public has the right and need to know important information related to emergencies/disaster at the school site ***as soon as it is available.***

The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. If the School's Communications Officer is available, he/she will be the official spokesperson. A school site-based Public Information Officer should only be used if the media is on campus and the School's Communications Officer is not available or forthcoming.

Special Equipment:

- ☐ Battery operated AM/FM radio
- ☐ Marking pens
- ☐ Scotch tape/masking tape
- ☐ Forms:
  - Public Information Release Worksheet (Form #12)
  - School Accountability Report Card (Form #13)
- ☐ Scissors
- ☐ School site map(s) and area map(s):
  - 8-1/2 x 11 handouts
  - Laminated display
- ☐ Tape recorder and tapes

Start-Up Activities:

- ☐ Determine a possible "news center" site as a media reception area (located away from the Site Command Post and students). Get approval from the Site Incident Commander.
- ☐ Identify yourself as the "Public Information Officer" (vest, visor, sign, etc.)
- ☐ Consult with School's Communications Officer to coordinate information release.
- ☐ Assess situation and obtain statement from the Site Incident Commander. Tape-record, if possible.
- ☐ Advise arriving media that the site is preparing a press release and approximate time of its issue.
- ☐ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

During Event:

- ☐ Keep up-to-date on the situation.
- ☐ Statements must be approved by the Site Incident Commander and should reflect:
  - Reassurance — EGBOK — "Everything's Going To Be OK."
  - Incident or disaster cause and time of origin.
  - Size and scope of the incident.
  - Current situation — condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
  - Resources in use.
  - Best routes to school if known and appropriate.
  - Any information school wishes to be released to the public.
  - **Read** statements if possible.
- ☐ When answering questions, be complete and truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- ☐ **Remind school site/staff volunteers to refer *all* questions from media or waiting parents to the PIO.**
- ☐ Update information periodically with Site Incident Commander.
- ☐ Ensure announcements and other information is translated into other languages as needed.
- ☐ Monitor news broadcasts about the incident. Correct any misinformation heard.

Section: Command
Position: Liaison Officer

Primary: **Tim Bagby**

Alternate: **Eric Van Dien**

Reports to: **Site Incident Commander**

Staffing Characteristics: **It is common for the Site Incident Commander to carry out these duties. A separate position checklist is here in the event the Site Incident Commander needs to assign the duties to another individual.**

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

During Event:

- ☐ Brief Agency Representatives on current situation, priorities and incident action plan.
- ☐ Ensure coordination of efforts by keeping Site Incident Commander informed of agencies' action plans.
- ☐ Provide periodic update briefings to Agency Representatives, as necessary.

Section: Operations
Position: Operations Chief

Primary: **Kim Bagby**

Alternate: **Laurie Nemec**

Reports to: **Site Incident Commander**

Staffing Characteristics: The Operations Chief should be a staff member familiar with the site and be trained in response skills.

Responsibility: The Operations Chief manages the direct response to the disaster, which can include Site Facility Check & Security Unit, Search & Rescue Unit, and First Aid & Medical Unit.

Special Equipment:

- ◻ Search & Rescue equipment
- ◻ Maps: See Crisis Response Box

During Event:

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

Section: Operations
Position: Site Facility Check & Security

Primary: **Rebecca Cardenas**

Alternate: **Gloria De Leo**

Reports to: **Operations Chief**

Staffing Characteristics: Building Safety Supervisor or others familiar with the site's facilities.

Responsibility: Controls utilities, restricts access to unsafe areas and communicates damage to the Site Incident Commander. Also assists with traffic control for public safety vehicles, parent pick-up and the media.

Special Equipment:

- ☐ Hard hat
- ☐ Work gloves
- ☐ Whistle
- ☐ Master keys
- ☐ Bucket or duffel bag with goggles
- ☐ Flashlight
- ☐ Dust masks
- ☐ Yellow caution tape
- ☐ Shutoff tools — for gas & water (crescent wrench)

Start Up Activities:

- ☐ Check conditions and take along appropriate tools.

During Event:

- ☐ As you do the following, observe the campus and report any damage by radio to the Site Command Post.*
- ☐ Lock major external doors appropriate for the situation.
- ☐ Locate/control/extinguish small fires as necessary.
- ☐ Check the gas meter and, ***if gas is leaking,*** shut down gas supply.
- ☐ Shut down electricity only if the building has clear structural damage or advised to do so by Site Command Post.
- ☐ Post yellow caution tape around damaged or hazardous areas.
- ☐ Verify that the campus is "locked down" and report the same to Site Incident Command Post.
- ☐ Advise Site Incident Command Post of all actions taken for information and proper logging.

- ☐ Be sure that the entire campus has been checked for safety hazards and damage.
- ☐ No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
- ☐ Direct traffic of vehicles of parents, public safety, and media on and off campus as appropriate.

Section: Operations
Position: Search & Rescue Team Leader

Primary: **Allen Becker**

Alternate: **Antonio Parra**

Reports to: **Operations Chief**

Staffing Characteristics: Trained in Search & Rescue

Responsibility: Check the site for damage, rescues victims, establishes and directs Search & Rescue Teams as needed, reports campus situation to the Operations Chief.

Special Equipment:

- ☐ Search & Rescue Team Member Backpack (See Form #11 for complete list)

Start-Up Activities:

- ☐ **You must be wearing sturdy shoes and long sleeves.**
- ☐ Put batteries in a flashlight.
- ☐ First to arrive assumes the role of Team Leader and obtains a briefing from the Operations Chief, noting known fires, injuries, or other situations requiring response.
- ☐ **Teams should be assigned based on available manpower, minimum 2 persons per team. The School recommends the following standards for establishing Search & Rescue Teams: Elementary School and Administrative Facilities with <500 = 2 Teams; Middle Schools and Administrative Facilities with 500-1000 = 4 Teams; and Senior High School and Administrative Facilities with >1000 = 6 Teams**

During Event:

- ☐ **Buddy system: Minimum of 2 persons per team.**
  - Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
  - **Follow all operational and safety procedures.**
- ☐ Report gas leaks, fires, or structural damage to Site Command Post immediately upon discovery. Shut off gas or extinguish fires, if possible.
- ☐ Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow

caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**

- ☐ If the building is safe to enter, search the assigned area (following map) using an orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on the door when entering the room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close the slash to form “X” on the door. Report by radio to Site Command Post that room has been cleared (ex: "Room A-123 is clear”)*
- ☐ When an injured victim is located, the team transmits location, number, and condition of the injured to Site Command Post. Do not use names of students or staff. Follow directions from Site Command Post.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.
- ☐ Keep radio communication brief and simple. No codes.

Section: Operations
Position: Search & Rescue Team

Primary: **Jorge Loera**

Alternate: **Anthony LaChica**

Reports to: **Search & Rescue Team Leader**

Staffing Characteristics: Trained in Search & Rescue

Responsibility: Check the site for damage, rescues victims, reports campus situation to the Search & Rescue Team Leader.

Special Equipment:

- ☐ Search & Rescue Team Member Backpack (See Form #11 for complete list)

Start-Up Activities:

- ☐ **You must be wearing sturdy shoes and long sleeves.**
- ☐ Put batteries in flashlight.
- ☐ First to arrive assumes the role of Team Leader and obtains a briefing from the Operations Chief, noting known fires, injuries, or other situations requiring response.
- ☐ **Teams should be assigned based on available manpower, minimum 2 persons per team. The School recommends the following standards for establishing Search & Rescue Teams: Elementary School and Administrative Facilities with <500 = 2 Teams; Middle Schools and Administrative Facilities with 500-1000 = 4 Teams; and Senior High School and Administrative Facilities with >1000 = 6 Teams**

During Event:

- ☐ **Buddy system: Minimum of 2 persons per team.**
  - Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
  - **Follow all operational and safety procedures.**
- ☐ Report gas leaks, fires, or structural damage to Site Command Post immediately upon discovery. Shut off gas or extinguish fires, if possible.
- ☐ Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow

caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**

- ☐ If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form “X” on door. Report by radio to Site Command Post that room has been cleared (ex: "Room A-123 is clear”)*
- ☐ When injured victim is located, team transmits location, number, and condition of injured to Site Command Post. Do not use names of students or staff. Follow directions from Site Command Post.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.
- ☐ Keep radio communication brief and simple. No codes.

Section: Operations
First Aid & Medical Team Leader

Primary: **Matthew Tusi & Dr. Ali**

Alternate: **Sharlene Houston**

Reports to: **Operations Chief**

Staffing Characteristics: Trained as a leader in providing emergency medical and psychological aid.

Responsibility: Leader to team providing emergency medical response, first aid, and psychological, or CISM counseling.

Special Equipment:

- ☐ Marking pens
- ☐ First Aid Supplies: Stretchers, Blankets, Vests (if available), Quick reference medical guides
- ☐ Tables & chairs
- ☐ Ground cover/tarps
- ☐ Forms: Notice of First Aid Care Given Form (Form #8)
- ☐ Medical Treatment Victim Log
- ☐ Morgue supplies:
    - Tags
    - Vicks Vapor Rub
    - Pens/Pencils
    - Plastic tarps
    - Plastic trash bags
    - Stapler
    - Duct tape
    - 2" cloth tape

Start-Up Activities:

- ☐ Establish scope of disaster with the Site Incident Commander and determine probability of outside emergency medical support and transport needs.
- ☐ Request assistance from the District Crisis Response Team for psychological staff and student needs
- ☐ Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.

- ☐ Set up First Aid & Medical Treatment Area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- ☐ Assess available inventory of supplies & equipment.
- ☐ Review safety procedures and assignments with personnel.
- ☐ Establish point of entry ("triage") into treatment area.
- ☐ Establish "immediate" and "delayed" treatment areas.
- ☐ Set up a separate Psychological First Aid area with staff trained in CISM from the District Crisis Response Team.
- ☐ Establish the need for a temporary morgue. If a morgue is needed, establish an appropriate location in consideration of the following:
- ☐ If directed, set up morgue area. Verify:
  - Tile, concrete, or other cool floor surface
  - Accessible to Coroner's vehicle
  - Remote from assembly area
  - Security: keep unauthorized persons out of morgue.
  - Maintain respectful attitude.

During Event:

- ☐ Oversee care, treatment, and assessment of patients
- ☐ Ensure caregiver and rescuer safety
  - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- ☐ Make sure that accurate records are kept.
- ☐ Provide personnel response for injuries in remote locations or request Logistics for staffing assistance.
- ☐ If needed, request additional personnel from Logistics.
- ☐ Brief newly assigned personnel.
- ☐ Report deaths immediately to Operations Chief.
  - **After pronouncement or determination of death:**
  - ***Do not*** move the body until directed by Site Command Post.
  - ***Do not*** remove any personal effects from the body. Personal effects must remain with the body ***at all times.***
  - As soon as possible, ***notify Operations Chief***, who will notify the Site Command Post, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. The law enforcement authorities will notify the Coroner.
  - Keep accurate records and make available to law enforcement and/or the Coroner when requested.
  - Write the following information on two tags:
    - 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.

- Attach one tag to body.
- If the Coroner's Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.

□ Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body.

□ Keep Operations Chief informed of overall status.

□ Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.

□ Stay alert for communicable diseases and isolate appropriately.

After:

□ Conduct a Critical Incident Stress Debriefing for staff.

Section: Operations
Position: First Aid & Medical Team

Primary: **Matthew Tusi / Dr. Ali**

Alternate: **Ana Anguiano**

Reports to: **First Aid & Medical Team Leader**

Staffing Characteristics: Trained in first aid and CISM

Responsibility: Works with a buddy to administer first-aid and arrange for transport of victims as necessary.

Special Equipment:

- ◻ First-aid supplies (See Section Five)
- ◻ Marking pens
- ◻ Stretchers, blankets, vests (if available)
- ◻ Quick reference medical guides
- ◻ Tables, chairs, ground cover/tarps, medication from health office
- ◻ Forms: Notice of First Aid Care Given Form (Form #8), First Aid & Medical Treatment Victim Log (Form #3)

Start-Up Activities:

- ◻ Obtain & wear personal safety equipment including latex gloves.
- ◻ Use approved safety equipment and techniques.
- ◻ Check with First Aid & Medical Team Leader for assignment.

During Event:

- ◻ Administer appropriate first aid.
- ◻ **Keep accurate records of care given**.
- ◻ Continue to assess victims at regular intervals.
- ◻ Report deaths immediately to First Aid & Medical Team Leader.
- ◻ If & when transport is available, do final assessment and document on triage tag. Keep and file records for reference—**do not send with victim.**
- ◻ Student's Emergency Card must accompany student removed from campus to receive advanced medical attention. Send emergency out-of-area phone number if available.

Triage Entry Area:

- ◻ Staffed with minimum of 2 trained team members, if possible.

- ◻ One member confirms the triage tag category (red, yellow, green) and directs to the proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess, if not tagged.
- ◻ Second team member logs victims' names on form and sends forms to Site Incident Command Post as completed.

Treatment Areas ("Immediate" & "Delayed")

- ◻ Staff with minimum of 2 team members per area, if possible.
- ◻ One member completes secondary head-to-toe assessment.
- ◻ Second member records information on triage tag and on-site treatment records.
- ◻ Follow categories: Immediate, Delayed, Dead
- ◻ When using 2-way radio, do not use names of injured or dead.

After:

- ◻ Clean up First Aid & Medical Treatment Area. Dispose of hazardous waste safely.
- ◻ Assist in the Critical Incident Stress Debriefing for the staff

Section: Operations
Position: Assembly Area

Primary: **Sheltona Whitehead**

Alternate: **Patricia Thorne**

Reports to: **Operations Chief**

Staffing Characteristic: Trained in managing large groups of students

Responsibility: Ensure the care and safety of all students on campus (except those who are in the First Aid & Medical Treatment Area).

Special Equipment:

- ☐ Ground cover and tarps
- ☐ First aid kit, water, food, sanitation supplies
- ☐ Student activities: books, games, coloring books, etc.
- ☐ Forms:
  - o Student Accounting Form (Form #7)
  - o Notice of First Aid Care Given Form (Form #8)

Start-Up Activities:

- ☐ Request additional personnel, if needed.
- ☐ If school is evacuating:
  - Verify that the assembly area and routes to it are safe.
  - Count or observe the classrooms as they exit, to make sure that all classes evacuate.
  - Initiate the set-up of portable toilet facilities and hand-washing stations.

During Event:

- ☐ Monitor the safety and well-being of the students and staff in the Assembly Area.
- ☐ Administer minor first aid as needed.
- ☐ Support the Release Gate Unit process by releasing students with appropriate paperwork.
- ☐ When necessary, provide water and food to students and staff.
- ☐ Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.
- ☐ Make arrangements to provide shelter for students and staff.
- ☐ Arrange activities and keep students reassured.

- ☐ Update records of the number of students and staff in the assembly area (or in the buildings).
- ☐ Direct all requests for information to the Public Information Officer.

Section: Operations
Position: Request Gate

Primary: **Andrea Vazquez**

Alternate: **Cameron Struyk**

Reports to: **Operations Chief**

Staffing Characteristics: School staff or volunteers

Responsibility: Assure proper processing of reunification requests at the Request Gate. Also, process requests from volunteers.

Special Equipment:

- ☐ Stapler
- ☐ Box(es) of Emergency Cards
- ☐ Signs: Parent Request Gate
- ☐ Empty file boxes to use as out boxes
- ☐ Forms:
  - Student Release Form (Form #5)
  - Volunteer Assignment List (Form #9)

Start-Up Activities:

- ☐ Secure area against unauthorized access. Mark gate with sign.
- ☐ Set up Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.
- ☐ Have Student Release Forms available for parents or guardians outside of fence at Request Gate. Assign volunteers to assist.
- ☐ Ensure an adequate distance between the Request Gate and the Release Gate.

During Event:

- ☐ Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- ☐ **Refer all requests for information to the Public Information Officer. Do not spread rumors!**

- ◻ If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID to the Supply, Facilities, and Staffing Unit. If they are not registered (do not have badges), register them at the Request Gate.

Reunification Procedures:

- ◻ Requesting parent or guardian fills out Student Release Form, gives it to staff member, and shows identification.
- ◻ Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.
- ◻ Staff instructs the requester to proceed to the Release Gate.
- ◻ If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.
- ◻ Runner takes form(s) to the designated classroom.

Note: If a parent or guardian refuses to wait in line, don't argue. Note time with appropriate comments on Emergency Card and place in out box.

<u>If student is with class</u>:

- ◻ Runner shows Student Release Form to the teacher
- ◻ Teacher marks box, "***Sent with Runner***."
- ◻ If appropriate, teacher sends parent copy of Notice of First Aid Care Given Form with the runner.
- ◻ Runner walks student(s) to Release Gate.
- ◻ Runner hands paperwork to staff at Release Gate.

<u>If student is not with the class</u>:

- ◻ Teacher makes appropriate notation on Student Release Form:
- ◻ ***"Absent"*** if student was never in school that day.
- ◻ ***"First Aid"*** if student is in First Aid & Medical Treatment Area.
- ◻ ***"Missing"*** if student was in school but now cannot be located.
- ◻ Runner takes Student Release Form to the Site Command Post.
- ◻ Site Command Post verifies student location if known and directs runner accordingly.
- ◻ **If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to the Site Command Post for verification.**

Section: Operations
Position: Release Gate

Primary: **Sinareta Tafilele**

Alternate: **Edith Souza**

Reports to: **Operations Chief**

Staffing Characteristics: School staff or volunteers

Responsibility: Assure proper reunification of student with parent or guardian at the Release Gate.

Special Equipment:

- ◻ Stapler
- ◻ Signs: Parent Release Gate
- ◻ Empty file boxes to use for processed Student Release Forms

Start-Up Activities:

- ◻ Secure area against unauthorized access. Mark gate with sign.
- ◻ Set up Release Gate away from the Request Gate.
- ◻ Assign volunteers to assist, as needed.

During Event:

- ◻ Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- ◻ **Refer all requests for information to the Public Information Officer. Do not spread rumors!**

If student is with class:

- ◻ Runner shows Student Release Form to the teacher
- ◻ Teacher marks box, "***Sent with Runner***."
- ◻ If appropriate, teacher sends parent copy of Notice of First Aid Care Given Form with the runner.
- ◻ Runner walks student(s) to Release Gate.
- ◻ Runner hands paperwork to staff at Release Gate.
- ◻ Release staff match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student. Parents are given the Notice of First Aid Care Given Form, if applicable.

If student is not with the class:

- ☐ Teacher makes appropriate notation on Student Release Form:
- ☐ *"**Absent**"* if student was never in school that day.
- ☐ *"**First Aid**"* if student is in First Aid & Medical Treatment Area.
- ☐ *"**Missing**"* if student was in school but now cannot be located.
- ☐ Runner takes Student Release Form to Site Incident Command Post.
- ☐ Site Incident Command Post verifies student location if known and directs runner accordingly.
- ☐ If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to Site Incident Command Post for verification.
- ☐ Parent should be notified of missing student status and escorted to crisis counselor.
- ☐ If student is in first aid, parent should be escorted to First Aid & Medical Treatment Area.
- ☐ If student was marked absent, parent will be notified by staff member.

SECTION FIVE
FORMS

#1 Incident Action Plan
#2 Position Log
#3 First Aid & Medical Treatment Victim Log
#4 First Aid & Medical Team Supplies
#5 Student Release Form
#6 Site Incident Command Team Assignment Form
#7 Student Accounting Form
#8 Notice of First Aid Care Given Form
#9 Volunteer Assignment List
#10 Site Status Report
#11 Search & Rescue Recommended Supplies
#12 Public Information Worksheet

Form #1 - INCIDENT ACTION PLAN

INCIDENT NAME *(i.e. Fire, Flood, Earthquake)*	**DATE & TIME PREPARED**	**PREPARED BY** *(ICS Documentation)*
INCIDENT OBJECTIVE (*Big picture objective, i.e: Evacuate or Shelter students)*		
OPERATIONAL PERIOD *(Time period set to achieve current objectives and report back –from beginning date and time to end date and time)*		
CURRENT OBJECTIVES *(Simple, achievable-within- time-frame objectives)* ● _____ ● _____ ● _____ ● _____ ● _____ ● _____ ● _____		
WEATHER FORECAST FOR OPERATIONAL PERIOD		

Form #2 - POSITION LOG

TIME	SITUATION	RESPONSE	INITIAL

Form #3 – FIRST AID & MEDICAL TREATMENT VICTIM LOG

(Used by the First Aid & Medical Team at the First Aid & Medical Treatment Area)

Site Name _____Date _____

Name Triage Tag # Triage Category Transported To; Released time

1. _____ D I d _____

2. _____ D I d _____

3. _____ D I d _____

4. _____ D I d _____

5. _____ D I d _____

6. _____ D I d _____

7. _____ D I d _____

8. _____ D I d _____

9. _____ D I d _____

10. _____ D I d _____

11. _____ D I d _____

12. _____ D I d _____

13. _____ D I d _____

14. _____ D I d _____

_____D (Delayed) _____I (Immediate) _____d (Deceased)

Completed by _____ Time _____

Delivered to _____ (title) at Site Incident Command Post

Form #4 – FIRST AID & MEDICAL TEAM SUPPLIES

The District recommends that each First Aid & Medical Team have two members and that the following number of teams be maintained:

Elementary School and Administrative Facilities with <500 = 2 Teams
Middle Schools and Administrative Facilities with 500-1000 = 4 Teams
Senior High School and Administrative Facilities with >1000 = 6 Teams

- ☐ 4 x 4” compress: 1000 per 500 students
- ☐ 8 x 10” compress: 150 per 500 students
- ☐ Kerlix bandages: 1 per student
- ☐ Ace wrap: 2-inch: 12 per campus and 4-inch: 12 per campus
- ☐ Triangular bandage: 24 per campus
- ☐ Cardboard splints: 24 each, sm, med. lg.
- ☐ Steri-strips or butterfly bandages: 50 per campus
- ☐ Aqua-Blox (water) cases (for flushing wounds, etc.): 0.016 x students + staff = # cases
- ☐ Hydrogen Peroxide: 10 pints/campus
- ☐ Bleach - 1 small bottle
- ☐ Antiseptic Hand Gel or Packets
- ☐ Stretchers or backboards: use on-site supplies from the Nurse’s Office or create transport devices by utilizing such things as blankets or doors off hinges - 1.5/100 students
- ☐ Scissors, paramedic: 4 per campus
- ☐ Tweezers: 3 assorted per campus
- ☐ Triage tags: 50 per 500 students
- ☐ Latex gloves: 100 per 500 students
- ☐ Oval eye patch: 50 per campus
- ☐ Tapes: 1” cloth: 50 rolls/campus and 2” cloth: 24 per campus
- ☐ Dust masks: 1 per student and staff
- ☐ Disposable blanket: 10 per 100 students
- ☐ First Aid Books: 2 standards and 2 advanced per campus
- ☐ Space blankets: 1 per student and staff

Form #5 – STUDENT RELEASE FORM (delivered by runner)

Please Print
Student's Name____

Teacher________________________________Grade________________

Requested by____

****

To be filled in by Request Gate Staff

Proof of I.D. _______________Name on Emergency Card_______________
(yes) (no)

****

Student's Status
To be filled in by Teacher

Sent with runner_____Absent_____First Aid_____Missing_____

****

To be filled in by Release Gate Staff

Proof of I.D. _______________Name on Emergency Card_______________
(yes) (no)

....

To be filled in by Requester <u>at the Release Gate</u>

Requester's Signature______________________________________

Destination: ____

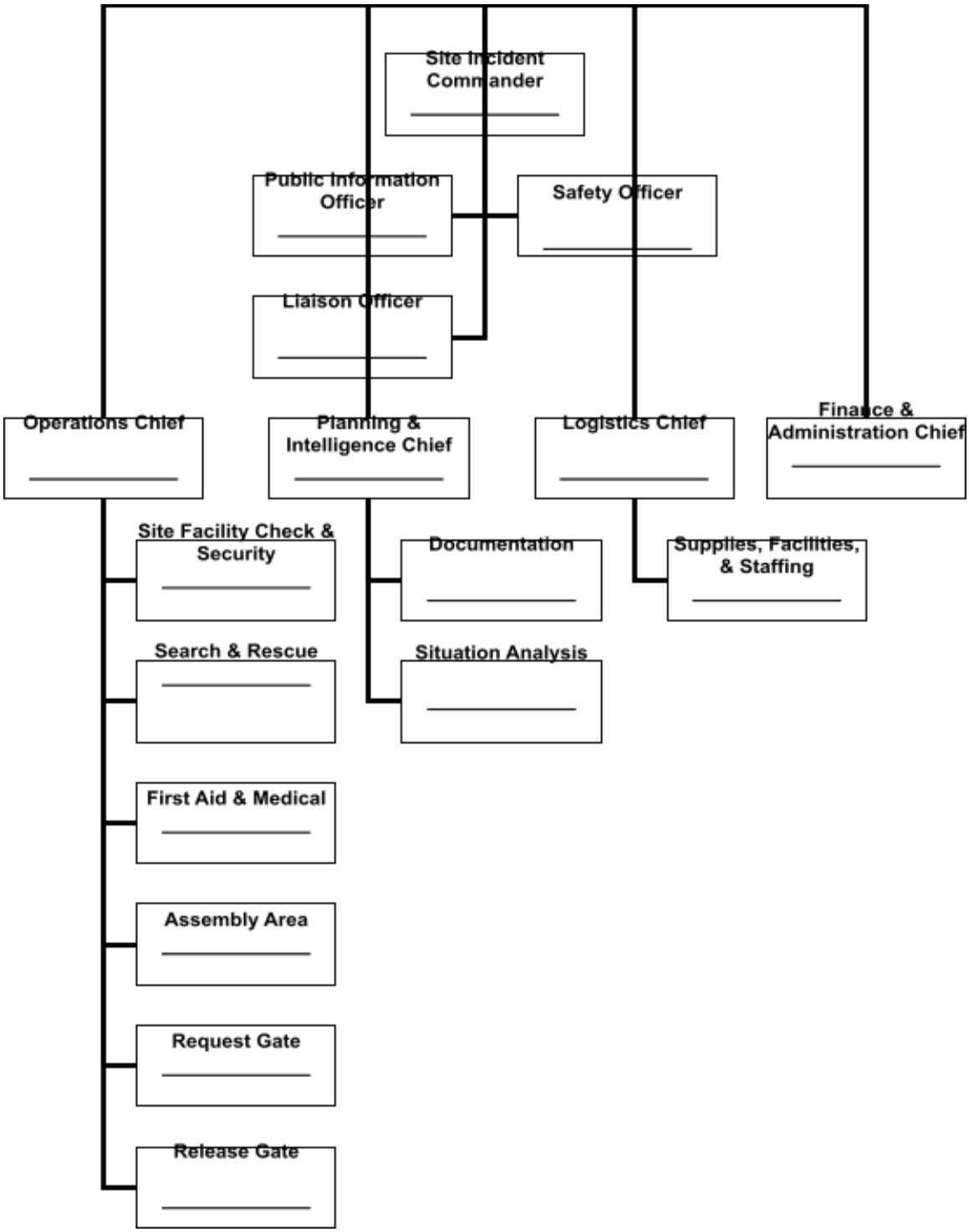
Date: ______________

Time_______________

****

Give the student's Out-of-State Contact number to the person picking up the student.

Form #6 – SITE INCIDENT COMMAND TEAM ASSIGNMENT FORM


Site Incident Commander
Public Information Officer
Safety Officer
Liaison Officer
Operations Chief
Planning & Intelligence Chief
Logistics Chief
Finance & Administration Chief
Site Facility Check & Security
Search & Rescue
First Aid & Medical
Assembly Area
Request Gate
Release Gate
Documentation
Situation Analysis
Supplies, Facilities, & Staffing

Form #7 - STUDENT ACCOUNTING FORM

Room Number: _____Date:_____

Enrolled per Register: _____

Reported by: _____

Not in School Today: _____

Received by: _____

Present Now: _____

1. Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem

2. Students on playground needing more first aid than you can handle:

Name	Location	Problem

Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.) _____

_____

Form #8 - NOTICE OF FIRST AID CARE GIVEN

DATE: _____

SCHOOL: _____

Dear Parent,

_____was injured at school and has been given first aid.

If you feel further care is necessary, please consult your family physician.

Nature of Injury: _____

Destination (if not presently on site): _____

Transporting Entity (if not presently on site): _____

Time of Transport: _____

Additional
Information_____

Please sign to release the student to your care.

_____
SIGNATURE OF PARENT/GUARDIAN

_____
SIGNATURE OF SCHOOL REPRESENTATIVE

Note: Keep this form with your school's medical treatment records. Do not send this home with the student.

Form #9 - VOLUNTEER ASSIGNMENT LIST

Volunteer Name/Address/Phone Time Position

1._____

_____

_____

2._____

_____

_____

3._____

_____

_____

4_____

_____

_____

_____

5._____

_____

_____

_____

6._____

_____

Form #10 - SITE STATUS REPORT

TO:_____FROM:_____

LOCATION: _____

DATE:_____TIME:_____PERSON IN CHARGE at site:_____

Message via: 2-way Radio ____ Radio ____ Telephone ____ Messenger ____

EMPLOYEE/STUDENT STATUS

	Absent	Injured	#Sent to hosp/med.	Dead	Missing	Unaccounted for (away from site)	# Released to parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE - check damage/problems and indicate location(s)

√	**Damage/Problem**	**Location(s)**
	Gas leak	
	Water	
	Fire	
	Electrical	
	Communications	
	Heating/cooling	
	other:	
	other:	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance/how long?; overall condition of campus, neighborhood & street conditions; outside agencies on campus and actions; names of injured, dead, missing and accounted for ASAP)

Form #11 SEARCH & RESCUE RECOMMENDED SUPPLIES

The District recommends that each Search & Rescue Team have two members and that the following number of teams be maintained:

Elementary School and Administrative Facilities with <500 = 2 Teams
Middle Schools and Administrative Facilities with 500-1000 = 4 Teams
Senior High School and Administrative Facilities with >1000 = 6 Teams

Member Supplies

- ☐ Backpack
- ☐ Work Gloves
- ☐ Helmet
- ☐ Identifying Vest
- ☐ Safety Goggles
- ☐ Flashlight (with extra batteries)
- ☐ Personal First Aid Kit
- ☐ Water
- ☐ Whistle
- ☐ Marker Pens
- ☐ Pocket Knife
- ☐ Duct Tape
- ☐ Utility Shut Off Tools
- ☐ Notepad and Pen
- ☐ Cyalume Sticks (light sticks)
- ☐ Walkie - Talkie

Team Supplies

- ☐ Fire Extinguisher 3-A:40-B:C
- ☐ Pry Bar 36”
- ☐ Axe
- ☐ Sledgehammer 5-8 lb.
- ☐ Bolt Cutter

Form #12 – PUBLIC INFORMATION WORKSHEET

Check off, fill in, and cross off as appropriate
___Name of School Site: _____
___ Date: _____ Time: _____
NOTE: If this is used as a script, read only those items checked. Make no other comments.

(School Name)_____ has just experienced a(n) _____

___ The (students/staff) [(are being) or (have been)] accounted for.
___ No further information is available at this time.
___ Emergency Medical Services [(are here) or (are on the way) or (are not available)].
___ School Police/Local Police [(are here) or (are on the way) or (are not available to us)].
___ Fire Department/paramedics [(are here) or (are on the way) or (are not available to us)].
_____ [(are here) or (are on the way) or (are not available)].
___ Communication center(s) (is/are) being set up at _____ to answer questions.
___ Communication center(s) for families of students and employee/s (is/are) being set up at _____ to answer questions about individual students and staff and re-unification plans.
___ Injuries have been reported at _____ and are being treated at the site by (staff/professional medical responders). (#)_____ reported injured.
___ Students have been taken to a safe area, _____, and are with [(classroom teachers/staff) or (_____)].
_____(insert #) Students/Staff have been taken to the local emergency room for treatment of serious injury.
___ Families of injured students/staff should go to the emergency room at _____.
___ Confirmed deaths have been reported at _____. Names cannot be released until families have been notified.

___ Structural damage has been reported at the following sites: _____.

___ Release restrictions: ___No ___Yes

If yes, what?

Released to the public as Public Information Release #_____

Date/Time: _____