

Section 6

Job Descriptions & Check Lists

Job Descriptions & Check Lists

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Job Descriptions and Supply Checklists

ACTIVATION OF AN INCIDENT COMMAND CENTER

An Incident Command Center will be activated when an emergency situation occurs of such magnitude that it will require a large commitment of resources over an extended period of time.

INCIDENT COMMAND CENTER LOCATIONS

The command center location will be determined depending on the emergency situation and the facility/site affected. Once a unified command is established with responding agencies the command center will be determined by the overall Incident Commander.

ICS MANAGEMENT TEAM INCIDENT COMMANDER

The Incident Commander (IC) is the person responsible for the conduct of emergency/disaster operations on-site. The IC's first "job" is to activate the Incident Command Center. During the emergency/disaster, the IC oversees and directs response activities until relieved by an alternate IC, is dismissed by the District Superintendent, or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the IC is charged with ensuring the safety of students, staff, volunteers and campus visitors. Lead by example: your behavior sets the tone for staff and students.

Start-up Actions/Activation Responsibilities:

- Open "Go-Kit" and put on personal safety equipment and identification.
- Assess type and scope of emergency
- Determine level of threat to people and facilities
- Contact emergency response agencies
- Take charge of the situation until emergency response agencies arrive
- Implement appropriate emergency plan and hazard specific procedures
- Establish the immediate priorities
- Set up an Incident Command Center
- Develop and communicate an incident Action Plan with objectives and a time frame to meet those objectives
- Coordinate activities for all Command and General staff
- Establish organization and Incident Command System assignments
 1. Fill in "Incident Assignments" Form
 2. Appoint a backup or alternate IC
- Coordinate with key personnel and officials
- Keep school superintendent informed of incident status
- Approve the use of volunteers to assist with the incident
- Authorize the release of information to the media
- Maintain activity log (this job usually delegated to an Incident Scribe)

Operational Duties:

- Create Action Plan for each specific time period
- Continue to monitor and assess total situation
- View site map periodically for Search and Rescue progress and damage assessment information

ICS Management Team

Incident Commander

- Check with section chiefs for periodic updates
- Reassign personnel as needed
- Consider areas with additional security/safety needs
- Develop and communicate revised incident action plans as needed
- Authorize release of information
- Utilize IC back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the Command Post
- Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- Release staff/volunteers as appropriate
- Remain on site and in charge until redirected or released by the Superintendent of Schools

NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools, except individuals on request of parent/guardian.

Closing down/Deactivation

- At the direction of the Superintendent of School, deactivate the entire emergency response. If the Fire Department or other outside agency call an "ALL CLEAR," contact the District Office before taking any further action
- Authorize deactivation of emergency response activities/personnel as appropriate
- Ensure that any open actions not yet completed will be taken care of after deactivation
- Initiate recovery operations
- Ensure the return of all equipment and reusable supplies to Logistics
- Close out all logs. Ensure that all logs, reports and other relevant documents are completed and submitted to the Administration/Finance-Documentation Team
- Proclaim termination of the emergency with appropriate notifications
- Leave contact information in case you need to be reached

GO-KIT

- School Emergency Plan
- Campus map
- Staff and student roster
- Job description for all ICS team members/Org Chart
- Walkie talkie/Family Radio Service (UHF Band), two-way radios
- Battery-operated AM/FM radio w/extra batteries
- Bullhorn
- Whistle
- Pens, pencils, paper and clipboard
- Disaster response forms
- Vest and/or ID badge
- Hard hat/safety equipment
- Master Keys

ICS Management Team

Incident Commander

Other Equipment and Supplies:

- School district radio
- Table and chairs (if Command Center has to be moved outside)

Forms

- Operation Center Staffing List
- Incident Action Plan
- Section Team Task Form
- Situation Reports
- Incident Briefing Logs
- Activity Log
- Message Forms

ICS MANAGEMENT TEAM

PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer (PIO) is the school district's official spokesperson during emergency/disaster operations. The Public Information Officer is responsible for handling the media and developing press releases under the direction of the Incident Commander (This role could be filled by the Incident Commander, or a designee who conveys information provided from the Incident Commander. The Incident Commander is usually the Principal or Superintendent until a representative from Fire or Police arrives on scene and a decision is made as to who will be the official spokesperson).

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and PIO identification
- Meet with IC and Management Team
- Determine a possible "news center" site as a media reception area (located away from the Command Center). Get approval from the IC. Send team of media escorts to the center
- Determine from the Incident Commander if there are any limits on information release and obtain approval for all media releases
- Develop incident relevant information for use in media briefings
- Access current media list, cover letters, email addresses and fact sheets (in PIO GO-KIT)
- Notify media of activities and conduct media briefings
- Arrange for tours, interviews or briefings that may be required
- Maintain current information summaries and/or displays on the incident and provide information on incident status and changes. Statements must be approved by the IC, given out at regular intervals, and should reflect accurate information relayed in a reassuring manner and avoiding speculative comments. (SEE GUIDELINES FOR SPEAKING TO THE PRESS)
- Send out "ALL STAFF" messages describing desired action
- Open and maintain position activity and communications log

Operational Duties:

- Remind all school site/staff volunteers to refer all questions from media, students, parents or general public to the PIO
- Get updates from the IC frequently
- Schedule regular press conferences
- Get approval of IC for all press releases/statements (SEE GUIDELINES FOR SPEAKING TO THE PRESS)
- Utilize PIO back up; plan and take regular breaks, 5-10 minutes/hour
- Ensure announcements and other information are translated into other languages as needed
- Monitor news broadcasts about the incident. Correct any misinformation heard. Create a Website link from District home page to Incident Press Releases

Closing Down/Deactivation

- At the Incident Commander's direction, release PIO staff no longer needed
- Return equipment and reusable supplies to Logistics
- Close out all logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Administration/Finance-Documentation Team. Be sure all logs are consistent with names, sites, and other terms

ICS MANAGEMENT TEAM

PUBLIC INFORMATION OFFICER (PIO)

- Leave contact information in case you need to be reached
- Conduct an internal and external debriefing

Aftermath:

- Remain updated on any subsequent actions taken
- Consult with the District legal counsel if appropriate before releasing any information
- If allowed, arrange for media interviews with District personnel
- Send follow-up releases highlighting stories such as “acts of heroism” to media outlets
- Send follow-up “All staff” update
- Update the Website with same information

GO-KIT

- Job description clipboard
- School Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- AM/FM Radio (w/batteries)
- Walkie talkie/Family Radio Service (UHF Band)
- Clipboard and paper
- Pens/Sharpies/Dry Erase Markers
- Scotch tape/masking tape/duct tape
- Scissors
- School site maps and regional/neighborhood maps
- Media Contact Information and sample press releases

Other Equipment and Supplies:

- Newsprint or dry erase board and portable easel
- “Media Here” Sign

Forms

- Disaster Public Information Release Worksheet
- Sample Press Release
- Section Team Task Form
- School Profile or School Accountability Report Cards
- Activity Log
- Message Forms
- Directory of Media Contact Numbers

Media Release Policy Example:

- The public has the right and need to know important information related to emergencies at any site as soon as it is available for release.

- The PIO acts as the official spokesperson for the District in any emergency situation. If the situation includes PIO from community responders they will work jointly with one PIO designated as the official spokesperson for the incident.
- News media can play a key role in assisting the ICS by releasing emergency/disaster related information to the staff, general public and parents. Information released must be consistent accurate and timely.

GUIDELINES FOR SPEAKING TO THE PRESS

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

- READ all press statements
- Re-state the nature of the incident; its cause and time of origin
- Describe the size and scope of the incident
- Report on the current situation and requested actions – condition of the school site, evacuation progress, care being given, injuries, student release location, lock down procedures, etc.
- Speak about the resources being utilized in response activities. Best routes to and from affected site. Background information if appropriate
- Reassure the public that everything possible is being done

- DO NOT release any names
- When answering questions be complete and truthful, always considering confidentiality and emotional impact.
- Avoid speculation; bluffing, lying, talking “off the record,” arguing, etc
- Do not use the phrase “no comment”. Remember that after the incident is over, the District will rely heavily on the goodwill of the media to relay its messages
- Set up press times for updates
- Control media location

****SAMPLE PRESS RELEASE****

Event: EARTHQUAKE **Date:** MARCH 1, 2008
Release #: 001 **Time:** 8:00 A.M.

TITLE OF RELEASE: LARGE EARTHQUAKE CAUSES MODERATE DAMAGE TO ABC ELEMENTARY SCHOOL IN MASON COUNTY

FOR IMMEDIATE RELEASE

EXAMPLE.....At 5:25 a.m. on March 1, 2008 an earthquake measuring 7.2 on the Richter Scale caused moderate damage to the ABC ELEMENTARY SCHOOL located at 1234 Anywhere Blvd. in Shelton, WA. There are no reports of injuries available. Search and Rescue crews are searching the building at this time. Roadways leading to the school site have been damaged and an overpass on Hwy. 101 leading to the

ICS MANAGEMENT TEAM

PUBLIC INFORMATION OFFICER (PIO)

school has been damaged and is closed. The public is asked to remain clear of the area to allow emergency responders to access the site. Parents are asked NOT to go to the school as this will hamper rescue efforts.

School Districts throughout the county are instructed to call in to the District office – (360) 426- - to report any damage or injuries to their own buildings or their school sites following established school closure procedures.

Due to the magnitude of the earthquake and the damage throughout the county, the Mason County Operational Area Emergency Operations Center has been activated. Additional information can be obtained by calling the at _____ Further details will be provided when available.

Next Scheduled Release: As needed

ICS MANAGEMENT TEAM

LIAISON OFFICER

The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during school site emergency response. The Liaison Officer creates a communication link between School Incident Commander and outside agencies.

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and Identification
- Obtain a briefing from the Incident Commander
- If a unified command is established, then act as the liaison between the District and community responders/agencies
- Obtain list of contacts for assisting/cooperating outside agency representatives
- Maintain activity log, identify yourself as the liaison officer on the organizational chart in the Incident Command Center
- Read the entire Action Checklist
- Assign staff to the assistant liaison position as necessary.
- Obtain equipment and supplies

Operational Duties:

- If no unified command has been established, and as directed by the Incident Commander, report to the fire/police command center and establish communication between the District Incident Commander and the community responder Incident Commander
- Maintain communications until the incident is closed or until a unified command is established
- If a unified command is established, then act as the liaison between the District and the community responder/agencies
- Brief agency representatives on the status of the situation, response priorities, and the incident action plan
- Ensure the coordination of efforts by keeping the IC informed of agency action plans
- Provide periodic updates to agency representatives as necessary
- Provide a contact point, as needed

Closing Down/Deactivation

- At the Incident Commander's direction, direct staff members to sign out, release staff and deactivate the Liaison Officer position
- Return equipment and reusable supplies
- Close out Activity Log and return to Administration/Finance- Documentation Team

GO-KIT

- Job description clipboard
- School Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, paper and clipboard
- Response Forms
- Walkie talkie/Family Radio Service (UHF Band), two-way radio communication

ICS MANAGEMENT TEAM

LIAISON OFFICER

Forms

- Incident Action Plan
- Section Team Task Form
- Situation Reports
- Incident Briefing Logs
- Activity Log
- Message Forms

ICS MANAGEMENT TEAM

SAFETY OFFICER

The Safety Officer's function is to develop, recommend, and enforce measures to assure the safety of all personnel. Responsible for the physical and emotional needs of responders. Small sites may have to utilize everyone in a safety role. District personnel may provide safety function.

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and I.D.
- Identify yourself as the Safety Officer on the Organizational Chart
- Read the entire Action Checklist
- Obtain a briefing from the Incident Commander
- Obtain equipment and supplies
- Open and maintain position activity log. Maintain all required records and documentation to support the history of the emergency or disaster.

Document:

1. Messages received
2. Action taken
3. Decision justification and documentation
4. Requests filled

Operational Duties:

- Maintain incident records and track response activities
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled
- Monitor emergency response activities for safety and appropriate use of equipment.
- Roam and ensure people have breaks if needed
- Identify and mitigate hazardous or potentially hazardous situations
- Exercise emergency authority to stop, prevent or modify all unsafe operations
- Investigate accidents that have occurred within the incident area
- Anticipate situation/problems before they occur
- Consider probable situation changes (aftershocks, etc.) and how they will affect response activities
- Keep the IC apprised of and alert to any potential problems
- Participate in planning meetings. Anticipate potential safety issues
- Utilize Safety back up; plan and take regular breaks, 5-10 minutes/hour
- Notify insurance company/insurance joint powers authority of loss/damage to property or persons

Closing Down/Deactivation

- At the Incident Commander's direction, deactivate the Safety Officer position and release staff. Direct staff members to sign out
- Close out Activity Log and relay pertinent information to the Administration/Finance- Documentation Team
- Return equipment and reusable supplies

GO-KIT

- School Emergency Plan
- Job Description clipboard

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ICS MANAGEMENT TEAM

SAFETY OFFICER

- Response Forms
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, paper and clipboard
- Walkie-talkie/Family Radio Service (UHF Band)

Forms

- Incident Action Plan
- Section Team Task Form
- Situation Reports
- Incident Briefing Logs
- Activity Log
- Message Forms

INCIDENT COMMAND

OPERATIONS SECTION

The Operations Section Teams or “doers” perform the actual service functions required to control and/or respond to the incident. The Operations Section works in conjunction and cooperation with the responding agencies.

OPERATIONS SECTION CHIEF

The Operations Team Chief assists in the development and supervision of the action plan’s implementation; manages District/site emergency operations and services; requests resources needed to implement the Operation’s Section goals as a part of the Incident Action Plan development; evaluates risks related to emergency operations and employee safety; and manages, oversees and initiates operation teams designated to carry out the following assigned duties:

- Account for students, staff and visitors
- Site/building safety, security and evaluation
- Special Needs Coordination
- Coordinates supervision of students until their release to parents
- Set up student release and parent reunification
- Creating assembly, shelter or evacuation site
- Sets up First-aid stations
- Search and locate

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and I.D.
- Check with Incident Commander for situation briefing
- Obtain necessary equipment and supplies from Logistics
- Establish the Operations Section and develop appropriate action plans
- Assume the duties of all Operations positions until staff is available and assigned
- Evaluate and act on operations information
- Decide on a priority basis what must be done and keep Incident Command informed of pertinent conditions and/or situations
- Coordinate activities with Planning/Intelligence, Logistics, and Administration/Finance as necessary
- Open and maintain position activity log

Operational Duties:

- Determine needs and request resources
- As personnel are assigned, brief them on the situation and supervise their activities
- Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Team
- Activate and deactivate operational strike teams as needed
- Report information about activities, events, and occurrences to the Incident Commander and/or appropriate section chiefs
- Consider areas with additional security/safety needs
- Make sure that Operations staff are following standard procedures, using appropriate safety gear, and documenting their activities

INCIDENT COMMAND

OPERATIONS SECTION

- Schedule breaks and reassign Operations staff within the section as needed
- Utilize Operations back up; plan and take regular breaks, 5-10 minutes/hour
- Maintain activity log
- Participate in Incident Action Planning and regular briefings

Closing Down/Deactivation

- At the Incident Commander's direction, release Operations staff no longer needed.
- Direct staff members to sign out
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Administration/Finance- Documentation Team
- Leave contact information in case you need to be reached

GO-KIT

- School Emergency Plan
- Job description clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, pencils, paper and clipboard
- Walkie talkie/Family Radio Service (UHF Band)/Nextel phone
- Bullhorn
- Campus supply storage lists
- School site maps and regional/neighborhood maps, aerial photos
- Response Forms

Forms

- Action Plan
- Section Team Task Form
- Situation Status Report Form
- Activity Log
- Message Forms

INCIDENT COMMAND

ASSEMBLY/SHELTER TEAM

The Assembly/Shelter Team Coordinator is responsible for providing for the safe sheltering and care of students and staff while on-site during an emergency. This person is also in charge of facilitating campus evacuation when the school site is deemed to be unsafe by the Management Team. In an emergency, teachers will account for and supervise all students. The Assembly/Shelter team will collect attendance sheets from all teachers and monitor student and teacher needs.

Start-up Actions/Activation Responsibilities:

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment and I.D.
- Open and maintain position activity log
- Assess available personnel and make appropriate assignments
- If designated assembly/shelter site is destroyed or inaccessible, consult with Operations Section Chief and determine alternate location(s)
- Initiate shelter set-up or, if evacuating: Confirm that assembly area and routes to it are safe
- Gather all supplies from storage locker(s) and transport to assembly/shelter site
- Collect Attendance Record from teachers
- Count/observe classroom evacuations (make sure all exit)

Operational Duties:

- Ensure initial record of all students and staff in shelter/assembly area is made and that it is updated regularly during the disaster
- Monitor safety/well being of students and staff in shelter or assembly area
- Oversee the procurement and distribution of food and water
- Direct set-up of sanitary facilities when necessary
- Maintain and update student and staff population log
- Coordinate Student Release with Parent/Student Reunification Team Leader when directed by Operations Section Chief
- Administer minor first aid, as needed

Closing Down/Deactivation

- Close shelter per direction of Operations Section Chief
- Break down and clean up shelter
- Releases staff and volunteers per direction of Operations Section Chief
- Ensure close-out of all logs and turn them over to Administration/Finance-Documentation Team
- Make sure all equipment and re-usable supplies are returned to Logistics

GO-KIT

- Job description clipboard
- Team Checklist and Contact Information
- Roster of students and staff
- Whistles
- Battery operated radio w/batteries
- Campus and neighborhood maps

INCIDENT COMMAND

ASSEMBLY/SHELTER TEAM

- Masking and/or Duct tape
- Walkie-talkie/Family Radio Service (UHF Band)
- Hard hat and vest/safety equipment
- Facility and supply storage maps
- Pens, pencils, paper and clipboard
- Bullhorn
- Response Forms

Other Equipment and Supplies:

- Table and Chairs
- File Boxes
- Laptop computer
- Sanitation Supplies

Forms

- Activity Log
- Message Forms
- Action Plan
- Section Team Task Form
- Situation Status Report Form
- Injury and Missing Persons Report
- Notice of First Aid Care

OPERATIONS SECTION

FIRST AID TEAM

The First Aid Team Coordinator is responsible for coordinating campus emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of his/her team and notifying the Incident Commander of the need for outside assistance. The First Aid Team Leader is also charged with calling for and directing the establishment of an onsite morgue when warranted. The First Aid Team is responsible for safely providing on-site emergency medical response and first aid during response activities.

Start-up Actions/Activation Responsibilities:

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment and I.D.
- Open and maintain position activity log
- Determine if medical needs exceed scope of on-site team (if so, have Operations Section Chief notify Management Team)
- Assess available personnel and make appropriate assignments
- Facilitate set-up of first aid treatment area; away from media center and student release site. Area should be accessible to emergency vehicles
- Gather all supplies and personal safety equipment and transport to site of first aid station
- Establish entry or “triage” station adjacent to first aid treatment area and assign 2 people to this station
- Set-up areas for “immediate” and “delayed” treatment and assign 2 staff per station
- Set-up morgue (if needed)
- Direct Crisis Recovery Team to set-up intervention/counseling area

Operational Duties:

- Oversees/monitors the assessment, care and treatment of patients
- Ensures caregiver and rescuer safety (use of rubber gloves for protection from body fluids; replace with new gloves for each new patient)
- Maintain open line of communication with Search/Accountability and Crisis

Recovery Team Leaders

- Keeps Section Chief updated on current situations, injuries and deaths
- Provides staff for “field” injury response/treatment
- Requests additional personnel from Logistics
- Reports deaths immediately to Section Chief (by runner, NOT over the radio)
- Determines need for morgue set-up and chooses location
- Monitors situation for communicable diseases
- Check-in with Student Release and Assembly/Shelter Team Leaders regarding the health care needs of students and staff with known medical conditions
- Administer appropriate first aid
- Maintain accurate treatment records
- Monitor/assess patients at regular intervals
- When transportation becomes available, facilitate patient evacuation and note status on triage tag; do not send any campus records off-site with patient
- If injured student is transported off campus, send student emergency card with him/her

OPERATIONS SECTION

FIRST AID TEAM

- Do not announce names of those injured or deceased over walkie-talkies or two way radios

Triage Entry Area (staffed with minimum of 2 trained staff or volunteers)

- One team member assesses (and/or confirms) patient triage category
- Second team member logs patients' names on form—First Aid Care Form (completed forms are forwarded to First Aid Team Leader)

Treatment Areas “Immediate” and “Delayed” (each staffed with minimum of 2 trained staff or volunteers)

- Assign one team member to conduct “head-to-toe” assessment
- Second team member logs patients' names on triage tag and on on-site treatment form—Medical Treatment Victim Log (completed forms are forwarded to First Aid Team Leader)

Morgue Area

- Set up morgue area in isolated site away from media, parent, and assembly areas
- Morgue Area should be vehicle accessible
- Maintain unauthorized persons out of morgue
- Maintain respectful environment
- After pronouncement or determination of death:
 - Confirm that the person is actually dead
 - Do not remove the body until directed by Command Center.
 - 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 Command Center, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. They will notify the Coroner
- Keep accurate records and make available to law enforcement and/or the Coroner when requested
- Write 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
- 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

Closing Down/Deactivation

- Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- Releases medical teams per direction of IC

OPERATIONS SECTION

FIRST AID TEAM

- Ensure close-out of all logs and turn them over to Administration/Finance-Documentation Team
- Makes sure all equipment and re-usable supplies are returned to Logistic

GO-KIT

- Job description Form
- Team Checklist and Contact Information
- School Emergency Plan
- School Site Map
- Hard hat/vest/safety equipment
- Response Forms
- Rubber gloves (2 boxes)
- Roster of students and staff
- Walkie-talkie/Family Radio Service (UHF Band)
- Student Emergency Contact Cards
- Pens, pencils, sharpies, paper and clipboard
- Duct Tape
- Quick reference medical guides

Other Equipment and Supplies:

- Table and chairs
- Campus First Aid Kit (*see recommended supply list)
- Ground cover/tarps
- Stretchers
- Blankets

Forms

- Notice of First Aid Care
- Medical Treatment Victim Log
- Section Team Task Form
- Situation Status Report Form
- Activity Log

OPERATIONS SECTION

FACILITIES & SECURITY TEAM

The Facilities & Security Team Coordinator is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency. This team is also responsible for campus security for the duration of the incident, or until first responders assume that responsibility. The Facilities & Security Team is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency. **Take no action that might endanger you. Do not work beyond your expertise.**

Start-up Actions/Activation Responsibilities:

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment and I.D.
- Check radios and flashlights
- Open and maintain position activity log
- Assess available personnel and make appropriate assignments
- Survey on-campus hazards and prioritize team response
- Work in pairs

Operational Duties:

- As you do the following, observe the site and report any damage by radio to the Command Center
- Verify the shut-off of utilities as necessary
- Check gas meter and shut it off **ONLY IF IT IS LEAKING**
- Determine integrity of on-campus water system and report this information to the Operations Section Chief
- Shut down electricity only if building has clear structural damage or advised to do so by Command Post
- Direct the suppression of small fires
- Coordinate the location of existing and potential hazards
- Facilitates emergency vehicle access to the campus
- Oversees/Monitors campus security/perimeter control
- Secures school campus and buildings from un-authorized access
- Survey buildings for potential hazards and post warnings with signs and yellow caution tape
- Provide clear routes for campus access for emergency response vehicles
- Establish and maintain campus security/perimeter control
- Secure school campus and buildings from un-authorized access by locking gates
- Verify that building is “locked down” and report same to Command Post
- Cooperate/support First Aid, Student Release, Communications and Search/Accountability Teams
- Direct all requests for information to the Public Information Officer

Closing Down/Deactivation

- Releases staff and volunteers per direction of IC
- Ensures close-out of all logs and turns them over to Administration/Finance- Documentation Team
- Makes sure all equipment and re-usable supplies are returned to Logistics

GO-KIT

- Team Checklist and Contact Information
- Utility shut-off map/checklists

CL-18

OPERATIONS SECTION MAINTENANCE/FIRE/SITE SECURITY TEAM

- Walkie-talkie/Family Radio Service (UHF Band)
- Response Forms
- DANGER placards
- Caution Tape
- First Aid Kit
- Duct tape and sharpies
- Facility and supply storage maps
- Pens and pencils
- Job description clipboard
- Hard hat, vest and safety equipment
- Leather Gloves, dust masks
- Safety Goggles

Other Equipment and Supplies

- Wrenches and assorted tools
- Sturdy Shoes
- Fire suppression gear
- Master keys
- Fire Extinguisher

Forms

- Damage Assessment
- Section Team Task Form
- Situation Status Report
- Activity Log
- Message Forms

OPERATIONS SECTION

SEARCH AND RESCUE TEAM

The Search and Rescue (S & R) Team Coordinator is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. **Take no action that might endanger you. Do not work beyond your expertise.**

Start-up Actions/Activation Responsibilities:

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and put on personal safety equipment and I.D.
- Open and maintain position activity log
- Assign staff and volunteers to teams (record names and assignments in log)
- Ensure all teams are properly outfitted
- Visually inspect outgoing teams' gear and perform radio check. Distribute a map to each team delineating their area of responsibility
- Make sure search teams have school site maps and are clear on their assignment

Operational Duties:

- Dispatch teams to high priority areas first; assign teams to routine campus S & R after priority areas have been secured
- Team chief remain at the Command Center to stay in contact with the S & R Teams
- Ensure teams' progress is recorded in log and on site map as they call it in (mark rooms with "C" as they are reported "clear")
- When injured staff or students are located, check in with Operations Section Chief and dispatch First Aid Team as needed
- Keep triage tally on the map
- Report all gas leaks, fires, and structural damage to the Maintenance/Fire/Site Security Team
- Inspect the exterior of each building for structural integrity before entering
- Identify unsafe areas with caution tape (DO NOT enter unsafe buildings)
- Search **ONLY** structurally sound buildings using S & R protocol (see attached)
- As searched rooms have been cleared, call in report to the S & R Team Leader ("Room B-2 is clear.") When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.
- When injured students or staff are located, call in their condition and location to S & R Team Leader (Use proper protocol, i.e., no names are broadcast over the radio.)
- Note damage and triage tally on your team map and relay information to S & R Team Leader
- Arrange activities and keep students reassured

Closing Down/Deactivation

- Record the return of all S & R teams
- Direct team to return all equipment to Logistics
- Turn all maps and logs into Administration/Finance- Documentation Team

GO-KIT

- Job description clipboard

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OPERATIONS SECTION

SEARCH AND RESCUE TEAM

- Response Forms
- Team Checklist and Contact Information
- Roster of students and staff
- School Disaster Plan
- Hard hat, vest and safety equipment
- Walkie-talkies/Family Radio Service (UHF Band)
- Duct tape and sharpies
- Backpacks for gear/first aid supplies
- Whistles
- Clipboards, paper and pens
- Rubber gloves/dust masks
- Map of school
- Leather gloves
- Basic first aid kit

Other Equipment and Supplies:

- Table and chair
- White Board or newsprint flipchart
- Markers erasable or permanent
- Sturdy shoes/boots
- Plastic buckets for tools/gear
- Blankets
- Fire extinguishers
- Flashlights w/batteries
- Master keys and bolt cutter
- Crowbars and fire axes
- Shovels and ropes
- Caution tape and barricades

Forms

- Damage Assessment
- Situation Status
- Activity Log

- Message Forms
- Injured and Missing Person's Report

INCIDENT COMMAND

The Logistics Section Team are responsible for obtaining any needed resources for the incident, including personnel. Managed by the Logistics Chief, they are the “getters” who are responsible for coordinating personnel, emergency supplies, and transportation

LOGISTICS SECTION

The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. Manages, oversees and initiates logistics team designated to carry out

the following assigned duties:

- Supplies and Staffing
- Communication
- Transportation

Start-Up Actions:

- Open Go-Kit and put on personal safety equipment and identification
- Read position description
- Check in with Incident Commander for situation briefing
- Open and maintain position activity log
- Open supplies container or other storage facilities as directed by the IC.
- Begin distribution of supplies and equipment as needed
- Ensure that the Command Post and other facilities are set up as needed.
- Activate Team Leaders
- Assume lead of all Logistics teams until staffed

Operational Duties:

- Ensure that Command Center and other facilities are properly set-up
- As (or if) staff is assigned, brief them on the situation and supervise their activities utilizing the position checklists
- Meet with team leaders and assist them in initiating their team’s response activities
- Coordinate supplies, equipment, and personnel needs with the Incident Commander
- Oversee distribution of supplies and equipment where and as needed
- Maintain security of stored supplies and equipment
- Schedule breaks and re-assign Logistics staff as needed
- During an emergency of extended duration, ensure adequate supply of food and potable water to emergency workers and people who have been relocated to shelters
- Utilize Logistics back up, plan and take regular breaks, 5-10 minutes/hour
- Establishes communications systems between students, management team, staff and parents

Closing Down/Deactivation

- Release Logistics Teams when directed by IC
- Secure all equipment and reusable supplies
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Administration/Finance-Documentation Team

INCIDENT COMMAND

LOGISTICS SECTION

GO-KIT

- School Emergency Plan
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/Family Radio Service (UHF Band), Two-way radio
- On-campus supply storage list(s)/map
- Job description clipboard
- Clipboards with volunteer sign-in sheets,
- Master keys
- Response Forms

Other Equipment and Supplies:

- Table and chair
- Container or other storage facility for emergency supplies

Forms

- Emergency Supply Inventory
- Message Forms
- Situation Status Report
- Activity Log
- Action Plan
- Section Team Task Form
- Financial Tracking Form
- Envelope for Receipts

LOGISTICS SECTION

COMMUNICATION TEAM

The Communications Team Coordinator is charged with establishing, coordinating, and directing verbal and written communications on-site and with the District Office. If the District Office cannot be contacted, communications may be made with outside agencies when necessary.

Start-up Actions/Activation Responsibilities:

- Attend a briefing with the Logistics Section Chief and other Logistics Team Leaders
- Open Go-Kit and put on personal safety equipment and I.D.
- Open and maintain position activity log
- Set-up and test communications equipment
- Locate Communications “center” in quiet location in proximity to Command Center
- Assign staff and volunteers to appropriate positions
- Advise Logistics Section Chief when communications center is “operational”

Operational Duties:

- Coordinate all communications between IC Center and District Office
- Ensure all communications (incoming and outgoing) are being properly logged (date/time/originator/recipient)
- Oversee message relay via runners
- Monitor radio station(s) for local emergency news on KMAS 1030 AM
- Dispatch runners as needed to relay messages to Management Team, Section Chiefs, and Team Leaders, as needed
- Generate Site Status Report when directed by the IC
- Refer all media requests to the PIO

Closing Down/Deactivation

- Release staff and volunteers per direction of Logistics Section Chief
- Close out all logs and pending messages, and turn over to Administration/Finance- Documentation Team
- Return all equipment and supplies to Logistics

GO-KIT

- Job description clipboard
- Team checklist and contact information
- Walkie-talkies/Family Radio Service (UHF Band)
- Map of facility
- Pens, pencils, paper, and clipboards
- Hard hat and vests/safety equipment
- Response Forms
- Tables and chairs
- File boxes

Forms

- Situation Status Report
- Message Forms
- Activity Log

CL-24

LOGISTICS SECTION

SUPPLIES AND FACILITIES TEAM

The Supplies and Facilities Team Coordinator is responsible for ensuring that all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts are being filled.

Start-up Actions/Activation Responsibilities:

- Attend a briefing with the Logistics Section Chief and Transportation Team Leader
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Assess available personnel and make appropriate assignments
- Gather all team supplies and personal safety gear
- Open storage facility/containers

Operational Duties:

- Maintain security and oversee the distribution of supplies and equipment
- Coordinate the assignment of staff and volunteers
- Stay in contact with Section Chief about the needs of other sections and teams
- Set up Staging Area, Sanitation Area, Feeding Area, and other facilities as needed

Closing Down/Deactivation

- Release staff and volunteers when directed by Logistics Section Chief
- Makes sure all equipment and unused/re-usable supplies are safely and securely stored
- Ensures close-out of all logs and turns them over to Administration/Finance- Documentation Team

GO-KIT

- Job description clipboard
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Walkie-talkie/Family Radio Service (UHF Band)
- On-campus supply storage list(s)/map
- Communications log
- Hard hat, vest and safety equipment
- Response Forms

Other Equipment and Supplies:

- Table and chair
- Phone
- Computer or laptop

Forms

- Emergency Supply Inventory
- Situation Status Report
- Message Forms
- Activity Log

CL-25

LOGISTICS SECTION

TRANSPORTATION TEAM

The Transportation Team Coordinator is responsible for implementing the transportation plan during school emergencies. Part of those responsibilities includes directing buses and trucks to areas where they are needed to ferry students, staff and/or supplies.

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and I.D.
- Attend a briefing with the Logistics Section Chief and the Supplies and Facilities

Staffing Team Leader

- Hard hat, vest and safety equipment
- Open and maintain position activity log

Operational Duties:

- Implement various components of the transportation plan
- Access the need and direct the use of vehicles on campus
- Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- Release staff and volunteers per direction of IC
- Arrange for the return of vehicles to vendors
- Ensure close-out of all logs and turn them over to Administration/Finance Team

Documentation Team

- Make sure all equipment and re-usable supplies are safely and securely stored

GO-KIT

- Job description clipboard
- Team Checklist and Contact Information
- School Disaster Plan
- Map of facility
- Hard hat, vest and safety equipment
- Walkie-talkie/Family Radio Service (UHF Band)
- Pens and pencils, paper
- Response Forms
- Resource List of Transportation Contacts

Other Equipment and Supplies:

- Table and chair
- Phones

Forms

- Situation Status Report
- Message Forms/Activity Log

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INCIDENT COMMAND

PLANNING/INTELLIGENCE SECTION

The function of the Planning /Intelligence Team is to define and measure the incident. Responsibilities of this team include keeping a written record of all actions taken to respond to the incident, debriefing, and coordinating the mental health recovery team.

PLANNING/INTELLIGENCE

SECTION CHIEF

The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources, as well as maintenance of accurate records and site map. Provides ongoing analysis of situation and resource status and assist the Incident Commander in developing an Incident Action Plan. When appropriate, this section will also prepare briefings for the Incident Commanders related to new or updated intelligence.

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment, ID or Vest
- Read position description
- Check in with Incident Commander for situation briefing
- Coordinate activities with Logistics, Operations, and Finance/Administration as necessary.
- Open and maintain activity log
- Activate personnel and make appropriate assignments
- Assist the IC in developing Action Plans

Operational Duties:

- Collects and processes situational information about the incident
- Establishes information requirements and reporting schedules for Planning
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.
- Reports any significant changes in incident status
- Reassign out-of-service personnel already on-site to the IC organizational positions as necessary.
- As personnel are assigned, brief them on the situation and supervise their activities
- Assemble information on alternative strategies
- Consider areas with additional security/safety needs.
- Evaluate need to communicate with other District sites
- Utilize Planning back up; plan and take regular breaks, 5-10 minutes/hour.
- Provide for the opening and maintenance of the master incident time log
- Ensure all radio and verbal communications are recorded
- File all reports as they are turned in. Although a permanent log may be typed up at a later date; all original notes and records MUST be kept—they are legal documents.
- Record appropriate response-related information on site map (and keep it current)
- Keep IC apprised of response-related information as it comes in
- Anticipate situations and potential problems and develop contingency plans
- Assists with medium/long range planning related to ongoing incident and school recovery (logistical) issues.
- Arranges for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support/services.

Aftermath:

- Assist IC in developing plan for internal and external aftermath.
- Access resources needed e.g.: Counseling support, county chaplaincy, other needs

Closing Down/Deactivation

- Release Planning/Intelligence Teams when directed by Incident Commander
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Complete/close-out all logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Administration/Finance-Documentation Team
- Collect/call-in paperwork from each deactivating section
- Securely package all response-related documents for storage.

GO-KIT

- School Emergency Plan
- Team Leader Checklist
- Team Checklist and Contact Information
- Campus phone directory
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/Family Radio Service (UHF Band)
- On-campus supply storage list(s)/map
- Job description clipboard
- Master keys

Other Equipment and Supplies:

- Table
- Chair

Forms

- Activity Log
- Debriefing Log
- Section Team Task Form
- Situation Status Report
- Action Plan
- Message Forms

PLANNING/INTELLIGENCE

INCIDENT LOG SCRIBE

The Incident Log Scribe's function is to keep a written record of all communications and actions related to the incident. The scribe attaches to the Incident Commander and records all appropriate information. Depending upon the incident, Operations and Logistics Chiefs may have a scribe as well.

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and I.D.
- Obtain equipment and supplies
- Identify self to the Incident Commander
- Put on ID

Operational Duties:

- Team with the Incident Commander or other assigned personnel
- Maintaining and periodically distributing a situation report
- Gathering incident related information from other teams for entry into the Incident Command Post log
- Referring newsworthy information to the Public Information Officer
- Ensuring that all messages are properly routed
- Document in writing all actions and communications (including the time) ordered and received by the Incident Commander or other assigned personnel

Closing Down/Deactivation

- Transcribe notes; make copies of transcription and original notes and keep as backup; turn in transcribed notes to the Incident Commander or Administration/Finance Documentation Team, as directed
- Return equipment and reusable supplies; replace supplies as needed

GO-KIT

- Job description clipboard
- Response Forms
- ID
- Clipboard, pens, pencils, paper
- Watch or stopwatch
- Flashlight/reading light
- Digital Camera

Forms

- Activity Log
- Operation Staffing List
- Message Forms
- Section Team Task Form
- Situation Report

PLANNING/INTELLIGENCE

DOCUMENTATION TEAM

The Documentation Team coordinator is responsible for the collection, evaluation, documentation and use of all information about the development of the incident and the status of resources.

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and I.D.
- Check in with Planning/Intelligence Chief for situation briefing
- Obtain necessary equipment and supplies from Logistics
- Determine whether there will be a Finance/Administration Section. If there is none, the Documentation Team Coordinator will be responsible for maintaining all records of any expenditures as well as all personnel time keeping records.

Operational Duties:

- Maintain time log of the Incident, noting all actions and reports
 - Record content of all radio communication with district or Emergency Operations Center representative
 - Record verbal communication for basic content
 - Log in all written reports
- Important:* A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records- they are legal documents.
- Keep all documents in safe storage during emergency
 - Photograph all damage

Closing Down/Deactivation:

- Collect and file all paperwork and documentation from deactivating sections
- Securely package and store these documents for future use
- Return equipment and reusable supplies to Logistics

GO-KITS

- Walkie-Talkie/Family Radio Service (UHF Band)
- File box(es)
- Pens and paper
- Response Form

Forms

- Emergency Time/Situation Report
- Activity Log
- Student Accounting Forms
- Message Forms
- Situation Status Report

INCIDENT COMMAND

ADMINISTRATION/FINANCE SECTION

The Finance/Administration Section is responsible for managing all financial and legal aspects of an incident, prepares proclamations, emergency ordinances, etc. This team is responsible for collecting data, scribe records, expenses, etc., either during or after the incident. Coordinates the follow up paperwork and reports. Works closely with other Management Chiefs to provide personnel information, resource information, money/credit if needed. Provides an official record of the event.

Gathers pertinent financial information from briefings with government agencies such as local Incident Command Centers, State Office of Emergency Services and Federal Emergency Management Agency (FEMA) representatives.

ADMINISTRATION/FINANCE

SECTION CHIEF

The Administration/Finance Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours.

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and identification
- Read position description
- Check-in with IC for incident briefing
- Open and maintain activity log
- Activate Team
- Initiate response activities (set-up work station)

Operational Duties:

- Assume all duties of Recordkeeping Team until staff arrive
- Schedule breaks and re-assign staff as needed
- Open and maintain section logs
- Confer with IC on delegation of purchasing authority
- Determine appropriate purchasing limits
- Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
- Determine future Finance/Administration Section personnel and support needs
- Prepare proclamations, emergency ordinances and other legal documents required by the Board of Trustees and Director of Emergency Services
- Advise the Board of Trustees and the IC Team of the legality, legal implications and politics of contemplated emergency actions.
- Develop rules, regulations and laws required for acquisition and control of critical resources.
- Develop the necessary ordinances and regulations to provide legal basis for evacuation and/or population control
- Ensure investigation of all accidents and prepare necessary claims
- Document for cost reimbursement
- Ensure section logs are completed
- Participate in Action Planning meetings

INCIDENT COMMAND

ADMINISTRATION/FINANCE SECTION

- Utilize back up; plan and take regular breaks, 5-10 minutes/hour
- Photograph all damage

Closing Down/Deactivation

- Release Finance/Administration Team when directed by IC
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Collect, file and secure all logs, reports, and response-related documentation
- Assign any open actions to appropriate personnel

GO-KIT

- Job description clipboard
- Vest and/or ID badge
- Hard hat
- Clipboard w/pad and pens/Sharpies
- Walkie-talkie/Family Radio Service (UHF Band)
- School Emergency Plan
- File folders and boxes
- Response Forms
- Digital Camera

Other Equipment and Supplies

- Table and chair

Forms

- Activity Log
- Message Forms
- Action Plan
- Situation Status
- Emergency Time/Situation Form

ADMINISTRATION/FINANCE

RECORDKEEPING TEAM

The Recordkeeping Team coordinator is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies. Collects all logs, equipment use information, purchase orders, receipts or other finance related information for documentation of District costs related to the emergency or disaster.

Start-up Actions/Activation Responsibilities:

- Open Go-Kit and put on personal safety equipment and I.D.
- Attend a briefing with Finance/Administration Section Chief
- Locate and set up work space
- Activate personnel and make appropriate assignments
- Check with Documentation coordinator to collect records and information related to personnel time keeping

Operational Duties:

- Monitor the tracking of staff and volunteer hours
- Monitor the tracking of response-related requests and purchases
- Facilitate the processing of purchase requests from Logistics Section Chief

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Make sure all equipment and unused supplies are returned to Logistics
- Complete/close-out all logs and turn them over to Administration/Finance-Documentation Team

GO-KIT

- Walkie-talkie/Family Radio Service (UHF Band)
- Job description clipboard
- File Boxes
- Vendor contracts/Mutual aid agreements list
- Pens and pencils, paper
- Hard hat and vest

Other Equipment and Supplies:

- Table, chair
- Computer or laptop

Forms

- Activity Log
- Damage Assessment
- Emergency Time/Situation Form
- Operation Center Staffing List
- Section Team Task Form
- Situation Status Report

ACTION: CANCELLATION/CLOSURE OF SCHOOL -During School Hours

Schools are closed or classes cancelled when it is unsafe for students and staff to be there due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or wide scale public health measures.

WHEN TO CANCEL/CLOSE YOUR SCHOOL

- Active Shooter
- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Wildland/Urban Interface Fire
- Winter Storm
- Extended Power Outage

CANCELLATION/CLOSURE PROCEDURES

- Contact District Office to obtain permission or collaborate on decision to close school
- Notify Staff and Students
 - a. Make an announcement over the PA:
“Your attention please. Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until notified that student release teams are in place.”

OR

- b. Send runners to each classroom with above information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
- Activate Parent Alert System (parent phone tree, if one is in place or other method)
 - Post “School Closed” signs in school office and main entry points (Provide information on how to get additional information such as an emergency phone number, radio station, etc.)
 - Prepare for Student Release

SECTIONS ACTIVATED IN SCHOOL CANCELLATION/CLOSURE

- Management
- Operations: Student Release

NOTE

The conversion of a school campus for purposes of public sheltering or mass prophylaxis must be initiated by the District Superintendent/Designee at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

ACTION: CANCELLATION/CLOSURE OF SCHOOL - Before the School Day *Begins*

If conditions warrant the cancellation of school prior to the beginning of the school day, the District superintendent normally requests the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

WHEN TO CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Wildland/Urban Interface Fire
- Winter Storm

CANCELLATION PROCEDURES

- School site administrator is to notify District Office
- District Office will notify the
- Notify Staff (use staff phone tree, if one is in place or other method)
- Activate Parent Alert System (parent phone tree, if one is in place or other method)
- Assign someone to go to the school/district site to post a notice of school closure and contact numbers to call for information (if safe to do so)

SECTIONS ACTIVATED IN SCHOOL CLOSURE

- Management

ACTION:

SHELTER-IN-PLACE

Whenever an emergency situation presents itself such that it is safer for students and staff to remain inside the school building, the superintendent, principal or designee may issue an order to “shelter-in-place.” This action is initiated when there has been an accidental or intentional release of a chemical, radiological, or biological contaminant in the vicinity of the school. “Shelter-in-place” may also be called for in response to terrorist activities.

WHEN TO SHELTER-IN-PLACE

- Civil Unrest
- Explosion
- Hazardous Materials Incident
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Biological Incident

SHELTER-IN-PLACE PROCEDURES

- Notify District Office
- Notify Staff and Students
 - a. Make an announcement over the PA:
“Your attention please. Your attention please. Due to the

Students and staff should immediately prepare to shelter-in-place and stand-by for further instructions.”

OR

- b. If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on campus programs and offices are also notified.

- Order facilities manager or custodian to shut down air circulation system
- Turn on radio and monitor updates
- Activate Parent Alert System (parent phone tree, if one is in place or other method)
- Post signs on exterior windows, if there is time and it is safe to do so

“This School is Sheltering-in-Place. Do Not attempt to enter any office or building.”

IN CLASSROOMS AND OFFICES

- Post “shelter-in-place” sign on exterior door or window (if it is safe to do so)
- Shut doors and all windows (pull draperies or close blinds)
- Seal doors and vents with plastic wrap and duct tape, if available and ordered to do so
- Take out class roster and take roll
- Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

ACTION:

SHELTER-IN-PLACE

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- Move students and staff into a hallway or small room
- Shut doors and all windows (pull draperies or close blinds)
- Seal doors and vents with plastic wrap and duct tape, if available and ordered to do so
- Write down names of everyone in the room or collect sign in sheets
- Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

OUTDOORS

- Move inside the nearest building
- Follow procedures above

SECTIONS ACTIVATED IN SHELTER-IN-PLACE

- Management
- Operations (if long duration)
- Logistics (if long duration)
- Planning/Intelligence (if long duration)
- Finance/Administration (if long duration)

NOTE

A request to “shelter-in-place” is usually of short duration (a few hours), so there is little danger that you will run out of oxygen or suffocate. In the event of an extended “shelter-in-place,” there will be access to food and water in classroom and/or school emergency kits.

ACTION:

LOCKDOWN

Lockdown is the response action initiated when schools are faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or police activity in the vicinity that could threaten the safety of students and staff. Lockdowns are serious business. When a superintendent, principal, or designee initiates a lockdown it means that there is an immediate and possibly life-threatening situation on campus.

WHEN TO INITIATE LOCKDOWN

- Civil Unrest
- National Security Emergency
- Nearby Law Enforcement Action
- Shooter or Intruder on Campus
- Terrorism

LOCKDOWN PROCEDURES

- Notify District Office
- Notify Staff and students
 - a. Make an announcement over the PA:
“LOCKDOWN-LOCKDOWN!!! Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions.”

Remember to lockdown your office!

- Designate an individual to Call 9-1-1 and stay on the phone with the operator.
- Sit tight!** When law enforcement arrives on campus they will give you instructions

IN CLASSROOMS AND OFFICES

- Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). DO NOT open the door for anyone or peek out windows until “All Clear” signal is given
- Move all students and staff away from windows and stay low (below window line)
- Turn off lights
- Keep calm and quiet
- Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- REMAIN** in classrooms and offices until the “All Clear” signal is given or you are escorted out by first responders

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- Move all students and staff away from windows and stay low (below window line)
- Turn off lights
- Keep calm and quiet
- Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

ACTION:

LOCKDOWN

OUTDOORS

- IMMEDIATELY** move inside the nearest building
- Follow procedures above
- REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

SECTIONS ACTIVATED IN LOCKDOWN

- Management
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Crisis Intervention, First Aid, Student Release (these teams will **ONLY** be activated when it is safe to do so)

ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)

Open emergency supply box/kit if needed

Long-term lockdown (more than 8 hours)

Open emergency supply box/kit and set-up latrine system

After “All Clear” Signal is given

- Activate Parent Alert System (parent phone tree, if one is in place or other method)
- Prepare Student Release Team for orderly release
- Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc. if necessary

NOTE

“Lockdown,” like “Drop and Cover,” can be initiated by a teacher or employee in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teachers or staff, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.

ACTION:

EVACUATION

This emergency response activity is initiated when it is determined that it is not safe to remain in school buildings or to stay on campus. In this situation, students and staff are moved to a safer location either on or off site.

WHEN TO EVACUATE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Fire on Campus
- Flood
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Terrorism
- Transportation Accident
- Wildland/Urban Interface Fire
- Winter Storm

EVACUATION PROCEDURES

REMEMBER TO TAKE YOUR PERSONAL BELONGINGS WITH YOU (SUCH AS PURSES AND CAR KEYS) WHEN YOU EVACUATE!!

ON-SITE EVACUATION

- Notify District Office
- Sound alarm
- Notify Staff and students
 - a. Make an announcement over the PA:
“Your attention please. Your attention please. Due to the _____, students and staff should proceed immediately to the primary (or secondary) evacuation site.”

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- Classroom teachers are to make sure that emergency supplies are brought out to the evacuation site along with their “go-kit” and Quick Reference Guide
- When all classrooms have arrived at the evacuation site, have teachers take roll and determine if anyone is missing. Add names of guests/visitors

ACTION:

EVACUATION

- Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured
- Mobilize Operations Teams for Student Release
- Activate Parent Alert System (parent phone tree, if one is in place or other method)

OFF-SITE EVACUATION

- Notify District Office
 - Activate Transportation Plan
 - Post sign in school office with directions to evacuation site along with any emergency numbers to call for additional information
 - Sound alarm
 - Notify Staff and students
- Make an announcement over the PA:
“Your attention please. Your attention please. Students and staff should proceed immediately to the off-site evacuation staging area.”

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with the evacuation information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- Have teachers take roll as student’s board buses or are waiting at the evacuation staging area. Missing students should be immediately reported to the EOC. Add names of guests/visitors that were in your classroom.
- Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured
- Mobilize Operations Teams for Student Release
- Activate Parent Alert System (parent phone tree, if one is in place or other method)

SECTIONS ACTIVATED IN EVACUATION

- Management
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release, First Aid
- Logistics: Transportation Team

ACTION:**RETURN TO CLASSROOM/REVERSE EVACUATION**

This emergency response action is designed to immediately bring people indoors from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or firefighting activities near the school could pose a threat to students and staff.

WHEN TO INITIATE REVERSE EVACUATION

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Wildland / Urban Interface Fire
- Winter Storm
- Intruder/shooter on Campus

REVERSE EVACUATION PROCEDURES

- Sound Alarm, if available
- Notify Staff and students
 - a. Make an announcement over the PA:
“Your attention please. Students and staff should return to your classrooms or offices immediately and stand-by for further instructions.”

OR

- b. If you do not have a PA system, use Bell Code System to alert all areas of the campus.

OR

- c. If it is safe to do so, you can send runners to all outdoor fields with above information.

- Notify District Office
- Once threat passes, issue “All clear” to resume regular activities

OR

- Initiate Student Release
- Activate Parent Alert System (*parent phone tree, if one is in place or other method*)

SECTIONS ACTIVATED IN REVERSE EVACUATION

- Management
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release

ACTION:

EARTHQUAKE

Drop, cover and hold is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus.

The action to “drop, cover and hold” is normally initiated by classroom teachers or it may be initiated by the incident itself, such as shaking in an earthquake or the sound of gunfire. ***Instruct all students and staff to act immediately when they become aware of the danger and not to wait for someone to tell them!!***

WHEN TO DROP, COVER AND HOLD

- Civil Unrest
- Explosion
- Landslide
- Major Earthquake
- National Security Emergency
- Shooter/Intruder on Campus
- Terrorism
- Transportation Accident
- Winter Storm

DROP, COVER AND HOLD PROCEDURES

- At the first sign of shaking or imminent threat, all students and staff should immediately ***drop to the floor, hold on to the closest piece of furniture*** (desk or chair) or other stable object and ***cover the back of their necks with their free hand/forearm.***
- Stay in this position until the threat passes and an “All Clear” announcement has been made – either through the PA system or via runners.
- The main office should then make the announcement to “Resume Regular Activities” or direct another response action (such as Evacuation, Cancellation or Closure of School)

INDOORS

- Students and staff should drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- Stay put until “All Clear” announcement is made and then wait for additional instructions for next actions to take.
- Check for injuries and make sure everyone is accounted for.

HALLWAYS AND BATHROOMS

- Kneel next to a bare, inside wall and place your hands over the back of your neck
- Stay put until “All Clear” announcement is made
- Wait for instructions for next actions to take
- Check for injuries and make sure everyone is accounted for

OUTDOORS

- Move away from trees, billboards, signs, buildings, electrical wiring and power poles

ACTION:

EARTHQUAKE

- Drop to the ground and cover the back of your neck with your hands
- Stay put until “All Clear” announcement is made
- Wait for instructions for next actions to take
- Check for injuries and make sure everyone is accounted for

SECTIONS ACTIVATED IN DROP, COVER AND HOLD

- Management
- Operations (*as needed*)
- Logistics (*as needed*)
- Planning/Intelligence (*as needed*)
- Finance/Administration (*as needed*)

NOTE

After an earthquake, remember to stay alert for aftershocks!

ACTION:

RECOVERY

The goal of recovery is to return to learning and restore the infrastructure of the school as quickly as possible. Focus should be on students and the physical school site, and to take as much time as needed for recovery. School staff can be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff and responders. One of the major goals of recovery is to provide a caring and supportive school environment. Financial recovery and protection of the district's assets are also crucial to the overall restoration of the educational process.

RECOVERY ACTION CHECKLIST

- Assemble the Crisis Intervention Team as needed.
- Strive to return to learning as quickly as possible.
- Restore the physical school site, as well as the school community.
- Restore communications systems.
- Institute data recovery procedures.
- Make arrangements for alternative housing for classes and offices, if necessary.
- Monitor how staff are assessing students for emotional impact of the crisis.
- Identify what follow up interventions are available to students, staff and first responders.
- Conduct debriefings with staff and first responders.
- Assess curricular activities that address the crisis.
- Allocate appropriate time for recovery.
- Plan how anniversaries of events will be commemorated.
- Capture "lessons learned" and incorporate them into revisions and trainings.
- Complete all paperwork and reports for financial aid for disaster relief if available.
- Work with local or state emergency services professionals to maximize your cost recovery efforts.

Plan for recovery in the preparedness phase. Determine the roles and responsibilities of staff and others who will assist in recovery during the planning phase. District-level counselor may want to train school staff to assess the emotional needs of students and colleagues to determine intervention needs. Experience shows that after a crisis many unsolicited offers of assistance from outside the school community are made. During planning, you may want to review the credentials of service providers and certify those that will be used during recovery.

During the preparedness phase, local vendors who can assist in recovery efforts should be identified. Items and services, such as debris removal, carpet repair and replacement, cleaning services, computer data recovery, fire restoration, structural engineers, tree damage/repair/removal, etc. should be arranged for in advance of an emergency situation.

Assemble the School Crisis Recovery Team. A School Crisis Recovery Team, or SERT, is composed of individuals at either the district or school level involved in recovery. In one model, there is a centralized SERT at the district level, which serves all schools in that district. In another model, the district trains school-based SERTs. Even when crisis intervention teams exist within individual schools, it may be necessary for the superintendent or designee to allocate additional resources on an as-needed basis.

ACTION:

RECOVERY

Service providers in the community may want to assist after a crisis. With prior planning, those with appropriate skills and certifications may be tapped to assist in recovery. This will help district and school personnel coordinate activities of the community service providers and see that district procedures and intervention goals are followed.

Return to the “business of learning” as quickly as possible. Experts agree that the first order of business following a crisis is to return students to learning as quickly as possible. This may involve helping students and families cope with separations from one another with the reopening of school after a crisis.

Provide information on the incident to the appropriate person(s) in the EOC. Follow the chain of command in the plan when providing information about an incident. All information is to be disseminated through the PIO position in the EOC. It is important to have a single message being sent out to parents, staff, the community and the media. Be clear about what steps have been taken to attend to student safety. Let families and other community members know what support services the school and district are providing or what other community resources are available. Messages to students should be age appropriate. It may be necessary to translate letters and other forms of communication into languages other than English depending on the composition of the communities feeding the affected school(s). Be sure to consider cultural difference when preparing these materials.

Focus on the building, as well as people, during recovery. Following a crisis, buildings and their grounds may need repairing, renovation or repainting/re-landscaping. Conduct safety audits and determine the parts of the building that can be used and plan for repairing those that are damaged. You can use the Safety and Security Assessment Form.

Provide assessment of emotional needs of staff, students, families and responders. Assess the emotional needs of all students and staff, and determine those who need intervention by a school counselor, social worker, school psychologist or other mental health professional. Arrange for appropriate interventions by school or community-based service providers. In addition, available services need to be identified for families who may want to seek treatment for their children or themselves. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

Provide stress management during class time. Trauma experts emphasize the need to create a caring, warm and trusting environment for students following a crisis. Allow students to talk about what they felt and experienced during the traumatic event. Younger children who may not be able to fully express their feelings verbally will benefit from participating in creative activities including drawing, painting or writing stories. Young adolescents benefit from group discussions in which they are encouraged to talk about their feelings, as well as from writing plays or stories about their experiences. Engage older adolescents in group discussions, and address any issues of guilt (“I could have taken some action to change the outcome of the crisis”).

Take as much time as needed for recovery. An individual recovers from a crisis at his or her own pace. Recovery is not linear. After a crisis, healing is a process filled with ups and downs. Depending on the traumatic

ACTION:

RECOVERY

event and the individual, recovery may take months or even years.

Remember anniversaries of crises. Many occasions will remind staff, students and families about crises. The anniversary of a crisis will stimulate memories and feelings about the incident. In addition, other occasions may remind the school community about the crises, including holidays, returning to school after vacations and other breaks, as well as events or occasions that seemingly have little connection to the incident. This underscores the notion that recovery may take a longer time than anticipated.

Staff members need to be sensitive to their own as well as the students' reactions in such situations and provide support when necessary. School crisis planning guides suggest holding appropriate memorial services or other activities, such as planting a tree in memory of victims of crises. Trauma experts discourage memorials for suicide victims to avoid glorification and the sensationalizing of these deaths.

Evaluate. Evaluating recovery efforts will help prepare for the next crisis. Use several methods to evaluate recovery efforts. Conduct brief interviews with emergency responders, families, teachers, students and staff. Focus groups may also be helpful in obtaining candid information about recovery efforts. The following are examples of questions to ask:

- Which classroom-based intervention proved most successful and why?
- Which assessment and referral strategies were the most successful and why?
- What were the most positive aspects of staff debriefings and why?
- Which recovery strategies would you change and why?
- Do other professionals need to be considered to help with future crises?
- What additional training is necessary to enable the school community and community at large to prepare for future crises?
- What additional equipment or resources are necessary to support recovery efforts?
- What other planning actions will facilitate future recovery efforts?

Recovery may seem like an end, but it is also a beginning. You must close the loop on the circle. A critical step in crisis planning is to evaluate each incident. What worked? What didn't work? How could you improve operations? Take what you have learned and start at the beginning. Update and strengthen the plan so that in a crisis, no child is left behind.

ADDRESSING THE NEEDS OF INDIVIDUALS WITH DISABILITIES

All school Emergency Operations Plans must include procedures to address the needs of students, staff and visitors with disabilities during a disaster. For people with disabilities, the problems of evacuating a building during an emergency are a major concern. Many people with mobility impairments cannot use stairs and people with hearing and vision impairments may not receive emergency notification and directions unless they are provided in both audible and visual forms. In addition, people with learning, emotional or cognitive disabilities may need to have safety and emergency procedures taught in a language or terms they understand. Because our schools may, at one time or another, have staff, students or visitors who need evacuation assistance, all schools must have a plan that includes the needs of individuals with disabilities.

This checklist indicates those steps necessary to address the needs of those with disabilities. The training materials that are part of the pre-plan include detailed information and guidelines for developing and implementing an effective plan.

- Assess classrooms and offices for unsecured, non-structural hazards, potentially blocked exits and other issues that could put students and staff at risk of injury in a fire, earthquake or other emergency.
- Take mitigation measures to eliminate or reduce hazards.
- Develop a list of individuals needing evacuation assistance and update regularly.
- Establish Evacuation Staging Areas.
- Establish a Buddy System and assign an adult to assist a disabled individual in exiting the building or getting to an Evacuation Staging Area.
- Test your evacuation plan.
- Finalize Your Evacuation Plan.
- Train staff in evacuation procedures.
- Include procedures for evacuating individuals with disabilities in regular fire, earthquake and all other drills and exercises.
- Review Evacuation Procedures for Individuals with Disabilities annually and make changes as necessary.