# RESPONSIBILITIES FOR A COMMUNITY COLLEGE DISASTER PLAN

Everyone at Chabot College will have some responsibilities in an emergency based on their job, and some people will have additional responsibilities. Below is a short discussion of how the National Incident Management System (NIMS), Standard Emergency Management System (SEMS), and the Incident Command System (ICS) can be used at our school.

## Major Concepts and Components

* Every emergency, no matter how large or small, requires that certain tasks be performed. In NIMS/SEMS, these tasks are called *Management, Planning, Operations, Logistics, and Finance/Administration.* NIMS/SEMS can be expanded or reduced, depending on the situation and the immediate needs. One person can do more than one function.
Every incident needs a person in charge. In NIMS/SEMS and ICS, this person is called the *Incident Commander.* No one person should be in charge of more than seven people (the optimum number is five). (This does not apply to the Student Supervision Team under Logistics, however.)

* Common terminology:
All teachers and staff should use the same words to refer to the same actions. The terminology should be known *before* a disaster. NIMS/SEMS is a system that, when used properly, affords common terminology.

  If the fire department or other responding agencies come on campus, they will coordinate better with the site's command structure if similar situations and actions are described with similar wording.

## How ICS Functions

Use ICS as a basis for your organizational structure. The Campus Emergency Plan contains detailed response and management procedures for all personnel at Chabot.

When an emergency happens, **one person is in charge** (the *Incident Commander*). He/she will work closely with the Public Information Officer, the Liaison Officer, the Safety Officer, and the section chiefs.
A *Section Chief* oversees and coordinates the activities of each of the four functions: **Operations, Planning/Intelligence, Logistics, and Finance/Administration.**

Everyone should know this chain of command, and should be trained to fit into it in one of various places

# Table of Contents

# Table of Contents

**Section III**
**Emergency Procedures**

# Table of Contents

# Table of Contents

# Table of Contents

# Table of Contents

**Section IV**

**Appendices**                                                                Page#

CHAPTER 1

**AUTHORITIES
& REFERENCES**

a.  National Incident Management System (NIMS) was released in March 2004 under Homeland Security Presidential Directive 5 (HSPD-5). NIMS provides a consistent nationwide template for all levels of Government and private sector organizations to effectively work together in preparation, response, and recovery from domestic incidents. Community College Districts are required to meet NIMS implementation requirements to be eligible to receive Federal preparedness assistance in the form of grants, cooperative agreements and direct contracts.

b.  Standardized Emergency Management System (SEMS). Local governments including Community College Districts must use SEMS in order to be eligible for state funding of response related personnel costs occurring in response to an incident as defined in government code section 2402. This program is mandated by SB 1841, Section 8607 of the Government Code, California Emergency Services Act (Chapter 7 of Division 1 of Title 2) and California Code of Regulations 2400.

c.  Disaster Service Workers, California Government Code Section 5100 declares that, in a state of emergency, all public employees are designated disaster service workers.

d.  Emergency action plan required by Cal OSHA. General Industry Safety Orders Sections 3220. This section states that the employer must establish and implement a written emergency plan which requires the immediate and total evacuation of employees from the workplace upon the sounding of a fire alarm signal and which includes an emergency action plan and a fire prevention plan which meet the requirements of Sections 3220 and 3221.

## THE NIMS/SEMS MODEL

Community College Districts are considered special districts. According to the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS), school districts must follow certain laws and regulations to be eligible for reimbursement by the state for response-related personnel costs and eligibility for grant monies. Table 1 shows how a school site might organize its emergency response to comply with NIMS/SEMS.

The regulations require a standard organizational model. The model is based on the Incident Command System (ICS), an emergency response framework developed by fire departments to give them a common language when requesting personnel and equipment from other jurisdictions.

- Management: Responsible for overall policy and coordination

- Planning / Intelligence: Responsible for collecting, evaluating and disseminating information, developing the action plan in coordination with other functions and maintaining documentation.

- Operations: Responsible for coordinating all operations (carrying out the mission of the organization).

- Logistics: Responsible for providing facilities, services, personnel, equipment and materials.

- Finance / Administration: Responsible for financial activities and administrative aspects not assigned to other functions.

These five components are the basic structure for any emergency response. They are used for shelter operations and staff training in the terminology. Staff then can work interchangeably at other schools and even other districts. In addition, when you need to exchange information with the school district, local city or county emergency operations center, you will know that the Logistics Section has information on resources ordered and deployed, and that the Planning Section has information on anticipated activities for the next action period.

The following pages, containing tables 1 & 2 should be used as a general guide in determining staffing of Incident Command System Teams.

# EMERGENCY OPERATIONS CENTER MODEL USING NIMS

## PUBLIC INFORMATION OFFICER (PIO)

1. Collect information
2. Disseminate information to appropriate agency or contacts.
3. Maintain direct contact with IC

### SAFETY OFFICER

1. Recommend measures for assuring personnel safety
2. Reports to IC

### LIAISON

1. Coordinate incoming agency reps.
2. Reports to IC

## MANAGEMENT

Incident Commander (IC):
President or Designate

1. Open EOC
2. Establish communication with all Coordinators and PIO
3. Coordinate all functions during emergency.
4. Responsible for overall policy decisions and coordination of all activities.

## FINANCE/ADMINISTRATION

COORDINATOR:
Business VP, Accounting Supervisor or other Business Staff

1. Coordinate all finance/admin. functions

### RECORDKEEPING TEAM:

Business staff, accounting staff, business manager

Maintains records to assist in reclaiming costs:

- Financial
- Personnel
- Volunteers
- Payroll
- Purchasing
- Cost recovery
- Misc.
- Insurance claims

Note: The recordkeeping team may not be necessary at individual school sites, but may be required at the district or

## PLANNING

COORDINATOR

1. Coordinate all planning functions.

### SITUATION STATUS TEAM:

1. Collect information from other teams and maintain on situation status boards.
2. Update information regularly.

### DOCUMENTATION TEAM:

Lead teachers, administrators, clerical staff

1. Fills out paperwork for RIMS reports.
2. Maintains time logs.
3. Completes after-action reports.

## LOGISTICS

COORDINATOR:

1. Coordinate all logistics functions.

### FOOD/WATER/SUPPLIES TEAM:

Food Service Staff, Volunteers, teachers, Student Volunteers

1. Assess food preparation facilities.
2. Assess supplies status:
   Check water supplies
   Estimate # of students/staff
   Check first aid supplies
   Check supplies of blankets, etc.
3. Control conservation of water/supplies
4. Report all needs to logistics coordinator.

### TRANSPORTATION TEAM:

1. Assess transportation needs.
2. Report findings to logistics coordinator to determine if necessary to provide transportation from area by bus or other means.

### MAINTENANCE TEAM:

Custodial/Maintenance /Staff/Grounds

1. Locate all utilities and turn off if necessary.
2. Conduct perimeter control.
3. Fire/Hazardous materials control.
4. Assess spill/fire-fighting needs.

## OPERATIONS

COORDINATOR:
Maintenance Director, Teachers, Administrators or other Managers

1. Coordinate all operations, functions

### COMMUNICATIONS TEAM:

Vice Presidents, Operators

1. Establish communications links.
2. Maintain log of incoming/outgoing communications.
3. Report all findings to operations coordinator.

### SEARCH AND RESCUE TEAM:

Trained search and rescue personnel who are physically capable

1. Conduct damage assessments.
2. Conduct rescues-Note: always in teams of at least two (2)
3. Transport injured to first aid station.
4. Maintain communication with student release/staff accounting team.
5. Determine missing persons.
6. Report all findings to operations coordinator.

### FIRST AID TEAM

1. Set up first aid area.
2. Bring supplies to designated area.
3. Assess injuries and provide first aid.
4. Prioritize injuries (triage).
5. Complete master injury report.
6. Report all findings to operations coordinator.

### STUDENT RELEASE/STAFF ACCOUNTING TEAM:

1. Obtain injury and missing person's reports from each teacher.
2. Set up secure reunion area.
3. Complete and update release logs.

### ASSEMBLY/SHELTER TEAM:

Teachers, Maintenance staff, custodial staff, volunteers

1. Set up a secure assembly area.
2. Provide sanitation facilities, if needed.
3. Provide shelter and feeding areas.

NOTE: This flowchart is to be used by college as a general guide in determining staffing of Emergency Operations Center Teams. The school is responsible for coordination of all emergency response efforts with local and state agencies using the Standardized Emergency Management System.

## EMERGENCY OPERATIONS CENTER MODEL USING NIMS
### (FILL IN THE BLANKS)

**MANAGEMENT**

Incident Commander: (IC)

PUBLIC INFORMATION OFFICER (PIO)

SAFETY OFFICER

LIAISON

**OPERATIONS**

COORDINATOR:

COMMUNICATIONS TEAM:

SEARCH AND RESCUE TEAM:

MEDICAL TEAM

STUDENT RELEASE/STAFF ACCOUNTING TEAM:

ASSEMBLY/SHELTER TEAM:

**LOGISTICS**

COORDINATOR:

FOOD/WATER/SUPPLIES TEAM:

TRANSPORTATION TEAM:

MAINTENANCE TEAM:

**PLANNING**

COORDINATOR

SITUATION STATUS TEAM:

DOCUMENTATION TEAM:

**FINANCE/ADMINISTRATION**

COORDINATOR:

RECORDKEEPING TEAM:

NOTE: This flowchart is to be used by the college as a general guide in determining staffing of Emergency Operations Center Teams. The school is responsible for coordination of all emergency response efforts with local and state agencies using the the National Incident Management System (NIMS) and the Standardized Emergency Management System.

# EMERGENCY OPERATIONS CENTER (EOC)

**General**
The Emergency Operations Center (EOC) is a facility for centralized direction and control of the emergency organization and the campus community. During a declared campus alert/emergency, the EOC will be activated and personnel assigned to the extent required.

**Operational Considerations**
The Incident Commander, (IC), or his/her designated representative and his assigned staff, will direct and coordinate emergency operations from the EOC. Alternate EOC facilities will have designated persons readied for specific circumstances.

**Facilities Use:**
The following facilities are scheduled for Emergency Operation Center's

*Current*
Primary    *Board Room/Presidents Office*
First Alternate    *Maintenance& Operations (Room 3001)*
Second Alternate *Campus Safety & Security Portable (Bldg 3300)*

*Fall 2009*
Primary    *Community Student Service Center (CSSC) Conference Rooms*
First Alternate    *Board Room/Presidents Office*
Second Alternate *Maintenance& Operations (Room 3001)*
Third Alternate    *Campus Safety & Security Portable (Bldg 3300)*

**Primary EOC**
The Primary EOC will be located in the Board Room. Upon activation, the following equipment will be arranged by the I.C.

**Communications.**

**Telephone Service**
a. Telephone lines will be designated as "essential service lines" which will provide for usage in the event of a system overload. Phones will only be of value as long as phone lines are not disrupted.
b. The coordination of telephone usage will be from the EOC. The IC will designate personnel in the EOC to initiate calling of required personnel.

**G.E.T.S**
GETS supports federal, state, local, and tribal government, industry, and non-governmental organization (NGO) personnel during crises or emergencies by providing emergency access and priority processing for local and long distance calls on the public switched telephone network. GETS is intended to be used in an emergency or crisis situation when the public switched telephone network is congested and the probability of completing a call over normal or other alternate telecommunication means is reduced.

GETS is accessed through a dialing plan and Personal Identification Number (PIN) card verification system. The user dials universal access number using common telephone equipment. A prompt directs the entry of the user's PIN and the telephone number. Once the user is authenticated, his or her call receives special treatment. Employees that have GETS cards are listed in the appendix.

| W.P.S. | Wirelessly it is referred to as the Nationwide Wireless Priority Service. WPS users have the ability to queue at the top for the next available capacity from their closest base station in order to place their call, greatly enhancing their ability to complete wireless calls during these critical times and assist the situation. WPS is available only to designated leadership at all government levels, national security, emergency responders, and private sector critical infrastructure personnel, as approved by the NCS and Federal Communications Commission (FCC) Rules and Requirements. Employees that have access to this system are listed in the appendix. |
|---|---|
| HAMM | Hobby Amateur Radio operators set up and operate organized communication networks locally for governmental and emergency officials, as well as non-commercial communication for private citizens affected by the disaster. Amateur Radio operators are most likely to be active after disasters that damage regular lines of communications due to power outages and destruction of telephone, cellular and other infrastructure-dependent systems.

Many radio amateurs are active as communications volunteers with local public safety organizations. In addition, in some disasters, radio frequencies are not coordinated among relief officials and Amateur Radio operators step in to coordinate communication when radio towers and other elements in the communications infrastructure are damaged.

A ham radio is available in the emergency container if no phone service is available. |
| SAT/COM | Satellite Communication telephones can be handheld, fixed or portable and utilizes satellites that can be stationary or orbiting. As long as the user has line-of-site to one of the satellites in the coverage area of the satellite service provider the user would have service. Services can include voice, data, SMS, and fax |
| Two-way Radio Equipment | a.  Radio equipment will be made available from the Campus Safety Office. A battery-operated radio with telephone capability will be used.<br>b.  Maintenance and Operations have two-way radios for on-campus use. |
| Equipment and Materials | Emergency equipment located in the emergency storage container rear of building 1300, will be made available to the EOC.  Emergency equipment is available through Campus Safety. |

# INCIDENT COMMAND SYSTEM (GENERAL)

## GENERAL DUTY STATEMENTS

### *COMMAND STAFF*

### Incident Commander (IC)

Responsible for overall scene incident activities. The ultimate IC may be a senior law enforcement officer from the Hayward Police Department or fire officer from Hayward Fire Department based upon the rules, policies or regulation established by the jurisdiction in which the incident has occurred.

### Scribe
Responsible for keeping accurate notes of incident

### Liaison Officer ("Liaison")
Point of contact for representatives from other agencies

### Public Information Officer ("PIO")
Normally the point of contact for the media and other government agencies, which desire information directly from the incident.

### Safety Officer ("SAFETY")
Assess hazardous situations and unsafe situations and develop measures for assuring personnel safety.

### *GENERAL STAFF*

### Logistics Section Chief ("LOGISTICS")
Responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

### Operations Section Chief ("OPERATIONS")
Responsible for the direct management of ALL incident tactical activities.

### Planning Section Chief ("PLANNING")
Understand the current situation and predict probable course of the incident. Prepare primary and alternate strategies for the IC. Collect, evaluate and disseminate information about the incident.

### Finance/Administration Section Chief ("PLANS")
May be referred to as finance / administration) is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by other functions.

## DUTY CHECKLIST:

**Responsibilities:** The Incident Commander (IC) is solely responsible for emergency/disaster operations and shall remain at the EOC to observe and direct all operations.

Ensure the safety of students, staff and others on campus. Lead by example: your behavior sets tone for staff and students.

**Start-up Actions**

- ☐ Obtain your personal safety equipment; i.e., hard hat, vest, clipboard (with job description sheet).
- ☐ Assess type and scope of emergency.
- ☐ Determine threat to human life and structures.
- ☐ **Implement emergency/disaster plan and hazard specific procedures.**
- ☐ Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- ☐ Activate functions (assign positions) as needed.
- ☐ Fill in "Incident Assignments" form
- ☐ Appoint a backup or alternate IC

**Ongoing Operational Duties:**

- ☐ 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 students and staff, on 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/hour, relocate away from the EOC.
- ☐ Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- ☐ Release teachers as appropriate per campus guidelines. By law, during a disaster, teachers become "disaster workers."
- ☐ Remain on and in charge of your campus until redirected or released by the chancellor or government authorities (i.e., police, fire)

**Closing Down:**

- ☐ Authorize deactivation of sections, branches, or units when they are no longer required.
- ☐ At the direction of the Chancellor, 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, 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.

**EOC Equipment/ Supplies Recommended:**

| | |
|---|---|
| Campus map (s) | Job description clipboards tray (pens, etc.) |
| Master keys EOC | Duplicate rosters (2 sets) |
| Staff & student rosters | Vests (if available) |
| Disaster response forms | Campus 2-way radios |
| Emergency/disaster plan AM/FM radio (battery) | Bullhorn |

## LIAISON OFFICER (LIAISON)

**DUTY CHECKLIST:**
Section: Command

Responsibilities: 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.

**Start Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.

**Operational Duties:**
- ☐ Brief Agency Representatives on current situation, priorities and incident action plan.
- ☐ Ensure coordination of efforts by keeping IC informed of agencies action plans.
- ☐ Provide periodic update briefings to Agency Representatives as necessary.

**Closing Down:**
- ☐ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**Equipment/ Supplies Recommended:**
Vest or position identifier, if available
Two-way radio, if available
Clipboard, paper, pens

## PUBLIC INFORMATION OFFICER (PIO)

**DUTY CHECKLIST:**
**Section: Command**

**Personnel:** Available staff with assistance from available volunteers
**Policy:** 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 (PIO) acts as the official spokesperson for the school site in an emergency situation. If a school district PIO is available, he/she will be the official spokesperson. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming.

News media can play a key role assisting the school in getting emergency/disaster related information to the public (parents). Information released must be consistent, accurate, and timely.

**Start-Up Actions:**
- ☐ Determine a possible "news center" site as a media reception area (located away from the Command Post and students). Get approval from the Incident Commander (IC).
- ☐ Identify yourself as the "PIO" (vest, visor, sign, etc.)
- ☐ Consult with district PIO to coordinate information release.
- ☐ Assess situation and obtain statement from IC. 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.

**Operational Duties:**
- ☐ Keep up-to-date on the situation.
- ☐ Statements must be approved by the IC 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, 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 & truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- ☐ Personnel: Available staff with assistance from available volunteers
- ☐ Remind school site/staff volunteers to refer *all* questions from media or waiting parents to the PIO.
- ☐ Update information periodically with IC.
- ☐ Ensure announcements & other information are translated into other languages as needed.
- ☐ Monitor news broadcasts about incident. Correct any misinformation heard.

**Closing Down:**
- ☐ At the Incident Commander's direction, release PIO staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Provide logs and other relevant documents to the
- ☐ Documentation Unit.

**Equipment/ Supplies Recommended:**

| ID vest | Battery operated AM/FM radio | Paper/pencils/marking pens | Scotch tape/masking tape |
|---|---|---|---|
| School site map(s) and area maps | 8-1/2 x 11 handouts Vest or position identifier, if available | Laminated poster board size for display | Forms: Disaster Public Information Release Work Sheet Sample Public Information Release |

## SAFETY OFFICER (SAFETY)

## DUTY CHECKLIST:
Section: Command

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

Start Up Actions:
- ☐ Check in with Incident Commander for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
  Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled

Operational Duties:
- ☐ 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.
- ☐ Survey the area for dangerous situations
  Utilities
  - Natural gas   -Electric power
  - Water          -Sewer
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ Anticipate situation changes, such as severe aftershocks, in all planning.
- ☐ Keep the Incident Commander (IC) advised of your status and activity and on any problem areas that now need or will require solutions.

Closing Down:

- ☐ When authorized by IC, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/ Supplies Recommended:
- Vest or position identifier, if available
- Hardhat, if available
- Clipboard, paper, pens
- Two-way radio, if available

## DUTY CHECKLIST:
Logistics Chief    General Staff Assignment

Responsibilities: The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

**Start-Up Actions:**

☐ Check in with Incident Commander (IC) for situation briefing.
☐ Open supplies container or other storage facility.
☐ Put on position identifier, such as vest, if available.
☐ Begin distribution of supplies and equipment as needed.
☐ Ensure that the Command Post and other facilities are set up as needed.

**Operational Duties: Assume the duties of all Logistics positions until staff is available and assigned.**

☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
☐ Coordinate supplies, equipment, and personnel needs with the IC.
☐ Maintain security of cargo container, supplies and equipment.

**Closing Down:**

☐ At the IC's direction, deactivate the section and close out all logs.
☐ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

**Equipment/Supplies Recommended:**

Vest or position identifier, if available
Two way radio
Job description clipboard
Paper, pens
Cargo container

## LOGISTICS SUPPLIES/FACILITIES DIRECTOR

### DUTY CHECKLIST:
Supplies/Facilities Director

**Responsibilities:** The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

**Start-Up Actions:**

- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Open supplies container or other storage facility.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Begin distribution of supplies and equipment as needed.
- ☐ Ensure that the Command Post and other facilities are set up as needed.

**Operational Duties:**

- ☐ Assume the duties of all Logistics positions until staff is available and assigned.
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ Coordinate supplies, equipment, and personnel needs with the IC.
- ☐ Maintain security of cargo container, supplies and equipment.

**Closing Down:**

- ☐ At the IC's direction, deactivate the section and close out all logs.
- ☐ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

**Equipment/ Supplies Recommended:**

Two-way radio
Job description clipboard
Paper, pens
Cargo container or other storage facility and all emergency supplies stored on campus
Clipboards with volunteer sign-in sheets
Forms: Inventory of emergency supplies on campus
Site Status Report
Communications log
Message forms

## DUTY CHECKLIST:
Staffing     Director

**Responsibilities:** This unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident.

**Start-Up Actions:**
- ☐ Check in with Logistics Chief for situation briefing.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Open three logs to list staff, volunteers, and students who are awaiting assignment.

**Operational Duties:**
- ☐ Deploy personnel as requested by the IC.
- ☐ Sign in volunteers, making sure that volunteers are wearing their I.D. badges and are on the site disaster volunteer list. Unregistered volunteers should be sent to the city library to register.

**Closing Down:**
- ☐ Ask volunteers to sign out.
- ☐ At the Logistic Chief's direction, close out all logs and turn them in to Documentation Unit.
- ☐ Return all equipment and supplies.

**Equipment/ Supplies Recommended:**

Two-way radio
Clipboard paper, pens
Cargo container or other storage facility and all emergency supplies stored on campus
Clipboards with volunteer sign-in sheets
Forms: Inventory of emergency supplies on campus
List of registered disaster volunteers

## DUTY CHECKLIST:
Communications    Director

**Responsibilities:** This unit is responsible for establishing, coordinating, and directing verbal and written communications within the school disaster site and with the school district. If the school district cannot be contacted, communications may be made with outside agencies when necessary.

**Personnel:** School staff member with campus two way radio, supported by student or disaster volunteer runners, and Disaster volunteer who is a qualified amateur radio operator.

**Start-Up Actions:**

☐ Set up Communications station in a quiet location with access to the Emergency Operations Center (EOC).

☐ Turn on radios and advise EOC when ready to accept traffic.

**Operational Duties:**

☐ Communicate with district EOC per district procedure. At the direction of the Incident Commander (IC), report status of students, staff, and campus, using Site Status Report Form.

☐ Receive and write down all communications from the district EOC.

☐ Use runners to deliver messages to the IC with copies to the Plans/Intelligence Chief.

☐ Maintain Communications Log: date/time/originator/recipient

☐ Follow communications protocol. Do not contact the city directly if the district EOC is available.

☐ Direct the media or the public to the Public Information Officer.

☐ Monitor AM/FM radio for local emergency news: KFWB 980 kHz and KNX 1070 kHz.

**Closing Down:**

☐ Close out all logs, message forms, etc. and turn them over to Documentation.

☐ Return all equipment and unused supplies to Logistics.

**Equipment/ Supplies Recommended:**

Two-way radios with spare batteries for each
Job description clipboard paper, pens
Table and chairs AM/FM radio
File boxes, tote tray for outgoing messages
Forms:  Site Status Report
Message forms

## DUTY CHECKLIST:

Planning/Intelligence Chief          General Staff Assignment

**Responsibilities:** This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

**Start-Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

**Operational Duties:**
- ☐ **Assume the duties of all Planning/Intelligence positions until staff is available and assigned.**
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ Assist IC in writing Action Plans.
- ☐ ~~Oversee preparation of Incident Action plans~~

**Closing Down:**
- ☐ At the IC's direction, deactivate the section and close out all logs.
- ☐ Verify that closing tasks of all Planning/Intelligence positions have been accomplished.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ ~~Ensure documentation of all personnel/supplies~~

## Equipment Supplies Recommended:

Two-way radio Paper, pens
File box (es) Job description clipboard
Dry-erase pens Tissues
Large site map of campus, laminated or covered with Plexiglas
Forms: Emergency Time/Situation Report

## DUTY CHECKLIST:
Documentation    Director

**Responsibilities:** This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

**Start-Up Actions:**

- ☐ Check in with Planning/Intelligence Chief for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Determine whether there will be a Finance/Administration Section. If there is none, the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel time keeping records.

**Operational Duties:**
**Records:**

- ☐ Maintain time log of the Incident, noting all actions and reports.
- ☐ Record content of all radio communication with district Emergency Operations Center (EOC).
- ☐ Record verbal communication for basic content.
- ☐ Log in all written reports.
- ☐ File all reports for reference (file box).

*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.**

**Student and Staff Accounting:**

- ☐ Receive, record, and analyze Student Accounting forms.
- ☐ Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
- ☐ Report missing persons and site damage to Command Post.
- ☐ Report first aid needs to medical team leader.
- ☐ File forms for reference.

**Closing Down:**

- ☐ 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.

**Equipment/ Supplies Recommended:**
Two-way radio paper, pens
File box (es) Job description clipboard
Forms:

## DUTY CHECKLIST:

Situation Analysis      Director

**Responsibilities:** This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

**Start-Up Actions:**

- ☐ Check in with Planning/Intelligence Chief for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

**Operational Duties:**

**Situation Status (Map):**

- ☐ Collect, organize and analyze situation information.
- ☐ Mark site map appropriately as related reports are received. This includes but is not limited to S&R reports and damage updates, giving a concise picture status of campus.
- ☐ Preserve map as legal document until photographed.
- ☐ Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

**Situation Analysis:**

- ☐ Provide current situation assessments based on analysis of information received.
- ☐ Develop situation reports for the Command Post (CP) to support the action planning process.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ **Report only to CP personnel. Refer all other requests to Public Information Officer.**

**Closing Down:**

- ☐ Close out all logs and turn all documents into Documentation.
- ☐ Return equipment and reusable supplies to Logistics.

**Equipment/ Supplies Recommended:**

Two-way radio
Paper, pens, dry-erase pens, tissues
Job description clipboards
Large site map of campus, laminated or covered with Plexiglas
File box (es)
Map of county or local area

## OPERATIONS CHIEF

## DUTY CHECKLIST:
Operations          General Staff

Responsibilities: The Operations Chief manages the direct response to the disaster, which can include the following:

- Site Facility
- Medical
- Student Release
- Search & Rescue
- Student Care

**Start-Up Actions:**
- ☐ Check in with Incident Commander for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

**Operational Duties:**
- ☐ 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 S&R Team Leader to direct their operations if necessary.
- ☐ As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.
- ☐ Inform the Incident Commander regarding tasks and priorities.
- ☐ Make sure that Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- ☐ Schedule breaks and reassign Operations staff within the section as needed.

**Closing Down:**
- ☐ At the Incident Commander's (IC) direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**Equipment/Supplies Recommended:**

| Vest or position identifier, if available | S&R equipment |
|---|---|
| Two-way radio | Job description |
| Clipboard, paper, pens | Forms: Search & Rescue maps, large campus map |

**DUTY CHECKLIST:**
Section: Site Facility Check/Security

Personnel: Staff as assigned.  Work in pairs.

Responsibilities: Take no action that will endanger you.

**Start Up Actions:**

- ☐ Wear hardhat and orange identification vest if available.
- ☐ Take appropriate tools, job description clipboard, and radio.
- ☐ Put batteries in flashlight if necessary.

**Operational duties:**

- ☐ As you do the following, observe the campus and report any damage by radio to the EOC.
- ☐ Lock gates and major external doors.
- ☐ Locate/control/extinguish small fires as necessary.
- ☐ Check gas meter and, *if gas is leaking,* shut down gas supply.
- ☐ Shut down electricity only if building has clear structural damage or advised to do so by Command Post (EOC).
- ☐ Post yellow caution tape around damaged or hazardous areas.
- ☐ Verify that campus is "locked down" and report it to EOC.
- ☐ Advise EOC 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.
- ☐ Route fire, rescue, police, etc. as appropriate.
- ☐ Direct all requests for information to the Public Information Officer.

**Closing Down:**

- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by the Incident Commander, close out all logs.  Provide logs and other relevant documents to the Documentation Unit.

**Equipment/Supplies Recommended:**

| | |
|---|---|
| Wear vest, hard hat, work gloves, and whistle | 2-way radio |
| Master keys, and clipboard with job description | Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools — for gas & (crescent wrench) |

**Remember:**  If you are not acknowledged, you have not been heard.  Repeat your transmission, being aware of other simultaneous transmissions.

## DUTY CHECKLIST:
Section:     Search and Rescue Team Leader

Safety Rules: 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.

Start-up Actions:
- ☐ Obtain all necessary equipment from container. See list below.
- ☐ Obtain briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.
- ☐ Assign teams based on available manpower, minimum 2 persons per team.

Operational Duties:
- ☐ Perform visual check of outfitted team leaving EOC; include radio check. Teams must wear sturdy shoes and safety equipment.
- ☐ Record names and assignments before deploying teams.
- ☐ Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- ☐ Remain at EOC        in radio contact with S&R Teams.
- ☐ Record all teams' progress and reports on site map, keeping others at EOC informed of problems. When a room is reported clear, mark a "C" on the map.
- ☐ If injured students are located, consult Operations Chief for response. Utilize Transport teams, or send a First Aid Team.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map.
- ☐ Keep radio communication brief and simple. No codes.

Closing Down:
- ☐ Record the return of each S&R team. Direct them to return equipment and report for additional assignment to Logistics.
- ☐ Provide maps & logs to the Documentation Unit.

Equipment/Supplies Recommended:

| | |
|---|---|
| Teams wear vest, hard hat, work and latex gloves, & whistle with master keys on lanyard | One member wears first aid backpack. |
| Teams carry campus 2-way radio and clipboard with job description and map indicating search plan | Teams carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape. |

Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

## DUTY CHECKLIST:

Section:     Search and Rescue Teams

Safety: 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.

**Start-up Actions:**

- ☐ Obtain all necessary equipment from container. You must be wearing sturdy shoes and long sleeves. Put batteries in flashlight.
- ☐ Check at EOC for assignment.

**Operational Duties:**

- ☐ Report gas leaks, fires, or structural damage to EOC immediately upon discovery.  Shut off gas or extinguish fires if possible.
- ☐ Before entering a building, inspect complete exterior of building. Report structural damage to 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 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 EOC. Do not use names of students or staff.  Follow directions from EOC.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map and report information to EOC.
- ☐ Keep radio communication brief and simple. No codes.

**Closing Down:**

- ☐ Return equipment to Logistics.  Provide maps and logs to the Documentation Unit.

**Equipment/Supplies Recommended:**

| | |
|---|---|
| Wear vest, hard hat, work and latex gloves, & whistle with master Keys on neck lanyard | One member wears first aid backpack. |
| Teams carry campus 2-way radio and clipboard with job description and map indicating search plan | Teams carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape. |

Remember:  If you are not acknowledged, you have not been heard.  Repeat your transmission, being aware of other
           simultaneous transmissions.

**DUTY CHECKLIST:**

Section:     Medical Team Leader

Responsibilities: The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or Incident Commander (IC) when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.

**Start-Up Actions:**
- ☐ Establish scope of disaster with IC and determine probability of outside emergency medical support and transport 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 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 if staff levels are sufficient.

**Operational Duties:**
- ☐ 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 Transport Team from Logistics.
- ☐ If needed, request additional personnel from Logistics.
- ☐ Brief newly assigned personnel.
- ☐ Report deaths immediately to Operations Chief.
- ☐ 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.
- ☐ Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, etc.).

**Closing Down:**
- ☐ At the Incident Commander's direction, release Medical staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**Equipment/Supplies Recommended**

| | |
|---|---|
| First Aid Supplies | Job description clipboards, marking pens |
| Staff and student medication from health office | Forms: Notice of First Aid Care, Medical Treatment Victim Log or backboards: |
| Vests, if available Quick reference medical guides | Stretchers Blankets, Tables & chairs |

## OPERATIONS MEDICAL TEAM

## DUTY CHECKLIST:
Section:     Medical Team

Personnel: First-aid trained staff and volunteers

**Responsibilities:**
- ☐ Use approved safety equipment and techniques.

**Start-Up Actions:**
- ☐ Obtain & wear personal safety equipment including latex gloves.
- ☐ Check with Medical Team Leader for assignment.

**Operational Duties:**
- ☐ Administer appropriate first aid.
- ☐ **Keep accurate records of care given.**
- ☐ Continue to assess victims at regular intervals.
- ☐ Report deaths immediately to 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.
  - o One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess if not tagged.
  - o Second team member logs victims' names on form and sends forms to EOC 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.

**Closing Down:**
- ☐ Return equipment and unused supplies to Logistics.
- ☐ Clean up first aid area.  Dispose of hazardous waste safely.
- ☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/Supplies Recommended:**

| | |
|---|---|
| First Aid Supplies | Job description clipboards, marking pens, Stretchers Blankets |
| Staff and student medication from health office | Forms:  Notice of First Aid Care, Medical Treatment Victim Log or backboards: |
| Vests, if available Quick reference medical guides | Stretchers Blankets, Tables & chairs, Ground cover/tarps |

## DUTY CHECKLIST:
Section:　　　Medical Branch Morgue

Personnel: To be assigned by the Operations Chief if needed.

**Start-Up Actions:**

- ☐ Check with Operations Chief for direction.
- ☐ If directed, set up morgue area. Verify:
  - o Tile, concrete, or other cool floor surface
  - o Accessible to Coroner's vehicle
  - o Remote from assembly area
  - o Security: Keep unauthorized persons out of morgue.
  - o Maintain respectful attitude.

**Operational Duties:**

- ☐ After pronouncement or determination of death:
- ☐ *Confirm that the person is actually dead.*
- ☐ *Do not* move the body until directed by Command Post (EOC).
- ☐ *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 EOC, 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 the following information on two tags.
  - o Date and time found.
  - o Exact location where found.
  - o Name of decedent if known.
  - o If identified—how, when, by whom.
  - o 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.

**Closing Down:**

- ☐ After all bodies have been picked up, close down the Morgue.
- ☐ Clean up area. Dispose of hazardous waste safely.
- ☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/Supplies Recommended:**
Tags　Vicks Vapor Rub
Pens/Pencils, Plastic tarps
Plastic trash bags Stapler
Duct tape  2" cloth tape

## DUTY CHECKLIST:

Section:     Student Care (Temporary Sheltering)

Personnel: Classroom teachers, substitute teachers, and staff as assigned.

Responsibilities: Ensure the care and safety of all students on campus except those who are in the Medical Treatment Area.

**Start Up Actions:**

- ☐ Wear identification vest if available.
- ☐ Take job description clipboard, & radio.
- ☐ Check in with Operations Chief for situation briefing.
- ☐ Assign personnel to assignments as needed.
- ☐ If school is evacuating:
  - o Verify that the assembly area and routes to it are safe.
  - o Count or observe the classrooms as they exit, to make sure that all classes evacuate.
  - o Initiate the set-up of portable toilet facilities and hand-washing stations.

**Operational duties:**

- ☐ Monitor the safety and well being of the students and staff in the Assembly Area.
- ☐ Administer minor first aid as needed.
- ☐ Support the Student Release process by releasing students with appropriate paperwork. 25 - writs
- ☐ 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 PIO.

**Closing Down:**

- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, close out all logs.  Provide logs and other relevant documents to the Documentation Unit.

**Equipment/Supplies:**

Vest, campus 2-way radio                Clipboard with job description
Ground cover, tarps                     First aid kit,
Forms:  Student Accounting              Water, food, sanitation supplies
Notice of First Aid Care

**DUTY CHECKLIST:** ~~Dismissal~~

**Section:** Student ~~Release~~ (Re – word) ~~Student~~

Student Services Personnel,

**Personnel:** ~~School Secretary~~, available staff and disaster volunteers. Use buddy system. Student ~~Release~~ Accounting & Dismissal process is ~~supported by student runners~~.

Coordinated through Student Services.

**Responsibilities:** Assure the reunification of students ~~with their parents or authorized adult~~ through controlled exit area,

Safe Dismissal

**Start-Up Actions:**

- ☐ Obtain and wear vest or position identifier, if available.
- ☐ Check with Operations Chief for assignment to Request Gate or Release Gate.
- ☐ Obtain necessary equipment and forms from Logistics.
- ☐ Secure area against unauthorized access. Mark gates with signs.
- ☐ 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 outside of fence at Request Gate. Assign volunteers to assist.
- ☐ Set up Release Area some distance from Request Area.

**Operational Duties:**

- ☐ 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 Logistics. If they are not registered (do not have badges), direct them to a branch library to register.

**Procedures:**

- ☐ Requesting adult 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 refuses to wait in line, don't argue. Note time with appropriate comments on Emergency Card and place in out box.

**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 first aid form with the runner.
- ☐ Runner walks student(s) to Release Gate.
- ☐ Runner hands paperwork to release personnel.
- ☐ 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, 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 Medical Treatment Area.
  *"Missing"* if student was in school but now cannot be located.
- ☐ Runner takes Student Release Form to EOC. *COMMUNICATES INFO*
- ☐ EOC 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 EOC 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 Medical Treatment Area.
- ☒ If student was marked absent, staff member will notify parent.

**Closing Down:**

- ☐ At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- ☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/ Supplies Recommended:**

Job description clipboards
Pens, stapler Box (es) of Emergency Cards
Signs to mark Parent Request Gate and Release Gate
Signs for alphabetical grouping to organize the parents (A-F, etc.)
Empty file boxes to use as out boxes
Forms: Student Release Form (copies for every student)

# FINANCE/ADMINISTRATION CHIEF

## DUTY CHECKLIST:

Section:     Finance/Administration Chief

Responsibilities: The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours.

**Start-Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Locate and set up workspace.
- ☐ Check in with the Documentation Clerk to collect records and information, which relate to personnel time keeping and/or purchasing.

**Operational Duties:**
- ☐ Assume the duties of all Finance/Administration positions until staff is available and assigned.
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

**Closing Down:**
- ☐ At the IC's direction, deactivate the section and close out all logs.
- ☐ Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.

**Equipment/Supplies:**
Job description clipboard
Paper, pens
Forms:  Staff Duty Log

## DUTY CHECKLIST:

Section:     Timekeeping

Responsibilities: This unit is responsible for maintaining accurate and complete records of staff hours.

Start-Up Actions:
- ☐ Check in with Finance/Administration Chief for situation briefing.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Locate and set up workspace.
- ☐ Check in with the Documentation Clerk to collect records and information, which relate to personnel time keeping.

Operational Duties:
- ☐ Meet with Finance/Administration Chief to determine process for tracking regular and overtime of staff.
- ☐ Ensure that accurate records are kept of all staff members, indicating hours worked.
- ☐ If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Closing Down:
- ☐ Close out all logs.
- ☐ Secure all documents and records.

Equipment/Supplies:

Job description clipboard
Paper, pens
Forms:  Staff Duty Log

## FINANCE/ADMINISTRATION PURCHASING

### DUTY CHECKLIST:
Section:     Finance/Administration Purchasing

Responsibilities: This unit is responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.

Start-Up Actions:
- ☐ Check in with Finance/Administration Chief for situation briefing.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Locate and set up workspace.
- ☐ Check in with the Documentation Clerk to collect records and information, which relate to purchasing.

Operational Duties:
- ☐ Meet with Finance/Administration Chief to determine process for tracking purchases.
- ☐ Support Logistics in making any purchases, which have been approved by the Incident Commander.

Closing Down:
- ☐ Close out all logs.
- ☐ Secure all documents and records.

Equipment/Supplies Recommended:
Job description clipboard
Paper, pens

# GENERAL EMERGENCIES

**Emergency Telephone Numbers**
6666    Campus Safety Emergency Line
911     Fire/Police Department

Most emergencies only involve part of the campus. In most cases these emergences do not require the activation of the EOC and are handled directly by Campus Safety. A major earthquake, fire or other major incident would require the activation of the EOC and use of the SEM/NIMS protocol. General emergency procedures are covered in this chapter.

## CAMPUS SAFETY

- Enforces laws, rules and regulations
- Provides security for facilities and resources
- Controls vehicular and pedestrian traffic
- Assists in search and rescue operations and directed evacuations
- Enforces traffic regulations
- Coordinates campus-wide traffic control
- Assists in hazardous material spills

## COORDINATOR, DISABLED SERVICES

Coordinates the required services/needs of disabled persons

## EVENINGS AND SATURDAYS

- During evening hours and on Saturdays, the Evening Administrator or Saturday Coordinator shall be responsible for disaster and emergency procedures, and for directing the Emergency Operations Center.
- The senior manager on duty in the Office of Academic Services shall be responsible for instructional areas. He or she shall designate other members of the management and the faculty and staff to assist him or her in the evacuation of buildings and in carrying out other procedures to safeguard students, faculty and staff.
- Special Staging Areas may be designated in addition to the areas stipulated on the campus map (These areas will be determined by the Incident Commander in coordination with available staff members.)

## AFTER CAMPUS IS CLOSED

- Campus Safety/Security will assume responsibilities.
- When the college isn't in session and administrators are not present, the officer (s) on duty are authorized to call for police assistance in matters of severe emergencies. All emergency matters will be communicated to the IC.

**When evacuation is necessary:**

1. Occupants will leave their buildings immediately by the nearest exit. In each classroom and building, a chart is posted identifying the appropriate evacuation route from the building.
2. Personnel designated by the IC will assist district employees, students and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans.
3. Occupants will evacuate to designated "Staging Areas" around the campus as shown on the campus maps
4. Evacuation of disabled persons will be given high priority in all emergencies; they will be evacuated in accordance with the appendix "Persons with Disabilities". Elevators are not to be used.
5. EOC personnel may request faculty assistance. Based on specific circumstances, EOC personnel will designate the safest evacuation routes for special populations.
6. If total evacuation from the campus is necessary, the IC will give specific instructions for a safe evacuation procedure at that time.
7. The IC will dispatch available emergency personnel and apparatus to the emergency scene;
8. Emergency alerting will occur by utilizing the campus wide fire alarm system;
9. Support staff available on campus will be notified by EOC and will report to assigned areas and stand by.

**On-Campus Evacuation**

1. If only on-campus is necessary (I. e., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at location(s) until and "all clear" sign is given by the IC.
2. Areas on campus have been designated as "Staging Areas

    1. *PE field area*

    2. *Football Stadium*

    3. *Tennis courts*

    4. *Parking lots, Hesperian Street side*

    5. *Parking lots, Depot Street side*

## Off-Campus Evacuation

1. If evacuation from campus is necessary, the IC will at the time designate evacuation routes. A future shelter site, if appropriate, may be designated at this time. If the emergency occurs during school/office hours, the IC will activate the outlined alert and warning procedures. EOC personnel will make these required calls. Persons contacted will be given general instructions and advised to aid in the evacuation of persons in their particular area of responsibility or general location. Public safety personnel may request additional telephone calls by those contacted.

## Pedestrians/ Vehicle Traffic

Campus Safety/Security or other designated emergency personnel will inform other persons on campus of evacuation instructions by utilizing available communication systems (bullhorns, building fire alarms, runners, etc.) as appropriate to the specific situation.

## All Clear

1. The IC will coordinate an "all clear" sign via runners or voice command
2. Telephone notification by EOC personnel upon direction from IC

## Teachers/Site Staff or Person Aware of Earthquake:

1. Keep calm don't run or panic, remain where you are
2. If indoors, stay indoors. Seek shelter under sturdy furniture, sit or stand against an inside wall or inside doorway. Stay near the center of the building. Stay away from windows and outside doors
3. Do not attempt to leave building unless instructed
4. Do not use candles, matches, or other open flames
5. After shaking stops, check for injuries and give first aid if qualified
6. Evacuate building if told to do so. (activating the evacuation alarm will aid in alerting all persons in building to evacuate}
7. Stay away from overhead and downed power lines
8. Do not re-enter building unless cleared to do so (you will be advised when it is safe to re-enter)
9. Stay alert for aftershocks

## Drop and Cover Procedure

### Inside Building

1. Get under desk or table or other sturdy furniture with back to windows and hold onto furniture
2. If no furniture is available, place yourself in a corner with back against a wall away from windows, then, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms
3. If notebooks or jackets are handy, hold over head for added protection
4. Stay away from windows, bookcases, or other heavy objects
5. Maintain position until shaking stops

### Outside Building:

1. Assume DROP AND COVER position in an open space
2. Maintain position until shaking stops
3. Move away from buildings, trees, overhead wires and poles
4. Do not enter building until it is determined to be safe

### Activation of Incident Command System (ICS):

1. Activate the ICS as needed  (see chapter 3)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

### All Clear Sign

1. When the emergency is over, the "ALL CLEAR" sign will be given (by voice or by phone)
2. Do not re-enter any building without authority from the fire department or campus Staff in charge

**Teachers/Site Staff or Person Discovering Fire:**

1. Alert others in immediate area
2. Sound building fire alarm
3. Call 911 to report fire
4. Call Campus Safety to report fire
5. Attempt to extinguish fire if the fire is small and you are qualified to use fire extinguisher
6. Evacuate to outdoor assembly area away from building and vehicle traffic paths

**Campus Safety/Security or EOC**

1. Conduct fire suppression/ rescue (if the fire department is not readily available);
2. Secures the immediate area

**Activation of Incident Command System (ICS):**

1. Activate the ICS as needed  (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

**All Clear Sign**

1. When the emergency is over, the "ALL CLEAR" sign will be given (by voice or by phone)
2. Do not re-enter the building without authority from the fire department or campus Staff in charge

**Teachers/Site Staff or Person Discovering Incident:**

1. Alert others in immediate area
2. Activate building fire alarm system
3. Call 911 to report explosion
4. Be aware of possible secondary explosive devices
5. Call Campus Safety to report incident
6. Evacuate to outdoor assembly area away from building and vehicle traffic paths

**Campus Safety/Security or EOC**

1. Secures the immediate area
2. Requests further notifications be made and/or determines if evacuation is required.

**Activation of Incident Command System (ICS):**

1. Activate the ICS as needed (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

**All Clear Sign**

1. When the emergency is over, the "ALL CLEAR" sign will be given (by voice or by phone)
2. Do not re-enter the building without authority from the fire department or campus Staff in charge

# HAZARDOUS MATERIALS – GAS LEAKS

**Teachers/Site Staff or Person Discovering Gas Leak:**

1. Assess situation and determine if evacuation is needed
2. If evacuation is needed, alert others in immediate area and evacuate to outdoor assembly area away from building and vehicle traffic paths (do not use electronic devices or activate building alarm system since any electrical spark could cause an explosion)
3. Keep down wind of any toxic fumes
4. Call Campus Safety to report leak

**Campus Safety/Security or EOC**

1. Call Maintenance and Operations
2. Call PG&E
3. Open windows and doors to ventilate gas fumes
4. Shut off gas valve as needed

**Activation of Incident Command System (ICS):**

1. Activate the ICS as needed (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

**All Clear Sign if the building was evacuated:**

1. When the emergency is over, the "ALL CLEAR" sign will be given (by voice or by phone)
2. Do not re-enter the building without authority from the fire department or campus Staff in charge

# HAZARDOUS MATERIALS –CHEMICAL SPILLS

**Teachers/Site Staff or Person Discovering Spill:**

1. Assess situation and determine if evacuation is needed
2. Call Campus Safety to report spill
3. Remain inside building unless told to evacuate
4. Call the Fire Department to report significant spills that require evacuation of building
5. If evacuation is needed, alert others in immediate area and evacuate to outdoor assembly area away from building and vehicle traffic paths (do not use electronic devices since any electrical spark could cause an explosion)
6. Keep down wind of any toxic fumes

**Campus Safety/Security or EOC**

1. Set up a perimeter around spill area and keep people out
2. Campus employees that are qualified, should clean up small spills. Wear personal protective equipment (i.e., rubber gloves, eye protection etc.) before cleaning up a chemical spill)
3. If called, direct the Fire Department or outside emergency response clean up crew to the spill location

**Activation of Incident Command System (ICS):**

1. Activate the ICS as needed (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

**All Clear Sign if the building was evacuated:**

1. When the emergency is over, the "ALL CLEAR" sign will be given (by voice or by phone)
2. Do not re-enter the building without authority from the fire department or campus Staff in charge

**Teachers/Site Staff or Person Discovering power failure:**

1. Assess situation and determine if evacuation is needed
2. Call Campus Safety to report power loss

**Remain inside the building unless told to evacuate**

1. Remain inside building unless told to evacuate
2. Use the buddy system when going to the restroom
3. Use flashlights when available and do not use candles

**Evacuation of Building**

1. If evacuation is needed, evacuate to outdoor assembly area away from building and vehicle traffic paths
2. Turn off computers and other electronic devices prior to leaving building

**Campus Safety/Security or EOC**

1. Call Maintenance and Operations
2. Call PG&E
3. Provide additional lighting if available (flashlights, portable lighting plugged into emergency generator, etc.)
4. Patrol campus to ensure safety of students and staff

**Activation of Incident Command System (ICS):**

1. Activate the ICS as needed (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency
3. Operations Center (EOC)

**All Clear Sign if the building was evacuated:**

1. When the power is restored, the "ALL CLEAR" sign will be given (by voice or by phone)
2. Do not re-enter the building without authority from campus staff in charge

# BOMB THREAT

**Person Receiving Call:**

1. Listen – Do Not interrupt caller
2. If possible alert Site Administrator by a re-arranged signal while the caller is on the line
3. Notify Campus Safety and Site Administrator immediately after completing the call
4. Call 911 if advised by Site Administrator
5. Complete Bomb Threat Checklist (see following page)
6. Do not make any radio or cell phone transmissions
7. Evacuate building if instructed by Site Administrator (do not activate fire pull or any other electrical devices

**Evacuation of Building**

1. If there appears to be imminent danger, evacuate building

**Campus Safety/Security or EOC**

1. Call 911 to report bomb threat
2. Initiate search if directed by Site Administrator. If no evacuation is called, the Site Administrator may elect to search the campus for suspicious objects.
3. Patrol campus to ensure safety of students and staff

**Activation of Incident Command System (ICS):**

1. Activate the ICS as needed  (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency
3. Operations Center (EOC)

**All Clear Sign if the building was evacuated:**

1. When the power is restored, the "ALL CLEAR" sign will be given (by voice or by phone)
2. Do not re-enter the building without authority from campus staff in charge

**Person Receiving Call Completes the Following**

1. Date & time call received:
2. Exact words of person making threat (ask caller to repeat what he or she said "I'm, sorry, could you repeat that?)

Questions to ask caller:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. What is your name-what do you want to be called? _____
7. What is your address? _____
8. Where are you calling from? _____

Sex of caller M/F          Age _____          Accent _____          Length of call _____

Callers Voice. Check all that are appropriate

| Calm | Laughing | Lisp | Distinguished |
|---|---|---|---|
| Angry | Crying | Raspy | Accent |
| Excited | Normal | Deep | Whisper |
| Slow | Distinct | Ragged | Soft |
| Rapid | Slurred | Clearing throat | Nasal |
| Deep | Stutter | Cracking voice | Loud Breathing |

_____ Familiar? Whom did it sound like? _____

Background Sounds. Check all that are appropriate

| Street noises | House noises | Dishes banging |
|---|---|---|
| Static | Adult voices | Children's voices |
| Local call | Long distance | |
| PA systems | Factory noises | |
| Rapid | Phone booth | |

Language Used. Check all that are appropriate:

| Educated | Incoherent | Irrational |
|---|---|---|
| Foul/Swearing | Message read by caller | Message taped |

Other, write anything else not covered above on a separate sheet

| Signature of employee taking the call: | |
|---|---|
| Position: | Department: |
| Work Phone: | Date: |

## Teacher/Staff or Person Discovering Incident:

1. Give DROP Command (personnel will seek available shelter under or in back of a desk/table or other solid object out of the line of fire)
2. Keep staff and students away from windows and doors Lock Down Facilities
3. Notify Campus Safety and Site Administrator immediately then call 911 and if advised,
4. Keep Campus Safety/Police informed of location of shooter but do not put you in harms way

## Evacuation of Building

1. Evacuate building if instructed by Police, Site Administrator or other authority and move to designated assembly area

## Campus Safety/Security or EOC

1. Call 911 to report incident
2. Campus Safety, Administrator or EOC will attempt to determine or pinpoint the location of the suspect(s) and report such to"911".
3. Determine:

| Suspect location | Race, sex, ht., wt., hair color, clothing description |
|---|---|
| Associated vehicles | Associated persons |
| Weapons/devices | |

4. Avoid direct confrontation with shooter, leave this up to the police and keep constant surveillance until police arrive
5. Remove people from line of fire
6. If safe, administer first aid as needed

## Activation of Incident Command System (ICS):

1. Activate the ICS as needed  (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

## All Clear Sign if the building was evacuated:

1. When the incident is over and the police release the campus/building, the "ALL CLEAR" sign will be given (by voice or by phone)

2. Do not re-enter the building without authority from campus staff in charge

# BARRICADED SUSPECTS

**Teacher/Staff or Person Discovering Incident:**

1. Do not attempt to confront suspect(s)
2. Notify Campus Safety and Site Administrator immediately then call 911 and if advised, Lock Down Facilities
3. Keep Campus Safety/Police informed of location of suspect but do not put you in harms way.

**Evacuation of Building**

1. Evacuate building if instructed by Police, Site Administrator or other authority

**Campus Safety/Security or EOC**

1. Call 911 to report incident
2. Campus Safety/Security personnel will keep attempt to secure area where barricaded person(s) are and keep others away
3. Avoid direct confrontation with shooter, leave this up to the police and keep constant surveillance until police arrive

**Activation of Incident Command System (ICS):**

1. Activate the ICS as needed  (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency
3. Operations Center (EOC)

**All Clear Sign if the building was evacuated:**

1. When the incident is over and the police release the campus/building, the "ALL CLEAR" sign will be given (by voice or by phone)

2. Do not re-enter the building without authority from campus staff in charge

1. Report disruptive circumstances to Campus Safety and Site Administrator
2. Keep Campus Safety/Police informed of location of demonstrator(s) but avoid direct confrontation
3. Lock doors if disturbance is outside.
4. Have all students/staff leave the immediate area of disturbance
5. Remain inside building, unless instructed otherwise by Site Administrator or Police

**Evacuation of Building**

1. Evacuate building if instructed by Site Administrator

**Campus Safety/Security or EOC**

1. If advised by Site Administrator or if the suspects(s) become violent, call 911 to report incident
2. Campus Safety will confront demonstrator(s) unless their safety is at risk. Wait for police to arrive if the safety of staff can not be assured
3. Attempt to record all incidents via photography or videotape

**Activation of Incident Command System (ICS):**

1. Activate the ICS as needed (see section)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

**All Clear Sign if the building was evacuated:**

1. When the incident is over the "ALL CLEAR" sign will be given (by voice or by phone)
2. Do not re-enter the building without authority from campus staff in charge

# AIRCRAFT CRASH

### Site Administrator or Person Discovering Crash:

1. Assess situation and determine if an evacuation is necessary. Secure immediate impact area
2. Call 911 to report crash
3. Call Campus Safety to report crash
4. Evacuate to outdoor assembly area as needed (use the fire alarm system to evacuate building)
5. Move down wind from smoke/fire

### Campus Safety/Security or EOC

1. Conduct fire suppression/ rescue (if the fire department is not readily available);
2. Secures the immediate area
3. Request further notifications be made and/or determines if evacuation is required.

### Activation of Incident Command System (ICS):

1. Activate the ICS as needed (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

### All Clear Sign

3. When the emergency is over, the "ALL CLEAR" sign will be given (by voice or by phone)
4. Do not re-enter the building without authority from the fire department or campus Staff in charge

## Person Discovering Suspicious Letter or Package:

1. Do not shake or open any suspicious envelope/package.
2. Notify Campus Safety and the Site Administrator
3. Place envelop/package in a plastic bag or other type of container to prevent leakage of contents
4. If container is unavailable, cover with anything (e.g., clothing, paper, trash can, etc.) and do not remove cover
5. Leave room and close door, or section off area to prevent others from entering
6. Wash hands with soap and water to prevent spreading any powder to face.
7. List all people in the room or area when letter or package was recognized. Give the list to local public health authorities and law enforcement officials for follow-up investigations and advice.

## Envelop with Powder or Powder Spills on a Surface:

1. Do not try to clean up the powder
2. Leave the room and close the door to prevent others from entering
3. Notify Campus Safety and the Site Administrator
4. Wash hands with soap and water to prevent spreading any powder to face.
5. Remove heavily contaminated clothing as soon as possible and place in a sealable plastic bag
6. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on skin
7. List all people in the room or area especially those people in contact with powder. Give the list to local public health authorities follow-up investigations and advice.

## Possible Room Contamination by Aerosol

1. Turn off local fans or ventilation units in the area
2. Leave the area immediately
3. Close the door or section off the area to prevent others from entering
4. Report the incident to Site Administrator
5. Shut down air handling systems in the building if possible
6. List all people in the room or area especially those people in contact with powder. Give the list to local public health authorities follow-up investigations and advice.

Campus Safety/Security or EOC

1. Secures the immediate area and keep anyone from entering
2. Call 911 if the material cannot be identified or if persons in area are showing symptoms of over exposure or other health problems.
3. Requests further notifications be made and/or determines if evacuation is required.
4. Provide list of people who were in contact with powder to Police and Health Authorities

### Activation of Incident Command System (ICS):

1. Activate the ICS as needed  (see chapter 4)
2. If required, Site Administrator or Campus Safety will activate the Emergency Operations Center (EOC)

### How to identify Suspicious Letters or Packages:

- ❏ Excessive postage
- ❏ Protruding wires or aluminum foil
- ❏ Title, but no name
- ❏ Ticking sound
- ❏ No return address

- ❏ Lopsided or uneven envelop
- ❏ Incorrect titles
- ❏ Visual distractions
- ❏ Oily stains, discolorations or odors
- ❏ Shows a city or state in the postmark that does not match the return address

- ❏ Handwritten or poorly typed addresses
- ❏ Excessive security material such as masking tape, string, etc.
- ❏ Misspellings of common words
- ❏ Marked with restrictive endorsements, such as "Personal" or "Confidential"

## SPECIAL NEEDS

# ASSISTING PERSONS WITH DISABILITIES Wheelchair Users

- If in immediate danger, do not evacuate disabled people in wheelchairs. Wheel chairs will be retrieved later. Always consult the assisted person in regard to:
  - o Ways of being removed from a chair
  - o The number of people need for assistance
  - o Whether to move or extend extremities when lifting because of pain, catheter leg bags, braces, spasticity etc.
  - o If a seat cushion or pad should be brought along if removed from a chair
  - o Being carried forward or backward on a flight of stairs
  - o
- If you and/or others cannot safely carry a person up/down stairs
  - o Position the person in the safest place possible
  - o Alert emergency personnel of the person's location

- Be familiar with designated areas of refuge and location of evacuation equipment for wheel chair users
  - o The area of refuge in the building is _____.
  - o The area of refuge in the building is _____.
  - o The area of refuge in the building is _____.

## Mobility Impaired-Non Wheelchair users
- Do not interfere with person's movement
- Clear displaced and fallen objects from egress routes
- If the stairs are crowded you may act as a buffer

## Visual Impairment
- Tell the person the nature of the emergency and offer to guide them by offering your elbow. DO not grasp a visually impaired person's arm.
- Give verbal instructions to describe the safest route, estimated distances and directional terms
- As you walk, tell the person where you are and advise of any obstacles, stairs, uneven pavement, curbs and narrow passageways
- Some individuals may have guide dogs that may become disoriented during an emergency

## Persons with Service Animals
- Do not pet or offer food or water without the permission of the owner
- Plan for the service animal to be evacuated with the owner
- In the event you are asked to handle the service animal while assisting the individual, hold the leash and not the harness if present

## Deaf and Hard of Hearing
- Get attention of the person by touch and eye contact
- Write a note stating what the emergency is and what the evacuation route is
- Turn the room lights on and off and indicate through gestures or writing on the blackboard what is happening and where to go
- Face the person and speak in short sentences

## Learning Disabled
- During an evacuation, be patient, giving instructions slowly and clearly
- Offer to accompany them as their sense of direction may be limited

## Psychologically Disabled
- Understand that the person may have difficulties in concentrating, handling stress and initiating personal contact
- Help reduce stress during an emergency by
  - Offering to escort the person through the emergency
  - Giving clear and simple instructions

## Developmentally Disabled
- Be aware that they may be unable to understand the emergency and may become disoriented or confused as to the proper way to react
- Give instructions clearly and slowly

# APPENDIX A
## Emergency Call List (key personnel)

The Emergency Call List is located at the EOC, Security Office, Switchboard and Evening Duty Administrative Office.

Personnel who will report to the EOC, if activated, are as follows:

- President
- VP of Student Personnel Services
- Dean of Student Services
- VP of Business Services and Administration?
- VP of Academic Affairs
- Dean of Instruction
- Campus Safety Director
- Assistant Supervisor of Grounds
- Assistant Maintenance Supervisor

## APPENDIX B

## BUILDING MONITORS

Building Monitors are responsible for coordinating the following within their assigned building (s).

1. Assumes the responsibility for the overall safety of people in their building

2. Determines the status of individuals in the building (number present, number injured, and number disabled)

3. Informs Plan Director of the status of the people in the building and, if required, sounds the building's fire alarm system

4. Coordinates the orderly evacuation of the building. People are to be evacuated to "Staging Areas", as designated on the campus maps and stay in the assigned staging areas.

5. Establishes and supervises the initial first aid until campus emergency response personnel or an outside medical team arrives. Emergency first aid kits are available for this use.

6. Continues to keep the EOC apprised of the status and needs of his/her building and people.

*In evacuation, first priority should be given to persons with disabilities. Any disabled person requiring assistance for evacuation will be identified to the EOC so that a college vehicle can be sent to assist the individual.*
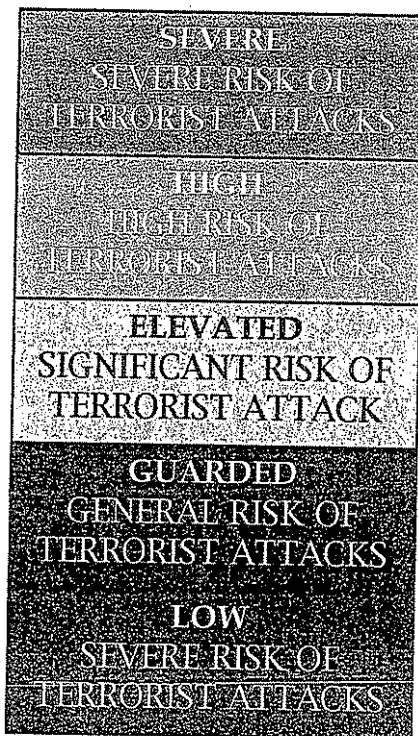
*Extreme caution should be observed when moving the injured. Resource office personnel will assist the Building Monitor in removing the injured from the building and in removing trapped victims.*

### Evenings

During evening hours and on Saturdays, the Duty Administrator shall be responsible for disaster and emergency procedures, and for directing the Emergency Operations Center. The senior manager on duty in the Office of Instruction shall be responsible for instructional areas. He or she shall designate other members of the management and the faculty and staff to assist him or her inthe evacuation of buildings and in carrying out other procedures to safeguard students, faculty and staff. Campus Safety Personnel will be dispatched to these locations. Special Staging Areas" may be designated in addition to the areas stipulated on the campus map.

Campus Safety will assume responsibilities when the college is not in session and administrators are not present. The officer (s) on duty are authorized to call for police assistance in matters of severe emergencies.

# HOMELAND SECURITY
# ADVISORY SYSTEM

SEVERE
SEVERE RISK OF
TERRORIST ATTACKS

HIGH
HIGH RISK OF
TERRORIST ATTACKS

**ELEVATED**
**SIGNIFICANT RISK OF**
**TERRORIST ATTACK**

GUARDED
GENERAL RISK OF
TERRORIST ATTACKS

LOW
SEVERE RISK OF
TERRORIST ATTACKS

**Adapted for Alameda County Schools**
**by the Alameda County Office of Education**

# Homeland Security Advisory System
## (Adapted for Alameda County)

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

The following protective measures are general guidelines for schools. In the event that the threat level increases to RED, school districts may or may not need to take specific protective action. The nature of the emergency will dictate the response.

**Threat Conditions and Recommended Protective Measures**

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures. Each school district is responsible for developing and implementing appropriate specific emergency plans.

This condition is declared when there is a low risk of terrorist attacks. The following general measures should be considered in addition to any specific plans that are developed and implemented:

- Assign the responsibility for action to the School Emergency Manager to ensure all checklist items are completed.
- Refine and exercise as appropriate, school and district emergency plans.
- Train teachers and staff on the Homeland Security Advisory System and specific emergency plans.
- Assess school sites for proximity and vulnerability to potential terrorist targets (i.e. Commercial occupancies with potential hazards, utility companies, etc) updating plans as needed.
- Develop and implement security procedures, (Assign a member of the school staff to ensure that this checklist item is completed).
- Conduct routine inventories of emergency supplies and medical kits.
- Include a weekly check of the generator when applicable.
- Know how to turn off water, power, and gas to your facilities.
- Budget for security measures.
- Advise all personnel to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.
- Develop visitor identification and sign in procedures.
- Arrange for staff members to take a First Aid/CPR course.
- All school keys should include the provision for "Do Not Duplicate"
- Review and update the Emergency Call-in List.

**BLUE
GENERAL RISK OF
TERRORIST ATTACK**

This condition is declared when there is a general risk of terrorist attacks. All general measures listed in green alert conditions should be taken, and the following general measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Check and test emergency communications, coordinate with all school sites and staff.
- Review and update emergency response procedures.
- Provide parents or guardians with any information that would strengthen a school's ability to respond to a terrorist threat.
- Mark keys with "Do Not Duplicate". (See Condition Green)
- Conduct routine perimeter checks of site, checking integrity of fencing, locks, and ensuring appropriate security signage is in place.
- Review and update emergency call-in list.
- Review current emergency communication plan to notify parents in times of emergency; disseminate information to families of students, staff, and faculty.
- Test your generator once per week.

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YELLOW
SIGNIFICANT RISK OF
TERRORIST ATTACK
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An Elevated Condition is declared when there is a significant risk of terrorist attacks. All general measures listed in green and blue alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Review whether the precise characteristics of the threat require the further refinement of any current emergency plans.
- Implement, as appropriate, contingency emergency response plans.
- Identify and monitor government sources for warnings.
- Review mail handling, and delivery of packages procedure with staff.
- Consider escorts for building visitors.
- Check site for potential hazards such as unattended packages, unauthorized vehicles, or perimeter violations.
- Increase perimeter checks of site, check buildings for unattended packages, and report any suspicious activity or circumstances to law enforcement immediately.
- Test your generator once per week.
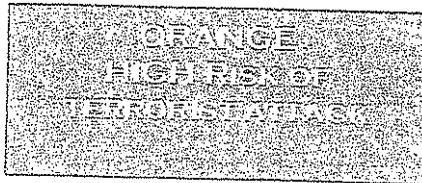
A High Condition is declared when there is a high risk of terrorist attacks. All general measures listed in green, blue, and yellow alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Identify the need for any additional security and coordinating efforts, if necessary, with your local Emergency Manager.
- Be alert to parent, staff, student concerns to determine when/how to communicate.
   a. Communication should focus on reassurance that school is a safe place
      i.   Reminder - schools have existing safety plans
      ii.  Reminder - schools practice their safety procedures
      iii. Reminder - schools have an outstanding ongoing working relationship with law enforcement and excellent communication networks.
- Evaluate school events and take additional precautions, if necessary.
- Consider assigning mental health counselors for students, staff and faculty, if needed.
- Discuss student's fears concerning possible terrorist attacks and offer available resources.
- Consider reducing site ingress and egress points to an absolute minimum.
- Refuse access to people who do not have identification or a legitimate need to enter the site.
- Inspect all deliveries; restrict parking near buildings, and report suspicious vehicles to local law enforcement.
- Consider parking controls or special restrictions at all sites
- Test your generator once per week.

A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. The Alameda County Emergency Operations Center, located at 4985 Broader Blvd. Dublin, will be occupied initially during the first 24 hours of a RED threat level. (Continued operation will be determined on an as-need basis.)

The Alameda County Office of Education will provide staff at the Alameda County Office of Emergency Operations Center to serve as a communication link and information clearinghouse to all districts in the county. Information will be disseminated as warranted through mass e-mail, telephone, or via amateur radio to the identified School Emergency Managers in each district.

All general measures listed in green, blue, yellow, and orange alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Make contact with your day-to-day local Emergency Manager or assigned contact to ensure a reliable line of communication during the red level.
- Test communication lines - including e-mail link to ACOE, telephone lines, or amateur radio.
- Make sure cellular phone is charged and ready along with adequate batteries for AM/FM radios, pagers, etc.
- Communicate the change in threat level to all staff members.
- Monitor e-mails and telephone calls from the ALCO EOC for updates during crisis.
- Gather and provide related information to students, staff and parents.

    a. review communication guidelines under Orange Threat Level
    b. reminder - In the event of a RED threat level, school districts have a direct communication link via amateur radio to the Alameda County Emergency Operations Center. They receive timely, accurate information, from which to make decisions affecting the safety and welfare of students.

- Assess the threat condition on a regular basis and evaluate whether any further protective measures are needed.
- Consider canceling special events.
- Consider closing campuses, if necessary.
- Maintain close contact with your local Emergency Manager.
- Monitor all deliveries and mail to your buildings.
- Provide security for parking lots; deploy personnel to observe and report to Law Enforcement to protect facility.
- Be prepared to Evacuate, Lockdown, or Shelter in Place if ordered.
- Ensure mental health counselors are available for students, staff and faculty.

Listed below are websites that provide additional information.

http://www.ready.gov                          Disaster Preparedness Information
http://:www.whitehouse.gov                     White House
http://:www.dhs.gov                            Federal Department of Homeland Security
http://:www.nasponline.org                     National Association of School Psychologists


http://www.fema.gov/                           Federal Emergency Management Agency
http://www.oes.ca.gov/                         California Office of Emergency Services
http://www.bt.cdc.gov/                         Centers for Disease Control and Prevention
http://www.fbi.gov/                            Federal Bureau of Investigation
www.ACOE.k12.ca.us                             Alameda County Office of Education


ACOE POINT OF CONTACT:                         ALCO SHERRIF'S POINT OF CONTACT:
Tom McGann                                     Linda Shelton, Senior Coordinator
(510) 670-4110                                 (925) 803-7803


This publication was adapted from a plan developed by the Orange School District.  It has been reviewed by the Alameda County Sheriff's Office, and the Office of Emergency Services.