Ocean View School District
Comprehensive Safety Plan

Est. 1870

Ocean View School District Office

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Board Approved

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SECTION I – SAFE SCHOOL PLAN

ASSESSMENT OF CURRENT STATUS OF CRIME

Ocean View School District Office experiences little crime. Occasionally graffiti is found on walls or signs surrounding the property. These are cleaned or painted over within one business day.

CHILD ABUSE REPORTING PROCEDURES

School employees are mandated reporters and are obligated to report all known or suspected incidents of child abuse and neglect. General procedures are noted below.

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department.

Human Services Agency - Children's Services
4651 Telephone Road
Ventura, CA 93003
(805) 654-3200

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.
Reports of suspected child abuse or neglect shall include, if known:

a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
b. The child's name and address, present location and, where applicable, school, grade and class
c. The names, addresses and telephone numbers of the child's parents/guardians
d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case.

DISCRIMINATION/HARASSMENT

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age, or sexual orientation.

Ocean View School District prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to conduct which may interfere with a student’s ability to learn. An employee or student who permits or engages in harassment may be subject to disciplinary action.

HATE CRIME REPORTING PROCEDURES

Ocean View School District affirms the right of every individual to be protected from hate-motivated behavior. Any individual who feels that she/he is a victim of hate-motivated behavior shall immediately contact his/her supervisor. If the individual believes that the situation has not been remedied by the supervisor, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the supervisor, Superintendent or designee, and law enforcement, as appropriate. Individuals demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

SAFE AND ORDERLY ENVIRONMENT

Employees shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the work of the District. Behavior is considered appropriate when individuals are diligent in work, careful with district property, and courteous and respectful towards their colleagues, other district employees, parents, community members, students, and volunteers.

SAFE INGRESS AND EGRESS

District Office employees park their cars in the rear lot and enter the building through the Restricted Access door with a key. All other district employees, parents, and community members park their cars in the front lot and enter the building through the front entrance and lobby. These visitors sign in and out at the front counter. The receptionist greets visitors and conducts them to the proper department or office.

Visitors leave through the lobby and front entrance, while District Office employees exit through the Restricted Access door.

SEXUAL HARASSMENT-PERSONNEL

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor or any other employee, or a non-employee, in the work or educational setting, include but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions or the spreading of sexual rumors
2. Unwelcome visual conduct such as written notes, drawings, pictures, graffiti, gestures or sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

SECTION II – INITIAL RESPONSE CHECKLISTS

AIRCRAFT CRASH

What to do if an aircraft crashes on or near the school.

Incident Commander:

1. Call 9-1-1 to report the crash and notify District Office.

2. Perform a quick assessment of the situation and determine if immediate evacuation is necessary

3. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Unit, the Search and Rescue Unit, the Medical Unit, the Assembly Area Unit, and the Student Release Unit.

4. You are the Incident Commander. Begin a comprehensive assessment of the situation and direct resources until emergency response personnel arrive.

5. Upon arrival of emergency responders, form a unified command with them and direct your resources accordingly.

Employees:

1. Determine if you are in immediate danger.

2. If in danger evacuate to a safe location. If it is safe, stay in your space.

3. Move to the designated Assembly Area, as directed.

4. Activate the Buddy System and either remain in Assembly Area or report to the Command Post for assignment.

BOMB THREAT

What to do in case of a bomb threat.

Discovering Party:

1. If you receive a bomb threat over the telephone, ask the following:
   A. When will it explode?
   B. Where is the bomb right now?
   C. What does it look like?
   D. What kind of bomb is it?
   E. What will cause it to explode?
   F. Why did you place the bomb?
   G. What is your address? (Where are you?)
   Note: They actually may tell you.
   H. What is your name?

Incident Commander:

1. Dial 9-1-1 to notify police of Bomb Threat.

2. If you believe the bomb threat is credible, do not use a walkie-talkie or cell phone. (There are some radio controlled bombs).

3. Determine if you will evacuate the building before conducting a search. Activate the alarm signal (bell-verbal) if you decide to conduct an evacuation.

4. Evacuate to Assembly Area.

5. Minimum Incident Command System Activation recommended: Operations Section and Hazard Control Unit.

6. In conjunction with the Police Department, direct a search of the building.

EARTHQUAKE – DUCK, COVER, HOLD

What to do in case of an earthquake.

If inside:

1. Take cover under a desk or strong table, or sit or stand against an inside wall.

2. Stay inside the building. Leaving the building will subject you to falling debris, downed power lines and other hazards.

3. Stay away from windows, glass, bookcases and outside doors.

4. Do not use telephones. Place receivers back on the cradle.

5. If a fire develops, follow the procedures in the Fire Section.

6. Do not light a cigarette or strike a match until gas lines are checked out.

7. Tune to Ventura County Emergency Alert Stations (EAS) include: KHAY 100.7 FM and KVEN 1450 AM.

8. Prepare to evacuate to the Assembly Area, if instructed to do so.

If outside:

1. Move away from buildings and utility wires.

2. Watch for falling glass, electrical wires, poles, trees, or other falling debris.

3. Prepare to relocate to evacuation Assembly Area, if instructed to do so.

Incident Commander:

1. Establish a command post and initiate damage assessment; gather school reports.

2. If necessary, direct the evacuation of staff and students to assembly areas.

3. Activate a Search Team to check building for trapped or injured staff.

4. Ensure that the disabled are assisted in the evacuation.

5. Minimum Incident Command System Activation recommended: Operations Section. Search and Rescue Unit. Assembly Unit. HazardControl Unit. Refer to Section 4. You are now the Incident Commander.

Employees:

1. Give the **Duck, Cover and Hold** command to students and employees. Duck, cover and hold yourself.

2. When shaking stops, note condition of your neighbors.

3. Grab nearest Disaster Bag and/or cell phone and evacuate immediately.

4. Person at front desk brings out the "Sign-in Sheet".

5. Meet in Assembly Area outside and await instructions from Command Center.

6. Take roll and document absent and/or missing employees on attendance sheet.

7. Activate the Buddy system and either remain in Assembly Area or report to the Command Post for assignment.

8. Determine the first aid needs. Prepare to have injured employees transported to the Treatment Area, when activated.

FIRE

What to do in case of a fire.

Discovering Party:

1. Activate nearest accessible manual alarm pull box, or notify the office that there is a fire at **(say location).** The Office will call the fire department.

2. Clear everyone from the immediate area.

3. Close – but do not lock all doors leading to fire area to isolate the area and prevent spread of fire.

Incident Commander:

1. Upon knowledge of fire, activate alarm signal **(bell and verbal)** and ensure that 9-1-1 has been dialed. Establish a Command Post.

2. Supervise the evacuation of staff to assembly areas.

3. Direct an employee to check all bathrooms and training rooms for staff.

4. Ensure that the disabled are assisted in the evacuation.

5. Minimum Incident Command System Activation recommended: Assembly Unit, Operations Section, and Hazard Control Unit.

All Personnel:

1. Do not panic. Remain calm and listen to instructions

2. Do not open hot doors. Before opening any door, touch it near the top to see if it is hot. Do not break windows – oxygen feeds fires.

3. Evacuate when instructed to do so. Use pre-planned evacuation routes (refer to Facility Map), if safe to do so, otherwise use the safest route.

4. All persons in the building grab emergency bags and/or cells phones and evacuate to Assembly Area outside.

5. Person at front desk brings out the "Sign-in Sheet."

6. Call 911 at earliest opportunity.

7. Once in the Assembly Area, do not leave until instructed to do so.

8. If the fire is small (no bigger than a desk) use the nearest fire extinguisher to put it out. **Do not risk personal safety to put out a fire.**

FLOODING

What to do in case of a flood.

Incident Commander:

1. Establish a Command Post and tune to the Emergency Alert Station (EAS) to receive an update on the storm. Tune to 100.7 FM or 1450 AM for EBS.

2. If flooding is imminent, Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Unit (Section 4) and the Logistics Section to begin sandbagging and other property protection measures as required.

3. Determine from local authorities if the building is to be evacuated or closed. If so, activate the Release Unit to begin the release process.

4. Activate other Incident Command System functions as required to support

your actions.

Employees:

1. Keep indoors until it is determined to be safe.

2. Prepare to evacuate. Evacuate to pre-designated Assembly Area if an evacuation is ordered.

3. Take roll and document absent and/or missing employees.

4. Prepare to release. Do not release anyone until you have completed the Accounting Form.

HAZARDOUS MATERIALS INCIDENT

What to do in case of a Hazardous Materials Incident.

Incident Commander:

In the event that a hazardous material is released in the area of the school district, the Police Department and/or Fire Department will determine if an evacuation of the building is necessary. If an evacuation of the school is necessary, you will be instructed where to go and which routes to take.

1. Establish and maintain communication with the Police Department and the District's Emergency Operations Center. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section.

2. If an evacuation to another location is imminent, prepare to move to the designated shelter utilizing available resources.

3. Until ordered to evacuate assume that a "shelter-in-place" strategy will be employed and do the following:

   A. Direct that all staff remain indoors until it is safe.

   B. Direct that all heating-ventilation and cooling units are shut down.

   C. Direct that all windows are shut.

Employees:

1. Upon notification that a hazardous materials incident has affected the building, keep calm while preparing for an evacuation to another location, if directed.

2. Keep calm.

3. Close all doors and windows.

4. Ensure that the heating-ventilation and cooling system is shut down.

5. Unless otherwise instructed, assume that a "shelter-in-place' strategy is being utilized. Keep indoors until it is determined to be safe.

LOCK DOWN

What to do in case of a lock down.

All personnel:

1. First person to become aware of the situation should use the telephone's "page" to notify all staff.

2. Person at front desk locks the lobby doors.

3. All District Office staff grab cell phones or emergency bags and meet in Lockdown Assembly Area (workroom).

4. At the Lockdown Assembly Area the person with the most responsibility assigns person to call 911, nearest school sites, Transportation, and Maintenance and Operations. The boardroom should be contacted, as well: 488-6432.

5. Because the page or phone can only be heard in the boardroom if the kitchen door is open, the kitchen should remain open when people are in that room. The people in the board room should remain in the boardroom and lockdown by locking the doors, shutting blinds, and getting low or going into the kitchen.

6. Report medical emergency to Incident Commander.

7. Await instructions.

Incident Commander:

1. Ensure that 9-1-1 has been called.

2. Provide emergency First Aid. Utilize the school nurse if available. Activate the Medical Unit if there are multiple casualties.

3. Direct responding emergency personnel to the victim(s).

MEDICAL EMERGENCY

What to do in case of a medical emergency.

All personnel:

8. If situation is life threatening, Dial 9- 9-1-1.

9. Report medical emergency to Incident Commander.

10. Await instructions.

Incident Commander:

4. Ensure that 9-1-1 has been called.

5. Provide emergency First Aid. Utilize the school nurse if available.

Activate the Medical Unit if there are multiple casualties.

6. Direct responding emergency personnel to the victim(s).

7. Isolate staff from the victim(s).

NUCLEAR ATTACK

What to do in case of a nuclear attack.

This plan is designed to provide direction in the unlikely event a nuclear weapon detonates away from the city. The blast effect is assumed to not threaten the City. The hazard of such an incident is the associated radioactive fallout. (Note: Due to Electromagnetic Pulse, electronic and communication equipment may fail).

Incident Commander:

1. Establish and maintain an Emergency Operation Center (EOC) and a Command Post.

2. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section and Facilities Unit.

3. Direct the Facilities Unit to begin locating food and water.

4. Direct the Facilities Unit to begin protecting each building containing people for nuclear fallout. Any object placed between the fallout and people can help to reduce exposure.

5. Direct that all heating-ventilation and cooling units be shut down.

6. Direct employees to keep in the interior walls of the building.

7. Keep all staff indoors until it is determined by the Ventura County Health Department that it is safe.

8. Maintain communication with the District Emergency Operations Center to receive updates. Tune to the Emergency Alert System (EAS) at 100.7 FM or 1450 AM to receive updates.

9. Upon receiving the “all clear,” activate the Release Unit.

10. Activate Incident Command System units as required to accomplish necessary functions.

Employees:

1. Keep toward the interior walls of the building.

2. Keep indoors until it is safe to leave. Refer to the Hazardous Materials Incident Section for more information.

3. Take roll and document absent and/or missing employees.

4. Upon receiving the “all clear,” activate the Release Unit.

PANDEMIC FLU

Outbreak of Flu Disease – less than 10% students

District Incident Commander:

1. Begin Heightened Surveillance Reporting. **Send out Parent Letter #2** – Bird Flu, when bird flu case(s) are confirmed in Ventura County. Can also send Tips for Parents on Prevention flyer.

2. Inform parents that some students are sick but schools remain open, include tip sheets and information resources. **Send out Parent Letter #3 – Initial Outbreak**, when schools remain open. Can also send Tips for Parents on Prevention flyer.

3. Work with Ventura County Public Health regarding a Press Release announcing schools remain open but parents need to prepare/Use key messages – Open School.

Site Incident Commander:

1. Post flu prevention signs on campus.

2. Implement action plan for decreased work staff as the need arises in each department.

Expansion of the Outbreak – 10% or more of students ill (but less than 30%)

District Incident Commander:

1. Local Health Officer issues ADA Support Letter to schools / Epidemic Declaration.

2. Begin Intensive Surveillance Reporting.

3. Inform parents of tips on keeping children well and how to prevent the spread of germs. **Use Parent Letter # 4 – Expanded Outbreak**, when school remains open. Can also send Tips for Parents on Prevention flyer.

Continued Expansion of the Outbreak – more than 30% of students ill

District Incident Commander:

1. Ventura County Public Health Officer issues Declaration and press release closing schools(s).

2. Close school.

3. Announce school closure; send out **Parent Letter #5 – School Closure**. Use other common methods to efficiently and effectively inform parents/ guardians.

4. Cancel any non-academic events.

Following the Outbreak

District Incident Commander:

1. Ventura County Public Health issues declaration and press release that schools can open.

2. Announce school open, send **Parent Letter # 6 – School Open**. Use other common methods to efficiently and effectively inform parents / guardians.

3. Continue communication between Ventura County Office of Education and Ventura County Public Health regarding status.

4. Return to heightened surveillance reporting.

5. If students get sick again, restart checklist at Outbreak section.

RIOT/CIVIL DISORDER

What to do in case of a riot or civil disorder.

All Personnel:

1. **If disturbance is off site**, as much as possible, remain in your work area and maintain your normal work routine.

   A. Wait for further instructions indicating if site is in a lock down situation. "Staff, we are initiating a building lock down. This is not a drill." Once the site is secure you will hear: "The lock down is over. This is not a drill".

2. **If rioters enter your area:**

   A. Initiate lock down procedures
   - Remain calm and lock all doors and close window blinds.
   - Avoid window areas if possible.
   - Do not leave your building or work area unless you feel you are in imminent danger.
   - If you do leave the building, avoid any interaction with **rioters.**
   - Await further instructions.

Incident Commander:

1. Direct a lock down of the site if you believe the situation warrants.

2. Consult with the Police Department to coordinate appropriate protection for the building and its personnel.
3. Establish a Command Post.

4. Inform teachers and staff of the emergency situation. If appropriate, use the public address system.

5. Minimum Incident Command System Activation Recommended: Operations Section and Hazard Control Unit to staff Security Team.

6. Do not permit staff to leave the site until you have determined it to be safe. Direct the careful screening of all persons entering the school facility. If appropriate, use the public address system.

SUSPICIOUS INDIVIDUAL OR CRIMINAL ACTIVITY ON CAMPUS

This checklist is designed to address unknown individuals who are exhibiting suspicious or potentially threatening behavior or obvious criminal activity.

Discovering Party:

1. Notify office of unfamiliar individual and report their location and behavior.

2. If the individual appears dangerous or is involved in criminal activity, avoid contact and move to a safe location.

All Personnel:

1. When informed of a suspicious individual or activity on site, the words "We are initiating a site lock down. This is not a drill" will be used. Initiate lock down procedures and await further instructions.
   - Remain calm and lock all doors and close window blinds.
   - Avoid window areas if possible
   - Do not leave your work area.
   - Await further instructions.

2. No staff will be permitted to leave the site until it is safe. During lock down, communicate any suspicious activities or noises to the office. This information may be useful to authorities. Once it has been determined it is safe, the words 'The lock down is over" will be used.

3. If the intruder enters your area:
   A. Do not provoke an incident.
   B. Remain calm and do not get involved. Leave or avoid the area.

Incident Commander:

1. If you believe it is safe, approach the individual and assess the individual's business. You should be accompanied by another adult staff member, if at all possible. Explain the school visitor policy.

2. If suspicious or criminal activity has been reported, immediately dial 9-1-1 and contact the District Office.

3. Consult with the Police Department and district to coordinate appropriate protection for the school and its personnel.

4. Inform teachers and staff of the emergency situation. If appropriate, use the public address system and direct a lock down of the site.

5. Activate the Incident Command System and attempt to monitor the situation without putting staff in jeopardy. Await the authorities.

6. Do not permit staff to leave the school until you have determined it to be safe.

7. As appropriate, use the public address system to end the site lock down.

TSUNAMI

What to do if a tsunami occurs in the area.

Incident Commander:

1. Upon notification, immediately evacuate students/faculty to higher ground or move inland away from the coastline.

2. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Search and Rescue Unit, the Medical Unit, the Assembly Area Unit, and the Student Release unit.

3. You are the Incident Commander. Begin a comprehensive assessment of the situation and direct resources until emergency personnel arrive.

4. Upon arrival of emergency response personnel, form a united command with them and direct your resources accordingly.

5. Wait for further instructions.

Employees:

1. Upon notification from Incident Commander evacuate students to higher ground or move inland away from the coastline.

2. Take roll and document absent and/or missing students on class attendance sheet.

Activate the Buddy System and either remain in the Assembly Area to supervise students or report to the Command Post for assignment. Wait for further instructions.

UTILITY FAILURE

What to do in case of a utility failure.

Incident Commander:

1. Assess if utility failure presents a threat to safety, if so contact 9-1-1 immediately.

2. Notify District Office and District Maintenance Department.

3. Contact the appropriate utility company if directed.
   a. Southern California Edison 529-1524
   b. Southern California Gas Company 1-800-427-0044
      i. 1-213-244-8900

4. Determine if any power lines, sewer lines, water lines, or gas lines are down or ruptured at the school; if so, activate the Incident Command System Hazard Control Unit to isolate the area.

5. Determine if an evacuation of building is necessary.

Employees:

1. Open window shades and use emergency flashlights as necessary.
2. Prepare to relocate your class to your pre-designated Assembly Area.

SECTION III – POSITION RESPONSIBILITIES

ASSEMBLY/SHELTER UNIT

Personnel: Available Staff

Responsibilities:

- Obtain "Go Bag" and any safety equipment if necessary.
- Review procedures/assignments with personnel.
- Establish point of entry into the Assembly Shelter Area.
- Establish and demarcate the Assembly Shelter Area with cones and flagging ribbon.
- Report immediate first aid needs to Command Post.
- After all classes are accounted for, take Classroom Attendance Sheet to the attendance table.
- Once the Treatment Area has been established, make arrangements with the Treatment Area to transport any employees needing medical attention.
- Be alert for latent signs of injury/shock in all employees.
- Prepare for release.
- Team leader makes periodic status report updates to Incident Commander.

Assembly/Shelter Unit Equipment/Supplies:

1. Go Bag
   - A. Emergency Response Plan
   - B. School Disaster Cap and Identification Vest
   - C. Clipboard and appropriate paperwork & forms
   - D. Pens, Pencils and Markers
   - E. Class Roster and buddy Roster
   - F. Updated school wide attendance roster
2. Two-way Radio
3. Traffic Cones/flagging ribbon
4. Table & chairs for attendance table
5. Games/books etc. to entertain children

***Request all other resources through Logistics**

DEPUTY INCIDENT COMMANDER

Personnel: Associate Superintendent

Responsibilities:

- Obtain your "Go Bag" (Emergency Response Plan, hard hat, job description sheet).
- Report to the Incident Commander.

- Your primary responsibilities are to assist the Incident Commander.

- Assist the Incident Commander in reviewing and accomplishing the items in the Incident Commander Checklist.

- Stand in as the Incident Commander at the Command Post when he/she is away.

NOTE: The Deputy Incident Commander does not have the authority of the Incident Commander. Receive and relay information to the Incident Commander when they are away from the Command Post or on break.

If the Incident Commander leaves the School, he/she must appoint a new Incident Commander.

Deputy Incident Commander Supplies:

1. Go Bag
   A. Emergency Response Plan
   B. School Disaster Cap and Identification Vest
   C. Clipboard and Legal Pads
   D. Pens, Pencil and Markers
2. AM/FM Radio
3. Two-Way Radio

***Request all other resources through Logistics**

FACILITIES UNIT

Personnel: Director of Maintenance, Custodian, Available Staff

Responsibilities: The Facilities Unit is activated to set up and maintain all of the incident facilities to include: the command post, the sanitation area, the supply checkout area, the student request and release gates, the staging area, medical treatment areas, and any other functional areas activated by the Incident Commander.

- Receive a briefing from the Logistics Chief/Incident Commander.

- Determine requirements for each facility to be established.

- Prepare layouts of incident facilities. Request assistance, if needed, from the Incident Commander.

- Activate the required facilities (See facility map on page 42 for proposed facility locations):
  - Sanitation Area (see reference section).
  - Command Post
  - Shelter Areas
  - Staff Area
  - Assembly Area
  - Student Release Gate
  - Morgue

- Treatment Area

- Communicate status updates with Logistics Section Chief/Incident Commander.

Equipment/Supplies:

1. Go Bag
   A. Emergency Response Plan
   B. School Disaster Cap and Identification Vest
   C. Legal Pads
   D. Pens, Pencils and Markers Table and Chairs
   E. Clipboards

FOOD UNIT

Personnel: Cafeteria Staff, Available Staff

Responsibilities:

- Determine food and water needs.

- Coordinate food and water needs with the District's Logistics Section.

- Setup cooking facilities as required.

- Setup an area for the feeding of students and staff.

Equipment/Supplies:

1. Go Bag
   A. Emergency Response Plan
   B. School Disaster Cap and Identification Vest
   C. Legal Pads
   D. Pens, Pencils and Markers
   E. Clipboards
2. Food and water
3. Paper plates, cups, napkins, plastic utensils
4. Flashlights

***Request all other resources through Logistics**

HAZARD CONTROL BRANCH

Personnel: Custodial, Grounds Staff, Available Staff

Responsibilities: This Unit is responsible for the following functions

1. Fire Suppression
2. Utility Control
3. Hazards Isolation

As you do the following, be alert – report any damage to the Operations Section Chief at the Command Post:

- Take no action that will endanger yourself.

- Report to 'Command Post" (CP).

- Obtain hard hat, identification vest, this checklist, a clipboard and a radio.

- Locate/control/extinguish fires as necessary.

- ***If necessary,*** shut down gas supply.

- Shut down water and electrical only if advised to do so by Command Post.

- Post **HAZARDOUS AREA – DO NOT ENTER – KEEP OUT** tape around damaged or hazardous area.

- Advise Command Post of all actions taken.

- Report back to Command Post for reassignment.

Equipment/Supplies:

1. Go Bag. (Get Hazard Control Bag supplies from Logistics).
2. Master Key(s)
3. Shutoff tools – gas & water
4. Fire extinguishers

***Request all other resources through Logistics**

INCIDENT COMMANDER

Personnel: Superintendent

Responsibilities:

- Remain calm. Lead by example: your behavior sets tone for staff.

- Obtain your "Go Bag" i.e. Emergency Response Plan, hard hat, vest, clipboard (with job description sheet).

- Determine the nature and extent of the emergency.

- Verify that Assembly Area is still safe.

- Establish a Command Post.

- Activate the appropriate components of the emergency organization (Command, Operations, Logistics. etc.)
  - Will you need assistance as the Incident Commander? Assign a Deputy Incident Commander.
  - Will you need Search and Rescue, Medical or Hazard Control? Assign an Operations Section Chief to oversee these branches.
  - Will you need to order resources, i.e. food, sandbags, water. etc.? Assign a Logistics Section Chief.

- Using the "Incident Assignments" form, assign staff and volunteers to functions that are required to respond to the incident. Fill only the positions that are necessary to appropriately respond to the emergency. As the incident evolves, it will be necessary to reassign people to different,

positions and to activate and deactivate functions.

- The Incident Commander is solely responsible for emergency/disaster operations and should, if at all possible, remain at the command post to ***observe and direct*** all operations.

- Assess total site situation:
  - View Site Map periodically for Search and Rescue progress and damage assessment information
  - Check with team leaders for periodic updates.
  - Reassign personnel as needed.
  - Think about information to be released by PIO and how to release that information.

- Ensure District EOC is receiving periodic status report updates.

- Monitor local emergency radio station for local news.

- Authorize release when appropriate.

  NOTE: No one should be released until student accounting is complete.

- Plan regular breaks for all staff and volunteers. **Take care of your care givers and yourself!**

- Release school site employees as appropriate per district guidelines. By law, during a disaster, all school site employees become "Disaster Service Workers." All employees shall remain on site through the conclusion of' the work day to ensure adequate student supervision and safety in the Assembly area and staffing of the Student Release Unit. Use your discretion in determining which employees to release or retain at the end of the work day based on school safety needs and the personal circumstances of individual employees. (i.e. child care, notification of family emergency, transportation. etc.).

- Remain on and in charge of the site.

Incident Commander Supplies:

1. Go Bag
   A. Emergency Response Plan
   B. School Disaster Cap and Identification Vest
   C. Clipboard and Legal Pads
   D. Pens, Pencils and Markers
   E. Scotch Tape/Masking Tape
   F. Scissors
   G. Cassette recorders with blank tapes and batteries
   H. Emergency Information Forms
      *Sample News Release
      *General School Information (student/staff population)

2. School Site Cellular Phone
3. Two-Way Radio

***Request all other resources through Logistics**

LOGISTICS SECTION CHIEF

Personnel: **Available Staff**

Responsibilities:

- Obtain cap and identification vest.
- Review all Emergency Checklist items and assign/delegate responsibility to subordinates.
- Obtain briefing from Incident Commander.
- Activate and staff subordinate units, as required.
- Direct the opening of the disaster storage container.
- Brief subordinates, as necessary.
- Process incoming requests for support. Make sure other functional areas are involved as necessary.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Support the activation of required facilities:
  - Sanitation Area
  - Command Post
  - Shelter Areas
  - Staff Rest Area
  - Assembly Area
  - Student Release Gate
  - Morgue
  - Treatment Area
- Determine the extent of current and anticipated field operations and plan necessary logistical support.
- Provide, maintain and control equipment, supplies, facilities and commercial services required by incident.
- Coordinate and process requests for additional resources with District Logistics Section Coordinator.

Disaster Bin Supplies:

Administrative Supplies
Clipboards
Pens. Pencils. Markers
Scissors, Masking Tape
Identification Vests
Whistles
Bull Horn

Extra Radios and Cell Phones *(*May be stored in principals office).

Search and Rescue Supplies:

S&R Bags contain:
- First aid supply
- Flashlights (2)
- Pencils, Fat Sharpies, Large Chalk
- Steno pad
- Goggles (2), Dust Masks (2), Gloves (2), Hard hat
- Duct Tape (2-inch)
- 18 inch pry bar

General S&R equipment available upon request for all units:
- Hard hats
- Goggles
- Dust Masks
- Gloves
- Pry bars
- Flashlights
- Batteries
- Shovel
- Fire Ax

Hazard Control Supplies:

Hazard Control Bag contains:
- Emergency Response Plan
- Identification cap and Identification vest
- Clipboard with job description checklist
- Pens, pencils and markers
- Flashlight
- First Aid Kit
- Dust Mask, Gloves, Goggles, Hard Hat
- "Hazard Area" tape and "Keep Out" tape

Medical Supplies:

- Medical Treatment Victim Logs
- Notice of First Aid Care Form
- S.T.A.R.T. Field Guide
- Ground Cover/Tarps
- Quick Reference Medical Guides
- Triage Tags
- Medical Supplies to augment supplies in "Go Bags"

Cots and Blankets

Cot and Shelter Supplies:

Traffic cones/Flagging Ribbon
Food and water
Cots and blankets or space blankets

Sanitation Supplies:

Rolls of electrical wire
Stainless spring clamps
Black polyethylene sheeting
Portable toilets
Toilet Paper and T.P. holders
Spare toilet bags
5 gallon urinal buckets
Bucket liners
Shovels
Lye and or Bleach
Hand wash

MEDICAL BRANCH

Personnel: Nurse, Available Staff

Responsibilities:

- Obtain personal safety equipment (hard hat, surgical gloves, mask, safety glasses, identification vest).
- Determine appropriate area for medical treatment. Consider:
  - Separation from assembly area.
  - Accessibility for S&R teams.
  - Safe distance from buildings.
- Medical team leader assigns personnel duties.
- Obtain equipment/supplies from the container.
- Be familiar with available inventory.
- All personnel wear identification vests.
- Quickly review procedures/assignments with personnel.
- Establish point of entry into treatment area.
- Establish “immediate” and “delayed” treatment areas.
- **Initiate Triage** (Consider having Search and Rescue Team assist with triage).
- Prepare to receive victims.

- Team leader makes periodic status reports to Operations Section Chief

Triage Entry Area:

- Staffed with minimum of 2 trained team members.
  - 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. Victims not tagged will be considered "delayed" and sent to appropriate treatment area.
  - Second team member logs victims on form and sends forms to Command Post as completed.

Treatment Areas ("Immediate" & Delayed")

- Staffed with minimum of 2 team members per area.
  - One member completes secondary head-to-toe assessment.
  - Second member records information on triage tag and on-site treatment records.

- Administer appropriate first aid. Keep accurate records of care given!!

- Continue to assess victims at regular intervals and document care given.

- Communicate with the Incident Commander to determine time line for outside emergency medical support and transport needs.

- If and when transport available, do final assessment and document on triage tag **in red** (if possible). **Keep and file records for reference — do not send with Victim.**

- Communicate with the Incident Commander to establish morgue area, as necessary.

Medical Unit Equipment/Supplies:

1. Go Bag
   A. Emergency Response Plan
   B. School Disaster Cap and identification Vest
   C. Clipboards marked "Medical" with appropriate paperwork & forms
   D. Pens, Pencils and Markers
   E. Triage Tags & Triage Procedure Guide
   F. Quick reference medical guides
2. Two-way Radio
3. Training manuals
4. Medical supplies
5. Tables & chairs
6. Ground cover/tarps (different colors for treatment areas)
7. Signage for treatment areas.

***Request all other resources through Logistics**

Mortality Management Guidelines

Personnel: The County of Ventura Chief Medical Examiner – Coroner has Coroner responsibilities through out the County of Ventura. In a wide-scale disaster within Ventura County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Individuals assuming the Coroner's role will do so only with the instruction and authorization of the County Coroner. Make arrangements with the District for such authorization.

PUBLIC INFORMATION OFFICER (PIO)

Personnel: The School District will provide staff to fill this position. The Incident Commander will follow these guidelines as a PIO until relieved by District staff. In extreme circumstances when District personnel are not available, the Incident Commander must determine whether to delegate this assignment to a trusted staff member or perform the role themselves.

Policy: The public and especially parents have the right and need to know important information related to emergencies/disaster at the school site ***as soon as it is available***. The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. News media can play a key role assisting the school in getting emergency/disaster related information to the public and parents. Media representatives are therefore treated with respect.

Responsibilities:

- Predetermine a possible "news center" site to serve as a media reception area (located away from the Command Post).

- **Consult with district PIO to coordinate information release and before making any statements**.

- Assess the situation and obtain a written statement. Prepare a written Statement/Press Release and have it approved by the Incident Commander or District PIO. Read it to the media, if at all possible.
  Statement should reflect:
  - Reassurance – "Everything is going to be OK."
  - Incident or disaster cause and time of origin.
  - Size & scope of the incident.
  - Current situation – condition of school site, evacuation progress, care being given, number of injuries and deaths, general nature of injuries, student release location, shelter information, etc. **Do not release names of staff.**
  - Resources in use.
  - Best routes to approach school if known.
  - Request any school wishes to be made to the public.

- Advise arriving media that press release is being prepared. Give approximate time of its issue.

- Arrange for a media center site.

- When answering questions after the press release, 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."

- Direct school site/staff volunteers to refer *all* questions from media/waiting parents to the PIO.

- Determine whether formal written or verbal communications to parents needs to be translated into Spanish.

- Monitor all news broadcasts about incident. **Correct any misinformation heard.**

- Keep a log of your actions, communications, and phone calls. **If at all possible, tape media and parent briefings.**

PIO Supplies:

4. Go Bag
   - A. Emergency Response Plan
   - B. School Disaster Cap and Identification Vest
   - C. Clipboard and Legal Pads
   - D. Pens, Pencils and Markers
   - a. Scotch Tape/Masking Tape
   - b. Scissors
   - c. Cassette recorder with blank tapes and batteries
   - d. Emergency Information Forms
     - *Sample News Release
     - *General School Information (student/staff population)
5. AM/FM Radio
6. Signage to identify media area or center
7. Portable easel with flipchart

***Request all other resources through Logistics**

SEARCH AND RESCUE BRANCH

Personnel: Custodial, Grounds Staff and Available Staff. Teams to be assigned by Operations Section Chief, minimum of 2 persons per team

Responsibilities:

- Follow all operational & safety procedures in this plan.

- Obtain all necessary safety equipment – remember sturdy shoes, long sleeves.

- Use clipboard with pre-drawn area to be searched.

- Check with Operations Section Chief for ***known*** injuries, hazards, specific information ***before*** leaving the Command Post.

- Size up assigned area. Check for hazards before entering any room.

- Before entering room, put single slash (\) on wall adjacent to doorknob side of door.

- Search ***visually and vocally. Listen!***

- Exit room, complete search marking (X) on wall.

- Report significant findings to Operations Section Chief as necessary.

- If you find individuals trapped in a room determine if you can safely extract them. If you can not, go back to Operations Section Chief to report location, situation and get assistance. If you can safely extract them, take injured people to the Treatment Area and uninjured people to the Assembly Area.

Search & Rescue Equipment/Supplies:

1. Master keys on neck lanyard
2. S&R Bag with:(Obtained from Logistics)
   A. Emergency Response Plan
   B. Disaster Cap and Identification Vest
   C. Job description clipboards with map of search area
   D. Long Sleeve Shirt & Hard sole shoes
   E. First aid supply backpack
   F. Flashlights (2)
   G. Pencils, Permanent "FAT" marker (2), Railroad crayons (large chalk)
   H. Steno pad
   I. Goggles (2), Dust masks, Gloves (2), Hard Hat
   J. Duct Tape (2-inch)
   K. 18-inch pry bar

***Request all other resources through Logistics**

SECURITY BRANCH

Personnel: Custodial Grounds Staff, Available Staff

Responsibilities: Your primary responsibility is to:

- Ensure the safety and security of staff.
- Monitor safety and security of facilities.
- Coordinate with Local Law Enforcement, Fire, and Rescue personnel for assistance when necessary.
- Take no action that will endanger yourself.

- Report to the Command Post.

- Obtain hard hat (if necessary), Identification cap or vest, this checklist, a clipboard and a radio,

- If directed to do so, lock gates and major external doors.
- Verify that campus is “locked down” and report same to Command Post.
- Advise Command Post of all actions taken.
- Route Fire, Rescue, Police, etc. as appropriate.

Equipment/Supplies:

1. Go Bag
   A. Emergency Response Plan
   B. School Disaster Cap and Identification Vest
   C. Legal Pads
   D. Pens, Pencils and Markers
   E. Clipboard
2. Two-way radio
3. Hard hat (if necessary)

***Request all other resources through Logistics**

SECTION IV – SITE EMERGENCY PLAN

EMERGENCY PLAN DIGEST

POSITION AND LOCATION	ASSIGNMENT LIST	CRITICAL DUTIES	CRITICAL MATERIAL
Incident Commander OFFICE SOUTHWEST CORNER OF DO PROPERTY	Nancy J. Carroll, Ph.D.	In charge of office, orders alarm, action commands.	DL Traffic Vest Flashlight Keys
Deputy Incident Commander OFFICE SOUTHWEST CORNER OF DO PROPERTY	Craig W. Helmstedter, Ed.D.	Assist Incident Commander	Two-way Radio DL Traffic Vest Flashlight
Student Release/Security	N/A		
Medical SOUTHWEST CORNER OF DO PROPERTY	Elena Lopez Erin Faverman	Set up aid station, treat injured, give authorized medicine and treatments to sick, declare death, and maintain appropriate log.	Medical Supplies Employee Medicines Medical Records Flashlight
Hazards/Facilities/Sanitation/ Shelter/Morgue SOUTHWEST CORNER OF DO PROPERTY	Greg Bridges Custodian	Survey site, shut off utilities, fight fires, clear debris, set up morgue, set of emergency restrooms, care for the dead.	Hand Held Radio Utility Tools Search/Rescue Tools Plastic Sheeting Flashlights
Search and Rescue DISASTER BIN AS REQUIRED	Available Staff	Conduct search and rescue.	Search and rescue tools Keys Radio
Food	Available Staff if needed	Care for students when they are at a common assembly point, implement action "Release Students' when ordered.	Food Water Space Blankets Emergency Toilets Sun Block Lotion
Public Information Officer	Nancy J. Carroll, Ph.D.	Gather information and report out to media and parents as appropriate.	Connect Ed Web Site

Emergency Buddy Assignments

Teri Foster/Marina Valero
Marcia Turner/Julieta Villalobos
Andie Wood/Carole Payne/William Young
Guillermo Hernandez/Donna Johnson/Sara Rumbel
Elena Lopez/Landy Grajales-Campos/Martha Garcia
Eric Pritchett/Charles Poovakan/Josie Mata/Craig Helmstedter
Sylvia Castillo/Jane Yanagihara/Nancy Carroll

EMERGENCY PLAN

This emergency plan provides specific information about responsibilities and procedures that shall be followed during emergency situations. Should an emergency occur, all staff members shall follow the procedures in this plan.

Earthquake

One possible emergency situation is the earthquake. The first indication of a damaging earthquake may be a gentle shaking. One may notice the swaying of hanging plants and light fixtures or hear objects wobbling on shelves; or one may be jarred first by a violent jolt (similar to a sonic boom); or one may hear a low and perhaps very loud rumbling noise. A second or two later, all is really shaking, and by this time, it is very difficult to move from one place to another.

It's important to take "quake safe" action at the first indication of ground shaking. Don't wait until it's certain that an earthquake is actually occurring. Act at the first indication. As the ground shaking grows stronger, danger increases. For example, free standing cabinets may topple. Wall mounted objects, such as clocks and artwork, may loosen and fly across the room. Suspended ceiling components may pop out, bringing light fixtures, mechanical diffusers, sprinkler heads, and other

components down with them. Doorframes may be bent by moving walls and may jam the doors shut. Moving walls may bend window frames, causing glass to shatter.

The noise that accompanies an earthquake cannot cause physical harm. However, it may cause considerable emotional stress, especially if students are unprepared to expect the noisy clamor of moving and falling objects, shattering glass, wailing fire alarms, banging doors, and creaking walls. The noise will be frightening, but a little less so if anticipated.

STAFF ROLES AND RESPONSIBILITIES

In the event of an earthquake or natural disaster, all school employees are immediately designated "Civil Service Workers" and are not allowed to leave the district until they are given official clearance to do so.

Incident Commander

The Incident Commander shall:

1. Establish response teams including Search and Rescue, Hazard Assessment, Sanitation, Medical, Security, and Morgue.
2. Establish "buddy" pairs of staff members who carry out team assignments and provide care for the students.
3. Designate a second-in-command.
4. Designate the location for Command Center, Medical Area, Logistics-Food, Facilities, and Sanitation, and Morgue. Be stationed at the Operations Center to receive all information and direct all activities.
5. Establish a system for student release.
6. Establish a system for protecting essential records.
7. Insure that staff and students are familiar with the "Drop, cover, and hold" procedure, and that drills in this procedure are periodically implemented each year.
8. Plan for site security and control.
9. Develop an emergency procedure for night custodians.
10. Communicate the plan to parents in the school community.
11. Develop and publish site maps indicating evacuation routes, staging areas, location of fire extinguishers, location of shutoff valves for utilities, and location of emergency supplies.
12. Plan special considerations for students with special needs.

District Office Employees

District Office Employees shall be responsible for themselves and their buddy(ies). Additionally, they shall:

1. Be familiar with the emergency plan.
2. Conduct meaningful "Drop, cover, and hold" drills and during these drills:
   - ❖ Move away from windows or other potential hazards.
   - ❖ Get under desk, table or other shelter or against an inside wall. Hold on to the shelter and move with it.
   - ❖ While in the "drop" position, be silent so directions can be heard and understood.
   - ❖ Stay in the "drop" position until earthquake is over or until further instructions are given.
2. Be quake conscious and prepared to immediately give the command to "Drop, cover, and hold" if an earthquake occurs.
3. Evacuate to the designated assembly area when it is safe to do so, taking along the required emergency materials.
4. Report names of missing employees to the Incident Commander.
5. If there are injuries, follow these procedures:
   - ❖ Do nothing that will make the condition worse.
   - ❖ Move the patient only if in immediate danger if the employee remains in that area.
   - ❖ Talk to the patient quietly and calmly even if the patient appears unconscious.
   - ❖ Report the employee's name and condition to the Control/Communication Center.
8. Document the employee name, name of the person taking the employee, and time of departure if written permission was not granted and student left.
9. Assist the Incident Commander with implementation of District emergency plans and procedures.
10. Develop a personal family disaster plan.

Custodian

Custodian shall be responsible for the handling of supplies and shall be the caretaker of emergency equipment. Additionally, custodians shall:

- Shut off gas, electricity, and water services and determine whether or not hazards exist from broken gas or water lines, or from fallen electrical lines.
- Serve on the Hazard, Sanitation, Security, Shelter, and Morgue Teams.
- Bring two tables, two chairs, medical supplies, and stretcher to Triage Center.
- Direct rescue operations as required.
- Help with fire fighting efforts until regular fire fighting personnel arrive.
- Disburse supplies and equipment as needed.
- Conserve the potable water that is available.
- Lock all gates except those specifically designated for entry and exit by parents, students, and emergency personnel.
- Report to the Command Center.

Administrative Assistant

The Administrative Assistant shall:

- Report fires or other conditions requiring emergency services to the appropriate agencies.
- Know the procedure for preserving essential records.
- Maintain a battery operated AM-FM radio in good working condition and be familiar with the call number of disaster information stations (see district plan)
- Direct the activities of other personnel in answering telephones, monitoring radio broadcasts, providing first aid as needed, and acting as messengers when directed.
- Serve on the Command Center.

RESPONSE TEAMS

Operations

Operations Team members work under the direct supervision of the Incident Commander. This team's primary responsibility is to establish and maintain communication between the District and School Sites and other entities that may be directly involved in the emergency. In addition to the District Office, this includes emergency response agencies, other school sites, and the public. Since the real possibility exists that an earthquake of any consequence will render our telephone system inoperable, the team has available battery operated two-way radios. Additionally, team members are directed to make use of cellular car phones, if available, for outside communication, bull-horns or walkie-talkies for directing activities on the site, and runners when the need dictates. One team member is assigned to serve exclusively as a public information officer and responds to questions and concerns from the media. The Office Manager will communicate with district office and outside agencies. Employees will gather essential records and report to Command Post.

Search and Rescue

Team begins in the office of the Superintendent and sweeps the building in a methodical and pre-established pattern. Team members pay particular attention to work stations, restrooms, the work room, and lunch room. Team must ensure that each employee is evacuated. Teams moves quickly, but carefully explore each space visually, vocally, and physically. They should look, call out, and actively search through rubble. Upon discovery of an injured employee, and if indications are that the employee should not be moved, one member of the team should remain with the employee while others get help.

Hazards and Shelter

Shelter Team members evaluate the extent of damage to specific structures to determine whether or not they are safe for occupancy during the period immediately following the quake. The team provides a written damage assessment to the Incident Commander.

Sanitation

Custodians will set up and insure appropriate disposal of all waste products, including human waste.

Medical

The Medical Team is made up of staff members who are CPR/first aid trained. The District nurse leads the team as available. Individuals from the school community who have medical experience may be used as a resource for this team. The Medical Team shall respond and provide medical assistance to individuals with injuries. The team will prioritize injuries for treatment and transport to emergency medical centers. Emergency supplies that have been stored on the site must be transported to the triage area as quickly as is practical following the disaster. The team leader shall assign a recorder to maintain records of treatment and location of transport.

Security

The security team will insure the site is locked-down. They will monitor the perimeter of the site allowing only properly identified and necessary individuals on site.

Morgue

The Morgue Team will insure the proper care of deceased employees.

Food Service

Food Service Team members monitor water and food supplies. They prepare meals for employees as needed.

EMERGENCY PROCEDURE STEPS - Earthquake

1. Duck, cover, and hold under desks or tables. Cover and protect head. Link elbow around one of the legs of the desk or table.
2. Individuals outside immediately drop to the ground and cover heads. Remain in that position until it is safe to report to the designated area on the field.
3. Evacuate buildings in an orderly fashion after the shaking stops. Leave doors open. Account for all employees. Keep calm, quiet, and seated.
4. District Secretary brings the roll sheet, emergency cards.
5. Never leave on your lunch without telling the Receptionist. Employees at lunch or break report to the designated Assembly Area. If you are off site, report back immediately.
6. Team members report to their assigned area.
7. Command Post will report names of injured employees and condition to Medical Team and request stretcher if needed.
8. Command Center: Receptionist/Translator takes communication equipment to Command Post.
9. Search and Rescue Team: Sweep through building in the order listed below. Report to Command Post when complete.
   - Team begins in the Superintendent's Office. Then sweeps clockwise through the building.
10. Hazard /Facility Team: Pay specific attention to lunch and work rooms and complete the Hazard Assessment Log noting:
    - Broken, cracked, or crushed glass.
    - Cracks to stucco, walls, wood, concrete, or pillars.
    - Damage to the plumbing. Team members should look for standing water as well as obvious leaks since underground piping may be broken or cracked.
    - Leaks or damage to the roof areas, including hazards that may exist as a result of displacement of heating/air-conditioning units.
    - Overall condition of portable buildings.
11. Medical Team: Respond and provide medical assistance to individuals with injuries. The team leader shall assign a recorder to keep the following;
    - Names of employees who have suffered injuries.
    - Nature of the first aid that was administered.
    - Time, reason, destination, and names of all employees removed from site for emergency medical treatment. Employees transported off campus for emergency medical treatment must be accompanied by their emergency card and all information related to the extent of injuries, first aid administered and, if known, any special health problems.

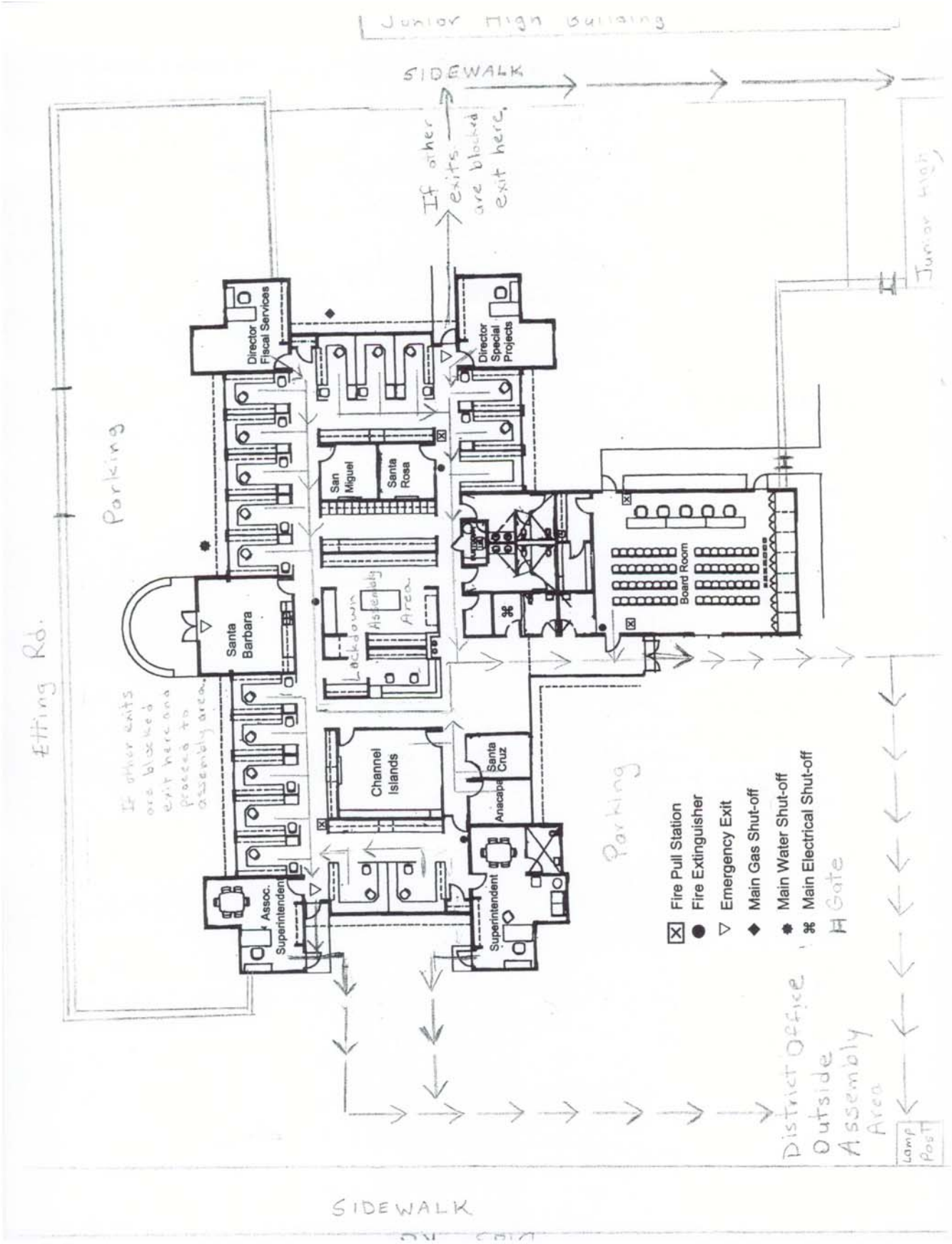
EMERGENCY EVACUATION PLAN

In the event of a toxic spill or other emergency situation that requires staff to evacuate the district office, the following procedures must be followed:

- Notification of emergency is made over the intercom by Incident Commander.
- If buildings are usable, all employees must immediately return to them or if already inside must remain there.
- Employees shut doors and windows firmly, and turn off cooling and heating units on portables. Remain quiet and inactive.

- Director of Facilities/Custodian is to shut down cooling or heating system as necessary.
- If buildings are not useable report to designated assembly areas.
- District Secretary takes roll and reports the names of any missing, ill, or injured employees.
- Employees remain in room or at designated assembly area until notified to report to the buses for transport to a safe site. District Secretary takes roll sheet and accounts for all employees after boarding the buses.
- Upon arrival at the site, employees will be assigned room.
- Remain in room until approval to return to district office site is provided or you are released to go home.
- Employees with special health needs, particularly respiratory difficulties are evacuated with first wave.
- Stay calm, be flexible, and listen for further instructions.

EMERGENCY CODES

- CODE RED-indicates a lock down. All employees move to the workroom, with the doors closed, until the "all clear" bell rings or they hear the words "CODE WHITE" over the loudspeaker.
- CODE BLUE-is used in the event there is suspicious activity or law enforcement/fire personnel in the area. It does not mean immediate actions but rather "heads up". Students and staff may continue what they are doing with the anticipation that a CODE RED may follow.
- CODE GREEN-is used to designate an injury or need for medical personnel. It is generally used in conjunction with location directions for the nurse or First-Aid responder. This code may also include a brief description of the problem and need to take along certain equipment.
- CODE WHITE-is the "all clear" indication and allows staff

EMERGENCY MAP