EMERGENCY RESPONSE PLAN

PALOMAR COLLEGE
Learning for Success

PALOMAR COMMUNITY COLLEGE (SAN MARCOS)

Draft April 12, 2023

Table of Contents

Table of Contents

SECTION ONE
EXECUTIVE SUMMARY

The purpose of this plan is to outline the basic organization and procedures utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for responding to an emergency affecting Palomar Community College (Palomar).

A "Site Incident Commander" (SIC) is assigned to be the point of contact for this Plan. During emergencies, the SIC is the point of coordination for all operations. An Emergency Response Team (Team) is in place to address key issues during emergency operations. The Team will conduct its duties as directed by the SIC and the rest of the Section Chiefs. Team assignments can be found in Section 5 – Emergency Response Team Roles & Responsibilities.

The Palomar Community College District's Emergency Operations Plan Working Group is responsible for developing, delivering, and maintaining an effective emergency management program for each of the district's facilities. The Working Group will review each of the plans on an annual basis to ensure the plan's continued compliance with the district's standards, along with state and federal regulatory requirements.

The Site Incident Commander will coordinate training for all new employees assigned to the site with assignments identified in this plan. The SIC, coordinating with the Working Group will conduct annual exercises to provide employees with an opportunity to practice the emergency procedures outlined in this plan.

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

It is imperative all employees review this plan at least twice a year to ensure a basic understanding of their role and responsibility in an emergency. It is uncommon that anyone will have the time when an emergency occurs to review this entire plan, so it remains evident that understanding and practice is necessary to be prepared. Your actions during an emergency may very well save another's life.

SECTION TWO
FACILITY INFORMATION

Location

Name of Site: Palomar Community College
Address of Site: 1140 West Mission Road, San Marcos, CA 92069-1487
Phone Number of Site (Main Office): (760) 744-1150
Fax Number of Site (Main Office): (760) 761-3506

Aerial Map

Evacuation Destinations

Following is the map showing the destinations for an on-site evacuation (staying on property).

Should the need arise to relocate entirely from the property (e.g. impending wildfire, etc.), the Site Incident Commander will discuss appropriate off-site evacuation destinations with the Public Safety Incident Commander.
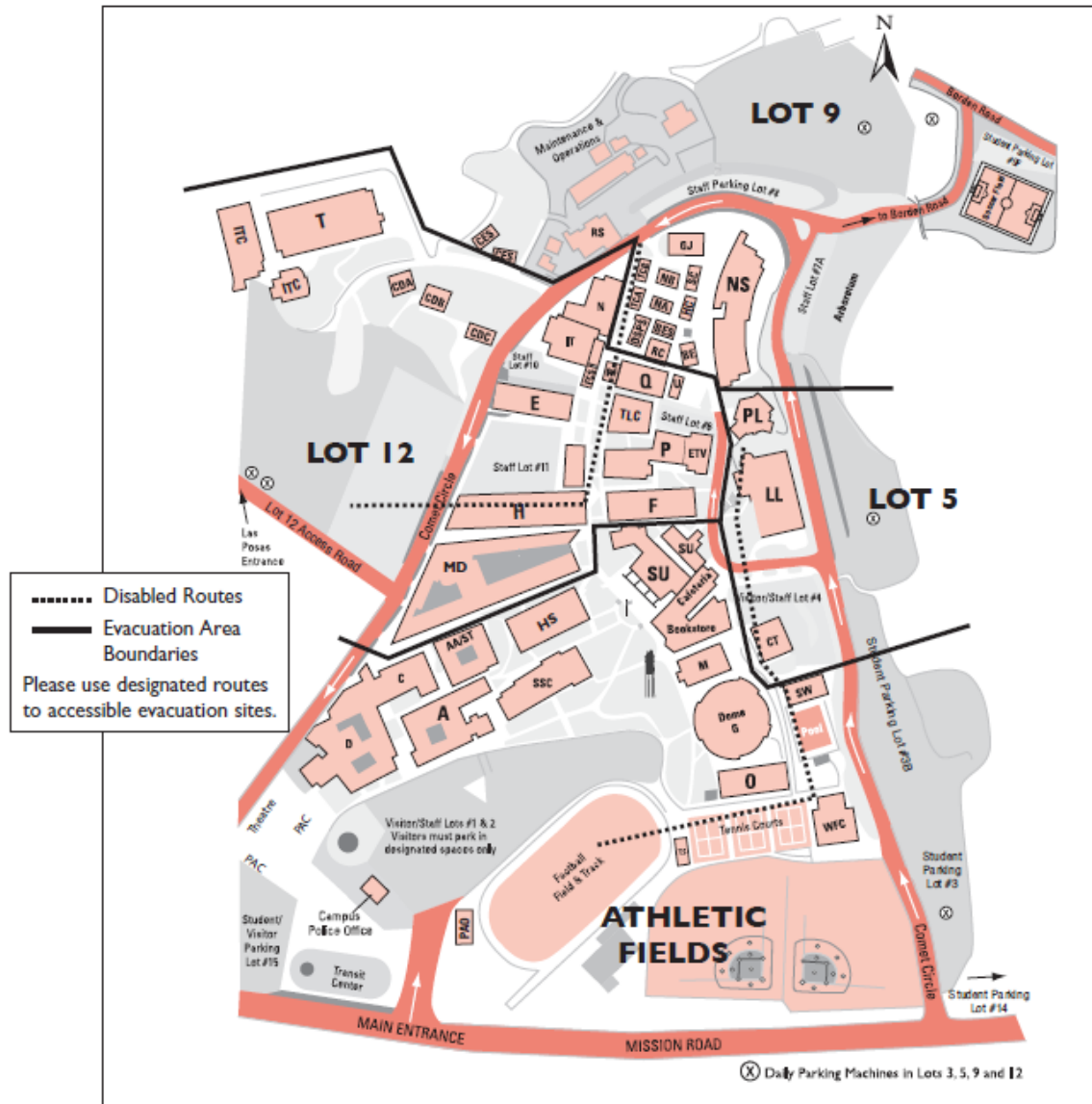
Alerting and Warning

Often the first action to occur as an emergency incident is unfolding is the need to alert or warn others. College Police will serve as the primary notification point for emergencies at this site. If notification of the incident did not originate with College Police, the SIC will notify College Police. If an emergency call from the campus goes through the local jurisdiction's dispatch (9-1-1), they will transfer the call to College Police. Once notified, College Police will begin dispatching public safety services to assist the SIC, pursuant to their policies and procedures.

The very next action to occur is the need to alert or warn onsite staff, students, and visitors (occupants). Methods for notifying include:

- Telephone – Landline and/or cellular
- Radio – 800 MHz and Walkie-talkies
- Runners – Employees
- Siren System – Fire Alarm
- Handheld Air Horns
- Bull Horns
- Palomar Alert via e-mail
- InformaCast System
- Palomar College home webpage (www.palomar.edu)
- Palomar College Facebook page
- Twitter
- Blackboard
- Electronic Signage
- Emergency Broadcast System (EBS)

The method utilized will depend upon the circumstances of the emergency and the resources available at this site.

Assessment and Notification

College Police will conduct an initial assessment based on available information available. They will then advise the Site Incident Commander and Superintendent/President of the recommended actions to be taken. However, if the emergency requires immediate action, College Police will initiate the appropriate warnings and notifications without delay.

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

EXTERNAL CONTACTS:

CONTACT	EMERGENCY	NON-EMERGENCY
Police and Fire	9-1-1	
SDG&E	1-800-611-7343	
Water Emergency	619-515-3525	

INTERNAL CONTACTS:

CONTACT	EMERGENCY	NON-EMERGENCY
College Police	(760) 744-1150 x2289 or (760) 744-7753	
Risk Management	(760) 744-1150 x2122	
Facilities	(760) 744-1150 x2629	
Public Information	(760) 744-1150 x2152	
Disability Resource Center	(760) 744-1150 x2359	
* College Police Dispatch		

Emergency Response Team Kit

The Emergency Response Team Kit stores necessary resources for the Team to conduct emergency response operations. The following equipment and supplies makes up the Team Kit:

- ☑ Handheld Air Horns – recommend a minimum of five (SIC & Chiefs)
- ☑ Bull Horn – recommend a minimum of one
- ☑ Batteries – recommend a minimum of two sets for bull horn, flashlights, emergency radios and walkie-talkies
- ☑ Flashlights – recommend one per Team member (Search & Rescue Team and Medical Team requirements listed separately in Section 6)
- ☑ Walkie-talkies – recommend a minimum of five (SIC & Chiefs)
- ☑ Duct Tape – recommend a minimum of two rolls used for marking blank vests, etc.
- ☑ Rosters - recommend a minimum of one set per room sorted by alphabet
- ☑ Steno Pads (5x7) – recommend one per Team member
- ☑ Pencils & Pens - recommend one each per Team member
- ☑ Copies of Forms – (See Section 6 for all forms)
- ☑ Chalk - recommend twenty-five sticks, red in color
- ☑ 3x5 Cards – recommend one hundred
- ☑ Medical Team Supplies – see Section 6 Form #3
- ☑ Search and Rescue Team Supplies – see Section 6 Form #7
- ☑ Vests - recommend one for each Team member (Search & Rescue Team and Medical Team requirements listed separately in Section 6)
- ☑ Tarps or other coverings to protect flooring and to provide shade for Triage Area.

The Team Kit is the responsibility of the Site Incident Commander. The SIC will conduct annual inspections in July of each year. The responsibility to inspect and replace non-operating equipment and supplies belongs to the site. The

responsibility for transporting the Team Kit to an activated Command Post belongs to the following individual: <u>Logistics Section Chief.</u>

<u>Crisis Response Boxes</u>

The Crisis Response Boxes are file-folder type boxes stored within the main administrative area. The boxes should be clearly labeled and contain vital information needed by both the Team and the public safety personnel - in the event the public safety personnel establish an Incident Command Post. The following information should be stored inside the boxes:

- ☑ Current copy of the Emergency Response Plan.
- ☑ Current map of site layout. Map must show all buildings, classroom numbers, and evacuation routes.
- ☑ Most current blueprint (architectural drawings).
- ☑ Current roster of employees assigned to the administrative facility, as well as issues pertaining to special needs.
- ☑ A list of the employee's skills including language translation, specialized training, and emergency equipment carried in vehicles.

The Crisis Response Boxes and their contents are the responsibility of the Incident Commander. The SIC or designee will conduct annual inspections in July of each year. The responsibility to inspect and replace information belongs to the site. The responsibility to carry one of the boxes to an activated Public Safety Incident Command Post belongs to the following individual: <u>Site Incident Commander.</u>

SECTION FOUR
BASIC EMERGENCY OPERATIONS

The protection of lives shall be the primary priority of all emergency operations and procedures. The protection of district property shall be secondary to life safety. The emergency procedures within this plan are designed to facilitate life safety through the use of simple, basic procedures based on the Standardized Emergency Management System (SEMS), utilizing the Incident Command System (ICS) as the basic response management structure, while conforming to standards identified in the National Incident Management System (NIMS).

Plan Maintenance
Since the plan is based on a standardized template in use throughout the district, all revisions to the plan must be coordinated with the Working Group prior to distribution. The plan will be reviewed annually and appropriate changes made and implemented.

Training & Exercises
Training
This Plan is consistent with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. Training is a key component to ensure successful emergency operations. The Human Resources Department is responsible for maintaining SEMS/NIMS Training Compliance Records.

The Incident Commander will coordinate annual training for all staff with assignments identified in the Emergency Response Plan. Within 30 days of assignment to the Team, all new staff members will receive a basic orientation to the plan and their role. The orientation can simply involve major concepts of SEMS and ICS, key evacuation locations, review of position checklists, and the location of important resources.

All staff that may be assigned to participate in emergencies in the District's Emergency Operations Center (EOC), Emergency Response Team, or Field Response Department must maintain minimum training competencies pursuant to SEMS/NIMS regulations. In addition, those individuals working in executive management or elected positions but not regularly fill command or management roles at incidents or in the District's EOC are required to attend an Executive Course.

The following table identifies which courses are required for EOC staff, Emergency Response Team members, and Field Response Department personnel (College Police, Facilities). Course descriptions are located below the table.

Training Requirements				
	District Elected Officials	EOC	Emergency Response Team	Field Response Department Personnel
SEMS Introduction		X	X	X
SEMS EOC Course		X		
NIMS 700		X	X	X
ICS 100		X	X	X
ICS 200		X*	X*	X*
ICS 300				X*
ICS 400				X*
ICS 402	X			
Specialized Training			X*	X*
*See attendance requirements below				

SEMS Introductory Course (self-study or facilitated course):
This course is required for staff with EOC, Emergency Response Team or Field Response Department assignments. The course provides a basic understanding of California's Standardized Emergency Management System (SEMS) and consists of three self-study modules with an optional test and should take 1-2 hours to complete. *The contents of this course overlap significantly with the contents of the NIMS 700 course discussed below. It is recommended that the SEMS-specific information be merged into the NIMS 700 delivery.*

SEMS EOC (Emergency Operations Center) Orientation Course:
This course is required for staff with a response assignment in the EOC. The course provides an overview of the District's Emergency Operations Plan and an introduction to the various roles in the EOC. The training will be offered as a facilitated 8-hour course.

NIMS 700 National Incident Management System – An Introduction (self-study or facilitated course):
On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
(Note: As NIMS training requirements change, the Plan should be updated.)

ICS 100 Incident Command System Introduction (self-study or facilitated course):
This course is required for staff with an identified role in a major emergency. The course introduces the concepts of an ICS organization, basic terminology, and

roles and responsibilities related to managing an incident in the field. EOC staff, Emergency Response Team members, and Field Response Department personnel (e.g. College Police, Facilities) are required to take this course. This course consists of one self-study module with an optional test.

ICS 200 Incident Command System Basic (self-study or facilitated course):
This course is required for staff with **supervisory responsibilities** (section chiefs) within the EOC, Emergency Response Team, or Field Response Department. ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System.

ICS 300 Incident Command System Intermediate and ICS 400 Incident Command System Advanced:
These courses are for high-level members of emergency response organizations. The only staff likely to require these courses are the highest members of College Police (e.g. Chief, Lieutenant, Sergeant) who could be expected someday to serve as the Incident Commander of a public safety Incident Command Post.

ICS 402: Executive Course
The course focuses on the role of executive leadership during a major emergency. This course is for elected officials and members of executive leadership without assignments on the Emergency Response Team or the EOC. The training will be offered as a facilitated 2-hour course.

Specialized Training:
In addition to the SEMS/NIMS requirements identified above, the District mandates that Search & Rescue training be provided to Search & Rescue Teams and Field Response Department personnel. Also, that Medical training is provided to Medical Teams. The specialized training will ensure that the personnel will be familiar with the equipment and protocols associated with their positions.

Additional Field Response Training Standards
At the field response level, the use of SEMS/NIMS is intended to standardize the response to emergencies involving multiple jurisdictions or multiple agencies. SEMS/NIMS require emergency response agencies to use the Incident Command System as the basic emergency management system. In California, this requirement specifies that when more than two response agencies are involved, the Incident Command System will be used (Example: College Police, Facilities, and City of San Marcos Fire Department). Compliance with this requirement can be accomplished by incorporating ICS into the daily functions of the emergency response departments, or to maintain expertise in the system through training.

Exercises

Drills
Campuses and administrative facilities are required to complete certain drills related to safety compliance. *Note: It is the responsibility of the District Risk Manager and campus President or administrative site's Administrator to comply with California Education Code, OSHA, local fire code, and any other regulations pertaining to the conduct of routine safety drills (i.e. fire drills, evacuation drills). It's important to note that campuses occupied by K-12 students are required to conduct monthly fire drills with the goal of evacuating all K-12 buildings and areas quickly and in an orderly fashion, as well as accounting for all people in the facility. Additionally, campuses with K-12 student occupants are required to conduct annual earthquake "duck,cover,hold-on" drills.*

Tabletop Exercises
EOC Staff
The primary and alternate staff with assigned positions in the EOC should participate in annual Tabletop Exercises in order to become familiar with the applied theory of the Incident Command System, practice roles and responsibilities, and practice coordinating with outside entities. The Exercises should include tests of all functions and sections within the EOC and be based on credible hazard scenarios.

Emergency Response Team and Field Response Department Staff
All employees with assignments on the Emergency Response Team or a Field Response Department should participate in one facilitated Tabletop Exercise annually. This is a discussion-based, guided review of policies and procedures. Scenario topics should vary to address a variety of incidents and conditions.

Functional Exercise
The District EOC, campuses, and field response departments should conduct at least one functional exercise annually, simulating an actual incident or disaster. This serves to interpret and set policies, test specific procedures, and improve decision-making skills. The exercise can involve one location, or coordinated with additional locations or outside agencies. At the conclusion of the functional exercise, an after-action report should be prepared and distributed during a lessons-learned workshop involving all locations participating in the exercise.

Full-Scale Exercise
A Full-Scale Exercise is a field based multi-agency, multi-jurisdictional, multi-organizational activity that tests many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In Full-Scale Exercises the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. During Full-Scale Exercises, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity.

These exercises are conducted in a real-time, stressful environment that closely mirrors real events.

	Year 1	Year 2	Year 3	Year 4
District EOC Exercises				
District EOC Tabletop Exercise	X	X	X	X
District EOC Functional Exercise	X	X	X	X
District EOC Full-Scale Exercise with the Field Response Departments and/or Campus				X
Emergency Response Team Exercises (Campuses)				
Tabletop Exercise	X	X	X	X
Functional Exercise	X	X	X	X
Full-Scale Exercise				X
Field Response Department Exercises (College Police, Facilities)				
Tabletop Exercise	X	X	X	X
Functional Exercise	X	X	X	X
Full-Scale Exercise				X

Incident Command System
According to ICS, the size of the organization (i.e. number of positions) will vary depending on the operational needs of the incident. In some cases one individual may be able to fill more than one "position". (Example: In a small incident, the IC may also serve as the Public Information Officer.)

Only under very unusual conditions will all of the positions identified below be activated and fully staffed.

Disaster Service Workers
California Government Code, Chapter 8, Section 3100 states: "…all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities. Staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures.

Emergency Response Team Assignments

Key employees are to be pre-assigned to the Emergency Response Team and have specific duties during emergencies. These duties include:

Command Section

- **Site Incident Commander (SIC)** – responsible for overseeing on-site emergency operations

- **Public Information Officer** – is the official site spokesperson to media

- **Liaison Officer**– is the point of contact for outside agencies to the site

- **Safety Officer** – responsible for ensuring as safe working environment for the Emergency Response Team

Operations Section

- **Operations Chief** – manages direct response to the on-site emergency

- **Facility Check & Security** – controls utilities, restricts access to unsafe areas, provides traffic control, and communicates damage to SIC

- **Search & Rescue Team** – checks campus for damage, rescues victims, and reports site conditions

- **Medical Team** – provides medical response including Critical Incident Stress Management

- **Evacuation Area Attendant** – provides non-medical care and release of students and staff

Planning & Intelligence Section

- **Planning & Intelligence Chief** – in charge of collection, evaluation and documentation of information about the incident

- **Situation Analysis** – analyzes the situation for resources

- **Documentation** – collects, evaluates, and documents event

Logistics Chief – provides facilities, services, personnel, equipment and materials to support response

- **Supplies, Facilities, & Staffing** – provides supplies, equipment and staffing to support response

Finance & Administration Section

- **Finance & Administration Chief** – tracks purchases, staff hours and costs

The Emergency Response Team Roles and Responsibilities Section (Section 5) of this plan provide checklists for each of the above assignments. The Emergency Response Team will report to the Site Incident Commander (or Documentation Unit, if position is activated) at the Command Post. Any staff

may be assigned to assist each of the above positions depending upon the circumstances and demands of the incident and care of the students and staff.

The District's Emergency Operations Center (EOC) may be activated to support on-site emergency operations. In the event that the District EOC is activated, the Site Incident Commander will establish communications and coordinate closely with the District's EOC.

Scenario Specific Actions

EVACUATION

In the event that an evacuation is necessary, College Police in coordination with the Site Incident Commander (SIC) will notify the Emergency Response Team of activation.

Notification
In coordination with College Police, the Site Incident Commander will be responsible for initiating the evacuation notification. In the event immediate notification is necessary, the SIC will initiate notification.

The signal for evacuation will be the <u>Fire Alarm</u>.

If the primary emergency notification system fails to activate, the secondary notification method will be verbal command using handheld Bull Horns (Team Kit).

If evacuation is required, but an alternative method of notification is required (e.g. a received credible bomb threat), then notification may be made by telephone or runners.

Exiting Buildings
The Site Incident Commander is responsible for ensuring that staff, students, and visitors are aware of designated exit routes from the building. Appropriate maps and directions should be posted near each door to ensure that occupants are aware of the possible exits. Each office will develop plans for ensuring that all staff and students receive evacuation notification and have moved to the designated evacuation area. All staff should be trained to conduct rapid visual and verbal "sweeps" of their assigned areas to ensure that no one is left behind.

The responsibility to ensure maps and directions are posted appropriately belongs to the following individuals: <u>Site Incident Commander</u>.

Evacuation Location

When an evacuation is ordered all staff, students, and visitors will leave the building via external exits as directed in the Building Evacuation Map (posted at exit doors).

See Aerial Map at front of Plan for pre-identified On-Site Evacuation Destinations. *Note: the actual evacuation destination may change based on hazardous conditions at the time of the emergency. If a change in destination is needed, the Emergency Response Team will assist with re-directing the evacuees.*

In the event College Police, Site Incident Commander, or the Public Safety Incident Commander deem it best to relocate entirely from the campus and evacuation areas, an Off-Site Evacuation Destination and means for transportation will be identified.

Persons with Disabilities

In emergencies, persons with disabilities may need special assistance in evacuating to the designated location. Each individual instructor and staff supervisor is responsible for those in need during an emergency. Persons with disabilities or other employees who may need assistance in an evacuation are responsible for ensuring that their instructor or manager is aware of their need for assistance.

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

Return to Facility

The Site Incident Commander, in consultation with the Public Safety Incident Commander, will determine when occupants can return to the site. In the event that students or staff must be released early, the Site Incident Commander will request approval from the Superintendent/President's Office.

The notification for a safe return to facilities located at this site is: Verbal "All Clear" using the Intercom or handheld Bull Horns.

Emergency Response Team Roles & Responsibilities

Emergency Response Team Organizational Chart

Site Incident Commander

Public Information Officer

Liaison Officer

Safety Officer

Operations Chief

Planning & Intelligence Chief

Logistics Chief

Finance & Administration Chief

Facility Check & Security

Situation Analysis

Supplies, Facilities, & Staffing

Medical Team

Documentation

Evacuation Area Attendant

Search & Rescue Team

Law Enforcement

Note: Organizational structure has been adapted from the Incident Command System

Position Activation Information

Equipment

Every position on the Emergency Response Team will require the following equipment:

1. Identification vest
2. Two-way campus radio (Buddy Teams will share a radio)
3. Paper and pens/pencils
4. Job description clipboard

Position-Specific Equipment

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

Position Activation

1. Once notified of your assignment, put on your vest.
2. Check in with the Site Incident Commander at the Command Post for a situation briefing.
3. Check in with your Section Chief for details and updates associated with your position.
4. Obtain necessary equipment and supplies.
5. Open and maintain a Position Log (Form #8). Maintain all required records and documentation to support the history of the emergency or disaster. Document:
    a. Messages received
    b. Actions taken
    c. Decision justifications and documentation
    d. Requests filled

Position Deactivation

1. At the direction of the Site Incident Commander, deactivate your position and close out all logs. Provide logs, timekeeping records, and other relevant documents to the Documentation Unit.
2. Return equipment and reusable supplies to Logistics.

Section: Command
Position: Site Incident Commander (SIC)

First Shift: **Ron Perez, Assistant Superintendent/Vice President, Finance & Administration Services**

Second Shift: **Berta Cuaron, Assistant Superintendent/Vice President, Instruction**

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

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

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

Equipment:

- ☐ Crisis Response Boxes
- ☐ Team Kit
- ☐ Campus map
- ☐ Master keys
- ☐ Forms
- ☐ AM/FM radio (battery)
- ☐ Command Post Tray (pens, etc.)
- ☐ Emergency Response Plan
- ☐ Tables & chairs (if Command Post is outdoors)
- ☐ Job description clipboards
- ☐ Bull horn
- ☐ Staff rosters (2 sets)
- ☐ Campus walkie-talkies

Start-Up:

- ☐ Assess type and scope of emergency.
- ☐ Determine threat to human life and structures.
- ☐ **Implement Emergency Response Plan**
- ☐ Develop and communicate an Incident Action Plan (Form #1) with objectives and a time frame to meet those objectives.
- ☐ Activate functions (assign positions) as needed.
- ☐ Fill in Form #4 Emergency Response Team Assignment Form as positions are filled.
- ☐ Appoint a backup or alternate SIC in preparation for long-term operations.

During Event:

- ☐ Continue to monitor and assess total 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 College Police or District EOC on status of staff, students, visitors, and campus as needed. (Status Report)
- ☐ Develop and communicate revised Incident Action Plans as needed.
- ☐ Authorize release of information.
- ☐ Utilize your back up; plan and take regular breaks, 5-10 minutes each hour, relocate away from the Command Post.
- ☐ Plan regular breaks for all staff and volunteers. **Take care of your caregivers!**
- ☐ Release staff as appropriate per District guidelines. By law, during a disaster, the staff will become "disaster workers."
- ☐ Remain on and in charge of your site until redirected or released by the Superintendent/President.

After:

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

Section: Command
Position: Public Information Officer (PIO)

First Shift: **Laura Gropen, Director, Communications, Marketing & Public Affairs**

Second Shift: **Melinda Finn, Photographer/Communications Specialist, Communications, Marketing & Public Affairs**

Reports To: **Site Incident Commander**

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

The Public Information Officer (PIO) acts as the official spokesperson for the site in an emergency situation. If the District PIO (Director, Communications, Marketing, & Public Affairs) is available, he/she will be the official spokesperson. A site-based PIO should only be used if the media is on campus/facility and the District PIO is not available or forthcoming.

Equipment:

☐ Battery operated AM/FM radio
☐ Marking pens
☐ Scotch tape/masking tape
☐ Forms:
☐ Disaster Public Information Release Work Sheet
☐ Sample Public Information Release
☐ Scissors
☐ Site map(s) and area map(s):
  • 8-1/2 x 11 handouts
  • Laminated display
☐ Tape recorder and tapes

Start-Up Activities:

- ☐ Determine a possible "news center" site as a media reception area (located away from the Command Post and students). Get approval from the Site 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 SIC. Tape-record, if possible.
- ☐ Advise arriving media that the site is preparing a press release and approximate time of its issue.
- ☐ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

During Event:

- ☐ Keep up-to-date on the situation.
- ☐ Statements must be approved by the SIC 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 site, evacuation progress, care being given, injuries, etc. **Do not release any names**.
  - • Resources in use.
  - • Best routes to site if known and appropriate.
  - • Any information the site wishes to be released to the public.
  - • **Read** statements if possible.
- ☐ When answering questions, be complete and truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- ☐ **Remind staff and volunteers to refer *all* questions from media to the PIO.**
- ☐ Update information periodically with SIC.
- ☐ Ensure announcements and other information is translated into other languages as needed.
- ☐ Develop pre-scripted messages.
- ☐ Monitor news broadcasts about incident. Correct any misinformation heard.

Section: Command
Position: Liaison Officer

First Shift: **Debra Doerfler, Executive Assistant, President's Office**

Second Shift: **Cheryl Ashour, Administrative Assistant, President's Office**

Reports to: **Site Incident Commander**

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

During Event:

☐ Brief Agency Representatives on current situation, priorities and the Incident Action Plan.
☐ Ensure coordination of efforts by keeping SIC informed of agencies' action plans.
☐ Provide periodic update briefings to Agency Representatives, as necessary.

Section: Command
Position: Safety Officer

First Shift:	**Derrick Johnson, Supervisor, Environmental Health & Safety**
Second Shift:	**Dayna Schwab, Staff Assistant, Facilities**
Reports To:	**Site Incident Commander**
Responsibility:	The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Equipment:

☐ Hard hat (if available)

During Event:

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

Section: Operations
Position: Operations Chief

First Shift: **<u>Wilma Owens, Dean, Career, Technical & Extended Education</u>**

Second Shift: **<u>Tom Medel, Co-Manager Escondido Center/Evening Administrator</u>**

Reports to: **<u>Site Incident Commander</u>**

Responsibility: The Operations Chief manages the direct response to the disaster, which can include Facility Check & Security, Law Enforcement, Search & Rescue Team, Medical Team, and Evacuation Area Attendant.

Equipment:

- ☐ Search & Rescue Team equipment
- ☐ Forms: Search & Rescue maps, large map of facility
- ☐ Medical Team equipment

During Event:

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

Section: Operations
Position: Facility Check & Security

First Shift: **Chris Miller, Director, Facilities**

Second Shift: **Jeff Bennett, Supervisor, Building Services**

Reports to: **Operations Chief**

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

Equipment:

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

Start Up Activities:

- ☐ Check condition and take along appropriate tools.

During Event:

- ☐ As you do the following, observe the facility and report any damage by radio to the Command Post.
- ☐ Lock or open gates and major external doors appropriate for the situation.
- ☐ 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.
- ☐ Post yellow caution tape around damaged or hazardous areas.
- ☐ Verify that campus is in "lockdown" and report same to Command Post.
- ☐ Advise Command Post of all actions taken for information and proper logging.
- ☐ Be sure that the entire campus has been checked for safety hazards and damage.
- ☐ No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
- ☐ Direct traffic of vehicles of parents, public safety, and media on and off campus as appropriate.

Section: Operations
Position: Search & Rescue Team Leader

First Shift: **Rodney Edwards, Supervisor, Custodial Services**

Second Shift: **Roy Vick, Assistant Supervisor, Custodial Services**

Reports To: **Operations Chief**

Responsibility: Directs, monitors, and documents status of the Search & Rescue Buddy Teams. Coordinate staffing and ensure safety of Team members by staying at the Command Post and relaying information from the Buddy Teams.

Special Equipment:

☐ Hard hat
☐ Work and latex gloves
☐ Whistle with master keys on lanyard
☐ Search & Rescue Map
☐ Search & Rescue Supplies (Form #10)

Start-Up Activities:

☐ Obtain all necessary equipment from container. See Form #7.
☐ Obtain briefing from the Operations Chief, noting known fires, injuries, or other situations requiring response.
☐ Assign teams based on available manpower, minimum 2 persons per team. The District recommends the following standards for establishing Search & Rescue Teams:

During Event:

☐ The District recommends the following number of Search & Rescue Teams with each team consisting of two members: *Site occupancy <500 = 2 Teams; Site occupancy 500-1000 = 4 Teams; Site occupancy >1000 = 6 Teams.*
☐ **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.**
☐ Perform visual check of outfitted team leaving the Command Post; 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 Command Post in radio contact with Search & Rescue Teams.
☐ Record all team progress and reports on site map, keeping others at Command Post informed of problems. When a room is reported clear, mark a "C" on the map.

- ☐ If injured are located, consult Operations Chief for response.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map)
- ☐ Keep radio communication brief and simple. No codes.

Section: Operations
Position: Search & Rescue Buddy Teams

Primary: **Ralph Johnson, Prop M Construction Supervisor, Facilities**
John Philipps, Prop M Construction Supervisor, Facilities
Don Thompson, Prop M Planning Specialist, Facilities
Sean Heath, Skilled Maintenance Technician, Building Services
Tony Rangel, Interim Supervisor, Grounds Services
Jeffrey Jones, Groundskeeper, Grounds Services
Ron Schroeder, Skilled Maintenance Technician, Building Services
Eugene Tactay, HVAC Technician, Building Services

Alternate: **David Williams, Custodian II, Custodial Services**
Renato Sarasua, Custodian II, Custodial Services
Bob Call, Senior Library Media Technician, Library
Rick Greene, Storekeeper, Warehouse
Todd McGurn, Senior Groundskeeper, Grounds Services
Mike Hill, Assistant Supervisor, Building Services
Ed Seckendorf, Skilled Maintenance Technician, Building Services
VACANT

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

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

Special Equipment:
- ☐ Search & Rescue Supplies (Form #7)

Start-Up Activities:
- ☐ **You must be wearing sturdy shoes and long sleeves.**
- ☐ Put batteries in flashlight.

During Event:
- ☐ **Buddy system: Minimum of 2 persons per Team.**
  - Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
  - **Follow all operational and safety procedures.**
- ☐ Report gas leaks, fires, or structural damage to CP 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 CP. **Do not use names of victims**. Follow directions from CP.

☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.

☐ Keep radio communication brief and simple. No codes.

Section: Operations
Medical Team Leader

Primary: **Jayne Conway, Director, Health Services**

Alternate: **Brian Stockert, Dean, Counseling Services**

Reports to: **Operations Chief**

Responsibility: Leader to team providing emergency medical response, first aid, and psychological/CISM (Critical Incident Stress Management) counseling.

Equipment:

- ☐ Medical Team Supplies (Form #3)

Start-Up Activities:

- ☐ The District recommends the following number of Medical Teams with each team consisting of two members: *Site occupancy <500 = 2 Teams; Site occupancy 500-1000 = 4 Teams; Site occupancy >1000 = 6 Teams.*
- ☐ Establish scope of disaster with SIC and determine probability of outside emergency medical support and transport needs.
- ☐ Request assistance from the Mental Health Counselor for psychological staff and student needs
- ☐ Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
- ☐ Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- ☐ Assess available inventory of supplies & equipment.
- ☐ Review safety procedures and assignments with personnel.
- ☐ Establish point of entry ("triage") into treatment area.
- ☐ Establish "immediate" and "delayed" treatment areas.
- ☐ Set up a separate Psychological First Aid area with staff trained in CISM from the District Crisis Response Team.
- ☐ Establish the need for a temporary morgue. If a morgue is needed, establish an appropriate location in consideration of the following:
  - Tile, concrete, or other cool floor surface
  - Accessible to Coroner's vehicle
  - Remote from Evacuation Area
  - Security: keep unauthorized persons out of morgue and protect personal belongings of deceased
  - Maintain respectful attitude

During Event:

- ☐ Oversee care, treatment, and assessment of patients

- ☐ Ensure caregiver and rescuer safety
  - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- ☐ Make sure that accurate records are kept.
- ☐ Provide personnel response for injuries in remote locations or request Logistics for staffing assistance.
- ☐ If needed, request additional personnel from Logistics.
- ☐ Brief newly assigned personnel.
- ☐ Report deaths immediately to Operations Chief.
  - **After pronouncement or determination of death:**
  - *Do not* move the body until directed by Command Post.
  - *Do not* remove any personal effects from the body. Personal effects must remain with the body *at all times.*
  - As soon as possible, *notify Operations Chief*, who will notify the Command Post, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. The law enforcement authorities will notify the Coroner.
  - Keep accurate records and make available to law enforcement and/or the Coroner when requested.
  - Write the following information on two tags:
    - Date and time found.
    - Exact location where found.
    - Name of decedent, if known.
    - If identified—how, when, by whom.
    - Name of person filling out tag.
    - Attach one tag to body.
    - If the Coroner's Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.
- ☐ Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body.
- ☐ Keep Operations Chief informed of overall status.
- ☐ Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
- ☐ Stay alert for communicable diseases and isolate appropriately.

After:

- ☐ Conduct a Critical Incident Stress Debriefing for Command Team staff.

Section: Operations
Position: Medical Buddy Teams

Primary: **Sarah Sanchez, Nurse Practitioner, Health Services**
Trevor Scott Horn, Health Services
Jenna Dahlin, Licensed Vocational Nurse, Health Services
Yvette Martinez, Staff Assistant, Health Services
Hubert Mast, DO, Health Services
Dennis Greenhill, Athletic Trainer, Athletics
Jackie Cotten, Nurse Practitioner, Health Services
Flecicia Heise, Athletic Trainer, Athletics

Alternate: **Leslie Osborne, Registered Nurse, Health Services**
Randy Gallagher, Senior Office Specialist, Health Services
Medybill Hope Mondala, Registered Nurse, Health Services
Maria Monsalud, College Health Nurse, Health Services
Allan Scott Christopher, Health Services
Cheryl Butera, Nurse Practitioner, Health Services
Seth Vilas, Athletic Trainer, Athletics
Joyce Paarman, Registered Nurse, Health Services

Reports to: **Medical Team Leader**

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

Equipment:
- ☐ Medical Team Supplies (Form #3)

Start-Up Activities:
- ☐ Obtain & wear personal safety equipment including latex gloves.
- ☐ Use approved safety equipment and techniques.
- ☐ Check with Medical Team Leader for assignment.

During Event:
- ☐ Administer appropriate first aid.
- ☐ **Keep accurate records of care given**.
- ☐ Continue to assess victims at regular intervals.
- ☐ Report deaths immediately to First Aid & Medical Team Leader.
- ☐ If & when transport is available, do final assessment and document on triage tag. Keep and file records for reference— **do not send with victim.**

Triage Entry Area:
- ☐ Staffed with minimum of 2 trained team members, if possible.
- ☐ 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.
- ☐ Second team member logs victims' names on form and sends forms to Command Post as completed.

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

After:

- ☐ Clean up first aid area. Dispose of hazardous waste safely.
- ☐ Assist in the Critical Incident Stress Debriefing for the staff

Section: Operations
Position: Evacuation Area Attendant

Athletic Fields Primary: **Scott Cathcart, Director, Athletics**

Athletic Fields Alternate: **Bob Vetter, Department Chair, Kinesiology**

Lot 5 Primary: **Connie Sterling, Manager, Library**

Lot 5 Alternate: **VACANT**

Lot 9 Primary: **Dan Sourbeer, Dean, Math, Natural & Health Sciences**

Lot 9 Alternate: **Debra McBrayer, Division Secretary, Math, Natural & Health Sciences**

Lot 12 Primary: **Dolores Silva, Division Secretary, Social & Behavioral Sciences**

Lot 12 Alternate: **VACANT**

Reports to: **Operations Chief**

Responsibility: Ensure the care and safety of all staff, students, and visitors on campus during an evacuation (except those who are in the Triage). Collect information on "missing" from faculty and office managers.

Special Equipment:
- ☐ Tarps for ground cover and shading
- ☐ First aid kit, water, food, sanitation supplies

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

During Event:
- ☐ Monitor the safety and well-being of the staff in the Evacuation Area.
- ☐ Administer minor first aid as needed.
- ☐ When necessary, provide water and food to students and staff.
- ☐ Make arrangements for portable toilets if necessary, ensuring that staff wash their hands thoroughly to prevent disease.
- ☐ Make arrangements to provide shelter for staff.

☐ Update records of the number of staff in the Evacuation Area (or in the buildings).

☐ Direct all requests for information to the PIO.

Section: Planning & Intelligence
Position: Planning & Intelligence Chief

Primary: **Adrian Gonzales, Asst. Superintendent/VP, Student Services**

Alternate: **Jack Kahn, Dean, Social & Behavioral Services**

Reports to: **Site Incident Commander**

Responsibility: Collection, evaluation, documentation, and use of information
about the incident.

Equipment:
☐ File box(es)
☐ Dry-erase pens and eraser
☐ Large site map of campus, laminated or covered with Plexiglas

During:
☐ **Assume the duties of all Planning & Intelligence Section
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 SIC in writing Incident Action Plan (Form #1).

Section: Planning & Intelligence
Position: Documentation

Primary: **Norma Miyamoto, Dean, Arts, Media, Business & Computing Systems**

Alternate: **Shayla Sivert, Interim Dean, Languages & Literature**

Reports to: **Planning & Intelligence Chief**

Responsibility: Collection, evaluation, documentation and status of all documents associated with the emergency response, including financial expenditures, timekeeping, and other necessary documentation.

Equipment:

- ☐ File box(es)
- ☐ Forms:
  - Situation Report

During:

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.
  - *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.**
- ☐ File all reports for reference.

Student and Staff Accounting:
- ☐ Receive, record, and analyze accounting of staff.
- ☐ Check off staff roster. Compute number of staff, and others at facility 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.
- ☐ Track regular and overtime of all staff.

After:

- ☐ Collect and file all paperwork and documentation from deactivating sections.
- ☐ Securely package and store these documents for future use.

Section: Planning & Intelligence
Position: Situation Analysis

Primary: **Michelle Barton, Senior Director, Research & Planning**

Alternate: **Sherry Titus, Director, Student Affairs**

Reports to: **Planning & Intelligence Chief**

Responsibility: Analyzes the emergency situation in order to identify needed personnel and resources.

Equipment:

☐ Dry-erase pens and eraser
☐ Large site map of campus, laminated or covered with Plexiglas
☐ File box(es)
☐ Map of local area

During:

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 Search & Rescue 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 to support the action planning process.
☐ Think ahead and anticipate situations and problems before they occur.
☐ **Report only to Command Post personnel. Refer all other requests to Public Information Officer**.

Section: Logistics
Position: Logistics Chief

Primary: **John Tortarolo, Assistant Superintendent/Vice President, Human Resources**

Alternate: **Don Sullins, Director, Information Services**

Reports to: **Site Incident Commander**

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

Equipment:

☐ Cargo container or other storage facility with all emergency supplies stored on site.
☐ Forms:
- Emergency Supplies Inventory
- Site Status Report
- Volunteer Registration Forms
- List of Registered Disaster Volunteers

Start-Up Activities:

☐ **Assume the duties of all Logistics positions until staff is available and assigned.**
☐ Ensure that the Command Post and other facilities are setup as needed.

During Event:

☐ Coordinate supplies, equipment, and personnel needs with the SIC.
☐ Maintain security of cargo container, supplies and equipment.

After:

☐ Secure all equipment and supplies.

Section: Logistics
Position: Supplies, Facilities, & Staffing

Primary: **Lisa Hornsby, Manager, Human Resources**

Alternate: **Jenny Akins, Supervisor, Purchasing Services**

Reports to: **Logistics Chief**

Responsibility: Provides facilities, equipment, supplies, materials, and staffing in support of the incident.

Equipment:

- ☐ Cargo container or other storage facility and all emergency supplies stored on site
- ☐ Forms: Emergency Supply Inventory

Start-Up Activities:

- ☐ Open supplies container or other storage facility if necessary.
- ☐ Begin distribution of supplies and equipment as needed.
- ☐ Set up the Command Post (including Crisis Response Boxes and Command Team Kit)
- ☐ Review staff roster and begin call-back, as required.

During Event:

- ☐ Maintain security of cargo container, supplies and equipment.
- ☐ Distribute supplies and equipment as needed.
- ☐ Assist team members in locating appropriate supplies and equipment.
- ☐ Set up Staging Area, Sanitation Area, Feeding Area, and other temporary facilities as needed.
- ☐ Coordinate with the SIC on establishing the need for future work shifts and related staffing needs.

After:

- ☐ Secure all equipment and supplies.

Section: Finance & Administration
Position: Finance & Administration Chief

Primary:	**Phyllis Laderman, Director, Fiscal Services**
Alternate:	**Shawn Jones, Manager, Fiscal Services**
Reports to:	**Site Incident Commander**
Responsibility:	Accountability of students, staff, and visitors. Payment for all necessary materials, tracking financial records, maintain timekeeping records, and recovering campus/facility records following an emergency.

Equipment:

☐ None

During:

☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
☐ Work closely with Planning & Intelligence Section and Logistics Section on purchasing any necessary supplies, equipment, and materials.
☐ Track financial records. Maintains accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for sites to acquire certain items quickly.
☐ Manage and analyze timekeeping records for emergency responders.
☐ 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.
☐ Determine process for tracking purchases.
☐ Support Logistics in making any purchases which have been approved by the SIC.

After:

☐ Responsible for managing the recovery of administrative records and applying for reimbursement following an emergency. Work with Documentation Unit to gather all pertinent documents and records.

Forms

Form #1 – Incident Action Plan
Form #2 Medical Treatment Victim Log
Form #3 – Medical Team Supplies
Form #4 – Command Team Assignment Form
Form #5 – Volunteer Assignments
Form #6 – Status Report
Form #7 – Search and Rescue Team Supplies
Form #8 – Position Log

Form #1 - INCIDENT ACTION PLAN

INCIDENT NAME *(e.g. Cedar Fire)*	DATE & TIME PREPARED	PREPARED BY *(i.e. Planning Chief)*

INCIDENT OBJECTIVE   *(Big picture objective, e.g.: Initial Survey, Search & Rescue, Evacuate, Shelter)*

OPERATIONAL PERIOD   *(Start and End Times to achieve current objectives and report back)*

CURRENT OBJECTIVES *(Simple, achievable, within-the- time-frame objectives)*

- _____
- _____
- _____
- _____
- _____
- _____
- _____

WEATHER FORECAST FOR OPERATIONAL PERIOD

Form #2 – MEDICAL TREATMENT VICTIM LOG

(Used by the Medical Team at the Medical Station)

Site _____ Date _____

Name	Triage Tag #	Triage Category	Transported To;	Released time

1. _____ D I d_____

2. _____ D I d_____

3. _____ D I d_____

4. _____ D I d_____

5. _____ D I d_____

6. _____ D I d_____

7. _____ D I d_____

8. _____ D I d_____

9. _____ D I d_____

10. _____ D I d_____

11. _____ D I d_____

12. _____ D I d_____

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

Completed by _____   Time _____

Delivered to _____ (title) at Command Post

Form #3 – MEDICAL TEAM SUPPLIES (stored in the Emergency Response Team Kit)

The District recommends that each Medical Buddy Team have two members and that the following number of teams be maintained at the site:
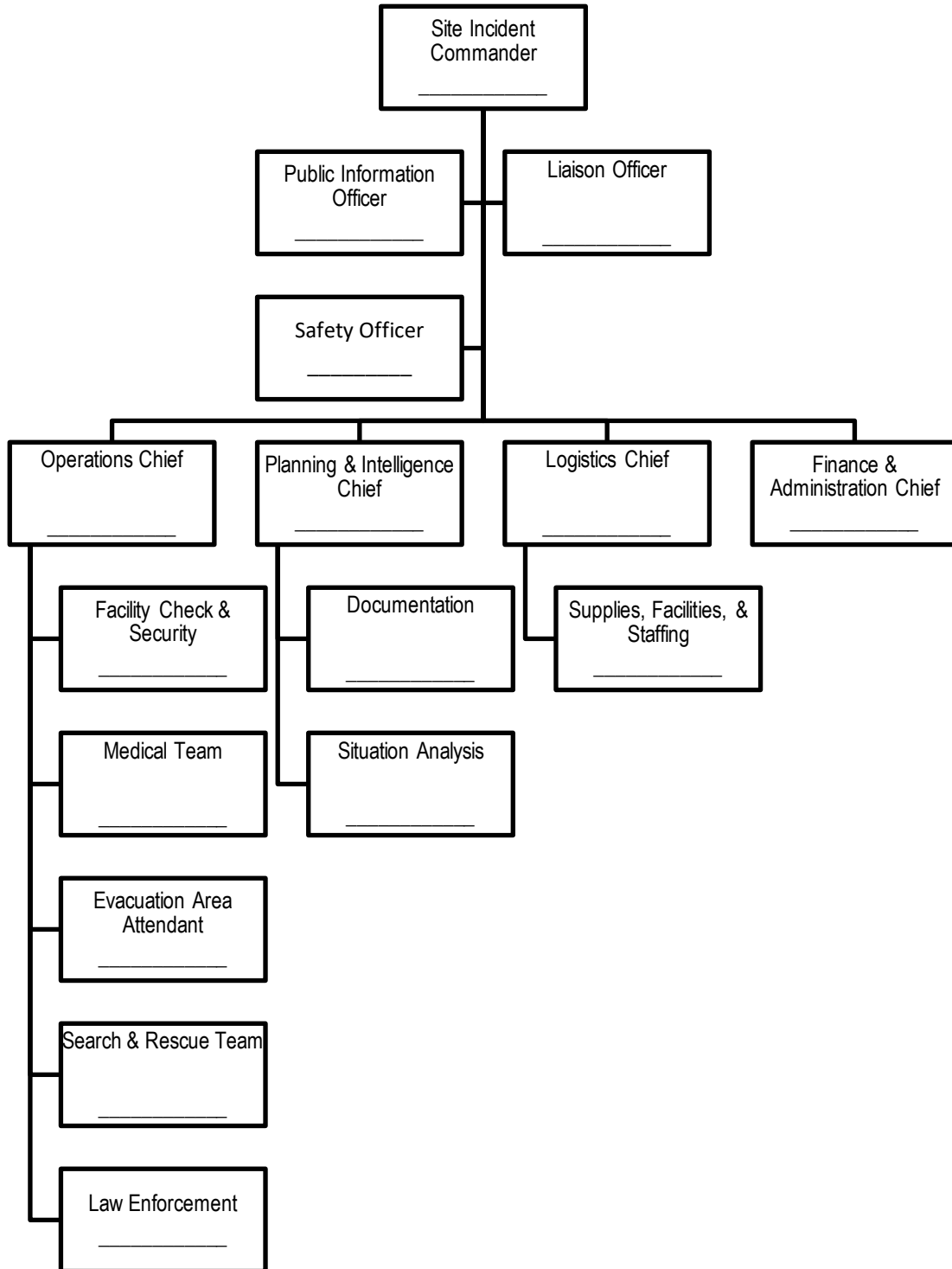
Site Occupancy <500 = 2 Teams
Site Occupancy 500-1000 = 4 Teams
Site Occupancy >1000 = 6 Teams

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

Form #4 – COMMAND TEAM ASSIGNMENT FORM

Site Incident Commander
_____

Public Information Officer
_____

Liaison Officer
_____

Safety Officer
_____

Operations Chief
_____

Planning & Intelligence Chief
_____

Logistics Chief
_____

Finance & Administration Chief
_____

Facility Check & Security
_____

Documentation
_____

Supplies, Facilities, & Staffing
_____

Medical Team
_____

Situation Analysis
_____

Evacuation Area Attendant
_____

Search & Rescue Team
_____

Law Enforcement
_____

Form #5 - VOLUNTEER ASSIGNMENTS

Volunteer Name/Address/Phone Time   Position

1._____

2._____

3._____

4_____

5._____

6._____

7. _____

8. _____

9. _____

10. _____

11. _____

Form #6 - STATUS REPORT

TO:_____ FROM:_____

NAME OF CAMPUS:_____

DATE:_____TIME:_____PERSON IN CHARGE AT SITE:_____

Message via: 2-way Radio _____   Walkie-Talkie _____   Telephone _____   Messenger _____

STAFF/STUDENT/VISITOR STATUS

	Absent	Injured	#Sent to hospital / medical	Dead	Missing	Unknown (away from site)	# Released to parents (K-12)	# Under supervision
Students								
Staff								
Visitors								

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

√	Damage/Problem	Location(s)
	gas leak	
	water	
	fire	
	electrical	
	communications	
	heating/cooling	
	other:	
	other:	

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

Form #7 SEARCH AND RESCUE TEAM SUPPLIES

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

Site Occupancy <500 = 2 Teams
Site Occupancy 500-1000 = 4 Teams
Site Occupancy >1000 = 6 Teams

Member Supplies - each Search & Rescue Buddy Team member is issued these supplies
☐ Work Gloves
☐ Helmet
☐ Identifying Vest
☐ Safety Goggles
☐ Flashlight (with extra batteries)
☐ Personal First Aid Kit
☐ Water
☐ Whistle
☐ Marker Pens
☐ Pocket Knife
☐ Duct Tape
☐ Utility Shut Off Tools
☐ Note Pad and Pen
☐ Cyalume Sticks (light sticks)

Team Supplies – each Buddy Team is issued these supplies
☐ Fire Extinguisher 3-A:40-B:C
☐ Pry Bar 36"
☐ Axe
☐ Sledge Hammer 5-8 lb.
☐ Bolt Cutter
☐ Walkie-talkie

Form #8 POSITION LOG

TIME	SITUATION	RESPONSE	INITIAL

Appendices

Hazard Site Assessment

Hazardous Materials Business Plan
(separate cover)

Building Evacuation Maps
(separate cover)