SITE EMERGENCY & SAFETY PLAN

FOR

waldenwest

Santa Clara County Office of Education

ACA Camp Number: A-9079211 American Camping Association accreditation is maintained by the camp. The camp affirms continued compliance with the applicable ACA standards and state and federal laws.

Walden West Outdoor School and Summer Camp maintains a certification from the California Outdoor School Association (COSA), a statewide network of outdoor schools and faculty that are managed by local educational agencies (LEAs).

QUICK GLANCE REFERENCE

SITE NOTIFICATION SYSTEM

- EVACUATION / FIRE ALARM - Notification method is ALARM
- DUCK / COVER / HOLD DRILL - Notification method is RADIO CALL
- LOCKDOWN - Notification method is RADIO CALL
- SHELTER-IN-PLACE - Notification method is RADIO CALL
- ALL-CLEAR (END OF EMERGENCY) - Notification method is RADIO CALL

SITE COMMAND TEAM PERSONNEL - LEADERS

First Shift (Positions)	Site Incident Command Team Position	Second Shift (Positions)
Director of EE	**Site Incident Commander**	EE Supervisor
EE Supervisor	**Operations Chief**	Program Lead
Office Coordinator	**Planning & Intelligence Chief**	Environmental Ed Specialist
Utility Worker	**Logistics Chief**	Cook- Lead
Fiscal Tech	**Finance & Administration Chief**	Environmental Ed Specialist

EMERGENCY PHONE NUMBERS

Fire Department	911 or (408) 378-4010
California Highway Patrol	911
Paramedics and Ambulance	911
Santa Clara County Sheriff	911 or (408) 299-3233
Santa Clara County Office of Education Superintendent	(408) 453-6511

RADIO STATIONS

KCBS	740 AM
KGO	810 AM
KSJO	92.3 FM
KLIV	1590 AM

SECTION ONE
EXECUTIVE SUMMARY

The purpose of this Site Emergency and Safety Plan is to outline the basic organization and procedures utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for responding to an emergency affecting any location operated by the Santa Clara County Office of Education.

A "Site Incident Commander" is assigned to be the point of contact for this plan and serves as the point of coordination for all emergency operations. At the direction of the Site Incident Commander, the Site Command Team has been identified and trained to address key issues during emergency operations. Position descriptions and team member assignments can be found in Section Four of this plan.

The Site Incident Commander and their Site Command Team are assigned to maintain and implement their Site Emergency Plan. SCCOE Risk Management Department will assist with emergency preparedness, disaster planning, and will be responsible for updating the underlying Site Emergency Plan Template. As a component of the Comprehensive Safe Schools Plan document, Risk Management will review the Site Emergency Plan Template on an annual basis to determine compliance with Federal, State, and local laws, as well as with any related SCCOE policies and procedures.

The Site Incident Commander will coordinate training for all new staff (paid and volunteer) with assignments on the Site Command Team. The Site Incident Commander, coordinating with Risk Management will conduct scheduled exercises to provide staff with an opportunity to practice the emergency procedures outlined in this plan.

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

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

SECTION TWO

SITE FACILITY INFORMATION AND STREET MAP

Site Name:	Walden West
Site Address:	15555 Sanborn Rd., Saratoga, CA 95070
Site Public Phone Number:	(408) 573-3050
Direct Phone Number:	(408) 573-3060
Site Fax Number:	(408) 867-9667
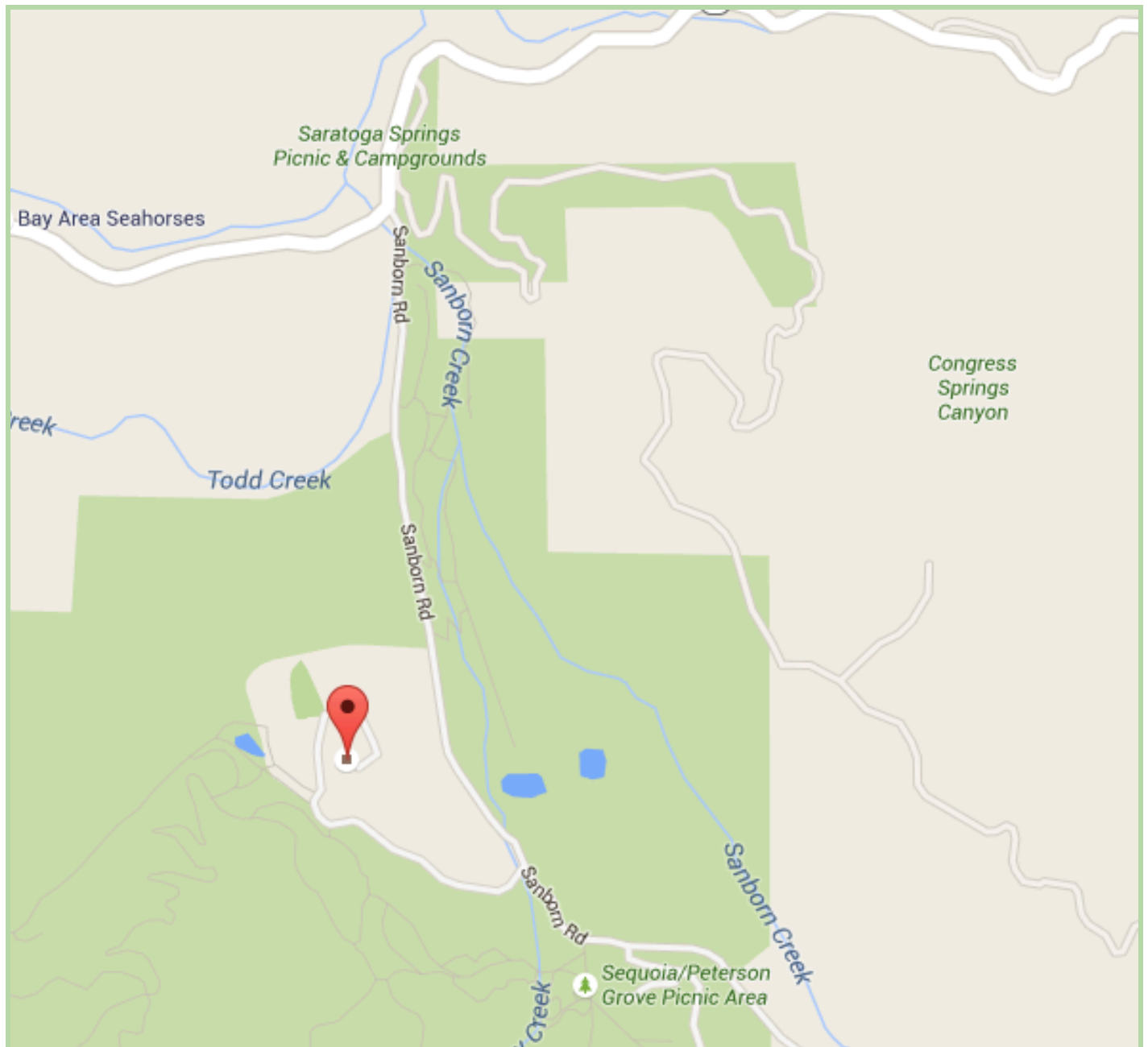
SITE AERIAL MAP
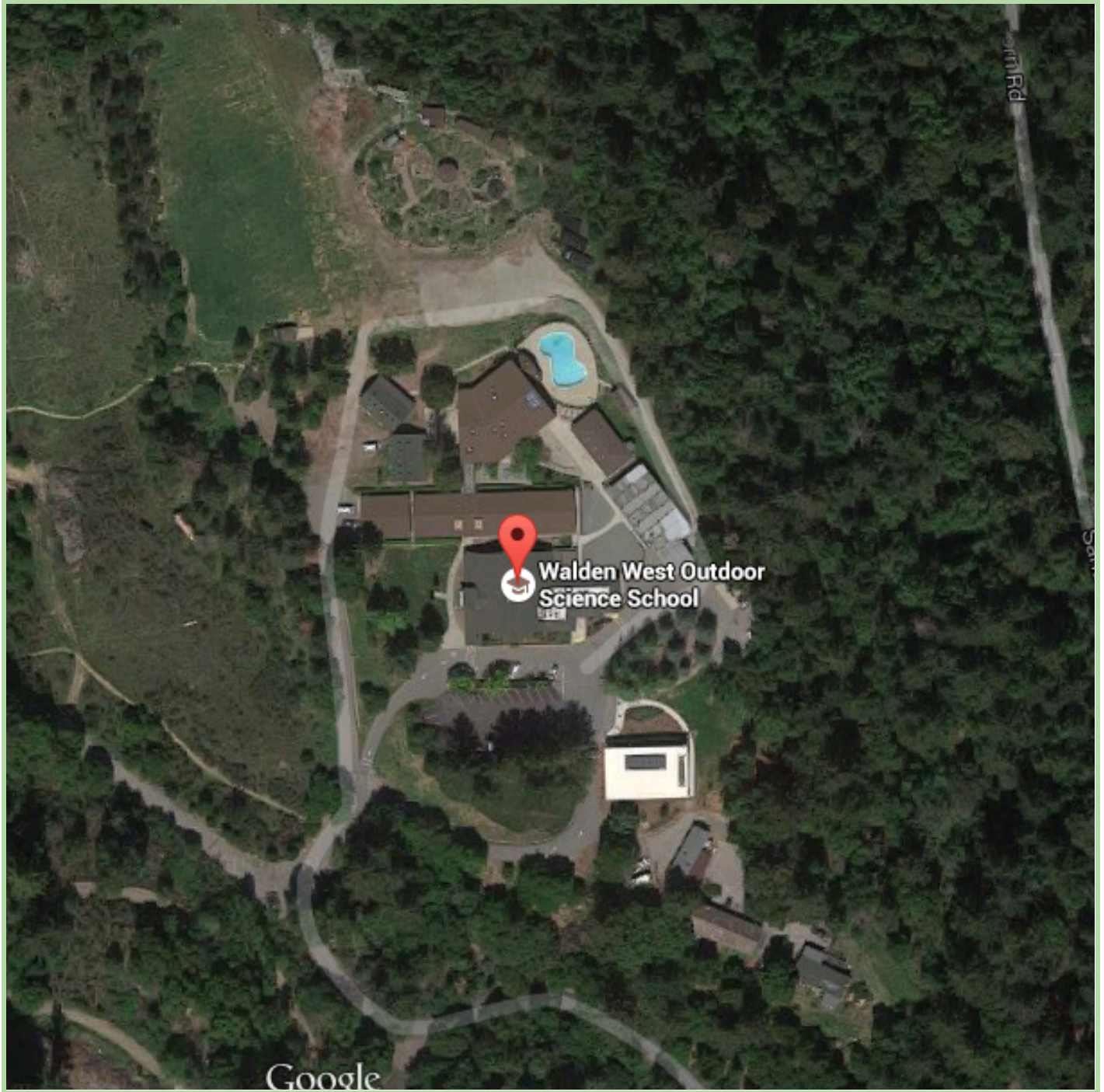
SITE HAZARD ASSESSMENT SUMMARY

Hazard	Harm	How or What controls are in place
Uneven Terrain	Slip, trip, falls causing injury	Wear study footwear, and ensure careful footing
Pool	Drowning	Know the level of the swimmer and lifeguards monitor the pool closely
Propane Tanks	Gas Fumes	Identify areas and avoid
Plants (nettles, poison oak, etc)	Pain, lacerations, swelling, allergic reactions	Identify areas and avoid
Bites/Stings (Rattlesnakes, yellow jackets, ticks, etc)	Pain, lacerations, swelling, allergic reactions	Wear pants, long sleeved shirts, gloves, shoes when working outdoors. If stung by a bee remove t he stinger as soon as possible. Watch for an allergic reaction, which may take place immediately or up to 30 minutes after the sting. Participants with known allergies shall make them known to the camp and carry their own. Ticks will be checked for after hikes. Rattlesnakes are monitored around camp and removed to remote locations if needed.

SITE EMERGENCY NOTIFICATION INFORMATION

Often, the first action to occur as an emergency incident is unfolding is the need to alert or warn others. It is the site's responsibility to inform emergency responders by calling 9-1-1. Once 9-1-1 has been informed, the site is responsible for contacting the Educational Services Assistant Superintendent, Jessica Bonduris

The very next action to occur is the alerting and warning of onsite occupants. Notification methods include: Telephone – landline and/or cellular; Site Walkie-Talkies; Runners; Signaling System – Siren, bell, tone; Public Announcement System (PA)/Intercom: and Portable Signaling Devices - Air Horns, Bull Horns.

The method utilized will depend upon the circumstances of the emergency and the resources available at this site. Page one of this plan includes a summary of the Notification Methods used at this site.

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

SITE EMERGENCY RESOURCE INFORMATION

Disaster Kit

This site maintains 1 kit. The kits are located in the astronomy shed at the south end of the field.

The Disaster Kit stores necessary resources for a Site Command Team. This kit should not be confused with the Crisis Response Box, which is carried out of the site to a Public Safety Incident Command Post. Site personnel should use the items contained within the kit to manage their incident command. The following equipment and supplies are stored inside the Disaster Kit:

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

All Disaster Kits and their contents are the responsibility of the Site Incident Commander. The Site Incident Commander 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 to delegate the transport the Disaster Kit to an activated Site Command Post belongs to the following individuals:

Primary: **Site Incident Commander**
Alternate: **Operations Chief**

Crisis Response Boxes

This site maintains 1 Crisis Response Boxes. One box is for the Site Incident Command Team and one box is for the Public Safety Incident Commander.

The Crisis Response Boxes are located in the Main Office at the office coordinator's desk.

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

- ☑ Current copy of the Site Emergency Plan which should include site evacuation procedures, including staging locations. Also included should be an aerial photo including all **new** structures, electric, gas, water cable, telephone, intrusion and fire alarm shut-offs, classroom numbers, gate openings for vehicles/pedestrians and all fire hydrants that have been added to accommodate these new structures.
- ☑ Current map of site layout. Map must show **all** buildings, classroom numbers, office and room names, and evacuation routes.
- ☑ Most current blueprint (architectural drawings).
- ☑ Current roster of students and staff assigned to the site, as well as issues pertaining to special needs students. These rosters will be in alphabetical order for staff and students. Student roster must be in alphabetical order, divided by grade level and have emergency contact/release information. *Administrative sites are not required to maintain rosters however it would be helpful in the event of an emergency.*
- ☑ A list of the site's staff skills including language translation, specialized training, and emergency equipment carried in vehicles.
- ☑ If available, current student photos on CD or most recent year book. *Administrative sites are not required to maintain photos on a CD.*
- ☑ Telephone numbers listed in numerical order for each classroom/building/office.

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

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

Primary: <u>**Site Incident Commander**</u>
Alternate: <u>**Operations Chief**</u>

Emergency Preparedness - Quick Reference Guide

This document, often referred to as the "Emergency Quick Reference Guide" is a multi-tabbed reference chart that provides basic guidelines for emergencies. The information in this guide directs building occupants to appropriate emergency responses during an emergency. Each phone, office, and meeting room has been equipped with a copy of the Guide. The Guide provides basic direction for building occupants in the event of an emergency. All staff should familiarize themselves with the content of the Guide on an annual basis. Replacement copies are available through Risk Management.

SITE EMERGENCY OPERATIONS OVERVIEW

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

Disaster Service Workers

California Government Code, Chapter 8, Section 3100 states: "…all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities.

School and administrative site staff members should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a Site Command Team position, the staff will first ensure the safety of the students and accompany the students to the Assembly Area (also known as the "Evacuation Area"), where the students will be reassigned to another staff. The staff will then carry out their pre-assigned Site Command Team responsibilities.

Plan Maintenance

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

Training & Exercises

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

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

The Site Incident Commander will coordinate annual exercises for all staff as outlined in the SCCOE Emergency Operations Plan. Each year during staff development and once in the spring, these exercises will occur.

SITE COMMAND TEAM OVERVIEW

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

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

Site Incident Command Team Assignments

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

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

- - - **Assembly Area** – ensures the care and safety of all students on campus (except those in the Medical Treatment Area)
    - **Request Area** – processes requests by parents or authorized adults for release of students
    - **Release Gate** – releases student to parent or authorized adult
  - **Planning & Intelligence Chief** – in charge of collection, evaluation and documentation of information about the incident
    - **Documentation** – collects, evaluates, and documents event
    - **Situation Analysis** – assesses the overall incident
  - **Logistics Chief** – provides facilities, services, personnel, equipment and materials to support response – includes food and transportation services
    - **Supplies, Facilities, & Staffing** – provides supplies, equipment and staffing to support response
  - **Finance & Administration Chief** – tracks purchases, staff hours, costs, and student accountability

  * - This position is not necessary at Administrative sites unless there are children present.

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

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

The SCCOE Emergency Operations Center (EOC) located at the Ridder Park location may be activated to support site-based emergency operations. In the event that the SCCOE EOC is activated, the Site Incident Commander will establish communications and coordinate closely with the EOC.

It's important that the Site Incident Command Team refer to this Site Emergency Plan as well as the Emergency Preparedness - Quick Reference Guide in order to ensure consistent command directives.

SECTION THREE - EMERGENCY PROCEDURES

GENERAL EMERGENCY INFORMATION

Roster Information

Official participant rosters are located in the Hub (Camp office) on the desk in the standing files. The participant information is stored in the file cabinet next to the door and is clearly labeled with the schools names or if it is summer then it should have the current week label. There is a medical list hanging in the health hut as well as medications and an emergency health tech backpack.

Emergency Drills

The first day of every outdoor school or summer camp session, a fire and earthquake drill is conducted in order to ensure the safety of all students. Fire and earthquake procedures are shared with students at that time. In the event of an emergency the fire alarm will sound. Students will go to the lower field and organize themselves in lines behind their cabin leader.

Fire Extinguishers

The fire extinguishers are distributed throughout the facility. Refer to the map of fire extinguishers. They are located near pull stations.

Propane/Natural Gas Tanks

There are several propane tanks located around the campus. They are close to the kitchen, hillside amphitheater and staff house.

Power Failure

Power interruptions are common in this area. In most cases the generator behind the kitchen will provide enough power to the site, except the Science and Sustainability Center. The Science and Sustainability Center houses the internet so an extension cord needs to be connected to the back of the lodge's electrical plug.

GENERAL EMERGENCY PROCEDURES

STEP 1 -

In a major emergency, such as a fire or earthquake, radio staff to pull the fire alarm.

STEP 2 -

If it is a medical, safety or discipline emergency, NOTIFY THE DIRECTOR, SUPERVISOR OR PROGRAM LEAD IMMEDIATELY

- Call office phone X3250, or staff house phone 408-867-2372.
- If phone is not working walk to staff house behind the nature lab
- If director is not available, contact Supervisor or Program Lead by radio or phone

STEP 3 -

If it is a fire or medical emergency AND you could not contact any Walden West staff or if emergency medical help is clearly needed, CALL 911. Be ready to give the following information:

1. Your name
2. Your location: 15555 Sanborn Road Saratoga, CA 95070. Off highway 9 first left after Saratoga Springs and then, first right on to Pick Road.
3. Phone number you are calling from 408-573-3050 (main office) X 3060 Hub.
4. Nature of the emergency (fire, medical, intruder, ect.)
5. Type of assistance needed
6. Fire Truck
7. Ambulance
8. Helicopter
9. Search and Rescue
10. Give them the gate code- #2673
11. DO NOT BE THE FIRST ONE TO HANG UP. Stay on the phone until the dispatcher says it is no longer necessary

STEP 4 -

In the event of a major emergency, either with one individual or with the entire area, make an initial assessment and report to the Incident Commander. **DO NOT CONTACT SCHOOLS OR PARENTS.**

PARENT PHONE CALL TIMELINE

Parent Calls to be completed immediately following an incident/illness--simultaneous calls to EMS or 9-1-1 may be occurring, if needed

1. Person is having difficulty breathing, shortness of breath with no relief from emergency medication.
2. Sudden or severe pain anywhere on the body without relief from standard first aid measures. (8-10 on the pain scale)
3. Whenever epinephrine, glucagon or diastat or other anti-seizure medication is administered.
4. Injuries that require care that cannot be provided at camp. (Possible fracture, laceration/cut that may require x ray or sutures.)
5. Severe allergic reaction.
6. Person has bleeding that will not stop or is coughing up or vomiting blood.
7. Following a first-time seizure, or a seizure that lasts more than five minutes, multiple seizures, or a seizure by a known diabetic.
8. Severe injury to head, neck or back.
9. Possible concussion (headache, temporary loss of consciousness, amnesia, dizziness, nausea/vomiting following a blow to the head).
10. If camper is unusually confused or semi-conscious without a known history of sleep-walking.
11. Any open wound over a suspected fracture where bone or muscle is exposed.
12. The person's condition is limb-threatening or other injury that may leave the person permanently disabled unless immediate care is received; for example, lack of feeling or normal color on injured limb (arm or leg), amputation, severe eye injury or chemical exposure in the eye.
13. Person has chest pain or pressure persisting for more than 3-5 minutes, or has chest pain that goes away and comes back.
14. Person needs the skills or equipment of paramedics or EMT, or assessment that moving the person could cause further injury.
15. For diabetics with large ketones, 0.6 or higher or hyperglycemia (300 or more) lasting longer than 3 hours, parent will be notified.(participants should have an active plan to follow or an aide with them to measure and make decisions)
    a. If a camper with diabetes has vomited repeatedly due to large ketones or illness, a parent will be notified within three hours. If student is not ill and large ketones are present, parent will be notified.
    b. **Parent will be notified for sensor or site changes for pump and CGM, if student is not independent for these changes.**

Parent Calls to be completed within 24 hours of incident/illness:

1. Student spends the night in the student hub or health center.
    a. Those students who rest for a few hours, due to minor illness symptoms may not require parent notification unless the problem becomes persistently worse or escalates to an emergency
    b. Participants are to be kept safe and comfortable through the night unless the situation becomes and emergency. follow treatment and monitoring protocol
    c. Notify parents/guardians of use of routine or emergency medications(**Medication is not given without parent/physician authorization.)**

Parent Calls to be completed within 5 hours of illness: (from 7:30am - 10pm)

- Fever of 100.4 F with other symptoms or repeated diarrhea (more than 3 loose stools) or repeated vomiting (more than once in 24hr period) with persistent nausea. Requires multiple documented temperature measurements and check-in regarding loose stools/diarrhea.

SITE EVACUATION PROCEDURE

Notification

The Site Incident Commander is responsible to notify the Site Command Team when an evacuation is necessary. In coordination with the Assistant Superintendent of Educational Services, the Site Incident Commander is responsible for activating the evacuation notification procedures for all site occupants.

The signal for evacuation is the Fire Alarm.

If the Fire Alarm fails to activate, the secondary notification method will be the pa system and <u>handheld air horns</u> found in the Disaster Kit.

If evacuation is required, but circumstances require the use of a different method of notification (e.g. loss of electricity), then notification will be made by cell phones or runners.

Exiting Buildings

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

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

Primary: **<u>Site Incident Commander</u>**
Alternate: **<u>Operations Chief</u>**

ON-SITE EVACUATION

You may contact the SCCOE to request this information.

OFF-SITE EVACUATION

You may contact the SCCOE to request this information.

Persons with Disabilities

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

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

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

Primary: **Site Incident Commander**
Alternate: **Operations Chief**

All Clear

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when the emergency has ended. In the event that site occupants must be released early, the Site Incident Commander must request approval from the Chief Schools Officer. Risk Management should also be advised of this information.

The notification for the end of an emergency is the "All Clear" signal.

SHELTER-IN-PLACE PROCEDURE

Shelter-In-Place generally occurs when evacuating the site is more dangerous than taking shelter inside a building. This generally occurs during natural disasters, severe weather conditions, or health hazards such as a hazardous materials release. The following procedure applies to this site.

Notification

The Site Incident Commander is responsible for notifying the site occupants that a Shelter-In-Place is necessary. Typically, the site will be informed by the Fire Department to Shelter-in-Place because of some nearby emergency. However, the Site Incident Commander has the authority to activate the Shelter-In-Place notification if they become aware of an impending danger (e.g., sudden wildfire producing excessive smoke).
.
The signal for Shelter-In-Place is shelter in place.

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

Activation & Deactivation

Quickly direct site occupants inside to the nearest room while doing a verbal and visual sweep as you get everyone inside. Shut all doors and windows leading into the room, including interior doors. Immediately shut off the air conditioning/heating system and try to seal air vents and gaps under doors and around windows.

Until the occupants are informed of "All Clear'' or to "Evacuate", the doors should not be reopened once they are closed. Teachers and supervisors should account for site occupants - reporting missing or extra occupants to the Main Office by walkie-talkie, telephone or email.

All Clear

The Site Incident Commander, in consultation with the Public Safety Incident Commander, will determine when the emergency has ended. In the event that site occupants must be released early, the Site Incident Commander must request approval from the Chief Schools Officer. Risk Management should be advised of this information.

The notification for the end of an emergency is the "All Clear" signal.

LOCKDOWN PROCEDURE

A lockdown is the act of confining site occupants in a secured location until an emergency or threat (e.g., police activity) is over. You may be required to lockdown your classroom or office when a dangerous person or situation is present on or near the site.

Notification

The Site Incident Commander is responsible to notify the site occupants when a Lockdown is necessary. In addition, the Site Incident Commander should inform the Assistant Superintendent of Educational Services and Risk Management.

The signal for Lockdown is LOCKDOWN.

If the primary emergency notification system fails to activate, the secondary notification method will be <u>handheld air horns</u> found in the Command Team Disaster Kit.

Activation & Deactivation

Quickly gather site occupants to the nearest room using verbal and visual sweeps as you gather everyone inside. Lock all doors and windows, including any interior doors. Close all window coverings to prevent anyone from seeing inside your room. Keep away from doors and windows. Have everyone "Duck, Cover, and Hold" under desks. Be quiet. Take attendance and quietly radio, telephone, or e-mail information pertaining to missing or extra occupants to the Main Office. If safe to do so, monitor email for updates. Do not open doors or windows. Remain in Lockdown until the "All Clear'' signal is sounded.

All Clear

The Site Incident Commander, in consultation with the Public Safety Incident Commander, will determine when the emergency has ended. In the event that site occupants must be released early, the Site Incident Commander must request approval from the Chief Schools Officer. Risk Management should be advised of this information.

The notification for the end of an emergency is the "All Clear" signal.

EARTHQUAKE PROCEDURE

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

Notification
On Campus:
Immediate Response:
Give the command to "Drop, Cover, and Hold" at the first indication of shaking ground.

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

Remain away from windows to avoid falling glass, and away from large objects that may fall onto you.

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

Hold undercover for approximately two minutes until you begin to assess damage and injuries while waiting for the first aftershock to occur.

Once the Shaking Stops:
Activate your site's Evacuation Procedure after confirming the path and destination are safe.

Monitor your landline and cellular telephone for possible updates and instructions from SCCOE's Emergency Operations Center.

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

On Trail:
Immediate Response:
Get into the open if possible. Avoid trees and powerlines.

Give the command to "Drop, Cover, and Hold" in place.

Once the Shaking Stops:
Count your students and assess the safety of the group.
Contact the hub or base by radio. If channel one does not work try channel 2 since it has a repeater. If unable to establish radio contact head to the evacuation area on-site. If unable to reach that safely then, proceed to the off-site evacuation site.

Rejoin with the rest of the groups at the evacuation site and assist the operation site commander.

Structural Failure

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

Advise the Site Incident Commander of the situation. Contact the Assistant Superintendent of Educational Services and Risk Management.

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

FIRE PROCEDURE

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

Notification

Notify the Site Incident Commander. If possible, quickly assess the location and size of the fire to determine an appropriate evacuation action. Check to see that the predetermined evacuation path is clear and free of danger before activating the Fire Alarm.

Alert all site occupants of the fire location and condition – activate your Fire Alarm.

Facilitate evacuation procedures for site occupants to arrive safely at the on-site Assembly Area. Remember to move individuals away and upwind from the hazard.

Call 9-1-1 to report the fire. If landline service is unavailable, use your cellular phone.

Render first aid as needed. Be sure to notify the Assistant Superintendent of Educational Services and Risk Management of injuries.

Activate specific components of your Site Emergency Plan as appropriate.

Supervise the evacuation and ensure all rooms and unsafe areas have been evacuated. Focus on the accountability for all site occupants – staff, students, and visitors. Maintain control of evacuees in the Assembly Area until the situation is under control or you are directed by Public Safety Responders to move to an off-site Assembly Area.

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

Upon arrival of the Public Safety Responders, coordinate with them to evaluate information and decide upon a course of action to either return to the site or arrange for an early dismissal.

SEVERE WEATHER PROCEDURES

Lightning Safety Outdoors
    When a Safe location is nearby:
- Seek safe shelter when you first hear thunder, see dark threatening clouds developing overhead or lightning. Count the seconds between the time you see lightning and hear the thunder. You should already be in a safe location if that time is less than 30 seconds.
- Stay inside until 30 minutes after you last hear thunder.

    When safe location is not nearby:
- Do NOT seek shelter under tall isolated trees! The tree may help you stay dry but will significantly increase your risk of being struck by lightning. Rain will not kill you, but the lightning can!
- Do NOT seek shelter under partially enclosed buildings.
- Stay away from tall, isolated objects. Lightning typically strikes the tallest object. That may be you in an open field or clearing.
- Know the weather patterns of the area. For example, in mountainous areas, thunderstorms typically develop in the early afternoon, so plan to hike early in the day and be down the mountain by noon.
- Know the weather forecast. If there is a high chance of thunderstorms, curtail your outdoor activities.
- Stay away from metal objects, such as fences, poles and backpacks. Metal is an excellent conductor. The current from a lightning flash will easily travel for long distances.

Wind Storm
- Assemble participants to a safe area
- Away from trees, power lines and other falling or blowing debris.
- Stay indoors if possible and Shelter in place
- Remain in safe area until wind subsides
- Account for all participants (staff included); determine if there are missing or injured persons
- Notify Operations Chief with your location
- If needed, have someone call 911 and/or initiate Incident Command

Prepare for possible power outage:
- Lanterns and flashlights available
- Alternate plans for evening program
- Coordinate with Program Lead or Supervisor or Director
- If a downed power line is located, secure the area, keeping all persons away

Flood
- Assemble all participants to a safe area (Away from flooded area)
  - The primary emergency gathering place in inclement weather is the lodge and the secondary place is the Science and Sustainability Center

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- ○ Shelter in place
- Do not attempt to cross creeks, streams or flooded areas by foot or vehicles
- Account for guests and staff; determine if there are missing or injured persons
- Notify Operations Chief with your location
- Remain calm and wait for help and instructions
- If needed, have someone call 911 and/or initiate Incident Command

RUN, HIDE, FIGHT PROCEDURE

Run-hide-fight is necessary when there is imminent danger on campus (active shooter/armed intruder, etc.)

Notification
- Notify the Site Incident Commander. If possible, quickly assess the location of the active shooter and staff determines lockdown is impossible
- The signal for active shooter will be RUN, HIDE, FIGHT
- Notify groups out in the field to stay out on trail and not to return to camp
- Notify groups on campus to RUN, HIDE, FIGHT
- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility

RUN: Evacuate If Possible
- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunman/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Evacuate students to the forest or surrounding location

HIDE: Hide silently in as safe a place as possible
- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thicker walls and fewer windows, if possible or hide in the forest.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones, turn off other electronics and keep students quiet.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an "all clear" signal from two-way radios.

FIGHT: Take action to disrupt or incapacitate the shooter
- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.

Immediately after an incident:
- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

MISSING PERSON PROCEDURE

Prevention:
- Group Leader/ Field Instructor count participants at the beginning and end of each class
- Cabin Leaders/Counselors count participants in cabin/group at the end of each activity
- Report participants unaccounted for immediately
- Students should be told that if they are separated from the group, they are to remain in place and wait for staff to locate them
- While on trail or around campus if staff sees a wandering participant from Walden West keep the participant with you and radio all staff

Action-Off Grounds:
- Immediately notify Program Lead by sending a radio call or call hub or front office or cell
- Provide the following:
  - Your location
  - Name of participant, school or group
  - Description of child: distinguishing characteristics. Type of clothing, state of mind (homesick, angry, sad, etc.)
  - Time and spot where child was last seen
  - State of mind (angry, sad, etc.)
  - Any known medical conditions (Diabetic, etc.)
- Keep the remaining group together with the volunteer while you search the area.

Action-On Walden West Grounds:
- Immediately notify Program Lead by sending a radio call or call hub or front office or cell
- Provide the following:
  - Your location
  - Name of participant, school or group
  - Description of child: distinguishing characteristics. Type of clothing, state of mind (homesick, angry, sad, etc.)
  - Time and spot where child was last seen
  - State of mind (angry, sad, etc.)
  - Any known medical conditions (Diabetic, etc.)
- If a person not located on site organize an off site search.
- Notify Sanborn Rangers and search with Rangers

If participant is not found Director will:
- Notify SCCOE
- Notify Sheriff

SWIMMING POOL EMERGENCY PROCEDURE

Swimming Pool

Facilities will be checked for safety before use: proper pH level of water, rescue equipment readily available and checked for any damage , first aid supplies stocked and readily available, pool deck clear of debris and any unsafe or broken equipment.

Two American Red Cross certified lifeguards must be present when the pool is open.

Pool Host

The pool host acts as a tertiary support to the lifeguards and falls under the direction of the lifeguards on duty.

A trained, first aid/ CPR certified observer, under supervision of the lifeguards is required at the pool at all times. The job of the pool host is to enforce all pool rules, manage all first aid at the pool, assist with CPR if necessary, contact emergency medical personnel if necessary, and attend to any needs of patrons so that the lifeguards can watch the pool. An additional volunteer should be available to help in the case of an emergency.

Swimming Pool Emergency Procedures
1. Lifeguard recognizes that someone needs immediate help.
2. Lifeguard activates EAP:
   a. For out of water non emergency: Primary lifeguard blows 2 whistle blasts to notify secondary lifeguard. Secondary lifeguard assumes responsibility for scanning the pool. Primary guard surveys the scene, approaches victim, and provides care, and if possible a staff member or teacher escorts to the hub (in absence of "spotter" teacher radio hub host to pick up victim.)
   b. For out of water emergency: Primary lifeguard blows 3 whistle blasts, points to victim, and announces " Out of water possible emergency." Secondary lifeguard clears the pool (one long whistle blast and instructions). Primary lifeguard gets a first aid kit and provides emergency care. Secondary guard radios hub host or goes to hub to call 911. Secondary then returns to the pool to assist the primary guard with crowd control and directing EMS to the victim. Staff will remain on the phone with 911 until EMS arrives at the scene or instructed to hang up.   A pool host will always be there to help and provide assistance for the lifeguards. A secondary volunteer will also be there to assist if there is an emergency.
   c. For sudden illness in water: Primary lifeguard blows 2 whistle blasts and points to victim to notify secondary lifeguard. Secondary lifeguard assumes responsibility for scanning the pool. Primary guard surveys the scene, performs appropriate rescue, moves victim to safety and provides emergency care if needed. If EMS is determined necessary, primary signals secondary lifeguard by 3 whistle blasts. Secondary lifeguard clears the pool (one long whistle blast and instructions). Secondary guard gets a first aid kit and then radios the hub host or goes to the hub to call 911. Secondary then returns to the pool to assist the primary guard with crowd control and directing EMS to the victim. Staff will remain on the phone with 911 until EMS arrives at the scene or instructed to hang up.
   d. For active drowning: Primary lifeguard notifies secondary lifeguard by 3 whistle blasts, points to victim, and announces "Activity drowning victim". Secondary lifeguard assumes responsibility

for scanning the pool. Primary guard surveys the scene, performs appropriate rescue, moves victim to safety and provides emergency care/ first aid if needed.

    e. For passive drowning: Primary lifeguard notifies secondary lifeguard by 3 whistle blasts, points to victim, and announces "Passive drowning victim". Primary guard surveys the scene, approaches the victim, and performs appropriate rescue. Secondary lifeguard clears the pool (one long whistle blast and instructions). Secondary lifeguard then prepares the backboard and assists the primary in removing the victim from water. Secondary guard gets a rescue mask and first aid equipment. Primary lifeguards provide emergency care. Secondary guard radios hub host or goes to hub to call 911. Secondary then returns to the pool to assist the primary guard with crowd control and directing EMS to the victim. Hub host remains on the phone with 911 until EMS arrives at the scene or instructed to hang up.

    f. For possible spinal injuries: Primary lifeguard notifies secondary lifeguard by 3 whistle blasts, points to victim, and announces "Possible spinal injury. Get the backboard". Primary guard surveys the scene, approaches the victim, and performs appropriate rescue. Secondary lifeguard clears the pool (one long whistle blast and instructions). Secondary lifeguard then prepares the backboard and assists the primary in removing the victim from water. Primary lifeguards provide emergency care. Secondary guard radios the hub host or goes to the hub to call 911. Secondary then returns to the pool to assist the primary guard with crowd control and directing EMS to the victim. Staff will remain on phone with 911 until EMS arrives at the scene or instructed to hang up.

3. Chain of command notified: after EMS arrives, the primary lifeguard calls the director or designee. If non emergency, staff will Hub Host notifies the teacher and together fill out an incident report form. Staff Teacher notifies the victim's family.

4. Witnesses interviewed: If the incident is serious or if EMS is notified, as soon as possible the director or designee should interview witnesses who saw the incident. Interviews are done privately and documented in writing.

5. Reports completed: Lifeguard who made rescue fills out an incident report as soon as possible.

6. Equipment checked: The lifeguard checks the equipment and supplies used in the rescue. Any damaged or missing items are reported to lead maintenance person Richard and/ or replaced. If the facility was cleared during the incident, all required equipment must be back in place before reopening the pool.

7. Corrective action taken: Any situation that may have contributed to the incident must be corrected before reopening or if needed restrict access to any unsafe area.

8. Follow-up staff discussion

PARENT NOTIFICATION & REUNIFICATION PROCEDURE

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

Notification

In the event the principal or site administrator determines students are to be released from school, or that notification of parents/guardians is warranted, he/she will first notify the Assistant Superintendent of Educational Services and Risk Management. A collaborative effort will begin to notify parents/guardians of the unification effort using information provided on student's emergency contact cards, as well as information available within SCCOE's student database. Teachers will be asked to begin the phone tree that was created prior to their visit.

Reunification

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

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

Primary: **Site Incident Commander**
Alternate: **Operations Chief**

SECTION FOUR - EMERGENCY PLAN ROLES & RESPONSIBILITIES

SITE COMMAND TEAM: ORGANIZATIONAL CHART

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                        Site Incident
                         Commander
                              |
        Public Information        Liaison Officer
            Officer
              |
        Safety Officer
              |
   ┌──────────────┬──────────────┬──────────────┐
 Operations     Planning &     Logistics     Finance &
   Chief        Intelligence     Chief       Administration
                   Chief                        Chief
      |              |              |
  Site Facility  Documentation  Supplies, Facilities,
  Check &                        & Staffing
  Security
      |              |
  Search &       Situation
  Rescue         Analysis
      |
  First Aid &
  Medical
      |
  Assembly Area   Classroom Teachers:
                  in charge of their
                  students
      |
  Request Area
      |
  Release Gate
```

SITE COMMAND TEAM ASSIGNMENTS

First Shift	Position	Second Shift
Director	**Site Incident Commander /Public Information Officer (PIO)/Liaison Officer**	EE Program Lead
Head Leader	Safety Officer	Environmental Ed Specialist
EE Supervisor	**Operations Chief**	EE Program Lead
Utility Worker	Site Facility Check/Security	Environmental Ed Specialist
EE Program Head	Search & Rescue Team Leader	Environmental Ed Specialist
Environmental Ed Specialist	Search & Rescue Team Member	Environmental Ed Specialist
Environmental Ed Specialist	Search & Rescue Team Member	Environmental Ed Specialist
Health Tech	First Aid & Medical Team Leader	Environmental Ed Specialist
Environmental Ed Specialist	First Aid & Medical Team Member	Environmental Ed Specialist
Environmental Ed Specialist	Assembly Area	Outdoor Rec Specialist
Environmental Ed Specialist	Request Area	Outdoor Rec Specialist
Environmental Ed Specialist	Release Gate	Outdoor Rec Specialist
Office Coordinator	**Planning Chief**	Program Lead
Environmental Ed Specialist	Documentation	Environmental Educ Specialist
Environmental Ed Specialist	Situation Analysis	Outdoor Rec Specialist
Maintenance Lead	**Logistics Chief**	Outdoor Rec Specialist
Maintenance Worker	Supplies/Facilities/Staffing	Custodian
Fiscal Tech	**Finance & Administration Chief**	Environmental Ed Specialist

POSITION ACTIVATION INFORMATION

Equipment

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

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

Position-Specific Equipment

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

Position Activation

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

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

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

**Staffing
Characteristics:**   Principal or Site Administrator

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

Lead by example: your behavior sets a tone for the site occupants.

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

Start-Up:
☐ Assess type and scope of emergency.
☐ Determine threat to human life and structures.
☐ **Implement Site Emergency Plan.**
☐ Develop and communicate an Incident Action Plan (Form #1) with objectives and a time frame to meet those objectives.
☐ Activate functions (assign positions) as needed.
☐ Fill in Form #6 Site Command Team Assignment Form as positions are staffed.
☐ Appoint a backup or alternate Site Incident Commander in preparation for long-term operations.

During Event:
☐ Continue to monitor and assess total school situation:

- ☐ View site map periodically for Search & Rescue progress and damage assessment information.
- ☐ Check with chiefs for periodic updates.
- ☐ Reassign personnel as needed.
- ☐ Report through Communications to the school district on the status of staff, campus as needed. (Site Status Report)
- ☐ Develop and communicate revised incident action plans as needed.
- ☐ Authorize release of information.
- ☐ Utilize your back up; plan and take regular breaks, 5-10 minutes each hour, relocate away from the 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 Service Workers."
- ☐ Remain on and in charge of your site until redirected or released by the Superintendent.

After:

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

SECTION: Command - POSITION: Safety Officer

Reports To: **Site Incident Commander**

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

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

Special Equipment:

□ Hard hat (if available)

During Event:

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

SECTION: Command - POSITION: Public Information Officer

Reports To: **Site Incident Commander**

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

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

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

Special Equipment:

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

Start-Up Activities:

- ☐ Determine a possible "news center" site as a media reception area (located away from the Site Command Post and students). Get approval from the Site Incident Commander.
- ☐ Identify yourself as the "Public Information Officer" (vest, visor, sign, etc.)
- ☐ Consult with SCCOE's Communications Officer to coordinate information release.
- ☐ Assess the situation and obtain a statement from the Site Incident Commander. Tape-record, if possible.
- ☐ Advise arriving media that the site is preparing a press release and approximate time of its issue.

☐ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

During Event:

☐ Keep up-to-date on the situation.

☐ Statements must be approved by the Site Incident Commander and should reflect:

- Reassurance — EGBOK — "Everything's Going To Be OK."
- Incident or disaster cause and time of origin.
- Size and scope of the incident.
- Current situation — condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
- Resources in use.
- Best routes to school if known and appropriate.
- Any information school wishes to be released to the public.
- **Read** statements if possible.

☐ When answering questions, be complete and truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."

☐ **Remind school site/staff volunteers to refer all questions from media or waiting parents to the PIO.**

☐ Update information periodically with Site Incident Commander.

☐ Ensure announcements and other information is translated into other languages as needed.

☐ Monitor news broadcasts about the incident. Correct any misinformation heard.

SECTION: Command - POSITION: Liaison Officer

Reports to: **Site Incident Commander**

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

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

During Event:

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

SECTION: Operations - POSITION: Operations Chief

Reports to: **Site Incident Commander**

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

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

Special Equipment:

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

During Event:

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

SECTION: Operations - POSITION: Site Facility Check & Security

Reports to: **Operations Chief**

**Staffing
Characteristics:**   Custodian or other individual familiar with the site's facilities.

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

Special Equipment:

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

Start Up Activities:

☐ Check conditions and take along appropriate tools.

During Event:

☐ As you do the following, observe the site and report any damage by radio/phone to the Site Command Post. T*he quick initial assessment for damage is critical to an effective emergency response. Enlist others to assist in the initial damage assessment. Focus on damage to buildings, utilities and to the condition of the evacuation path.*
☐ Lock or open gates and major external doors, as appropriate for the situation.
☐ Locate/control/extinguish small fires as necessary.
☐ Check the gas meter and, **if gas is leaking**, shut down gas supply.
☐ Shut down electricity only if the building has clear structural damage or advised to do so by Site Command Post.
☐ *Post yellow caution tape around damaged or hazardous areas. Be sure the impacted area has been searched for victims prior to posting yellow caution tape.*
☐ Verify that the campus is "secured" and report the same to Site Command Post.
☐ Advise Site Command Post of all actions taken for information and proper logging.
☐ Be sure that the entire site 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 the site as appropriate.

SECTION: Operations - POSITION: Search & Rescue Team Leader

Reports to: **Operations Chief**

**Staffing
Characteristics:**   Trained in Search & Rescue

Responsibility: Team Leader for detailed damage assessment, locating and rescuing victims, directing Search & Rescue Teams as needed, reports site situation to Operations Chief.

Special Equipment:

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

Start-Up Activities:

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

During Event:

☐ **Search & Rescue Teams need information on missing persons before they are deployed for internal searches. If all occupants are accounted for, there is no need to deploy Search & Rescue Teams. Search & Rescue Team Leader will work with Finance & Administration Chief on occupant accountability to determine "missing" status.**
☐ **If someone is reported as missing, the Search & Rescue Team Leader will deploy "buddy teams" of 2.**
   ● Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
   ● Follow all operational and safety procedures.
☐ Report gas leaks, fires, or structural damage to Site Command Post immediately upon discovery. Shut off gas or extinguish fires, if possible.
☐ Before entering a building, inspect the complete exterior of the building. Search & Rescue Teams will report structural damage to the Team Leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**

- [ ] If the building is safe to enter, search the assigned area (following map) using an orderly pattern. Check all rooms. Use chalk or painters tape to mark a "slash" on the door when entering the room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close the slash to form "X" on the door. Teams will report by radio to the Team Leader that room has been cleared (example: "Room A-123 is clear").
- [ ] When an injured victim is located, the Team informs the Team Leader of the location, number, and condition of injuries. The Team Leader then shares the information with the First Aid & Medical Team Leader who will dispatch a First Aid & Medical Team to tend to/transport the victims. **Do not use names of students or staff when discussing medical conditions.**
- [ ] Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.
- [ ] Keep radio communication brief and simple. No codes.

SECTION: Operations - POSITION: Search & Rescue Team

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

**Staffing
Characteristics:**   Trained in Search & Rescue

Responsibility: Assist with detailed damage assessment, searching/rescuing victims, reporting site situation to the Search & Rescue Team Leader.

Special Equipment:

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

Start-Up Activities:

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

During Event:

☐ **Search & Rescue Teams need information on missing persons before they are deployed for internal searches. If all occupants are accounted for, there is no need to deploy Search & Rescue Teams. Search & Rescue Team Leader will work with Finance & Administration Chief on occupant accountability to determine "missing" status.**
☐ **If someone is reported as missing, the Search & Rescue Team Leader will deploy "buddy teams" of 2.**
  ● **Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.**
  ● **Follow all operational and safety procedures.**
☐ Report gas leaks, fires, or structural damage to Site Command Post immediately upon discovery. Shut off gas or extinguish fires, if possible.
☐ Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**

- ☐ If the building is safe to enter, search the assigned area (following map) using an orderly pattern. Check all rooms. Use chalk or painters tape to mark a "slash" on the door when entering the room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close the slash to form "X" on the door. Report by radio to Site Command Post that the room has been cleared (example: "Room A-123 is clear").
- ☐ When an injured victim is located, the Team informs the Team Leader of the location, number, and condition of injuries. The Team Leader then shares the information with the First Aid & Medical Team Leader who will dispatch a First Aid & Medical Team to tend to/transport the victims. **Do not use names of students or staff when discussing medical conditions.**
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.
- ☐ Keep radio communication brief and simple. No codes.

SECTION: Operations - POSITION: First Aid & Medical Team Leader

Reports to: **Operations Chief**

**Staffing
Characteristics:**   Trained as a leader in providing emergency medical and psychological aid (i.e. School Nurse).

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

Special Equipment:

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

Start-Up Activities:

- ☐ **Works closely with Search & Rescue Team Leader. As injuries are identified by Search & Rescue Teams, the First Aid & Medical Team Leader will be informed and will deploy First Aid & Medical Teams.**
- ☐ **Supports First Aid & Medical Teams with identifying symptoms and conditions of the injured and recommends appropriate means of transport back to the First Aid & Medical Treatment Area.**
- ☐ **SCCOE recommends the following number of First Aid & Medical Teams with each team consisting of two members: Elementary School and Administrative Sites with <500 = 2 Teams; Middle Schools and Administrative Sites with 500-1000 = 4 Teams; Senior High School and Administrative Sites with >1000 = 6 Teams**
- ☐ Establish scope of disaster with the Site Incident Commander and determine probability of outside emergency medical support and transport needs.

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

During Event:

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

- Keep accurate records and make them 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 the body.
  - If the Coroner's Office will not be able to pick up the body soon, place the body in a 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.

☐ Stay alert for communicable diseases and isolate appropriately.

After:

☐ Conduct a Critical Incident Stress Debriefing for staff.

SECTION: Operations - POSITION: First Aid & Medical Team

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

**Staffing
Characteristics:**   Trained in first aid and CISM

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

Special Equipment:

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

Start-Up Activities:

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

During Event:

- ☐ Administer appropriate first aid.
- ☐ **Keep accurate records of care given.**
- ☐ Transport victims to the Medical Treatment Area.
- ☐ Continue to assess victims at regular intervals.
- ☐ Report deaths immediately to the First Aid & Medical Team Leader.
- ☐ If transport to a medical facility is available, do final assessment and document on triage tag. Keep and file records for reference—do not send them to the victim.
- ☐ Student's Emergency Information must accompany students removed from site to receive advanced medical attention. Send an emergency out-of-area phone number if available.

Triage Entry Area:

- ☐ Staffed with First Aid & Medical Team Leader and an assistant, if possible.
- ☐ One member confirms the triage tag category (red, yellow, green) and directs to the proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess, if not tagged.
- ☐ Second team member logs victims' names on form and sends forms to Site Command Post as completed.

Treatment Areas ("Immediate" & "Delayed")

☐ Staffed with a First Aid & Medical Buddy Team, 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 people when discussing medical conditions.

After:

☐ Clean up First Aid & Medical Treatment Area. Dispose of hazardous waste safely.

☐ Assist in the Critical Incident Stress Debriefing for the staff

SECTION: Operations - POSITION: Assembly Area

Reports to: **Operations Chief**

**Staffing
Characteristic:**   Trained in managing large groups of students, classroom teachers with their students

Responsibility: Serve as a communication link between the evacuees and the site Command Team. Ensure the care and safety of all occupants in the Assembly Area (except those who are in the First Aid & Medical Treatment Area). Typically the Assembly Area is the pre-determined on-site evacuation location that is outdoors. However, special circumstances could require an interior evacuation.

Special Equipment:

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

Start-Up Activities:

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

During Event:

- ☐ **Assist Finance & Administration Chief with accountability of site occupants. It is critical that an accurate accounting be completed to determine if any site occupants are missing.**
- ☐ Monitor the safety and well-being of the students and staff in the Assembly Area.
- ☐ Administer minor first aid as needed.
- ☐ Support the Release Gate process by releasing students with appropriate paperwork.
- ☐ When necessary, provide water and food to students and staff.
- ☐ Make arrangements for portable toilets if necessary, ensuring that site occupants wash their hands thoroughly to prevent disease.
- ☐ Make arrangements to provide temporary shelter for site occupants.

☐ Arrange activities and keep students reassured.
☐ Maintain records of the number of site occupants in the Assembly Area.
☐ Direct all requests for information to the Public Information Officer.

SECTION: Operations - POSITION: Request Area

Reports to: **Operations Chief**

**Staffing
Characteristics:**   School staff or volunteers

Responsibility: Assure proper processing of reunification requests at the Request Area. Also, process requests from volunteers. It is important that the Request Area not be located at a gate that can open and close. The Release Gate is the only location where the security of the perimeter is compromised.

Special Equipment:

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

Start-Up Activities:

- ☐ Secure area against unauthorized access. Mark the area with a sign.
- ☐ Set up a Request Area in a location with maximum access – typically at the front entrance to the campus. Use alphabetical grouping signs to organize parent requests.
- ☐ Have Student Release Forms available for parents or guardians outside of the fence at the Request Area. Assign volunteers to assist.
- ☐ Ensure an adequate distance between the Request Area and the Release Gate. SCCOE recommends a separation between these areas of 50-100 feet, if possible.

During Event:

- ☐ Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- ☐ **Refer all requests for information to the Public Information Officer. Do not spread rumors!**
- ☐ If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID to the Logistics Chief. If they are not registered (do not have badges), register them at the Request Area.

Reunification Procedures:

☐ Requesting parent or guardian fills out Student Release Form, gives it to staff member, and shows identification.

☐ Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.

☐ Staff instructs the requester to proceed to the Release Gate.

☐ If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, a runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.

☐ Runner takes form(s) to the designated classroom or assigned location in the Assembly Area.

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

If student is with class:

☐ Runner shows Student Release Form to the teacher

☐ Teacher marks box, ***"Sent with Runner."***

☐ If appropriate, the teacher sends a parent copy of Notice of First Aid Care Given Form with the runner.

☐ Runner walks student(s) to Release Gate.

☐ Runner hands paperwork to staff at Release Gate.

If student is not with the class:

☐ Teacher makes appropriate notation on Student Release Form:

☐ ***"Absent"*** if the student was never in school that day.

☐ ***"First Aid"*** if the student is in the First Aid & Medical Treatment Area.

☐ ***"Missing"*** if a student was on campus but now cannot be located.

☐ Runner takes Student Release Form to the Site Command Post.

☐ Site Command Post verifies student location if known and directs runner accordingly.

☐ **If a runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to the Site Command Post for verification.**

SECTION: Operations - POSITION: Release Gate

Reports to: **Operations Chief**

**Staffing
Characteristics:** School staff or volunteers

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

Special Equipment:

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

Start-Up Activities:

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

During Event:

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

If student is with class:

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

If student is not with the class:

☐ Teacher makes appropriate notation on Student Release Form:
☐ ***"Absent"*** if the student was never in school that day.
☐ ***"First Aid"*** if the student is in the First Aid & Medical Treatment Area.
☐ ***"Missing"*** if a student was in school but now cannot be located.
☐ Runner takes Student Release Form to Site Incident Command Post.

☐ Site Incident Command Post verifies student location if known and directs runner accordingly.

☐ If a runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to Site Incident Command Post for verification.

☐ Parents should be notified of missing student status and escorted to the crisis counselor.

☐ If a student is in first aid, parents should be escorted to the First Aid & Medical Treatment Area.

☐ If a student was marked absent, parents will be notified by a staff member.

SECTION: Planning & Intelligence - POSITION: Planning & Intelligence Chief

Reports to: **Site Incident Commander**

**Staffing
Characteristics:**   Vice Principal or someone familiar with the site and its occupants

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
- ☐ Forms:
  - Position Log (Form #2)

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 the Site Incident Commander in writing Incident Action Plan (Form #1)

SECTION: Planning & Intelligence - POSITION: Documentation

Reports to: **Planning & Intelligence Chief**

Staffing Characteristics: **It is common for the Planning & Intelligence Chief to carry out these duties. A separate position checklist is here in the event the Planning & Intelligence Chief needs to assign the duties to another individual.**

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

Special Equipment:

- ☐ File box(es)
- ☐ Forms:
  - Position Log (Form #2)

During:

Records:

- ☐ Maintain a time log of the Incident, noting all actions and reports.
- ☐ Record content of all radio communication with SCCOE 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 Student Accounting Forms.
- ☐ Check off the staff roster. Compute the number of students, staff, and others on campus for Situation Analysis. Update periodically.
- ☐ Report missing persons and site damage to Site Command Post.
- ☐ Report first aid needs to First Aid & 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

Reports to: **Planning & Intelligence Chief**

**Staffing
Characteristics:**   **It is common for the Planning & Intelligence Chief to carry out these duties. A separate position checklist is here in the event the Planning & Intelligence Chief needs to assign the duties to another individual.**

Responsibility: Analyzes the range of events impacting the campus to provide the Site Incident Commander and the rest of the Site Command Team with cumulative information about the incident.

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

SECTION: Logistics - POSITION: Logistics Chief

Reports to: **Site Incident Commander**

**Staffing
Characteristics:**   Administrative skills

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

Special Equipment:

☐ Cargo container or other storage facility with all emergency supplies stored on site.
☐ Forms:
- Site Status Report (Form #10)
- Volunteer Assignment List (Form #9)

Start-Up Activities:

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

During Event:

☐ Coordinate supplies, equipment, and personnel needs with the Site Incident Commander.
☐ Maintain security of cargo containers, supplies and equipment.

After:

☐ Secure all equipment and supplies.

SECTION: Logistics - POSITION: Supplies, Facilities, & Staffing

Reports to: **Logistics Chief**

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

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

Special Equipment:

☐ Cargo container or other storage facility and all emergency supplies stored on site

Start-Up Activities:

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

During Event:

☐ Maintain security of cargo containers, supplies and equipment.
☐ Distribute supplies and equipment as needed.
☐ Assist team members in locating appropriate supplies and equipment.
☐ Set up a Staging Area, Sanitation Area, Feeding Area, First Aid & Medical Treatment Area, and other facilities as needed.
☐ Coordinate with the Site Incident Commander 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

Reports to: **Site Incident Commander**

Staffing Characteristics: Site occupant accountability is the primary focus of this position and guides much of the emergency response. Also, needs to be familiar with common financial record keeping standards.

Responsibility: Student accountability during emergencies, purchasing of all necessary materials, tracking financial records, maintaining timekeeping records, and recovering school records following an emergency.

Special Equipment:

- ☐ Site occupant roster
- ☐ Visitor Sign-In Sheet

During:

- ☐ Track site occupant accountability records during emergencies. Missing and extra site occupants should be reported to allow for accurate accounting.
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ Work closely with the 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 school 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 SCCOE 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 Site Incident Commander.

After:

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

SECTION FIVE - FORMS

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

FORM #1 - INCIDENT ACTION PLAN

INCIDENT NAME *(i.e. Fire, Flood, Earthquake)*	**DATE & TIME PREPARED**	**PREPARED BY** *(ICS Documentation)*

INCIDENT OBJECTIVE *(Big picture objective, i.e: Evacuate, Shelter-in-Place)*

OPERATIONAL PERIOD *(Time period set to achieve current objectives and report back –from beginning date and time to end date and time)*

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

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

WEATHER FORECAST FOR OPERATIONAL PERIOD

FORM #2 - POSITION LOG

TIME	SITUATION	RESPONSE	INITIAL

FORM #3 - FIRST AID & MEDICAL TREATMENT VICTIM LOG

For use at the First Aid & Medical Team Area

Site Name: _____ Date: _____

Name	Triage Tag #	Triage Category D / I / d	Transported to:	Release Time

D (Delayed): _____   I (Immediate): _____   d (Deceased): _____

Completed by: _____ Time: _____

Delivered to _____ (title): at Site Incident Command Post.

FORM #4 - FIRST AID & MEDICAL TEAM SUPPLIES

The following supplies are recommendations for the First Aid & Medical Team. These supplies should be kept in the Command Team Disaster Kit.

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

Elementary School and Administrative Sites with <500 = 2 Teams
Middle Schools and Administrative Sites with 500-1000 = 4 Teams
Senior High School and Administrative Sites with >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 site and 4-inch: 12 per site
- ☐ Triangular bandage: 24 per site
- ☐ Cardboard splints: 24 each of small, medium, and large
- ☐ Neck brace: 12 per site
- ☐ Steri-strips or butterfly bandages: 50 per site
- ☐ Aqua-Blox (water) cases (for flushing wounds, etc.): 0.016 x occupants + staff = # cases
- ☐ Hydrogen Peroxide: 10 pints/site
- ☐ Bleach - 1 small bottle
- ☐ Antiseptic Hand Gel or Packets
- ☐ Stretcher, backboard, wheelchair: use on-site supplies from the Nurse's Office or create transport devices by utilizing such things as blankets or doors off hinges - 1.5/100 occupants
- ☐ Scissors, paramedic: 4 per site
- ☐ Tweezers: 3 assorted per site
- ☐ Triage tags: 50 per 500 occupants
- ☐ Latex gloves: 100 per 500 occupants
- ☐ Oval eye patch: 50 per site
- ☐ Tapes: 1" cloth: 50 rolls/site and 2" cloth: 24 per site
- ☐ Dust masks: 1 per occupant
- ☐ Disposable blanket: 10 per 100 occupants
- ☐ First Aid Books: 2 standard and 2 advanced per site
- ☐ Space blankets: 1 per occupant

FORM #5 - STUDENT RELEASE FORM (delivered by the Runner)

Please Print

Student's Name: _____

Teacher: _____ Grade: _____

Requested by: _____

To be completed by Request Area Staff

Proof of ID _____   Name on Emergency Card: Yes ☐   No ☐

Student's Status
To be completed by Teacher

Sent with Runner ☐   Absent ☐   First Aid ☐   Missing ☐

To be completed by Release Gate Staff

Proof of ID _____   Name on Emergency Card: Yes ☐   No ☐

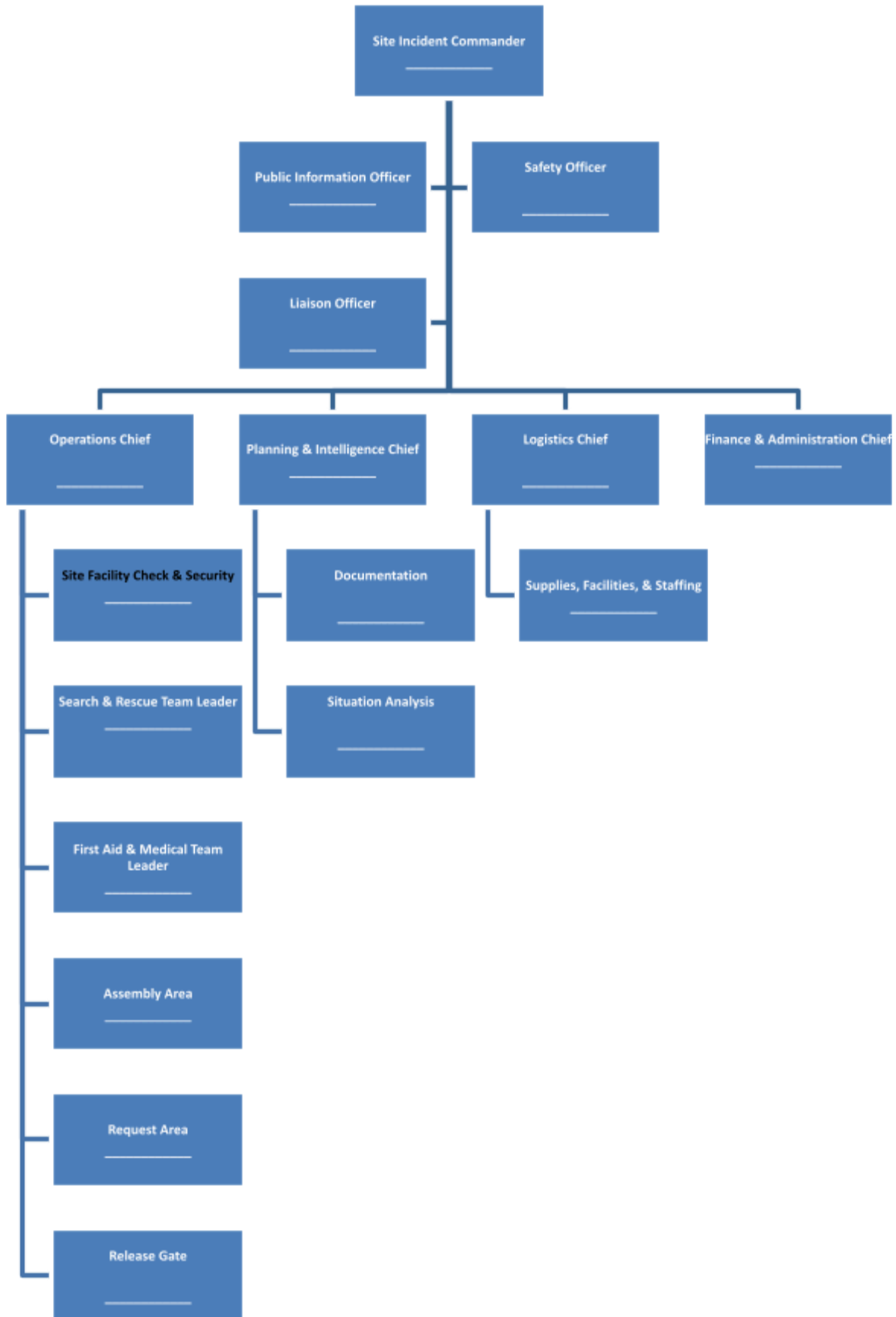**To be completed by Requester <u>at the Release Gate</u>**

Requester's Signature: _____

Destination: _____

Date: _____   Time: _____

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

FORM #6 - SITE INCIDENT COMMAND TEAM ASSIGNMENT FORM

Site Incident Commander
_____

Public Information Officer
_____

Safety Officer
_____

Liaison Officer
_____

Operations Chief
_____

Planning & Intelligence Chief
_____

Logistics Chief
_____

Finance & Administration Chief
_____

Site Facility Check & Security
_____

Documentation
_____

Supplies, Facilities, & Staffing
_____

Search & Rescue Team Leader
_____

Situation Analysis
_____

First Aid & Medical Team Leader
_____

Assembly Area
_____

Request Area
_____

Release Gate
_____

FORM #7 - STUDENT ACCOUNTING FORM

Room Number: _____   Date: _____

Enrolled per Registration: _____

Reported by: _____

Not in School Today: _____

Received by: _____

Present Now: _____

Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)		
Name	**Location**	**Problem**

Students on playground needing more first aid that you can handle:		
Name	**Location**	**Problem**

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

_____

FORM #8 - NOTICE OF FIRST AID CARE GIVEN

School: _____ Date: _____

Dear Parent,

_____was injured at school and has been given first aid. If you feel further care is necessary, please consult your family physician.

Nature of Injury: _____

Destination (if not presently on site): _____

Transporting Entity (if not presently on site): _____

Time of Transport: _____

Additional Information_____

Please sign to release the student to your care.

_____

SIGNATURE OF PARENT/GUARDIAN

_____

SIGNATURE OF SCHOOL REPRESENTATIVE

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

FORM #9 - VOLUNTEER ASSIGNMENT LIST

Volunteer Name, Address, Phone #	Time	Position

FORM #10 - SITE STATUS REPORT

TO: _____ FROM: _____

LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way radio ☐   Telephone ☐   Messenger ☐

SITE OCCUPANT STATUS

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

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

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

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

FORM #11 - SEARCH & RESCUE RECOMMENDED SUPPLIES

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

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

Member Supplies

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

Team Supplies

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

FORM #12 - PUBLIC INFORMATION WORKSHEET

Check off, fill in, and cross off as appropriate

☐ Name of Site: _____

☐ Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

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

☐ The (occupants) [(are being) or (have been)] accounted for.

☐ No further information is available at this time.

☐ Emergency Medical Services [(are here) or (are on the way) or (are not available)].

☐ Local Police [(are here) or (are on the way) or (are not available to us)].

☐ Fire Department/paramedics [(are here) or (are on the way) or (are not available to us)].
_____ [(are here) or (are on the way) or (are not available)].

☐ Communication center(s) (is/are) being set up at _____ to answer questions.

☐ Communication center(s) for families of students and employee/s (is/are) being set up at _____ to answer questions about individual students and staff and reunification plans.

☐ Injuries have been reported at _____ and are being treated at the site by (staff/professional medical responders). (#)_____ reported injured.

☐ Students have been taken to a safe area, _____, and are with [(classroom teachers/staff) or (_____)].

_____(insert #) Site Occupants have been taken to the local emergency room for treatment of serious injury.

☐ Families of injured students/staff should go to the emergency room at

_____.

☐ Confirmed deaths have been reported at _____.
Names cannot be released until families have been notified.

☐ Structural damage has been reported at the following sites:

_____

☐ Release restrictions: No ☐   Yes ☐

  If yes, what? _____

Released to the public as Public Information Release #_____

Date/Time: _____

SECTION SIX - MAPS OF THE SITE

Map of Fire Extinguishers, Propane, Storm Drains, & Electrical System

You may contact the SCCOE to request this information.

Map of Water System

You may contact the SCCOE to request this information.

SECTION SEVEN - ADDITIONAL RELATED WALDEN WEST POLICIES

TRAINING

Child safety

The Santa Clara County Office of Education strongly believes in protecting the children we serve, our staff and the community. Our goal is to ensure that student's time spent at Walden West is rewarding for everyone. Therefore, all staff attend mandatory child safety training annually and volunteers attend prior to volunteering.

Mandated Reporter

The Child Abuse and Neglect Reporting Act requires a mandated reporter, which includes all Walden West staff, to report whenever he or she, in his or her professional capacity or within the scope of his or her employment, has knowledge of or has observed a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.

Existing law requires that school personnel attend annual training within six weeks of start of school or six weeks of start of employment on suspected child abuse and neglect.

Emergency Situations

Please refer to the emergency plan in the appendix.

Bloodborne Disease

What are bloodborne pathogens?

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needlesticks and other sharps-related injuries may expose workers to bloodborne pathogens. Workers in many occupations, including first aid team members, housekeeping personnel in some industries, nurses and other healthcare personnel may be at risk of exposure to bloodborne pathogens.

What can be done to control exposure to bloodborne pathogens?

In order to reduce or eliminate the hazards of occupational exposure to bloodborne pathogens, Walden West and the SCCOE have an exposure control plan for the worksite with details on employee protection measures. The plan describes how employees will use a combination of engineering and work practice controls, ensure the use of personal protective clothing and equipment, are provided training , and signs and labels, among other provisions. Engineering controls are the primary means of eliminating or minimizing employee exposure and include the use of safer medical devices, such as needleless devices, shielded needle devices, and plastic capillary tubes.

Health Care

> **BP 5141-Health Care and Emergencies**
> The Santa Clara County Board of Education recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities. The Santa Clara County Superintendent of Schools or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when student accidents and injuries occur and that parents/guardians are notified as appropriate.
>
> The County Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.
>
> Santa Clara County Office of Education staff shall appropriately report and document student accidents.
>
> Automated External Defibrillators
> The County Board authorizes the placement of automated external defibrillators (AEDs) at designated locations for use by designated personnel who have volunteered to receive training in the use of AEDs.
>
> The County Superintendent or designee shall develop guidelines for employees regarding the use of these devices and shall ensure that employees receive training on their proper use and handling. The guidelines shall also specify the placement, security, and maintenance of the AED.
>
> The authorization of AEDs in SCCOE locations shall not be deemed to create a guarantee or obligation to use the AED in the case of an emergency nor any expectation that an AED or trained employee will be present and/or able to use an AED in an emergency or any expectation that the AED will operate properly.
>
> **BP 5141.21- Administering Medication and Monitoring Health Conditions**
> The Santa Clara County Board of Education (County Board) recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. The (County) Superintendent or Superintendent's designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.
>
> For the administration of medication to other students during school or school-related activities, the County Superintendent or Superintendent's designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the Santa Clara County Office of Education's (SCCOE) permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.
>
> In addition, the County Superintendent or Superintendent's designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.
>
> Administration of Medication by School Personnel
> Any medication prescribed by an authorized health care provider, including, but not limited to, an emergency antiseizure medication for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated school personnel only when the County Superintendent or Superintendent's designee has received written statements from both the student's parent/guardian and authorized health care provider.
>
> When unlicensed personnel are authorized by law to administer any medication to students, such as emergency anti seizure medication, epinephrine auto-injector, insulin, or glucagon, the County Superintendent or Superintendent's designee shall ensure that school personnel designated to administer it to students receive appropriate training or retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.
>
> The County Superintendent or Superintendent's designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.
>
> School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

BP 5141.27-Food Allergies
The Santa Clara County Board of Education desires to prevent students' exposure to foods to which they are allergic or intolerant and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Santa Clara County Superintendent of Schools or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but are not limited to, strategies for identifying students at risk for allergic reactions, avoidance measures, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

Parents/guardians shall be responsible for notifying the County Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

When a student's food allergy or food intolerance substantially limits one or more major life activities, his/her parents/guardians shall be informed of the SCCOE's obligation to evaluate the student to determine if he/she requires accommodations pursuant to Section 504 of the federal Rehabilitation Act. The student shall be evaluated in accordance with law and the procedures specified in AR 6164.6 - Identification and Education Under Section 504. If that process results in the development of a Section 504 plan, the SCCOE shall provide the accommodations and/or aids and services identified in the plan.

If a student's diet restrictions and needed services are addressed in an individualized education program (IEP), the Superintendent or designee shall ensure compliance with the IEP including any necessary food substitutions. Students shall not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

Any complaint of alleged noncompliance with this policy shall be addressed through appropriate SCCOE complaint procedures.

BP 5141.6- School Health Services
The Santa Clara County Board of Education recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The Santa Clara County Office of Education may provide access to health services at or near SCCOE schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses.

The County Board and the Santa Clara County Superintendent of Schools or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in SCCOE schools and the community. Based on this needs assessment and the availability of resources, the County Superintendent or designee shall recommend for Board approval the types of health services to be provided by the SCCOE. Board approval shall be required for any proposed use of SCCOE resources and facilities to support school health services. The County Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

The County Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929 or other applicable laws.

The County Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

Automated External Defibrillators

Walden West has an AED that is checked every year at the beginning of Outdoor school and Summer Camp. All Walden West employees receive training on their proper use and handling. The guidelines shall also specify the placement, security, and maintenance of the AED. Maintenance will be performed by the site Health Technician - this includes but is not limited to; checking and ordering replacement pads, batteries, scissors, face masks, razor, and other tools necessary for accurate use of AED.

Emergencies

Earthquake

On the first day of each session, earthquake safety is discussed with the students. Duck, cover and hold procedure is implemented wherever students are and in whatever situation they are involved.

1. Outside of buildings, students should immediately duck, cover and hold.
2. In buildings the following should occur:
    a. In cabins during the day, students should lay on the bunk closest to them and cover their head with a pillow.
    b. In cabins during the night, students should stay in the bed they are sleeping in and cover their head with a pillow.
    c. In the dining hall, students should remain seated with their head on the table and arms covering their head.

In the event of an earthquake, the director or Hub Host will sound the fire alarm after the quake has stopped. Students should follow normal emergency procedures and line up on the lower field for Saratoga or in the amphitheater for Cupertino. (See first page for directions). Administrators and teachers will discuss action to be taken. If the earthquake is severe, evacuation procedures will be implemented.

If the earthquake is so severe that rescue vehicles and services in the county are not accessible and access roads are blocked in and out of Walden West, it may be necessary to spend a night or several days at Walden West. If this is necessary, Walden West has food and water reserves to handle such a situation. Notification of authorities is to be immediate and a plan of action relayed to schools and parents as soon as possible.

Fire

1. Utilize telephones to call 9ll or county communications. Should the main phone line be down, the back up systems are staff cell phones or the emergency phone (Bat phone) in the teacher's cabin. Notify schools of students attending that evacuation procedures are in effect. If school is out of session, contact the principal at the emergency number listed in the book.
2. Keep the group on the lower field for Saratoga or in the amphitheater for Cupertino unless conditions dictate moving to the parking lot.
3. If there is no time to wait for off-site transportation, use Walden West vehicles and staff vehicles to shuttle students to Ranger Station for Saratoga or Stevens Creek Reservoir parking lot for Cupertino. All staff members and teachers will be expected to shuttle students. Fit as many students as safe. The number of seat belts is not important.
4. The pool offers protection as well. If necessary, students will wait in these areas while waiting for a shuttle.
5. Maintenance staff will turn off all propane tanks. If the fire is after hours, staff must turn off tanks.
6. Keep students in groups until evacuation is complete. Do not let students leave the field or clearing in front of the Dining Hall or return to their cabins unless told to do so.
7. It is extremely important that staff stay in radio contact at all times.

Intruder

The following procedures should be followed when there an intruder on site:

1. Office or Hub host announces over radio "the rabbits are running."
   - This announcement will be repeated several times.
2. Get everybody inside and lock exterior doors.
3. Be sure to clear hallways, restrooms, and other rooms that cannot be secured.
4. Secure and cover classroom windows.
5. If you are away from all buildings, move into the woods and remain hidden.
6. Move all persons away from the windows.
7. Take attendance.
8. Wait for all clear.

Night Evacuation

When an evacuation is deemed necessary at night and there is a power outage, use emergency flashlights and headlights of vehicles to illuminate the lower field or clearing in front of the Dining Hall.

Loss of Power

In almost all situations, the Walden West generator will automatically kick on at the Saratoga site. At the Cupertino site, the generator must be activated manually. As long as the generator is working properly there is no need to evacuate the site. If it does not turn on and power has been interrupted for more than 24 hours, students must evacuate the site.

If loss of power occurs during the day and is expected to be off throughout the night, evacuation will be strongly considered. The Walden West administration will make the final decision. Flashlights for each cabin are stored in the HUB.

Terrorism

If staff is aware of a terrorist act taking place but are not the immediate victims, remove the students under your charge via a trail to Picchetti Ranch parking lot. Once at the parking lot, notify local Cupertino Police, keep children calm, take roll and wait for further instructions from authorities. Staff should have cell phones with them as radio reception is not good that far from camp. Any communication on the radio should be limited and kept as cryptic as possible. Do not return to Walden West.

Vehicle Use

Walden West staff members who are certified to drive county vehicles will evacuate students if off site transportation is not available. If a situation arises which is critical and requires immediate evacuation, all available vehicles including private cars will be used. The Walden West Administrator will make this decision.

Non-Emergency Evacuations

1. Administrator will discuss the situation with visiting teachers and field staff.
2. Teachers will call the school to notify the principal and parents. Visiting teachers will call school for help arranging for a bus from the transportation department or parents for rides home.
3. Once transportation and delivery time is determined, the visiting schools phone tree or text alert system will be implemented to notify parents with the time students will return to school.
4. The loudspeaker will instruct students to meet in the amphitheater.
5. Students' will be divided by school or class and students will be told by teachers of their decision and what to do next.
6. If the time issue is not critical, students will be told to pack and place luggage by school in the appropriate area.
7. Luggage can be picked up at a later date and time if necessary.

Lost Child Prevention and Action

Prevention

1. Field Instructors: count students at beginning and end of each class. Count students during class before leaving any location.
2. Cabin Leaders: Count students in the cabin group at the end of each activity and before bed.
3. Report students unaccounted for immediately.
4. Students should be told that if they are separated from the group, they are to remain in place and wait for staff to locate them.
5. While on trail, if staff sees a wandering Walden West child, keep students with you and radio all instructors.

Action - Off Walden West Grounds

   Field Instructors:
   1. Immediately notify Walden West staff on site by sending a radio message or calling on a cell phone.
      a. Provide the following information:
         i. Your location
         ii. Name of child, school child attends
         iii. Description of child to include distinguishing characteristics. Type and color of clothing worn, state of mind (angry, sad, homesick, etc.)
         iv. Time and spot where the child was last seen.
         v. Any known medical condition of the child (Diabetic, etc.)
   2. Keep the remaining group together with the cabin leader while you make a brief search of the area.

   If Child Not Found:
   1. Notify the sheriff, parents and the school the child attends.
   2. Notify Santa Clara County Office of Ed.

Action - On Walden West Grounds

   Field Instructors:
   1. Report incident to supervisor in charge.
   2. Give identifying characteristics of lost person (age, clothing, state of mind, etc.).
   3. When was the child or person last seen and what was the reason for leaving.
   4. If a person is not located on site- organize off site search. Notify Sanborn Park rangers.
   5. Notify parents, sheriff.
   6. If the child is not found on site - organize off site search with Sanborn Park rangers and available staff.
   7. Notify the sheriff, school and parents.
   8. Notify Santa Clara County Office of Ed.

Child Abuse Prevention & Reporting

Definition

AR 5141.4 STUDENTS- CHILD ABUSE PREVENTION & REPORTING

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person

2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1

3. Neglect of a child as defined in Penal Code 11165.2

1. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
2. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6) (cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001) (cf. 5144 - Discipline)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

SP- 4141.4- Child and Dependent Adult Abuse Prevention and Reporting

The Santa Clara County Superintendent (County Superintendent) is committed to supporting the safety and well-being of students and desires to facilitate the prevention of and response to child abuse and neglect. The County Superintendent or designee shall develop and implement regulations and strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect. The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention and Reporting

The County Superintendent recognizes that child abuse has severe consequences and that the Santa Clara County Office of Education (SCCOE) has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The County Superintendent or designee shall establish procedures for the prevention, identification, and reporting of known and suspected child abuse and neglect in accordance with law to the extent feasible and appropriate.

Employees who are mandated reporters, as defined by Penal Code, Welfare and Institutions Code, and administrative regulation, are obligated to report all known or suspected incidents of abuse and neglect. Adult Protective Services must be notified of suspected abuse toward SCCOE students with disabilities (dependent adults) who are 18-22 years of age.

Before beginning employment, all employees who are mandated reporters as defined above shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and the SCCOE's procedures and will comply with those provisions. The signed statement shall be retained in the employees personnel file. (Penal Code 11166.5)

Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The County Superintendent or designee shall provide annual training within the first six (6) weeks of school or within six (6) weeks of employment regarding the reporting duties of mandated reporters.

SCCOE employees who fail to report such abuse or neglect may be subject to criminal or civil penalties as well as disciplinary action by SCCOE, including dismissal. SCCOE employees who unlawfully disclose information from abuse/neglect reports may be subject to fines and/or imprisonment.

Possible Signs of Child Abuse

In order to be able to effectively prevent violence against children, it is important to have an in-depth understanding of the indicators of violence experienced by children. Below are some, but certainly not all, of the potential indicators of physical violence, sexual violence, emotional violence, neglect, and exposure to family violence commonly experienced by children who have been victimized.

Indicators of Physical Violence
- Unexplained bruises, broken bones, burns, bite marks;
- Noticeable absence from school accompanied by fading bruises;
- Refusal to discuss visible injuries;
- Appears to be frightened in the presence of caregiver or particular people;
- Frequently runs away from home;
- Child discloses physical violence.

Indicators of Psychological Violence
- Child exhibits difficulty sitting, walking, or swallowing;
- Reports bedwetting or nightmares;
- Noticeable change in child's appetite;
- Child exhibits sudden unusual or inappropriate sexual behavior;
- Exhibits a lack of trust in individuals;
- Sudden changes in child's personality;
- Child discloses sexual violence.

Indicators of Emotional Violence
- Child exhibits extremes in behavior;
- Child is delayed in physical or emotional development;
- Child often complains of headaches, nausea, or stomach aches for no obvious reason;
- Child exhibits frustration when performing tasks and often criticizes their performance;
- Child has attempted suicide;
- Child discloses emotional violence.

Indicators of Neglect
- Noticeable unexplained absence from school;
- Child engages in illegitimate activity to obtain the basic necessities of life;
- Lack of appropriate clothing;
- Lack of needed medical and/or dental care;

- Child is dirty or unwashed;
- Child appears to have very little energy;
- Child discloses neglect.

Indicators of Exposure to Family Violence
- Behavior symptoms -- child exhibits aggression, depression, anger, anxiety or a combination of these behavior problems;
- Social symptoms -- challenges in creating and maintaining relationships or friendships, potential isolation and marginalization, trust and attachment issues;
- Psychological symptoms -- child exhibits physical effects in the body such as anxiety, stress, sleep disorders, and other common symptoms often associated with Post Traumatic Stress Disorder (PTSD);
- School-related symptoms -- difficulties with school structure, performance issues, absenteeism, poor peer relations;
- Child discloses occurrence of family violence.

Reporting

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preventing, recognizing, and promptly reporting known or suspected child abuse and neglect. The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention and Reporting

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SCCOE employees who fail to report such abuse or neglect may be subject to criminal or civil penalties as well as disciplinary action by SCCOE, including dismissal. SCCOE employees who unlawfully disclose information from abuse/neglect reports may be subject to fines and/or imprisonment.