###

**CHELSEA COUNTY SCHOOL DISTRICT**

**Response Plan**

Approved

**January 1, 2020**

Prepared by:



19062 East Union Drive

Aurora, CO 80115

**Approval of the Chelsea County School District Response Plan**

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Chelsea County School District, Superintendent Date

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Chelsea County School District, Board Chair Date

**Chelsea County School District**

**Phone Listing**

Chelsea County School District-Main- 555-8221 or 555-8222

Chelsea County School District-High School- 555-8223 or 555-8224

Chelsea County School District-Middle School- 555-8225 or 555-8226

Chelsea County School District-Elementary School- 555-8227 or 555-8228

**Other key phone numbers in Chelsea County**

**Emergency- DIAL 911**

Chelsea County Dispatch 555-3367 non- emergency

Chelsea County Fire 555-3200 additional sequence of #'s for Stations 1-4

Tyler Town Fire Authority 555-3462 additional sequence of #'s for Stations 1-4

Blakeville Fire District 555-1520 additional sequence of #'s for Stations 1&2

Cole City Fire 555-6423

Chelsea County Hospital 555-7432 additional sequence of #'s for clinics 2-3

Chelsea County OEM 555-3366

Blakeville PD 555-3421

Tyler Town Police Main 555-3450

Chelsea County Sheriff Admin 555-4773

Quick Response Ambulance Service 555-5231

Chelsea County Road and Bridge Main 555-1345

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# [INTRODUCTION](#_heading=h.twtodqyqono3)

 The Chelsea County School District Response Plans are designed to address the preparedness and the consequences of several hazards and emergency situations that may arise within the School District. This plan is based on an All-Hazards concept to include natural disasters, technological emergencies, school violence, and other incidents that may affect students, staff and the public within, as well as outside of the School District properties as dictated by the event. By planning in this manner allows the District to provide a safe place for students, staff and the public.

The Response Plan describes the basic methods and structures by which the School District will respond to hazards, threats and/or events, to include natural and man-made origins. To accomplish such a response, it is the goal to facilitate the District’s Response Plan as a complete overview as well as a more focused plans dictated by each of its facilities. The Response Plan shall utilize a functional type of approach to create actions required into separate Annexes for each of the defined premises of the School District. The Annexes will be split into Response Plan and will serve as the primary mechanism that each of the District’s facilities will utilize regarding their Response Plan activities based on the types of the related hazards or incidents. The District’s response will be coordinated by the Superintendent, and/or appointed designee unless otherwise assigned.

The Chelsea County School District does follow the guidelines of the National Incident Management System (NIMS) which provides a structure to allow all involved in an incident the capability to work seamlessly together with consistent methods, and terminology for management of an incident of any type or kind.

**What is a crisis?**

 The official definition of a **crisis** is, according to Webster’s Online Dictionary, "an unstable or crucial time or in which a decisive change is impending, especially one with the possibility of a highly undesirable outcome(s)". Additionally, crisis is derived from the G reek word meaning “decision”. A crisis is a situation where school leaders could be faced with inaccurate information, not enough time, insufficient resources and yet still be required to make one or many crucial decisions.

 A crisis may range in scope and intensity from incidents that directly or indirectly affect a single student to one that impacts the entire community. School staff and administration must be prepared as a crisis can happen before, during, or after school. This can occur on or off school campuses as well. Staff and students may also be severely affected by an incident in another city or state that may have to be considered.

### Scope

The Response Plan applies to all the School District personnel. Preparedness, prevention, mitigation, response, and recovery include those actions and activities which support the School District’s efforts to save lives, protect health and safety, and to protect property. The identified actions and activities are carried out in the Plan Annexes by each of the School District facilities and are based on the functional requirements as identified in by the hazards and threats.

### Organization of the Plan

The Base Plan describes the purpose, scope, situation, policies, and concept of operations, for the Response Plan activities related to a school emergency or crisis.

The Facility Annexes of this plan will describe the functional actions required to respond to or recover from an emergency or crisis on a site by site basis.

These may include such as:

* Management/Coordination/Primary
* Response Actions (Evacuation/Shelter in Place/School Lock Down)
* Student Reunification
* Pandemic Event – Actions and Policies
* Communications/Public Information
* Safe School – Actions and Policies
* Special Need Students

Appendices to the Plans may include:

* Memorandums of Understanding with local First Responders and Law Enforcement
* Hazard Analysis and Response Actions
* Response Checklists by hazard or threat
* Maps
* Phone lists
* Forms

#  POLICIES

### A. Legal Authority

**The State Department of Education along with State Statutes require that every Public-School System to have a safety plan. Training and exercising of the plan shall be required annually.**

###  B. Assumptions

The Chelsea County School District Response Plan and the policies, procedures, and protocols within, can be activated prior to an emergency and/or crisis affecting the District. The actions described in this Plan are intended for District employees and do not dictate expected actions on the part of other emergency responders. It is understood that the District will rely on the local first responders, emergency management, and the law enforcement community for emergency response. The District will maintain the responsibility for students and visitors within facilities not affected by the emergency and work in coordination with the local responders to mitigate the effects of the emergency.

###  C. Assignments of Responsibilities

The Response Plan provides assignments to designated personnel with primary and alternate responsibilities to carry out the actions delineated in the Annexes (School Team). These activities will be carried out when the plan is formally activated or in response to a spontaneous, no-notice event that requires immediate action.

###  D. Resource Coordination

The District Office will maintain a list of all physical resources available. All key resources, including transportation and first aid (equipment and supplies) will be included along with contact numbers. The District Office will maintain this resource list and coordinate any request for resources in response to a school emergency or crisis. Emergency resources will be inventoried annually. The District Office will also develop and maintain a facility personnel list. This list will include all personnel, contact information and their primary responsibilities within the school. In addition, it will include any secondary skills possessed by each employee (first-aid, EMS, etc.). The District Office will maintain this resource list and coordinate any request for personnel in response to a school emergency or crisis. This list will be updated annually and should be updated following any changes of staff.

### E. Recovery Operations

 The District Superintendent, or designee, may be responsible for coordinating recovery activities with Emergency Response agencies. Recovery operations which do not conflict with response operations will be initiated as soon as possible. Immediate attention should be on recovery crisis counseling. The District Crisis Management Team should be activated as early as possible during an incident if required. If necessitated, outside behavioral health, and possibly faith-based counselors may be utilized.

 Recovery of the facility could be delayed until after the emergency/crisis has been successfully terminated. If an alternate facility is required to meet the District’s mission, the Continuity of Operations will be activated based from the Recovery/Continuity of Operations Plan.

### F. Facilities

The District Office along with each School Administrator will designate an office/area to serve as a Command Center during an emergency. An alternate, off site, area should also be identified in the event of an evacuation of the building.

School Principals, in coordination with the Assistant Superintendent, the Safety Officer, or the local Fire District, should establish safe areas within each facility for personnel and students to shelter in place.

School Principals, in coordination with the Assistant Superintendent, the Safety Officer(s), or the local Fire and/or law enforcement agency, should determine a safe site for students and staff to be directed in the event of an evacuation. If this site is not equipped to serve as a parent/student reunification site an additional site, and transportation coordination, may be required.

A floor plan of the buildings and grounds, which indicates the locations of all exits, utility shut offs and fire extinguishers should be maintained and updated as necessary. The floor plan should also indicate outdoor assembly areas, evacuation routes, and indoor shelter sites. The floor plan should be maintained in the office of the Facilities Director and a copy should be maintained by local Law Enforcement and Fire Departments.

### Public Information

Public information activities will ensure the coordinated, timely, and accurate release of information to parents, the news media, and the public about student safety and the status of the event. The District will make every attempt to coordinate releases to parents and the news media with the local first response community and the designated Public Information Officer (PIO). In the event a Joint Information Center (JIC) is established, the District will maintain a representative in the JIC and coordinate all releases through it.

It is suggested that each schoolwork with parent organizations to develop communication methods, so parents can be rapidly informed of events at the school. If parents can be involved in developing or creating the method of communication (a parent – parent phone tree for instance) it may alleviate the crush of parents coming to the school. Each school will designate a point, off property, where information will be disseminated to parents regarding events at the school and student reunification procedures.

# III. SITUATION

### A. Emergency/Crisis Conditions

* + 1. All School Districts are vulnerable to emergencies and/or disasters in the form of earthquakes, fires, severe weather, transportation accidents, hazardous material incidents, school violence, off-campus incidents, or terrorist events
		2. Emergencies and/or crisis events frequently involve loss of life, personal injury, damage to property, and a disruption to the mission of the School District.
		3. The degree of loss or disruption is dependent on the severity of the event and the level of District preparedness.
		4. The School District is responsible for the protection of health, safety, and welfare of students within its schools. This requires the development and execution of necessary plans and notifying local responders of emergency events or threats. It also requires that the District work in close coordination with local responders in developing, training and exercising these plans.

#  CONCEPT OF OPERATIONS

### General

 Upon receipt of information of a possible threat, or impending emergency/crisis, a specific operational phase will be in effect and appropriate action shall be taken as required.

#### Preparedness

This phase starts as soon as the potential for a hazardous impact is identified. It pertains primarily to the potential for hazardous weather or pandemic outbreak. It could also include events off campus that may have an impact on the school. The District Superintendent and School Principal will monitor the situation and, as events dictate, take appropriate action to ensure the safety of all students and staff.

#### Prevention

The District Superintendents and School Principals will monitor the climate of each school and the potential threats from individuals or groups. In coordination with School Counselors and local law enforcement (as necessary) a course of action will be determined to prevent disruption to the school or an outbreak of violence by the student or group. The District, schools, and local law enforcement must maintain open lines of communication and information sharing.

#### Response

In the event of an emergency or crisis event the District Superintendents or the School Principals will implement the necessary action in accordance with this plan. It is imperative that open lines of communication are established and maintained between the District and the schools. It is also imperative that lines of communication and information with local first responders are established and maintained to facilitate a coordinated response.

#### Recovery

Recovery begins with immediate crisis counseling and continues if necessary. It should be remembered that long term counseling may be required by some individuals and constant vigilance by staff is required.

Recovery of the facility begins with damage assessment and debris removal and continues until the affected area is returned to pre-emergency conditions.

#### Mitigation

The Mitigation phase covers all aspects of the planning cycle. District Officials, staff members and teachers should be constantly evaluating their environment for potential threats, both natural and man-made. All steps to mitigate a potential threat should be evaluated and implemented if possible.

* + 1. Based on the developing or impending situation at hand, the appropriate actions identified in the Annexes of this plan will be implemented. Response from local agencies will be implemented by utilizing 911.
		2. Prior to or at the onset of an emergency that requires a response from local first responders and/or law enforcement, School Officials will facilitate the smooth transition to the local Incident Command Structure. All plans and blueprints for the facility will be made available, along with any personnel that possess critical information on the facility. The designated Command person from the School or District should brief the local Incident Command on the status and events that have transpired upon their arrival. The District and School Officials will maintain responsibility for students evacuated from the school, or not involved in the incident, unless under lock-down.
		3. Once the emergency is terminated, in coordination with the local Incident Commander, the facility will be returned to the responsibility of the District and recovery operations can proceed. In the event of criminal activity, local law enforcement may remain in control of the facility, or portions of the facility, for some time.

**What are the three levels of emergencies?**

* **Level One (School Level) Emergency:** A localized emergency, with low impact on school operations, which school personnel can handle by following the procedures in their emergency plan. Examples: power outage, unexpected death, suicide threat.
* **Level Two (District Level) Emergency**: A moderate to severe emergency, somewhat beyond the individual school response capability, which affects students School District-wide and may require mutual aid assistance from the fire department, local police, etc. Examples: intruder, shooting on campus.
* **Level Three (Community) Emergency:** A major disaster, clearly beyond the response capability of School District personnel, where a significant amount of mutual aid assistance will be required, recovery time will be extensive, and response time from major support agencies may be seriously delayed and/or impaired. Examples: severe earthquake with injuries and/ or structural damage, flooding, explosions, chemicals pills requiring evacuation, death of multiple staff or students (i.e. bus accident), hostage situation. In a catastrophic disaster, schools must be prepared to rely on their own resources because assistance from others may be delayed. A large-­scale event such as an earthquake that affects one school will also affect the surrounding community. There may be widespread telephone outages, road blockages, gridlock and congestion on the highways, damage to utility systems, roof collapse, chemical or electrical fires, release of hazardous materials, flying debris, injuries and death caused by falling objects and smoke inhalation.

### Organization

The organization to implement the procedures under the Response Plan is composed of District Administration and personnel.

 The Incident Command System (ICS) has identified in the National Incident Management System (NIMS) will be utilized to organize District and school resources.

#### The District Incident Command is composed of the Superintendent, or designee, and key District staff members. It coordinates the overall District preparedness, response, and recovery to an emergency or crisis. It addresses all policy and procedure issues, coordinates public information releases, and distributes District resources as required. The Superintendent, or designee, serving as Incident Commander (IC), may be requested to serve in a Unified Command System. The District IC will be responsible for District Command, Planning, Operations, Logistics and Finance and Administration

#### The School Incident Command is composed of the Principal, or designee, and key staff members, including teachers. It coordinates the school’s preparedness, response, and recovery to an emergency or crisis. It communicates such activities with the District IC, when possible. The School IC will generally be the first interface with the local first responders. The School IC will ensure a smooth transition to the local ICS. For routine emergencies, the School IC will remain in command. The School IC may delegate an Operations Chief to assist with response activities. If the incident is beyond the capabilities of the School IC, the District Incident Command System may be activated. At that point, the School IC will become Operations until local first responders arrive. Once first responders take command the School IC will become the District Liaison Officer to the local ICS.

**Note**: All Regular District Staff as determined by the administration will have at a minimum the following ICS Trainings; IS 100, and 700 and these courses should be reviewed every other year

All Administration and other selected Staff that could serve in a Command or General Staff role shall have IS 100, 200, 700 and ICS 300. The IS courses should be reviewed every other year. It is recommended that ICS 300 be refreshed upon every 5 years.

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##  C. Unified Command/Incident Command System (ICS)

This information is provided to further understand the process that will take over in the event of a major incident in which emergency responders and school personnel must interact.

The ICS is a standardized organizational structure that is the basis of the National Incident Management System. It is designed to handle Management, Operations, Logistics, Planning, and Administration & Finance. ICS allows for appropriate utilization of facilities, equipment, personnel, procedures, and communications.

School personnel are required to maintain an incident command structure that will interface with emergency responders. It is also designed to work with staff, students, and parents of the school.

The Incident Commander is the highest-ranking official in charge of the emergency response operations. At the school level, this will be the Administrator and or his/ her direct designee. At the School District level, this will be the Superintendent. If the emergency is a level 2 or 3, a community agency (such as law enforcement or fire) may be the Incident Commander.

The Safety Officer is an individual who assesses safety risks and directly advises the Incident Commander. This person gathers and assesses data that could affect the incident.

The Liaison Officer is the individual responsible for interfacing with other agencies that may need to furnish support or equipment. If equipment or specialized supplies are needed, this person acquires it. In some incidents, this position may not be necessary.

The Public Information Officer is the person designated to deal directly with the parents, and/or guardians and the media, helping to prepare and articulate press releases. No other individual or party discusses the incident with the news media.

The Operations Section Chief directly deals with staff by keeping them informed or issuing directives. Teachers and staff are expected to deal with students. The Operations Officer may need to further break down staff into departments/wings/grade levels to communicate with department chairs or other selected staff. The span of control for the Operations Officer should not exceed seven (7) people.

The Planning Section Chief puts together the package that will turn a situation into a learning experience. The Planning Officer works on documentation and demobilization with the assistance of technical specialists, if needed.

The Logistics Section Chief works with service and support units of an incident including communications, medical units, and facilities units. This person is responsible for all necessary supply lists. This capability will only be needed on a large level 2 or 3 incident or situation.

The Finance Section Chief tracks and manages the impact costs of the incident. For a long-term situation, it may require addressing the relocation/ renting of a school operation.



### Incident Command System: School Site

 The Incident Command System provides a flexible management system that is adaptable to incidents involving multi-jurisdictional response. The ICS is the combination of personnel, facilities, equipment, procedures and communications operating within a common organizational framework to manage the resources required to effectively accomplish objectives related to the emergency or incident.

The main concepts behind the ICS structure is every emergency requires the execution of certain tasks or functions, every incident needs a person in charge, no one should direct more than seven people, and no one should report to more than one person.

**Components of the ICS include:**

* + Common terms established for organizational functions, resources and facilities.
	+ Unified command structure with a common set of objectives and strategies.
	+ Modular organization which expands or contracts as the incident progresses.
	+ Manageable span of control by one person.
	+ Integrated communications.

The ICS is organized into five functional areas for on-scene management of all major incidents: Command, Operations, Planning, Logistics, Finance/Administration.

**Command:** Provides overall emergency policy and coordination. This function is directed by the Incident Commander (IC) who is typically the principal. The IC is assisted in carrying out this function by an Incident Command Team which includes a Public Information Officer, Safety Officer, and Liaison.

**Operations:** Directs all tactical operations of an incident including implementation of response activities according to established emergency procedures and protocols, care of students, first aid, crisis intervention, site security, damage assessment, evacuations, and the release of students to parents.

**Planning:** Collects, evaluates and disseminates information needed to measure the size, scope and seriousness of an incident and to plan an appropriate response.

**Logistics:** Supports emergency operations by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communications among emergency responders. This function may take on a major role in extended emergency situations.

**Finance/Administration:**

 Oversees all financial activities including purchasing of necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation to FEMA for reimbursement and recovering school records following an emergency. At the school level, the school principal or designee assumes management responsibility as the Incident Commander and activates others as needed. School personnel transition from their daily jobs to assigned emergency functions. The ICS is designed to be flexible in size and scope, depending upon the magnitude of the emergency. For a small incident, the principal may perform all roles of the ICS structure. The Incident Commander is responsible for any section that is not assigned. Each section chief is responsible for any unit that is not assigned.

|  |  |
| --- | --- |
| Title | Role, Responsibility |
| Command:Incident Commander | Responsible for development of school’s plan and overall management of emergency situations; establishes/manages Command Post; activates ICS; determine strategies to implement protocols and adapt as needed. |
| Safety/Security | Monitors the safety conditions of an emergency and develops measures for ensuring the safety of building occupants (students, staff, volunteers, responders). |
| School Resource Officer | Develops working knowledge of local response agencies; serves as the on-scene contact for emergency response agencies assigned to an incident; assists command in accessing services when the need arises. This position will also coordinate and assist in the ALICE/ALERT training for building staff. |
| Public Information Officer | Spokesperson for the incident; prepares media releases; establishes “media center” near Command Post; coordinates information with Incident Commander for theParent/Guardian community. |
| Liaison | Develops working knowledge of local/regional agencies; serves as the on-scene contact for outside agencies assigned to an incident; assists in accessing services when the need arises. |
| Operations:Security/Traffic | Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/HazMat. |
| Health/Medical | Provides triage and medical care with staff trained in first aid and CPR; oversees care given to the injured; distributes medical supplies (latex gloves, bandages, etc.). |
| Evacuation/ Shelter and Care | Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students. |
| Student Release | Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release. |
| Crisis Intervention | Provides onsite counseling and intervention; determines need for outside mental health support; accesses local/regional providers for ongoing crisis counseling for students, staff, parents, as needed. |
| Planning:Situation | Collects and organizes incident status, and situation information; and evaluates,analyzes, and displays information. |
| Documentation | Collects and archives all incident documents. |
| Resource Tracking | Tracks all resources (incoming equipment, personnel and volunteers.) |
| Demobilization | Coordinates safe and orderly release of assigned resources and deactivation of incident response at the school site. |
| Logistics:Food/Supplies/Staffing | Coordinates access to and distribution of food, water, equipment, and supplies; provides personnel as requested, including volunteers. |
| Transportation | Arranges transportation for staff, students and equipment. |
| Facilities | Coordinates site repairs and use of school facilities; arranges for debris removal. |
| Communications/IT | Maintains all communication equipment, including radios; provides services to support Information Technology functions. |
| Finance/Administration:Procurement | Maintains incident time logs for all personnel. |
| Cost Accounting | Tracks and maintains records of site expenditures. |
| Timekeeping | Purchases for incident; manages vendor contracts. |
| Claims and Compensation | Processes compensation/injury claims related to incident. |

### ICS SECTION TOOLBOXES

Assemble and update annually a “toolbox” for the Incident Commander and each section chief to be used during an emergency. Items in the toolbox should not be used for any other purpose except emergency preparedness training activities. Store the items in a clear, portable plastic box that is readily accessible. Label the toolbox with the name of the section and the date its contents were last updated (e.g., batteries replaced, phone numbers checked).

Suggested items to include for most ICS toolboxes:

* + District/School Emergency Management Plan
	+ ICS organizational assignments: staffing list
	+ Map of buildings with location of exits, phones, turn-off valves, first-aid kits, emergency equipment including AED equipment, and assembly areas
	+ Blueprints of school buildings, including utilities
	+ Map of local streets with evacuation route marked
	+ Department of Education Schools Directory
	+ District/ Schools Staff Directory
	+ District/Schools Staff Home Directory
	+ District/Schools Staff Telephone Tree
	+ Contact information of emergency responders and community agencies
	+ Emergency Action Flipchart
	+ Student directory (including emergency contacts for parents)
	+ Two-way radios or cellular phones
	+ Solar/battery-powered radio and spare batteries
	+ White board with dry erase markers
	+ Adhesive stickers and markers for name tags
	+ Vests and hard hats to identify key personnel
	+ Lanyards with ID information for all ICS staff
	+ Black markers, ball point pens and notepads
	+ Scissors
	+ File folders
	+ Post-Its
	+ Highlighter pen
	+ Memory stick (thumb drive)
	+ Stapler, staple remover, staples
	+ Clipboard
	+ Tape
	+ Laptop
	+ Alternate power supply
	+ Flashlights

**Forms: See Appendix Forms, for School Sample ICS Forms ICS**

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203 – Organization Assignment List

ICS Form 204-Assignment List

ICS Form 209 – Incident Status Summary Situation Status Report

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214 – Activity Log Management Situation Report

ICS Form 215 – Operational Planning Worksheet

### SCHOOL INCIDENT RESPONSE FLOW CHART

School Incident Commander (Principle/Designee) Conducts Initial Assessment

Calls 911 Activating emergency services (fire, police)

Public Information/ Liaison Officer

Notifies District Superintendent

Incident Commander activates Incident Command Post, assembles Command Staff

District Emergency Operations Director (Superintendent)

Determines need to activate Emergency Operations Center

Public Information/ Liaison Officer

Activates Emergency Operations Center (EOC) Assembles Command Staff

Determine if Mutual Aid is required

Notifies Department of Education that EOC has been activated, and if assistance is being requested at the time of notification.

## INCIDENT COMMAND SYSTEM-INCIDENT COMMANDER

The Incident Commander directs on-scene operations and is responsible for overall management of the incident. It is his/her responsibility to prepare the strategic objectives that, in turn, will be the foundation upon which subsequent incident action planning will be based.

Incident Objectives should be broad, measurable and follow an ordered sequence of events.

The Incident Commander may be mobilized at the district level for widespread issues or by an individual school property if isolated issue. The School Principal will lead the operations within their facility as required. This operation may include the use of Public Information Officer, Safety Officer, and Liaison for the school, however those three functions may reside, instead, at the Emergency Operations Center if it is activated by the school districts Incident Management Team.

Responsibilities: The Incident Commander (IC) is responsible for on-scene emergency/disaster operations and remains at or near the Incident Command Post (INCIDENT COMMAND POST) to observe and direct all operations.

* + Assess the scene.
	+ Ensure the safety of students, staff and others on campus.
	+ Activate and manage the INCIDENT COMMAND POST.
	+ Develop strategies for appropriate response.
	+ Coordinate response efforts.
	+ Monitor action plan and organizational effectiveness.
	+ Lead by example: the behavior sets tone for staff and students.

Start-Up Actions

* + Assess type and scope of emergency.
	+ Determine threat to human life and structures
	+ Activate the appropriate emergency action.
	+ If evacuation is necessary, verify that the route and assembly area are safe.
	+ Establish appropriate level of organization:
		- Set up the INCIDENT COMMAND POST.
		- Issue personal safety equipment.
	+ Activate organizational functions as needed.
	+ Contact the District Office.
	+ Develop an Incident Action Plan with objectives and a time frame.

Operational Actions

* + Determine the need for and request inter-agency assistance.
	+ Monitor and assess the total site situation:
		- View site map periodically for response team progress.
		- Check with section chiefs for periodic updates.
	+ Revise Incident Action Plan, as needed.
	+ Update status to District EOC or District Office.
	+ Reassign personnel as needed.
	+ Begin student release, if appropriate, after student accounting is complete.
	+ Refer media inquiries to District Office or PIO.
	+ If transfer of command is necessary, e.g., when public safety officials arrive, provide a face-to-face briefing with the following minimum essential information:
		- situation status
		- objectives and priorities
		- current organization and personnel assignments
		- resources en route and/or ordered
		- facilities established
		- communications plan
		- prognosis, concerns, related issues
	+ Release teachers as appropriate per district guidelines.
	+ Remain in charge of campus until redirected or released by the Superintendent of Schools.

Deactivation

* + Receive briefing from first responder agencies to obtain “All Clear”.
	+ Contact the District Office to obtain authorization for deactivation.
	+ Check with section chiefs to ensure that any open actions will be taken care of before demobilization.
	+ Authorize deactivation of the School Incident Management Team if it is no longer required
	+ Logistics: Ensure the return of all equipment and reusable supplies.
	+ Planning: Close out all logs. Complete other relevant documents and provide to the Documentation Unit for archive.
	+ Provide input to the After-Action Report
	+ Proclaim termination of the emergency.

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203-Organization Assignment List

ICS Form 204-Assignment List

ICS Form, 209-Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214-Activity Log

ICS Form 215-Operational Planning Worksheet

* + Proceed with recovery operations, if necessary

Command Post Equipment/ Supplies

* + Master keys
	+ AM/FM radio (battery)School Profile
	+ Vests, safety gear, ID badges
	+ Office supplies
	+ School site map
	+ Staff and student rosters
	+ Tables and chairs
	+ Disaster response forms
	+ Emergency/disaster plan
	+ Job description clipboards
	+ 2-Way Radio
	+ Bullhorn

## INCIDENT COMMAND SYSTEM-PUBLIC INFORMATION OFFICER

News media can play a key role assisting the school in getting emergency or disaster- related information to the public as soon as it is available. Public Information Officer is a member of the Incident Command Staff. Media queries should be referred to the PIO. If the District Office has activated an EOC, refer media inquiries to the District PIO, who will take over the responsibilities and operational duties described below.

Responsibilities: The Public Information Officer (PIO) acts as the official spokesperson for the school in an emergency and ensures that information support is provided on request; that media releases are consistent, accurate, and timely; and that appropriate information is being provided to all required agencies. They will be part of the Joint Information Center (JIC) if activated. The PIO also coordinates all other external information exchange, to include incoming calls from the media, parents, and other concerned parties. This person should have training and/or experience in dealing with the media. This person may be assigned by the School District Office/Charter School/Alternative School (if one exists.)

Call Team: The Call Team is a group of individuals who accept and handle phone calls from external entities, and/or notifies external parties about an incident (such as parents). For example, the Call Team might be used to notify parents to come pick children up or notify parents that their children have been evacuated to another school and should be picked up there. The team serves under the direction of the PIO.

Start-Up Actions

* + Determine a possible “information center” site as a media reception area (located away from the Command Post and students). Get approval from the Incident Commander.
	+ Identify yourself as the “PIO” (vest, visor, sign, etc.).
	+ Consult with District PIO to coordinate information release.
	+ Assess situation and obtain a statement from Incident Commander.
	+ Advise arriving media that the PIO is preparing a press release and approximate time of its issue.
	+ Open and maintain an activity log (ICS Form 214) of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

Operational Duties

* + Keep up to date on the situation.
	+ Issue/read statements approved by the Incident Commander that reflect:
		- Reassurance,
		- Incident 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.
		- Be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase “no comment.”
		- Remind school staff/volunteers to refer all questions from media or waiting parents to the PIO.
		- Update information periodically with Incident Commander.
		- Ensure key announcements are translated into other languages as needed.

Coordinate with local media to disseminate emergency information-outline systems addressing rumor control. Monitor news broadcasts about incident. Correct any misinformation reported.

Deactivation

* + At the Incident Commander’s direction, release PIO staff no longer needed.
	+ Direct staff members to sign out through Timekeeping.
	+ Return equipment and reusable supplies to Logistics.
	+ Provide logs and other relevant incident documents to the Documentation Unit.

GUIDELINES FOR SPEAKING TO THE MEDIA

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

* + Control media location.
	+ Read all press statements.
	+ Be available for press inquiry.
	+ Re-State the nature of the incident; its cause and time of origin.
	+ Describe the size and scope of the incident.
	+ Report on the current situation.
	+ Speak about the resources being utilized in response activities.
	+ Reassure the public that everything possible is being done.
	+ Do not release students’ names.
	+ Be truthful but consider the emotional impact the information could have upon listeners.
	+ Do not use the phrase “no comment”.
	+ Set up press times for updates.

Equipment/Supplies

* + School profile
	+ Paper/pencils/marking pens
	+ Laminated school site map poster board size for display
	+ School site map(s) and area maps as 8x11” handouts
	+ Sample Public Information Releases
	+ Scotch tape/masking tape
	+ Hard hat
	+ Paper/pencils/marking pens
	+ Scissors

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203-Organization Assignment List

ICS Form 204-Assignment List

ICS Form, 209- Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214- Activity Log

ICS Form 215-Operational Planning Worksheet

* + School Staff Directory
	+ Battery operated
	+ AM/FM radio
	+ ID Vest

## INCIDENT COMMAND SYSTEM-LIAISON OFFICER

The Liaison to School District/Charter School/Alternative School and /or Department of Education is a member of the Incident Command Staff. When there is a district-level emergency, this position is generally staffed at the EOC. If appropriate, there may be an additional liaison between the local school and the Department of Education (though one person can serve both roles.)

Responsibilities: The Liaison serves as the nexus between the school/incident site and the school district/charter school/alternative school; point of contact for representatives from assisting organizations and agencies outside the school district; and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Start Up Actions

* + Check in with Incident Commander for situation briefing.
	+ Determine personal operating location and set up as necessary.
	+ Obtain necessary equipment and supplies from Logistics.
	+ Put on position identifier, e.g. vest or ID tag.
	+ Open and maintain an activity log (ICS 214). Maintain all required records and documentation to support the history of the emergency or disaster.

Operational Duties

* + Maintain a list of assisting and cooperating agencies.
	+ Keep agencies supporting incident aware of incident status and priorities.
	+ Monitor incident operations to identify current or potential inter-organizational problems.
	+ Ensure coordination of efforts by keeping IC informed of agencies’ action plans.
	+ Participate in planning meetings, providing current resource status, including limitations and capabilities of assisting agency resources.

Deactivation

* + At the Incident Commander’s direction, deactivate the Agency Liaison position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
	+ Return equipment and reusable supplies to Logistics.
	+ Close out all logs. Provide logs and other relevant documents to the Documentation Unit in Planning.

Equipment/ Supplies

* + ID Vest
	+ List of local emergency contacts and resources
	+ Clipboard, paper, pens
	+ Copies of vendor contracts
	+ Hard hat
	+ School Staff Directory

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203-Organization Assignment List

ICS Form 204-Assignment List

ICS Form 209-Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214-Activity Log

ICS Form 215-Operational Planning Worksheet

## INCIDENT COMMAND SYSTEM-SAFETY OFFICER

Responsibilities: The Safety Officer develops and recommends measures for assuring personnel safety and assesses/anticipates hazardous and unsafe conditions. The Safety Officer is a member of the Incident Command Staff. Operating under the Incident Commander, the Safety Officer can exercise emergency authority to stop or prevent unsafe acts. Student safety is the responsibility of the Operation Section Chief.

Start Up Actions

* + Check in with Incident Commander for situation briefing.
	+ Put on personal safety equipment (i.e., hard hat, vest)
	+ Obtain necessary equipment and supplies from Logistics.
	+ Open and maintain an activity log (ICS Form 214). Maintain all required records and documentation to support the history of the emergency or disaster. Document:
		- Messages received
		- Action taken
		- Decision justification and documentation
		- Requests filled

Operational Duties

* + Monitor drills, exercises, school safety audits, and emergency response activities for safety.
	+ Identify hazardous situations associated with the incident.
	+ Initiate ICS Form 208/Safety Message/Plan.
	+ Stop or modify all unsafe operations.
	+ Ensure that responders use appropriate safety equipment.
	+ Investigate accidents that have occurred within the incident area.
	+ Anticipate situation changes in all planning.
	+ Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.

Deactivation

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

Equipment/ Supplies

* + Vest
	+ Clipboard, paper, pens, tape, hard hat
	+ First Aid Supplies
	+ Gloves
	+ Campus map, if needed

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203 – Organization Assignment List

ICS Form 204-Assignment List

ICS Form, 209 – Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214 – Activity Log Report

ICS Form 215-Operational Planning Worksheet

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## INCIDENT COMMAND SYSTEM-OPERATIONS

Responsibilities: Operations manages the on-scene, immediate response to the disaster, which can include the following:

* + Security and Traffic
	+ Student Release
	+ Health and Medical
	+ Crisis Intervention
	+ Evacuation/Shelter and Care

Start-up Actions

* + Obtain a situation briefing from Incident Commander.
	+ Put on personal safety equipment, e.g. hard hat and vest, walkie-talkie.
	+ Obtain necessary equipment and supplies from Logistics.
	+ Open and maintain an activity log (ICS Form 214). Maintain all required records and documentation to support the history of the emergency or disaster.
	+ Identify a deputy, as needed.
	+ Be proactive. Anticipate needs.

Operational Duties

* + Assume the duties of all operations positions until staff is available and assigned.
	+ Brief assigned staff on the situation and supervise their activities, utilizing the position checklists.
	+ Check with IC to assure Comprehensive School Emergency Plan is implemented.
	+ Initiate and coordinate First Aid operations, if needed.
	+ Notify Logistics if additional supplies or personnel are needed for the Operations Section, as additional staff arrive, brief them on the situation, and assign them as needed.
	+ As information is received from Operations staff, pass it on to the Incident Commander, providing a description of tasks and priorities.
	+ Student Release requires heavy staffing, so begin preparations early for well- separated and well-marked Parent Request and Student Release gates.
	+ Monitor operational activities, ensuring that Operations staff follows standard procedures, utilizes appropriate safety gear, and documents their activities.
	+ Schedule breaks and reassign Operations staff within the section as needed.

Deactivation

* + At the Incident Commander’s direction, release Operations staff no longer needed.
	+ Direct staff members to sign out through Timekeeping.
	+ Return equipment and reusable supplies to Logistics.
	+ When authorized by IC, deactivate the section and close out all logs.
	+ Provide logs and other relevant documents to the Documentation Unit in Planning.

Equipment/Supplies:

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203-Organization Assignment List

ICS Form 204-Assignment List

ICS Form, 209-Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214-Activity Log

ICS Form 215-Operational Planning Worksheet

* + Vest
	+ Hard hat, gloves, if needed
	+ Clipboard, paper, pens, tape
	+ First Aid supplies
	+ Campus map

## INCIDENT COMMAND SYSTEM-PLANNING

Responsibilities: Planning is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources, and recovery planning.

* + Maintain accurate records and site map.
	+ Provide ongoing analysis of situation and resource status.
	+ Anticipate the probable course of incident events.

Start Up Actions

* + Obtain a situation briefing from the Incident Commander.
	+ Obtain necessary equipment and supplies from Logistics.
	+ Put on position identifier, such as vest, if available.
	+ Open and maintain an activity log (ICS Form 214). Maintain all required records and documentation to support the history of the emergency or disaster.

Operational Duties

* + Assume the duties of all Planning positions until staff is available and assigned.
	+ Brief assigned staff on the situation and supervise their activities, utilizing the position checklists.
	+ Initiate the Operational Planning Worksheet (ICS Form 215).
	+ Assist Incident Commander in writing Incident Action Plans.

Deactivation

* + At the Incident Commander’s direction, deactivate the section and close out all logs.
	+ Archive all incident records.
	+ Verify that closing tasks of all Planning positions have been accomplished.
	+ Return equipment and reusable supplies to Logistics.

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203 – Organization Assignment List

ICS Form 204-Assignment List

ICS Form, 209 – Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214 – Activity Log Management Situation Report

ICS Form 215 – Operational Planning Worksheet

Equipment/ Supplies

* + Vest
	+ File box(s) and folders
	+ Clipboard
	+ Large site map of campus laminated
	+ Clipboard, paper, pens, dry erase pens
	+ Hard hat

## INCIDENT COMMAND SYSTEM-LOGISTICS

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

Start-up Actions

* + Obtain a situation briefing from the Incident Commander.
	+ Open supplies container or other storage facility.
	+ Put on position identifier, such as a vest.
	+ Begin distribution of supplies and equipment as needed.
	+ Open and maintain an activity log (ICS Form 214). Maintain all required records and documentation to support the history of the emergency or disaster.
	+ Ensure that the Incident Command Post and other facilities are set up as needed in safe locations.

Operational Duties

* + Assume the duties of all Logistics positions until staff is available and assigned.
	+ Brief staff on the situation and supervise their activities, utilizing the position checklists.
	+ Coordinate supplies, equipment, transportation, and personnel needs with the Operations Section Chief.
	+ Maintain security of supplies and equipment.

Deactivation

* + At the Incident Commander’s direction, deactivate the section and close out all logs.
	+ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203 – Organization Assignment List

ICS Form 204-Assignment List

ICS Form, 209 – Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214 – Activity Log

ICS Form 215 – Operational Planning Worksheet

Equipment/Supplies

* + Vest and ID
	+ Storage facility and all emergency supplies stored on campus
	+ Inventory of equipment on campus
	+ Pens, marking pens
	+ File folders
	+ Clipboards with volunteer sign-in sheets
	+ Hard hat

## INCIDENT COMMAND SYSTEM-FINANCE/ADMINISTRATION

Responsibilities: Finance/Administration is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency.

* + Maintain financial records.
	+ Track and record staff hours.
	+ Address compensation and claims issues.

Start-Up Actions

* + Obtain a situation briefing from the Incident Commander.
	+ Put on position identifier, such as a vest.
	+ Locate and set up workspace.
	+ Open and maintain an activity log (ICS Form 214). Maintain all required records and documentation to support the history of the emergency or disaster.
	+ Check in with the Planning Section to collect records and information which relate to personnel time keeping and/or purchasing.

Operational Duties

* + Assume the duties of all Finance/Administration positions until staff is available and assigned.
	+ Brief them on the situation and supervise their activities, utilizing the position checklists.

Deactivation

* + At the Incident Commander’s direction, deactivate the section and close out all logs.
	+ Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203 – Organization Assignment List

ICS Form 204-Assignment List

ICS Form, 209 – Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214 – Activity Log

ICS Form 215 – Operational Planning Worksheet

Equipment/ Supplies

* Calculator
* File folders
	+ Paper, pens
	+ Vest
	+ Clipboard

## ICS SECTION UNITS: CRISIS MANAGEMENT TEAMS

“Crisis Management Team” means the individuals identified in the district or charter school/alternative school emergency preparedness or crisis response plan responsible for the planning and implementation of the plan at the school level or district level.

Staff members may be assigned to assist section chiefs. Assigned team members shall receive training appropriate to their ICS role and shall participate in emergency readiness drills, exercises, and activities.

TEACHERS: Teachers shall be responsible for the supervision of students and shall remain with students unless directed otherwise. They shall:

* + - Supervise students under their charge.
		- Take steps to ensure the safety of students, staff, and other individuals in the implementation of emergency protocols.
		- Direct Students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established emergency procedures.
		- Give appropriate action command during an emergency
		- Take class attendance when class relocates to an outside or inside assembly area or evacuates to another location. Continue regular attendance checks at intervals appropriate to the age of the students.
		- Report missing students in accordance with normal operating procedures.
		- Assume designated ICS role if assigned and after responsibility of your class transferred to another staff member.
		- Send students in need of medical attention to the First Aid Station.
		- Render first aid, if necessary. School Staff as designated by the Administration shall be trained and certified in First Aid and CPR. Regular refreshers will be required to maintain the continuity in this requirement

**INSTRUCTIONAL AIDES/ASSISTANTS:**

* + - Assist teacher, as directed.
		- Assume responsibility of the class in the event the teacher is assigned to a role or becomes unavailable.

**COUNSELORS, SOCIAL WORKERS, PSYCHOLOGISTS:** Counselors, social workers, psychologists assume designated ICS role. Responsibilities may include:

* + - Take steps to ensure the safety of students, staff, and other individuals in the implementation of emergency protocols.
		- Direct students in their charge according to established emergency protocols.
		- Render crisis intervention, if necessary.
		- Assist in the evacuation/transfer of students, staff and other individuals when their safety is threatened by a disaster.
		- Maintain a line of communication with Operations.
		- Assist as directed by Operations.

**SCHOOL NURSES/HEALTH ASSISTANTS:**

* + - Assume designated ICS role, preferably in the First Aid Station. Administer first aid or emergency treatment, as needed.
		- Supervise administration of first aid by those trained to provide it.
		- Organize first aid and medical supplies.

**MAINTENANCE/CUSTODIAL PERSONNEL:**

* Assume designated ICS role.
* Survey and report building damage to Logistics.
* Control main shut-off valves for gas, water, and electricity and limit hazards resulting from broken or downed lines.
* Provide damage control as needed.
* Assist in the conservation, use, and disbursement of supplies and equipment.
* Keep Logistics Chief informed of condition of school.

**SCHOOL SECRETARY/OFFICE STAFF/COACHES:**

* + Assume designated ICS role
	+ Collect regular updated information from teachers/aides during the incident, i.e. attendance, locations, etc.

**FOOD SERVICE/CAFETERIA WORKERS:**

* + Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an emergency.
	+ Restrict access to foodservice operations to authorized personnel.
	+ Assist as directed by Operations.

**BUS DRIVERS:**

* + Supervise the care of children if disaster occurs while children are on the bus.
	+ Transfer students to new location when directed.
	+ Transport individuals in need of medical attention if EMS is unavailable or recommended.

**OTHER STAFF:**

* + Report to Logistics for ICS assignment

## OPERATIONS-FIRST AID

Objectives: Establish the First Aid treatment area, triage, emergency medical response and counseling. Ensure that appropriate actions are taken in the event of deaths. Inform the Operations Chief when the situation requires health or medical services that staff cannot provide.

Personnel: School nurse, first-aid trained staff, as needed, and volunteers

Start-Up Actions

* + Obtain a situation briefing from the Operations Chief.
	+ Set up First Aid Station if directed by Operations Chief.
	+ Obtain and put on personal safety equipment including vests and non-latex gloves.
	+ Check with Medical Team Leader for assignment.

Operational Duties

* + Admit injured students/staff to First Aid Station, listing name on master log.
	+ Administer appropriate first aid.
	+ Keep accurate records of care given.
	+ Continue to assess victims at regular intervals.
	+ Report deaths immediately to First Aid Team Leader. When transport is available, do final assessment and document on triage tag or another accountability means. Keep and file records for reference—do not send with victim.
	+ A copy of the Student’s Emergency Card if available must accompany student removed from campus to receive advanced medical attention. Send emergency out-of-area phone number if available.

First Aid Stations

Triage - Locate triage (injury sorting area) at the entry of the First Aid Station. This area is for the injured to be quickly evaluated for severity of injury and directed to the appropriate treatment area.

* + - Immediate: The casualty requires immediate medical attention and will not survive if not seen soon. Any compromise to the casualty's respiration, hemorrhage control, or shock control could be fatal.
		- Delayed: The casualty requires medical attention within 6 hours. Injuries are potentially life-threatening but can wait until the immediate casualties are stabilized and evacuated.
		- Minimal: "Walking wounded," the casualty requires medical attention when all higher priority patients have been evacuated and may not require stabilization or monitoring.



## OPERATIONS-FIRST AID (cont’d)



* + - Expectant: The casualty is expected not to reach higher medical support alive without compromising the treatment of higher priority patients. Care should not be abandoned, spare any remaining time and resources after Immediate and Delayed patients have been treated.

Deactivation

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



Equipment/ First Aid Supplies:

* + See Emergency Supplies Inventory

Forms:

ICS Form 201-Incident Briefing

ICS Form 202-Incident Objectives

ICS Form 203 – Organization Assignment List

ICS Form 204-Assignment List

ICS Form, 209 – Incident Status Summary

ICS Form 211-Incident Check-in

ICS Form 213-General Message

ICS Form 214 – Activity Log

ICS Form 215 – Operational Planning Worksheet

## OPERATIONS-SHELTER AND CARE

Objectives: Ensure the care and safety of all students on campus except those who are in the First Aid Station.

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

Start Up Actions

* + Obtain a situation briefing from the Operations Chief.
	+ Identify team leader.
	+ Put on safety vest or position identifier.
	+ Assess situation. Remain calm.
	+ Establish communication with office.
	+ Assign personnel to assignments as needed.
	+ If school is evacuating:
		- Verify that the assembly area and routes to it are safe.
		- Count students or observe the classrooms as they exit, to make sure that all classes evacuate.

Operational Duties

* + Monitor the safety and well-being of the students and staff in the classroom and assembly area.
	+ Administer minor first aid as needed or refer to First Aid Station.
	+ Support the Student Release process by releasing students with appropriate paperwork.
	+ When necessary, provide water and food to students and staff.
	+ Plan for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.
	+ Set up screens/curtains for those needing privacy for emotional issues and personal hygiene, particularly for students with special needs.
	+ Keep students away from windows and doors.
	+ Use the buddy system to provide comfort and reassurance.
	+ Arrange activities and keep students reassured.
	+ Update records of the number of students and staff in the assembly area (or in the buildings).
	+ Direct all requests for information to the Public Information Officer or Command Post.
	+ Plan to provide shelter for students and staff.

Deactivation

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



Equipment/ Supplies

Forms:

Student Accounting Student Injury Forms

ICS Form 213- General Message

ICS Form 214 – Activity Log

* + ID Vest
	+ Ground cover, tarps
	+ First aid kit, water, food, sanitation supplies
	+ Student activities: books, games, coloring books, etc.

## OPERATIONS-STUDENT RELEASE

Objective: Assist teachers and staff in the release of students from the campus to parents, guardians or designated adults, and/or authorized departure of students with their own means of transportation.

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

Start-Up Actions

* + Obtain a situation briefing from the Operations Chief.
	+ Identify team leader.
	+ Put on safety vest or position identifier.
	+ Check with Operations Chief for assignment to Request Table or Release Table.
	+ Obtain necessary equipment and forms from Logistics.
	+ Secure area against unauthorized access. Mark gates with signs.
	+ Identify students with their own means of transportation and verify they are authorized to be released using their own means of transportation.
	+ Set up Request Table at the main student access area. Use alphabetical grouping signs to organize parent requests.
	+ Have Students Release Forms available for students with their own transportation that have been authorized to be released on their own.
	+ Have Student Release Forms available for parents outside at Request Table. Assign volunteers to assist.
	+ Set up Release Table at some distance from Request Table.

Operational Duties

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

Procedures

* + Requesting adult fills out Student Release Form, gives it to staff members, and shows photo identification.
	+ Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is authorized on the card.
	+ Students with their own transportation fill out Student Release Form, gives it to staff members, and show identification and authorization to be released on their own.
	+ Staff verifies student with their own transportation, identification and authorization to be released on their own.
	+ Staff instructs the requester/student with their own transportation to proceed to the Release Table and files the Emergency Card in the out box.
	+ Runner takes the Student Release Form to Student Assembly Area, walks the requested student to the Release Table.
	+ Staff matches student to requester, asks parent/requester to sign student Release Form, and requests both to leave the campus area to reduce congestion.
	+ Mark student with sticker or “X” on hand in colored marking pen so security personnel can check that student is authorized to leave campus.

Note: If a parent is hostile or refuses to wait in line, don’t argue. Step aside with the agitated parent so that Request Table can continue processing other parent requests. Document.

If student is with class in the Assembly Area:

* + - Runner shows Student Release Form to the teacher.
		- Teacher marks box, “Sent with Runner.”
		- Runner walks students to Release Table.
		- Runner hands paperwork to release personnel.
		- Release staff match students to requester, verify proof of identification.

If student is not with the class:

* + - Teacher makes appropriate notation on Student Log.
		- “Absent” if student was not in school that day.
		- “First Aid” if student is at First Aid Station.
		- “Missing” if student was in school but now cannot be located.
		- Runner takes Student Log to Planning/INCIDENT COMMAND POST.
		- Planning verifies student location if known and directs runner accordingly.
		- Parents should be notified of missing student status and escorted to Crisis Counselor.
		- If student is in First Aid, parents should be escorted to Medical Treatment Area.
		- If student was marked absent, parents will be notified by a staff member.

Deactivation

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



Equipment/Supplies - See Emergency Supplies (Student Release File Box inventory) in

FORMS APPENDIX

* + - ID Vest
		- Small clipboards for Parent Request
		- Clipboards for staff
		- File boxes to serve as out-boxes
		- Pens, stapler
		- Student Emergency Contact Cards
		- Emergency Information Card
		- Signs marked Request Table and Release Table
		- Signs for alphabetical grouping to organize request lines
		- Post-it tabs to indicate absent students, missing students, those in First Aid
		- Map with location of Student Release Table and parent parking area

Forms:

Student Release Form

ICS Form 214 – Activity Log

ICS Form 213 - General Message

## OPERATIONS-CRISIS INTERVENTION

Objectives: Provide information, intervention, and support to school staff, students, volunteers, and parents during and in the aftermath of a crisis or traumatic event. Inform the Operation Chief when the situation requires support that staff cannot provide.

Personnel: School psychologist, crisis counselor, social worker, and/or other trained mental health professional as needed.

Start-Up Actions

* + Coordinate with Logistics to identify and set-up rooms for individual and group counseling.
	+ Coordinate with Logistics to identify and arrange for areas where staff and students can gather separately.
	+ Obtain list of mental health professionals if additional support and/or referral is needed.
	+ Obtain materials for students to use to complete temporary books, notes/cards to family, and /or writing/drawing options.
	+ Obtain informational and education materials about crisis recovery.
	+ Obtain Do’s and Don’ts sheet for teachers.
	+ Obtain open-ended questions sheet for teachers.
	+ Obtain EAP flyer for staff.

Operational Duties

* + Be available to go into classes with teachers to assist in discussions.
	+ Decide upon intervention (i.e. individual, small group, classroom).
	+ Interview/counsel students/staff if needed.
	+ Help screen students at risk.
	+ Call parents of those students seen during the day, or who may be needing further help.
	+ Coordinate and conduct parent and staff meetings if needed.
	+ Establish procedures for self-referral.
	+ Make referral forms available to staff.
	+ Designate who will maintain the referral list and where it will be kept.

Deactivation

* + At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
	+ Secure student/staff personal counseling paperwork and referral list.



Equipment/Supplies

* + ID Vest

Forms:

Sign In/Out Sheet (counselee)

ICS Form 211-Check-in

ICS Form 213- General Message

ICS Form 214 – Activity Log

* + Clipboards for staff
	+ Tissue
	+ Writing/drawing material
	+ File folders/envelopes
	+ Water
	+ Pens, staple

## PLANNING-SITUATION

Objectives: Collect, evaluate, document and use information about the development of the incident and the status of resources.

* + Maintain accurate site maps, floor plans, and informational displays.
	+ Provide ongoing student/staff and facilities status data, analysis of situation and resource status.

Start-up Actions

* + Obtain Situational briefing from the Planning Chief.
	+ Obtain necessary equipment and supplies from Logistics.
	+ Put on safety vest or position identifier.

Operational Duties Situation Status (Map)

* + Establish, coordinate and direct verbal and written communications with section chiefs.
	+ Collect, organize and analyze incident information.
	+ Update situation status boards as new information is received.
	+ Use area-wide map to record information on major incidents, road closures, utility outages, etc.
	+ Mark site map appropriately as related reports are received. This includes 

 damage updates, giving a concise picture status of campus.

* + Preserve map as legal document until photographed.
	+ Direct media or public inquiries to the Incident 

Command Post or Public Information Officer

Situation Analysis

* + Provide current situation assessments based on analysis of information received.
	+ Develop situation reports for the Incident Commander to support the action planning process.
	+ Think ahead and anticipate situations and problems before they occur.
	+ Report to Planning Chief and/or Incident Commander.

Deactivation

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

Equipment/ Supplies

* + ID Vest
	+ Clipboards
	+ Large laminated site map
	+ Paper, pens, dry-erase pens, tissues
	+ Map of county and local area
	+ File box(s)

Forms:

ICS Form 213- General Message

ICS Form 214 – Activity Log

Situation Status Report – Initial Assessment Situation Status Report Update

## PLANNING-DOCUMENTATION

Objectives: Collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-Up Actions

* + Obtain a Documentation briefing from the Planning Chief.
	+ Obtain necessary equipment and supplies from Logistics.
	+ Put on safety vest or position identifier.

Operational Duties Records

* + Maintain time log of the Incident, noting all actions and reports on ICS Form 214.
	+ Record content of all radio communication with district Emergency Operations Center on ICS Form 213.
	+ Record verbal communication for basic content on ICS Form 213.
	+ Log in all written reports on ICS Form 214.
	+ File all reports for reference (file box).
	+ Important: A permanent log may be typed or rewritten for clarity and better understanding. Keep all original notes and records—they are legal documents.

Student and Staff Accounting

* + Receive, record, and analyze Student Accounting forms.
	+ Maintain a running list of students that are unaccounted for, transported to offsite locations (including other schools, hospitals, etc.).
	+ Account for all teachers and staff members. Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
	+ Report missing persons and site damage to Planning Chief and/or Incident Commander.
	+ Report first aid needs to Medical Team Leader.
	+ File forms for reference.

Deactivation

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

Equipment/ Supplies

* + Clipboards
	+ File box(s)
	+ Paper and pens
	+ ID Vest

Forms:

Emergency Time/Situation Report Student Accounting Form

ICS Form 213- General Message

ICS Form 214 – Activity Log

## PLANNING-RESOURCE TRACKING

Objective: Coordinate the assignment of personnel (staff, students, disaster volunteers) in support of the incident response.

Start-Up Actions

* + Obtain a situation briefing from the Planning Chief.
	+ Put on safety vest or position identifier.
	+ Log in staff, volunteers, and student runners on ICS Form 215.

Operational Duties

* + Implements check-in functions.
	+ Deploy personnel as requested by the Incident Commander.
	+ Sign in volunteers, making sure that they wear I.D. badges and are on the site disaster volunteer list.
	+ Implement and maintain resource tracking system on ICS Form 215.
	+ Maintain list and identify resources conditions as Assigned, Available or Out of Service on ICS Form 210 and/or ICS Form 219.
		- Assigned: Resources that are checked in and cleared to work
		- Available: Personnel, teams, equipment, or facilities that have been assigned to an incident and are ready for a specific detail or function
		- Out of Service: Assigned resources that are unable to function for mechanical, personal or health reasons

Deactivation

* + Ask personnel to sign out.
	+ At the Planning Chief’s direction, close out all logs and turn them in to Documentation Unit.
	+ Return all equipment and supplies.

Equipment/Supplies

Forms:

Inventory of emergency supplies on campus List of registered disaster volunteers

ICS Form 213- General Message

ICS Form 214 – Activity Log

* + Paper, Pens
	+ ID Vest
	+ Emergency supplies stored on campus
	+ Clipboards with Volunteer Sign-in sheets

## LOGISTICS-SUPPLIES/FACILITIES/STAFFING

Objectives: Provide facilities, equipment, supplies, personnel, and materials in support of the incident response. Facilitate and coordinate food supplies, meal preparation, meal distribution, water distribution, sanitation set-up and debris removal.

Start-Up Actions

* + Obtain situation briefing from Logistics Chief.
	+ Open supplies container or other storage facility if necessary.
	+ Put on safety vest or position identifier.
	+ Begin distribution of supplies and equipment as needed.
	+ Set up the Incident Command Post.

Operational Duties

* + Maintain security of supplies and equipment.
	+ Distribute supplies and equipment as needed.
	+ Process all incoming requests for personnel support.
	+ Assist team members in locating supplies and equipment.
	+ Set up feeding area, sanitation area and other facilities as needed.
	+ Arrange for debris removal.
	+ Coordinate site repairs and use of school facilities.

Deactivation:

* + At the Logistic Chief’s direction, receive all equipment and unused supplies as they are returned.
	+ Inspect returned equipment for serviceability and damage.
	+ Close out all logs and turn them into the Documentation Unit.
	+ Secure all equipment and supplies.



Equipment/Supplies

Forms:

Inventory of emergency supplies on campus

ICS Form 213- General Message

ICS Form 214 – Activity Log

* ID Vest
* Clipboard
* Emergency Supplies stored on campus
* Paper, pens

## FINANCE/ADMINISTRATION-TIMEKEEPING

Objective: Maintenance of accurate and complete records of staff hours.

Start-Up Actions:

* + Obtain situation briefing from the Finance/Administration Chief.
	+ Put on position identifier, such as vest, if available.
	+ Locate and set up workspace.
	+ Check in with Resource Tracking to collect records and data that relate to personnel time keeping.

Operational Duties

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

Deactivation

* + At the Finance/Administration Chief’s direction, close out all logs and turn them in to Documentation Unit.



Forms:

ICS Form 203 – Organization Assignment List

ICS Form 213 - General Message

ICS Form 214 – Activity Log

Equipment/ Supplies

* + ID Vest
	+ Clipboards
	+ Paper, pens

## FINANCE/ADMINISTRATION-PROCUREMENT

Objective: Maintain accurate and complete records of purchases. Most purchases are made at the district level; however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.

Start-Up Action

* + Obtain situation briefing from the Finance/Administration Chief.
	+ Put on position identifier, such as a vest.
	+ Locate and set up workspace.
	+ Check in with Resource Tracking to collect records and information which relate to purchasing.

Operational Duties

* + Meet with Finance/Administration Chief to determine process for tracking purchases.
	+ Support Logistics in making any purchases that have been approved by the Incident Commander.
	+ Maintain vendor contracts and agreements.

Deactivation

* + At the Finance/Administration Chief’s direction, close out all logs and turn them in to Documentation Unit.
	+ Secure all documents and records.



Equipment/Supplies

Forms:

ICS 213- General Message

ICS Form 214 – Activity Log

* + ID Vest
	+ Clipboard
	+ Paper, Pens
	+ Post-Its
	+ Stapler
	+ Calculator

#### Training and Exercises

* 1. Prior to beginning the school year personnel assigned to primary and alternate positions in the District/School Incident Command System shall take a series of online courses to ensure a working knowledge of ICS.

These Independent Study courses are available online at www.training.fema.gov and will consist, at a minimum, of:

* IS – 100.SCa – Introduction to the Incident Command System for Schools, for personnel with a responsibility in the Emergency Plan.
* IS-200-Single Resources and Initial Action Incidents
* IS-362a – Multi-Hazard Emergency Planning for Schools, for personnel involved in creating the District/School Emergency Plan
* IS-700a – National Incident Management System (NIMS)-Introduction

\*It would also be recommended that anyone filling the Command and General Staff positions of the Incident Command System also take the ICS 300 training

 \*\*Additional training is available online at www.training.fema.gov or through the Chelsea County Emergency Management Agency. Additional courses may be required to receive grant funding from the Department of Homeland Security.

* 1. Exercising of school plans should be scheduled by each School Principal throughout the school year. These should not be published in advance when possible to protect the safety of everyone within or around the facility. All District-Wide Exercises will be coordinated through the Lead Administrator of the District.
	2. Plan Review and Administration

All aspects of the Response Plan will be reviewed at the beginning and the end of each school year. Any modifications that will be made to the plans will require notification to each plan holder with updated information to be placed within the Annex of the building specifically as required. All telephone calling lists will be updated at the beginning of each school year. The Roles and Responsibilities under the Incident Command System (ICS) will also be assigned and conveyed prior to the beginning of the school year.

## Communications/Public Information

## District Communications

* 1. Wireless carriers-Some areas have limited service
	2. Two-Way Radio can be used in several facilities in Chelsea County. Service however is limited in certain parts of some district buildings.

## Community Communications

* 1. School Messenger- Alerts are distributed via phone and/or email to staff, parents, guardians, and students of the district. Notifications will be sent in English and Spanish
	2. School Website-The banner of the website **(www.chelseacountyschools.org)** will show any pertinent information and kept up to date by the Public Information Officer (PIO)
	3. Radio- The radio station KCHL (FM 89.1) will be the point of contact for dissemination of information by the PIO. KCHL will relay to radio stations KZIA, KTBC, and KBCR.
	4. Newspaper Media- Chelsea County News and Guide and CC Weekly will be paper media outlets for sharing of information by the PIO
	5. Nixle notifications may be utilized as an offsite electronic method of information sharing via Chelsea County Emergency Management
	6. Power School and Robot-Calls from within the School District may also be utilized for other dissemination means
	7. The Emergency Alert System (EAS) may also be an alternate modality to distribute information. The EAS test their system every Wednesday between the hours of 11:00 a.m. and 1:00 p.m. depending on weather conditions
	8. The Chelsea County Emergency Web ticker may also be utilized to get pertinent information shared

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