

**District Administration Center**

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**EMERGENCY RESPONSE PLAN**

2019-2020



**IRVINE UNIFIED  
SCHOOL DISTRICT**

# Irvine Unified School District

## 2019/20 District Administration Center - Incident Command System - Emergency Team Assignments



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Cheryl Deason	Anna Ziemann
Victoria Vosbigian	Johanna Maquiling
Taryn Dreifus*	Neema Raman
Anna Arkoff	Catherine Titus
Lindsey Ferguson	Lennette Buckland
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Duong Bach	Yesenia Santivanez
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Taylor Knowles                      Kathy Baum  
Kim Doan\*                      Aileen Yoshida  
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**Primary members of the District Emergency Operations Center are not listed on the District Administration Center ICS Chart**

**GREEN FINANCE/ADMINISTRATION**

**FINANCE/ADMIN CHIEF**

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\* = Evacuation Attendance

**Ed Services/Ed.Tech/Supt Office**

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Jennifer Sheparovich

**Special Education**

Taryn Dreifus  
Barbera Carruthers

**Information Services**

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**Human Resources**

Amber Crespi  
Kim Doan

**Business Services**

Jennifer Payton  
Shelton Bass

# Irvine Unified School District

## District Administration Center - ICS Emergency Team Assembly Areas

### Step 1 Evacuate Building



### Step 2 Attendance Areas See Map for Attendance Assembly Areas

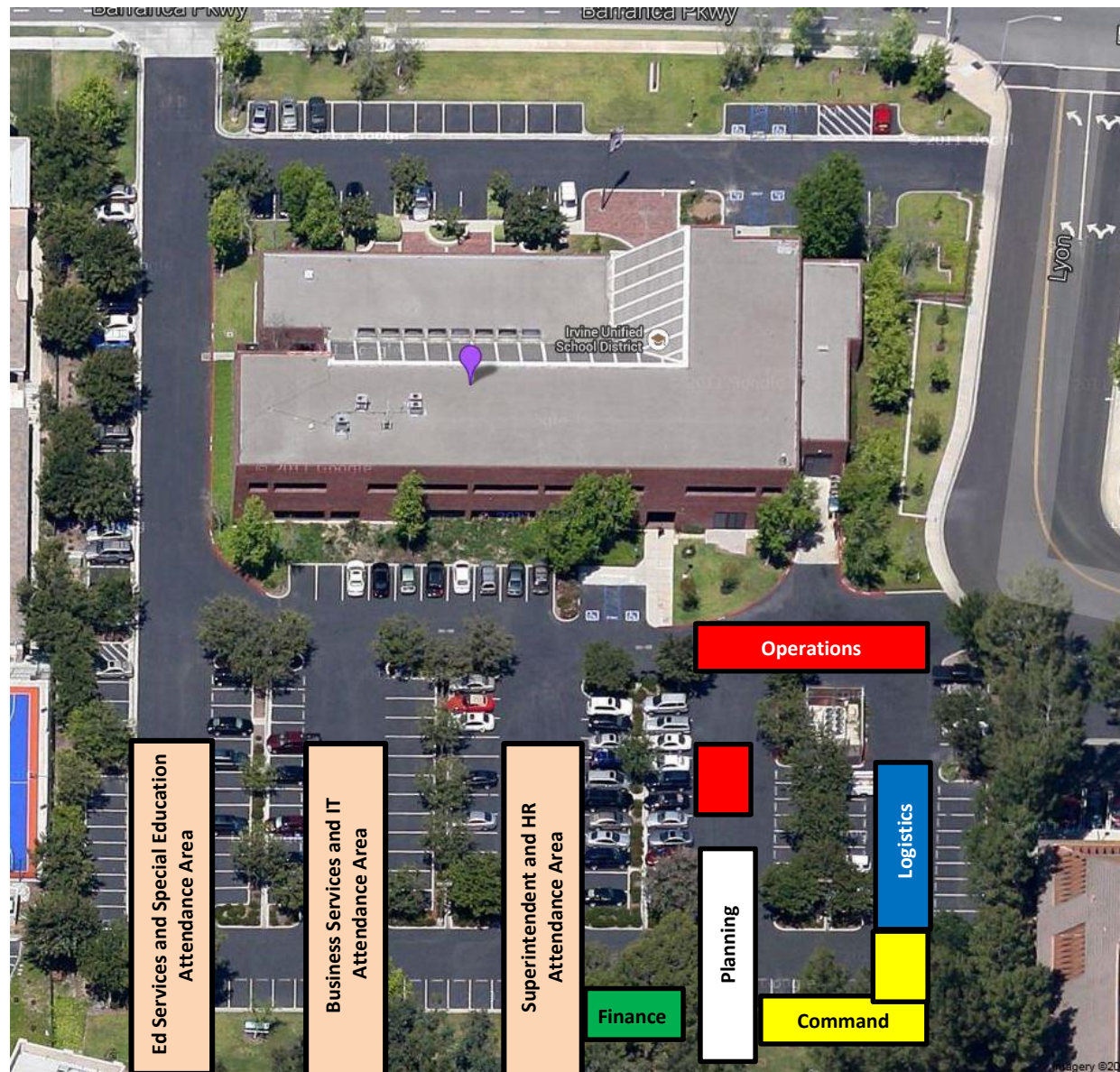
Monitors take attendance and note any information regarding last known location of missing employees.



### Step 3 Team Assembly Areas

After initial attendance and if required, employees assigned to an emergency team should respond to their staging area.

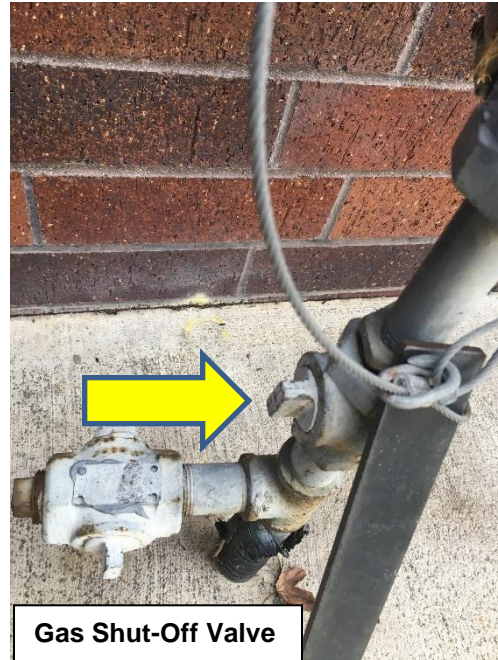
Employees not assigned to an emergency team should remain in the Attendance Assembly Area and wait for further instructions.



## Utility Shut-Off Locations and Photographs

### District Administration Center - GAS SHUT-OFF VALVE

*Gas shut-off valve located inside the custodial delivery area. Shut-off tool is attached.*



### District Administration Center - ELECTRICITY SHUT-OFF SWITCH

*Electrical panel located inside the main electrical room in the custodial delivery area.*



## District Administration Center - WATER SHUT-OFF VALVE

*Water shut-off valves in front of the District Administration Center on Barranca Parkway.*



Water Shut-Off Valves – Turn 90 Degrees

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# EMERGENCY TEAM RESPONSE PLAN

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## SECTION 1

**Activate Emergency Team Response Protocols  
for Catastrophic Emergencies/Disasters**

2019-2020



**IRVINE UNIFIED  
SCHOOL DISTRICT**

## **EMERGENCY INFORMATION**

### **DISTRICT EMERGENCY OPERATIONS CENTER**

**Main Number (949) 502-4534**

### **DISTRICT ACTIVATION LEVELS**

- ① Level 1 – Full Scale Activation of District EOC
- ② Level 2 – Partial Activation of District EOC
- ③ Level 3 – Minimal/Standby Activation

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### **LOCAL EMERGENCY TELEPHONE NUMBERS**

Irvine Police Department	(949) 724-7000
Orange County Fire Authority	(714) 573-6000
City of Irvine - Animal Control	(949) 724-7092
California Highway Patrol (Santa Ana)	(714) 567-6000
Amtrak	(800) 331-0008
Metrolink	(888) 446-9715

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### **UTILITY EMERGENCY TELEPHONE NUMBERS**

Irvine Ranch Water District	(949) 453-5300
Southern California Edison	(800) 655-4555
The Gas Company	(800) 427-2200

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### **CITY OF IRVINE - EMERGENCY INFORMATION**

*City of Irvine – 1640 AM (Emergency Radio)*  
*Irvine Community Television (ICTV) – Channel 30*  
*AlertOC Notification System*

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### **IUSD PUBLIC COMMUNICATIONS**

*IUSD Website – [iusd.org](http://iusd.org)*  
*Newsflash – [newsflash.iusd.org](http://newsflash.iusd.org)*  
*[facebook.com/IrvineUnifiedSchoolDistrict](https://facebook.com/IrvineUnifiedSchoolDistrict)*  
*[Twitter.com/IUSD](https://twitter.com/IUSD)*  
*[Instagram.com/irvine\\_unified](https://instagram.com/irvine_unified)*



## **INCIDENT COMMAND SYSTEM (ICS) NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

In compliance with Federal regulations and California statute, the Irvine Unified School District uses the National Incident Management System (NIMS) in its emergency plans and procedures. All Irvine Unified School District disaster plans are based on the Incident Command System (ICS) - a nationwide standard and a component of the Standardized Emergency Management System (SEMS).

Established on March 1, 2004, by Homeland Security Presidential Directive 5 (HSPD-5), NIMS specifies the standardized methods all emergency responders should follow to plan, coordinate and carry out responses to a variety of emergency incidents. It allows schools and local agencies to jointly manage incidents, regardless of their causes, sizes, locations or complexities. Local jurisdictions, including school districts that receive Federal emergency preparedness funding, are required to comply with the NIMS.

SEMS is the system required by California Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. All state government agencies must use SEMS when responding to multi-jurisdictional or multi-agency emergencies. All local government agencies must use SEMS in multi-jurisdictional or multi-agency emergency responses to be eligible for state reimbursement of response-related personnel costs.

ICS, a component of NIMS and SEMS, is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure (e.g., the School's ICS Organizational Structure).

### **MAJOR CONCEPTS/COMPONENTS**

- Every emergency, no matter how large or small, requires that certain tasks be performed.
- Every incident will need a person in charge.
- Span of control - no one person should be in charge of more than 7 people or less than 3 (the optimum number is 5) [Note: this does not apply to Student Supervision.]
- Every incident needs an action plan (oral or written) to provide all incident supervisory personnel with appropriate direction for further actions - evaluate total situation, understand district policy, set priorities, determine objectives, select appropriate strategies, assign resources, and monitor performance. This is Management by Objectives and takes place on every incident regardless of size or complexity.
- Each person within the organization has an assignment and reports to no more than one supervisor at a time - Unity of Command.
- Common terminology:
  - ✓ All teachers and staff in the school/district should use the same words to refer to the same situation.
  - ✓ This terminology should be known before a disaster.
  - ✓ This is one of the most important reasons to use ICS. If and when the fire department or other responding agencies come on campus, they'll interface more effectively with the school district's command structure if similar jobs are described with similar wording.

## **CALIFORNIA GOVERNMENT CODE § 3100**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens.

In furtherance of the exercise of the police power of the state in protection of its citizens and resources, **all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.**

## **COMMUNICATION INFRASTRUCTURE IN THE IRVINE UNIFIED SCHOOL DISTRICT**

- In the event of an activation, communication between the District EOC and the schools/district will be established using the below communication systems:
  - ✓ Telephone (*preferred*) - Communication using the published EOC emergency number.
  - ✓ District Emergency Radio (*preferred*) – *District Department* channel.
  - ✓ District Emergency Radio (*optional*) – North Repeater; South Repeater; West Repeater; East Repeater
  - ✓ High Schools (*optional*) – Communication on high school day-to-day radio frequency.
  - ✓ Runner (*optional*) – Physically send a messenger to the District EOC.
  - ✓ OC Access Radio (*extreme emergency*) – When no other communication is available.

## **HOW ICS FUNCTIONS IN THE IRVINE UNIFIED SCHOOL DISTRICT**

- All sites (school/district) use ICS as a basis for their organizational structure. The District EOC Operational Guide contains detailed response and management procedures for continuity to manage the disaster/emergency.
- One person in charge - Incident Commander at the school and district office. This top-level person works closely with their Command Staff and General Staff (the Section Chiefs).
- A Section Chief oversees and coordinates the activities of each of the four ICS Sections - Operations, Planning/Intelligence, Logistics, and Finance/Administration.
- A clearly defined chain of command is in place in advance of any emergency and is supported by appropriate training.
- The Incident Commander and/or District Office Liaison communicates directly with the District's EOC.

## **ICS POSITIONS**

- **Incident Commander** at the schools and/or district office - an emergency requiring constant management from the Command Post. This means that the Incident Commander doesn't leave the Command Post without delegating someone to take over. The Incident Commander will constantly:
  - ✓ Assess the situation and know what resources are available
  - ✓ Determine a strategy for implementing the plan to handle the incident
  - ✓ Monitor how well (or poorly) the plan is working
  - ✓ Ensure that policy, objective and priorities are known to all involved
  - ✓ Adjust the plan to meet the realities of the situation
  - ✓ Make sure that the response is being fully documented - for legal and financial reasons
  - ✓ If appropriate to the situation - no other qualified person is available - act as Safety Officer to make sure that the safety of students/staff and others on the site is the highest priority. The Incident Commander is to coordinate all response activities through the Section Chiefs. The Incident Commander is to *stand back and keep hands off*. His/her role is *managing* from the Command Post.

- **District Public Information Officer (PIO)** - The District's Public Information Officer (PIO) or their designee are the only people authorized to speak for the District. The District Administration Center should refer media inquiries to the District's PIO.
- **District Liaison** - The District Liaison is responsible for communicating between the District Administration Center ICS and the District EOC. The District Liaison will travel back and forth (or utilize runners) to carry messages and updates between the ICS and the EOC.
- **School/Site Information Officer (SIO)** – The primary job of the School/Site Information Officer is to provide parents and guardians with essential school related information (i.e., unification location, parking, student release information, etc.) The SIO may gather confidential news worthy information and pass this information to the District's PIO. The SIO is not responsible for issuing media press releases and should refer all media inquiries to the District's PIO.
- **Section Chiefs** - These positions comprise the General Staff. In addition to supervising their sections, they work closely with the Incident Commander to develop and carry out incident objectives.

*Note: Collection of the required forms to document the disaster/emergency is the responsibility of the Section Chiefs. Nothing shall prohibit a school/site from implementing similar reporting forms that are unique to their specific location.*

**Operations Section** - Includes all of the emergency response jobs. *These are the "DOERS."*

- Search and Rescue
- Damage Assessment/Utility Shut-Off/Fire Prevention
- Security
- First Aid/Medical/Preservation
- Crisis Intervention

**Planning/Intelligence Section** – Keeps track of resources available or needed, assesses the situation, anticipates changing situations and needs, documents the response, and manages the large site map at the Command Post. *These are the "THINKERS."*

- Communications
- Map Plotting
- Incident Log
- Runners

**Logistics Section** – How things get done (the person power, personnel/student resources, supplies, and equipment). *These are the "GETTERS."*

- Supplies/Equipment
- Resource Pool/Staff Tracking
- Nutrition and Water
- Sanitation

**Finance/Administration Section** – Includes timekeeping of response workers during the disaster response and recovery phases, buying things and keeping comprehensive financial records, maintaining/managing all recovery records. *These are the “PAYERS”*

- Timekeeping
- Purchasing/Procurement
- Recovery Records Management

### **COMMAND POST**

- **Location** – The Command Post is located so that the full Emergency Assembly Area is in view. Ensure the Command Post is close to the outside disaster supply container but far enough away from medical treatment area.
- **Responsibilities**
  - Institute Incident Command System (ICS)
  - Assess type and scope of emergency
  - Determine threat to human life and structures
  - Determine need for site evacuation and take appropriate action
- **Positions Stationed at Command Post**
  - Incident Commander
  - Planning and Intelligence
    - Incident Log
    - Map Plotting
    - Communications
  - Logistics (may also be located adjacent to supply area if needed)
    - Staff Tracking and Resource Pool
- **Ancillary Teams** – These positions (if applicable) are located immediately adjacent to the Command Post so that they can be quickly accessed
  - Logistics (may also be located adjacent to supply area if needed)
    - Supply/Equipment
  - School/Site Information Officer (may be located near any public access to provide information)
  - District Liaison
  - Runners
  - Search & Rescue
  - Finance and Timekeeping
  - Staff Tracking and Resource Pool (locate away from Command Post and supply area)
  - Unassigned Personnel (locate away from Command Post and supply area)

## **COMMAND TEAM**

**(Includes Planning/Intelligence, Logistics, School Information/Liaison, Finance)**

### **A. Duties and Procedures**

1. Coordinate all personnel and operations.
2. Assign all emergency personnel or reassign as injuries or absences dictate.
3. Liaison with all off campus organizations including Red Cross personnel on scene, police, fire and emergency personnel on scene. All media inquiries should be referred to the District's PIO at the EOC.
4. Communicate situation and status to the district EOC on a regular basis.
5. Maintain log of actions during emergency.

### **B. Procedures - Emergency Phase**

1. Document all actions taken with timeline, including appropriate reports.
2. Assess type and scope of emergency.
3. Determine threat to personnel and structures.
4. Provide list of missing personnel to Search and Rescue.
5. Determine need for evacuation and take appropriate action.
6. Establish location of Command Post.
7. Determine what emergency teams need to be activated.
8. Notify district EOC of emergency, status and keep updated on a regular basis including:
  - a. Number injured and extent of injuries
  - b. Type and extent of damage to buildings
  - c. Actions being taken by emergency teams and outside agencies
  - d. List of actions being performed by outside agencies
  - e. Assistance requested from District EOC
  - f. Establish time of next update
9. Make periodic reports of confirmed information to students and staff.
10. Refer requests for assistance to appropriate emergency teams, including list and last known location of missing to search teams.

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## INCIDENT COMMANDER

The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations. Ensure the safety of students, staff, and others on site.

### Duties and Procedures:

<b>Start-Up Actions</b>	<ul style="list-style-type: none"> <li>▪ Obtain your personal safety equipment (i.e., hard hat, ICS vest, clipboard with job description sheet).</li> <li>▪ Assess the type and scope of emergency.</li> <li>▪ Determine the threat to human life and structures.</li> <li>▪ Implement the emergency plan and hazard-specific procedures.</li> <li>▪ Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives.</li> <li>▪ Meet with Section Chiefs, activate functions and assign positions as needed.</li> </ul>
<b>Operational Duties</b>	<ul style="list-style-type: none"> <li>▪ Continue to monitor and assess the total site situation:               <ul style="list-style-type: none"> <li>▫ View the site map periodically for Search and Rescue team progress and damage assessment information.</li> <li>▫ Check with Section Chiefs for periodic updates.</li> <li>▫ Reassign personnel as needed.</li> </ul> </li> <li>▪ Report (through District Liason) to the District EOC on the status of students, staff, and facility, as needed (Site Status Report).</li> <li>▪ Develop and communicate revised incident action plans as needed.</li> <li>▪ Refer media inquiries to District Public Information Officer at the EOC.</li> <li>▪ Utilize your backup Incident Commander; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post.</li> <li>▪ Plan regular breaks for all staff and volunteers. Take care of your caregivers!</li> <li>▪ Release staff as appropriate and have them sign out. <i>By law, during a disaster, District staff become disaster workers.</i></li> <li>▪ Remain on and in charge of your site until redirected or released by the EOC (if activated) or by the Superintendent.</li> </ul>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ Authorize deactivation of sections when they are no longer required.</li> <li>▪ At the direction of the Superintendent/designee, deactivate the entire emergency response. If the fire department or other outside agency calls an <i>all clear</i>, contact the District EOC (if activated) before taking any further action.</li> <li>▪ Ensure that any open actions not yet completed will be taken care of after deactivation.</li> <li>▪ Ensure the return of all equipment and reusable supplies to Logistics.</li> <li>▪ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Finance/Administration Section.</li> <li>▪ Announce the termination of the emergency and proceed with recovery operations if necessary.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Master Keys (obtain from custodial staff)</li> <li>▪ Campus 2-way radio (connect to Section Chiefs) and District 2-way radio</li> <li>▪ Tables (2) and Chairs as needed</li> <li>▪ Evacuation Station Attendance Sheets (Staff Dept Lists)</li> <li>▪ Bull horn</li> <li>▪ Incident logs</li> <li>▪ Office supplies</li> </ul>

## SITE INFORMATION OFFICER (SIO) and DISTRICT LIAISON OFFICER

These Command Staff positions are located directly under the Incident Commander. According to the IUSD Emergency Response Plan, only the District Public Information Officer is authorized to speak for the district.

<p><b>Start-Up Actions</b></p>	<p><b>Site Information Officer (SIO)</b></p> <ul style="list-style-type: none"> <li>▪ Determine a possible “Public Information” table and reception area located away from the Command Post and at the boundary of the secure area. Get approval from the Incident Commander for any public statements or information releases. Identify yourself as the SIO (by vest, visor, sign, etc.)</li> <li>▪ Refer all arriving media to the District PIO and provide information on IUSD information conduits (website, twitter account, etc.).</li> <li>▪ 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.</li> </ul> <p><b>District Liaison</b></p> <ul style="list-style-type: none"> <li>▪ Establish your location at the Command Post. Assess the situation and record information needed to update District EOC. Provide updates to the district EOC and relay information from EOC to Incident Commander in person or via runner.</li> <li>▪ Consult with the District PIO to coordinate any release of information and communication conduits. Provide updated information to Site Information Officer.</li> <li>▪ 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.</li> </ul>
<p><b>Operational Duties</b></p>	<ul style="list-style-type: none"> <li>▪ Statements must be approved by the Incident Commander and should reflect: <ul style="list-style-type: none"> <li>▫ Reassurance (EGBOK— “Everything’s going to be OK.”)</li> <li>▫ Incident or disaster cause and time of origin.</li> <li>▫ Size and scope of the incident.</li> <li>▫ Current situation—condition of site, evacuation progress, care being given</li> <li>▫ Identify resources in use.</li> <li>▫ Identify the best sources of information and district updates for the public.</li> <li>▫ Any information the district PIO wishes to be released to the public.</li> </ul> </li> <li>▪ <b>Read</b> statements if possible and use Disaster Public Info Release Work Sheet if needed.</li> <li>▪ When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid using the phrase “no comment.”</li> <li>▪ Remind school staff and volunteers to refer <i>all</i> questions to the SIO. The SIO will direct media to the District PIO.</li> <li>▪ Update information periodically with the Incident Commander.</li> <li>▪ Ensure that announcements and other information are translated into other languages as needed and if able.</li> </ul>
<p><b>Closing Down</b></p>	<ul style="list-style-type: none"> <li>▪ At the Incident Commander’s direction, release SIO staff when they are no longer needed. Direct staff members to sign out through Timekeeping.</li> <li>▪ Return equipment and reusable supplies to Logistics. Close out all logs. Provide logs and other relevant documents to Finance Section.</li> </ul>
<p><b>Equipment and Supplies</b></p>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Campus 2-way radio and AM/FM Radio to monitor media coverage</li> <li>▪ Table (if available) and Public Information signs to direct public</li> <li>▪ List of district information outlets for public</li> <li>▪ Disaster Public Information Release Work Sheet</li> <li>▪ District contact numbers and city emergency contact numbers</li> <li>▪ Office Supplies</li> </ul>

## Disaster Public Information Release Worksheet

Released to the public as SIO Release # \_\_\_\_\_ Site Information Officer (SIO) \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Approved \_\_\_\_\_

**Note: If this is used as a script, read only those items checked. Make NO other comments. Refer all media inquiries to the District Office PIO at the EOC.**

The IUSD district office has just experienced a(n) \_\_\_\_\_ (Incident)

\_\_ We [(have) or (are in the process of) or (have not yet)] activated our IUSD District Emergency Operations Center (EOC).

\_\_ We [(have) or (are in the process of) or (have not yet)] activated our District Office Incident Command Structure.

\_\_ District staff located here at the district office [(are being) or (have been)] accounted for.

\_\_ District facilities have been declares [(safe) or (not safe)] for occupancy.

\_\_ As designated Emergency Response Workers, district office staff [(will remain on site to assist) or (will be released)] as determined by the needs of the emergency.

\_\_ Emergency medical services [(are on the way) or (are here) or (are not available to us)].

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

\_\_ \_\_\_\_\_ [(are here) or (are on their way) or (are not available to us)].

\_\_ No further information is available at this time.

\_\_ Communication center(s) for parents (is/are) being set up at \_\_\_\_\_ (location from District PIO) to answer questions about individual (school sites/students/employees).

\_\_ The most current information on schools sites throughout the district is available from the District PIO on the following communication channels:

\_\_ District website: iusd.org

\_\_ District NewsFlash newsflash.iusd.org

\_\_ Check emails, phones and texts for IUSD School Messenger communications

\_\_ Check IUSD social media sites

\_\_ facebook.com/IrvineUnifiedSchoolDistrict

\_\_ twitter.com/IUSD

\_\_ instagram.com/irvine\_unified/



## OPERATIONS SECTION CHIEF

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

- Search and Rescue
- First Aid/Medical/Preservation
- Crisis Intervention
- Damage Assessment/Security/Utility Shut-Off/Fire Suppression

### Duties and Procedures:

<b>Start-Up Actions</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Incident Commander for a situation briefing.</li> <li>▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vest with position identifier.</li> </ul>
<b>Operational Duties</b>	<ul style="list-style-type: none"> <li>▪ Assume the duties of all operations positions until staff are available and assigned.</li> <li>▪ As staff members are assigned, brief them on the situation, and supervise their activities.</li> <li>▪ If additional supplies or staff are needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.</li> <li>▪ Coordinate Search &amp; Rescue operations if it is safe to do so. Appoint an S&amp;R Team Leader to direct operations, if necessary.</li> <li>▪ As information is received from operations staff, pass it on to the Incident Commander.</li> <li>▪ Inform the Planning Section Chief of operations tasks and priorities.</li> <li>▪ Make sure that operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.</li> <li>▪ Schedule breaks and reassign staff within the section as needed.</li> </ul>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ When authorized by the Incident Commander, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Finance and Administration Section.</li> <li>▪ Return equipment and reusable supplies to Logistics.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Master Keys (obtain from custodial staff)</li> <li>▪ Campus 2-way radio (connect to Section Chiefs)</li> <li>▪ Master Evacuation Station Attendance Sheets (Staff Dept Lists)</li> <li>▪ Completed Attendance Sheets from Monitors</li> <li>▪ Bull horn</li> <li>▪ Office supplies</li> </ul>

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**SECURITY TEAM  
UTILITY SHUT-OFF TEAM**

**FIRE SUPPRESSION TEAM  
DAMAGE ASSESSMENT TEAM**

**Duties and Procedures:**

<b>Start-Up Actions</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Operations Chief for a situation briefing.</li> <li>▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vest .</li> <li>▪ Take no action that will endanger yourself and work in pairs for safety.</li> <li>▪ Wear hard hat and take appropriate tools, job description clipboard, and radio.</li> <li>▪ Check flashlight and put in fresh batteries if necessary.</li> </ul>
<b>Operational Duties</b>	<p>As you complete the following tasks, observe the campus and document the nature and extent of damage to facilities. Record damage on paper paying special attention to any structural damage and safety hazards. Give verbal report via campus radio and completed notes to Command Post.</p> <p><i>Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</i></p> <ul style="list-style-type: none"> <li>▪ Lock gates and major external doors. Use caution tape to block parking access.</li> <li>▪ Locate, control and extinguish small fires (if safe to do so).</li> <li>▪ Check gas meter and, <i>if gas is leaking</i>, shut down the gas supply.</li> <li>▪ Shut down electricity only if building has clear structural damage or if advised to do so by Command Post.</li> <li>▪ Advise the Command Post of all actions taken for information and proper logging.</li> <li>▪ Be sure that the entire campus has been checked for safety hazards and damage. Post yellow caution tape around damaged or hazardous areas.</li> <li>▪ Determine if building can be reentered and report to Command Post.</li> <li>▪ If building is declared habitable, await instruction from Command Post to reoccupy.</li> <li>▪ No damage should be repaired before full documentation, such as photographs and video evidence, is complete unless the repairs are essential to immediate life-safety.</li> <li>▪ Verify that the site is <i>locked down</i> and report the same to the Command Post. After completion of duties, assume role of security team staff as needed.</li> <li>▪ If the site cannot be secured, yellow caution tape may be strung across the parking lot entry. Signs should be posted denoting public information table.</li> <li>▪ Station personnel at site access points to discourage public entry or exit as well as directing all requests for information to the School/Site Information Officer.</li> <li>▪ Assist with facility needs (shelter, lighting, construction) as directed by Incident Commander and Logistics Chief.</li> </ul>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ When authorized by the Incident Commander, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Finance and Administration Section.</li> <li>▪ Return equipment and reusable supplies to Logistics.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Master Keys (obtain from custodial staff)</li> <li>▪ Campus 2-way radio (connect to Section Chiefs)</li> <li>▪ Hard hats, gloves, flashlights, wrench/shut off tool</li> <li>▪ Caution tape</li> <li>▪ Campus maps, clipboards, paper pad and markers</li> <li>▪ Location of fire extinguishers inside building</li> <li>▪ Office supplies</li> </ul>

## SEARCH AND RESCUE TEAM

The Search and Rescue Team obtains Evacuation Attendance sheets from Command Post and Operations Chief sends teams to search all facilities for injured or trapped staff to ensure complete evacuation.

Use the buddy system: Assign a minimum of 2 persons to each team. Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and safety procedures.

### Duties and Procedures:

<b>Start-Up Actions</b>	<ul style="list-style-type: none"> <li>▪ Obtain all necessary equipment from Logistics.</li> <li>▪ Search and Rescue Team Leader will obtain a briefing from Operations Chief, noting known fires, injuries, or other situations requiring response. Team Leader will brief rest of Search and Rescue team.</li> <li>▪ Search and Rescue Team Leader will assign teams based on available manpower, minimum 2 persons per team.</li> <li>▪ Based on information from Evacuation Attendance sheets, compile list of missing staff and last known location. Send Evacuation Attendance sheets to Staff Tracking/Resource Pool when complete.</li> </ul>
<b>Operational Duties</b>	<p><b>Search and Rescue Team Leader:</b></p> <ul style="list-style-type: none"> <li>▪ Perform a visual and campus radio check of the outfitted team leaving the Command Post. Teams must wear sturdy shoes and safety equipment.</li> <li>▪ Record names and assignments before deploying teams.</li> <li>▪ Dispatch teams to known hazards or situations (missing staff location) first, then dispatch teams to search the campus using specific planned routes if needed. Send a specific map assignment with each team.</li> <li>▪ Remains at the Command Post and in campus radio contact with S&amp;R Teams.</li> <li>▪ Records each teams' progress and reports on the site map, keeping others at the Command Post informed of problems. When a room is reported clear, mark a "C" on the map.</li> <li>▪ If injured staff are located, consult the Operations Section Chief for response. Utilize S&amp;R Teams to transport injured to First Aid Team.</li> <li>▪ Record the exact location of damage and a triage tally (I=immediate, D=delayed, DEAD=dead) on the map.</li> <li>▪ Keep radio communication brief and simple. No codes.</li> </ul> <p><i><b>Remember:</b> If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</i></p> <p><b>Search and Rescue Teams:</b></p> <ul style="list-style-type: none"> <li>▪ Report gas leaks, fires, or structural damage to the Command Post immediately upon discovery. Shut off gas or extinguish fires if possible. Leave for Damage Assessment and Fire Suppression Team if necessary.</li> <li>▪ Before entering a building, inspect the complete exterior of the building. Report structural damage to the S&amp;R Team Leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.</li> <li>▪ <b>If you are in doubt about your safety, DO NOT ENTER!</b></li> <li>▪ If the building is safe to enter, search the assigned area (following the map) using an orderly pattern. Check all rooms. Use chalk or grease pencil to mark a slash on the door when entering a room. Check under desks and tables. Search visually and vocally. Listen.</li> </ul>

	<p>When leaving each room, complete the slash to form an “X” on the door. Report by radio to the Team Leader at Command Post that the room has been cleared (e.g. “Room A-123 is clear”).</p> <p><i><b>Remember:</b> If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</i></p> <ul style="list-style-type: none"> <li>▪ When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use names.</li> <li>▪ Record the exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) on the map and report the information to the Command Post.</li> <li>▪ Keep radio communication brief and simple. Do not use codes</li> </ul>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ Record the return of each S&amp;R team. Direct them to return equipment and report to Logistics for additional assignment.</li> <li>▪ Provide maps and logs to the Finance and Administration Section.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Master Keys (obtain from custodial staff)</li> <li>▪ Team radios on internal channel for Search and Rescue teams</li> <li>▪ Campus 2-way radio for Team Leader (connect to Section Chiefs)</li> <li>▪ Backpack with First Aid Supplies</li> <li>▪ Headlamp flashlight with extra batteries</li> <li>▪ Hard hats, gloves, crowbar, dust mask, safety goggles, knee pads</li> <li>▪ Caution tape</li> <li>▪ Campus maps, clipboards, paper pad and markers</li> <li>▪ Masking tape and Sharpie pens</li> <li>▪ Stretchers (relocate to First Aid/Medical after rescue operations are complete)</li> <li>▪ Office supplies</li> </ul>

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# SEARCH AND RESCUE TEAM QUICK RESPONSE GUIDE

Added 6/17

- **Assess Situation**. Identify number and possible location of people trapped or missing, number personnel available to assist, and equipment available.
- **Equip and Assign Personnel** (Must wear Personal Protective Equipment)
- **Dispatch Teams** (minimum of 2 per team) to known locations of missing or trapped persons.
- **Make the Search Area Safe**. Identify and correct search area hazards (control utilities, suppress small fires, mark hazards with caution tape, etc.)
- **Search Area**, if relatively safe to do so, using voice, vision changing perspectives to locate missing or trapped. Use a defined search pattern.
- **Mark Search Area Status** and communicate status to Team Leader.
- **Treat any Life Threatening Injury** (stop major bleeding, etc.)
- **Notify the Team Leader** of *contact with survivor* and provide location.
- **Evacuate** ambulatory survivor to the Medical Area.
- **Request Assistance** from Team Leader if survivor is non-ambulatory.
- **Remove** non-ambulatory survivor to Medical Area. Removal may require debris movement or survivor transportation.
- **Request an Additional Assignment** after survivor is delivered to Medical Area.

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## FIRST AID/MEDICAL/PRESERVATION TEAM

The First Aid Team is responsible for providing emergency medical response, first aid and counseling. The First Aid Team Leader informs the Operations Chief or Incident Commander when the situation requires health or medical services that staff cannot provide. The First Aid Team Leader also ensures appropriate actions to preserve bodies.

### Duties and Procedures:

<b>Start-Up Actions</b>	<ul style="list-style-type: none"> <li>▪ Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from students and parents, with access to emergency vehicles. Obtain equipment and supplies from the storage area.</li> <li>▪ Make personnel assignments. If possible, assign a minimum of two people to triage, two to immediate treatment, two to delayed treatment and two to crisis intervention.</li> <li>▪ Assess available inventory of supplies and equipment.</li> <li>▪ Review safety procedures and assignments with First Aid Team staff.</li> <li>▪ Establish a point of entry (“triage”) into the treatment area.</li> <li>▪ Establish “immediate” and “delayed” treatment areas.</li> <li>▪ Set up a separate Crisis Intervention treatment area.</li> </ul>
<b>Operational Duties</b>	<p><b>First Aid Team Leader:</b></p> <ul style="list-style-type: none"> <li>▪ Establish scope of disaster with the Incident Commander and determine probability of outside emergency medical support and transport needs.</li> <li>▪ Oversee the assessment, care, and treatment of patients.</li> <li>▪ Ensure caregiver and rescuer safety. Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient.</li> <li>▪ Make sure that accurate records are kept including the name of person treated, the time arrived in First Aid, the name of the person giving treatment, description of treatment given and the time released.</li> <li>▪ Provide personnel to respond to injuries in remote search areas in conjunction with the Search and Rescue Team.</li> <li>▪ If needed, request additional personnel from Logistics and brief newly assigned staff.</li> <li>▪ Report deaths immediately to the Operations Section Chief.</li> <li>▪ Keep the Operations Section Chief informed of the overall status.</li> <li>▪ Stay alert for communicable diseases and isolate appropriately.</li> <li>▪ Consult with the Resource Pool/Staff Tracking Team regarding health care, medications, and meals for staff with known medical conditions (e.g., diabetes, asthma, etc.).</li> </ul> <p><b>First Aid Team:</b></p> <ul style="list-style-type: none"> <li>▪ Administer appropriate first aid.</li> <li>▪ <b>Keep accurate records of care given.</b> Records for each victim should include the name of person treated, the time arrived in First Aid, the name of the person giving treatment, description of treatment given and the time released.</li> <li>▪ Continue to assess patients at regular intervals.</li> <li>▪ Assess working staff members for fatigue or stress or shock and administer aid as needed. Refer and incorporate Crisis Intervention team as needed.</li> <li>▪ Report deaths immediately to the First Aid Team Leader.</li> <li>▪ If and when transportation is available, do a final assessment and document on the triage tag. Keep and file records for reference—<b>do not send any records with the victim.</b></li> </ul>

	<p><b>Triage Entry Area-</b> The triage area should be staffed with a minimum of two trained team members, if possible.</p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Second team member logs victims’ names on form and sends the forms to the Command Post as completed.</li> </ul> <p><b>Treatment Areas (“Immediate and Delayed”) – Treatment Areas</b> should be staffed with a minimum of two team members per area, if possible.</p> <ul style="list-style-type: none"> <li>▪ One member completes secondary head-to-toe assessment.</li> <li>▪ Second member records information on the triage tag and on-site treatment records.</li> <li>▪ Using Triage Plan of Action (See Appendix A) and Triage tags, sort patients as to I=Immediate, D=Delayed Ambulatory, or DEAD=Deceased.</li> </ul> <p><b>Preservation Area</b> - Set up preservation area, if necessary, in a cool, isolated, secure area. Major concerns are identification and preservation of the body and documentation as to the cause of death. Bodies should be covered, undisturbed, and located in an area away from surviving victims. Write the following information on two tags:</p> <ul style="list-style-type: none"> <li>○ Date and time found.</li> <li>○ Exact location where found.</li> <li>○ Name of decedent if known.</li> <li>○ If identified—how, when, by whom.</li> <li>○ Name of person filling out tag.</li> <li>○ Attach one tag to body.</li> </ul> <p><i>NOTE: When using the radio, do not use the names of injured or deceased.</i></p>
<p><b>Closing Down</b></p>	<ul style="list-style-type: none"> <li>▪ Return equipment and unused supplies to Logistics.</li> <li>▪ Clean up first aid area. Dispose of hazardous waste safely.</li> <li>▪ Complete all paperwork and turn it in to the Finance and Administration Section.</li> </ul>
<p><b>Equipment and Supplies</b></p>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Industrial first aid kit</li> <li>▪ Triage tags</li> <li>▪ Cardboard splints</li> <li>▪ Blankets</li> <li>▪ Stretchers (receive from Search and Rescue after rescue operations are complete)</li> <li>▪ Body bags</li> <li>▪ Flashlight or headlamps with batteries</li> <li>▪ Bags (Ziploc, trash)</li> <li>▪ Towels</li> <li>▪ Clipboards (10) with paper pad and pen for patient record keeping</li> <li>▪ Tarpaulins (black, red, yellow)</li> <li>▪ Lantern and batteries</li> <li>▪ Cardboard splints</li> <li>▪ E-Z Up Shade Tent (if available)</li> <li>▪ Office Supplies</li> </ul>

# FIRST AID/MEDICAL TEAM QUICK RESPONSE GUIDE

Added 6/17

- **Assess Situation:** Identify number of people injured, number of personnel available to assist, equipment available.
- **Designate Medical Area:** Identify location that has the following elements:
  - Safe (upwind and uphill)
  - Accessible by both school site and outside responders
  - Concealed from view by the school site community and the public
  - Communicate the location to the Incident Commander
- **Equip and Assign Personnel** to the following areas:
  - Triage Point
  - Treatment Area – Red
  - Treatment Area – Yellow
  - Treatment Area – Green
  - Preservation Area – Black (should be in area hidden from view)
  - Begin Documentation
- **Triage all Patients** (See Triage Chart)
- **Treat all Patients** (See Treatment Chart)
- **Document** the names and all care given to patients
- **Coordinate Transportation** of patients to a higher level of care
- **Communicate Status** of the Medical Area to the Incident Commander every 10 minutes

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## TRIAGE CHART – QUICK RESPONSE GUIDE

Category	Signs
Red	<ul style="list-style-type: none"> <li>▪ Unable to answer questions</li> <li>▪ Major bleeding</li> <li>▪ Breathing over 30 times per minute</li> <li>▪ Capillary refill takes <u>more</u> than 2 seconds.</li> </ul>
Yellow	<ul style="list-style-type: none"> <li>▪ Normal breathing <u>under</u> 30 times per minute</li> <li>▪ Able to answer questions</li> <li>▪ No major bleeding</li> <li>▪ Capillary refill within 2 seconds or less.</li> <li>▪ Unable to walk</li> </ul>
Green	<ul style="list-style-type: none"> <li>▪ Able to walk</li> <li>▪ No major bleeding</li> <li>▪ Normal breathing <u>under</u> 30 times per minute</li> <li>▪ Able to answer questions</li> <li>▪ Capillary refill within 2 seconds</li> </ul>
Black	<ul style="list-style-type: none"> <li>▪ Not breathing</li> <li>▪ No heart beat</li> <li>▪ Unable to answer questions</li> </ul>

## TREATMENT CHART – QUICK RESPONSE GUIDE

Category	Care
Red	<ul style="list-style-type: none"> <li>▪ Stop bleeding</li> <li>▪ Open airway</li> <li>▪ Coordinate immediate access to higher level care</li> <li>▪ Keep warm</li> <li>▪ Reassess patient frequently</li> </ul>
Yellow	<ul style="list-style-type: none"> <li>▪ Cool burns with clean water</li> <li>▪ Support fractures</li> <li>▪ Dress wounds</li> <li>▪ Keep warm</li> <li>▪ Reassess patient frequently</li> </ul>
Green	<ul style="list-style-type: none"> <li>▪ Dress minor injuries</li> <li>▪ Apply ice packs where appropriate</li> </ul>

# MEDICAL SUPPLY ORGANIZATION

Added 6/17 **Medical Supplies Organized by Triage Categories**

## Priority 1: Immediate

### *Life Threatening Injuries*

- Sterile Gauze Rolls or Pads
- Triangle Bandages
- SWAT-T Tourniquets
- Medical Gloves
- Occlusive Dressings
- Blankets
- Shears
- Tape
- Triage Tags

## Priority 2: Delayed

### *Moderate Injuries*

- Burn Dressings
- Splints
- Blankets
- Medical Gloves
- Shears
- Water Packets
- Tape
- Triage Tags

## Priority 3: Minor

### *Minor Injuries*

- Band Aids
- Ice Packs
- Eye Wash
- Medical Gloves
- Antibiotic Ointment
- Antiseptic Wipes
- Blankets
- Triage Tags

Medical supplies can be stored in separate color coded bags to enable effective and efficient use of resources.

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## CRISIS INTERVENTION TEAM

As needed, members of Crisis Intervention Team will report to specific areas and provide crisis intervention strategies for students, staff and parents.

**NOTE:** Refer to District’s Crisis Intervention Plan (Rev. March 2014) for specific response protocol.

### Duties and Procedures:

<b>Start-Up Actions</b>	<ul style="list-style-type: none"> <li>▪ Crisis Intervention Team Leader report to Command Post for instruction.</li> <li>▪ Put on ICS Vest for identification and obtain supplies.</li> <li>▪ Review safety procedures and assignments with First Aid Team staff.</li> <li>▪ Set up a Crisis Intervention treatment area separate from the First Aid Area.</li> </ul>
<b>Operational Duties</b>	<ul style="list-style-type: none"> <li>▪ As needed, members of Crisis Intervention Team will report to specific areas and provide crisis intervention strategies.</li> <li>▪ When not needed, members of Crisis Intervention Team will report to First Aid to assist in managing anxiety.</li> <li>▪ Team members must report names to recorder before removing from area for treatment so that we have an accurate record of locations.</li> <li>▪ Provide counseling as needed. Crisis Intervention Team members will remove relatives and provide information and support in a private area.</li> </ul> <p><i>NOTE: When using the campus two-way radio, do not use the names of injured or deceased.</i></p>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ Return equipment and unused supplies to Logistics.</li> <li>▪ Complete all paperwork and turn it in to the Finance and Administration Section.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ District Crisis Intervention Plan</li> <li>▪ Office Supplies</li> </ul>

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**PLANNING AND INTELLIGENCE SECTION**  
**Planning and Intelligence Section Chief**  
**Map Plotting, Incident Log, Communications**

The Planning and Intelligence Section is responsible for the collection, evaluation, and documentation of information about the development of the emergency incident and the status of resources. They must maintain accurate records of the incident and site map as well as provide ongoing analysis of situation and resource status. This unit is responsible for establishing, coordinating, and directing verbal and written communications with the Incident Commander, within the ICS and with the District EOC (through the District Liaison).

**Duties and Procedures:**

<p><b>Start-Up Actions</b></p>	<p><b>Planning and Intelligence Section Chief</b></p> <ul style="list-style-type: none"> <li>▪ Check in with the Incident Commander for a situation briefing.</li> <li>▪ Oversees all aspects of the Planning and Intelligence Section and updates Incident Commander.</li> <li>▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vest.</li> <li>▪ Select location for Incident Analysis Area and set-up with charts and maps to track incidents on site.</li> </ul> <p><b>Map Plotting and Incident Log and Communications</b></p> <ul style="list-style-type: none"> <li>▪ Check in with the Planning and Intelligence Section Chief for a situation briefing.</li> <li>▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vests if available.</li> </ul>
<p><b>Operational Duties</b></p>	<p><b>Planning and Intelligence Section Chief</b></p> <ul style="list-style-type: none"> <li>▪ Assume the duties of all Planning Section positions until staff is available and assigned.</li> <li>▪ As (or if) staff is assigned, brief them on the situation and supervise their activities.</li> <li>▪ Provide current situation assessments based on analysis of information received.</li> <li>▪ Develop situation reports for the Incident Commander to support the action planning process and to update the District EOC as to the district office status.</li> <li>▪ Think ahead and anticipate situations and problems before they occur.</li> <li>▪ Report only to Command Post personnel.</li> </ul> <p><b>Map Plotting:</b></p> <ul style="list-style-type: none"> <li>▪ Collect, organize and analyze all situation information.</li> <li>▪ Mark the site map appropriately as related reports are received, including (but not limited to) Search and Rescue reports and damage updates, giving a concise picture of the status of the campus. Record location of team implementation areas, incidents, hazards, etc. onto campus map and school district map if needed (road closures or other hazards that could impede access from emergency responders).</li> <li>▪ Preserve the map as a legal document until it is photographed.</li> <li>▪ Use an area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)</li> </ul> <p><b>Incident Log Team:</b></p> <ul style="list-style-type: none"> <li>▪ Maintain a time log of the incident, noting time/day, description of all actions, staff involved and reports using the Incident Log form or blank paper.</li> <li>▪ Monitor 2-way radio and communications between Section Chiefs and document actions within Incident Log.</li> <li>▪ Log in all written reports and file for reference (file box).</li> <li>▪ <b>Important:</b> 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.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Finance team collects any data sheets at the end of the incident for use in reimbursement and incident reporting – staff assigned to this team may be used for other assignments during the incident if needed.</li> </ul> <p><b>Communications Team:</b></p> <ul style="list-style-type: none"> <li>▪ Set up the Communications station in a quiet location with access to the Command Post.</li> <li>▪ Turn on District emergency radio and advise the Command Post when ready to accept radio communication.</li> <li>▪ Assign a team member to listen to AM/FM radio transmissions to record and provide information updates to Command Post regarding incident status citywide.</li> <li>▪ Assign a team member to monitor social media and internet sites, including IUSD sites, as available to record and provide information updates to Command Post regarding incident status citywide.</li> <li>▪ Maintain a Communications Log (date/time/originator/message/recipients) <ul style="list-style-type: none"> <li>○ Record content of all messages or radio communications with the District EOC.</li> <li>○ Receive messages from outside and within campus, record messages and send information to designated teams via runner.</li> </ul> </li> <li>▪ Use runners to deliver messages to the Incident Commander and support teams.</li> <li>▪ Keep Planning and Intelligence Section Chief updated.</li> <li>▪ Follow communications protocol. Do not contact the City or County directly if the District EOC is available and direct the media to the District PIO at the EOC.</li> </ul>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ When authorized by the Incident Commander, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Finance and Administration Section.</li> <li>▪ Collect and file all paperwork and documentation from deactivating sections.</li> <li>▪ Return equipment and reusable supplies to Logistics.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Post It chart paper, markers and easel</li> <li>▪ Site Interior Map, Site Exterior Map, District Map and Area Map (laminated)</li> <li>▪ Dry erase markers (fine point)</li> <li>▪ Campus 2-way radio</li> <li>▪ Large whiteboards on wheels (if available)</li> <li>▪ District emergency 2-way radio</li> <li>▪ AM/FM radio to receive news reports</li> <li>▪ Telephone or smartphone if available</li> <li>▪ Emergency contact information for district and City of Irvine</li> <li>▪ File box</li> <li>▪ Clipboards, paper pads, pens (minimum of 5)</li> <li>▪ Incident Log, Communications Log, and Message Forms (use blank paper if forms are not available)</li> <li>▪ Office supplies</li> </ul>

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## LOGISTICS SECTION

### Logistics Chief, Supply and Support Team

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

#### Duties and Procedures:

<b>Start-Up Actions</b>	<p><b>Logistics Chief:</b></p> <ul style="list-style-type: none"> <li>▪ Check in with the Incident Commander for a situation briefing.</li> <li>▪ In consultation with Incident Commander, Logistics Section Chief will assess and determine extent of incident and estimated time until support is expected.</li> <li>▪ Logistics Chief opens the supplies container or other storage facility.</li> <li>▪ Put on ICS Vest.</li> <li>▪ Begin distribution of supplies and equipment as needed and as rationing indicates.</li> <li>▪ Ensure that the Command Post and other facilities are set up as needed.</li> </ul>
<b>Operational Duties</b>	<p><b>Logistics Chief:</b></p> <ul style="list-style-type: none"> <li>▪ Logistics Chief assumes the duties of all Logistics positions until staff is available and assigned. As (or if) staff is assigned, Logistics Chief briefs team on the situation and supervise their activities.</li> <li>▪ Coordinate supplies, equipment, and personnel needs with the Incident Commander.</li> </ul> <p><b>Supplies and Equipment Team:</b></p> <ul style="list-style-type: none"> <li>▪ As directed by Logistics Chief, remove supplies from storage area and assist team members in locating appropriate supplies and equipment. Put on ICS Vest.</li> <li>▪ Reserve general supplies in the storage area until they are requested by a specific team so that they are available for use as needed.</li> <li>▪ Maintain security of the Emergency Storage container, supplies and equipment.</li> <li>▪ Set up the Staging Area, Sanitation Area, Feeding Area, and other facilities as needed and as directed by Incident Commander.</li> <li>▪ Establish field latrines (male and female) as needed. Report to Command Post when field latrine is operational.</li> <li>▪ Work with Damage Assessment Team after their duties have been completed to construct or modify materials as needed to support staff (construct shelters, establish shade or coverage as needed, etc.).</li> </ul> <p><b>Nutrition Team:</b></p> <ul style="list-style-type: none"> <li>▪ Work with Logistics Chief to determine what food and water is available and should be distributed to staff.</li> <li>▪ Establish supply of water for washing and First Aid use.</li> </ul>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ At the Incident Commander's direction, deactivate the section and close out all logs.</li> <li>▪ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.</li> <li>▪ Make a list of supplies that need to be replenished for all teams.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Campus 2-way radio (Section Chiefs)</li> <li>▪ Inventory of emergency supplies contained within storage area</li> <li>▪ Hand cart or dolly (if needed)</li> <li>▪ Clipboards, paper pads, pens (minimum of 3)</li> <li>▪ Office supplies</li> </ul>

## RESOURCE POOL / STAFF TRACKING

This unit is responsible for tracking the status of staff members and coordinating the assignment of all staff and volunteers in support of the incident. Keep in mind outsiders from the neighborhood may arrive to offer assistance.

### Duties and Procedures:

<b>Start-Up Actions</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Logistics Section Chief for a situation briefing.</li> <li>▪ Put on ICS Vest.</li> <li>▪ Using the Evacuation Attendance sheets, establish a list of staff members currently on site and location (team assignment, missing, first aid, available, etc.)</li> <li>▪ Ready list of staff and volunteers who are available and awaiting assignment.</li> </ul>
<b>Operational Duties</b>	<ul style="list-style-type: none"> <li>▪ Monitor and record the movement of staff on site. Staff members who leave site must sign out with Staff Tracking and Resource Pool.</li> <li>▪ Deploy available personnel (unassigned staff, volunteers and runners) to teams and locations as requested by the Incident Commander.</li> <li>▪ Work with Command Post to determine area of need, assign specific task where needed most (i.e. assisting with first aid, comforting staff, acting as runners for the District EOC (when requested).</li> <li>▪ Recheck and compile information from attendance sheets onto a master list and tracking form – update as needed and as status changes.</li> <li>▪ Check off staff roster. Compute the number of staff and others on site for Planning and Intelligence Chief. Update periodically.</li> <li>▪ Report missing persons to the Command Post.</li> <li>▪ Report first aid needs to the Medical Team Leader.</li> </ul>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ Ask all staff and volunteers to sign out.</li> <li>▪ At the Logistic Section Chief’s direction, close out all logs and turn them in to Finance and Administration Section.</li> <li>▪ Return all equipment and supplies.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Campus 2-way radio (Section Chiefs)</li> <li>▪ Evacuation Attendance sheets (obtain from Search and Rescue)</li> <li>▪ Clipboards, paper pads, pens (minimum of 3)</li> <li>▪ Office supplies</li> </ul>

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**FINANCE AND ADMINISTRATION SECTION**  
**Finance and Administration Section Chief**  
**Timekeeping, Purchasing, Recovery and Documentation Unit**

The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. It maintains financial records and tracks and records staff hours. This unit is responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the district level. However, in emergency situations, it may be necessary for the site to acquire certain items quickly.

**Duties and Procedures:**

<b>Start-Up Actions</b>	<ul style="list-style-type: none"> <li>▪ The Finance Chief checks in with the Incident Commander for a situation briefing.</li> <li>▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vest.</li> <li>▪ Locate and set up work space.</li> </ul>
<b>Operational Duties</b>	<ul style="list-style-type: none"> <li>▪ The <b>Finance Chief assumes the duties of all Finance/Administration positions until staff is available and assigned.</b> As (or if) staff is assigned, brief them on the situation and supervise their activities.</li> <li>▪ The <b>Timekeeper</b> shall meet with the Finance/Administration Section Chief to determine the process for tracking regular and overtime hours of staff. The timekeeper should be located with the Staff Tracking/Resource Pool team to monitor staff sign outs.</li> <li>▪ Ensure that accurate records are kept of all staff members, indicating the hours worked.</li> <li>▪ If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.</li> <li>▪ <i>Purchasing</i> meets with the Finance/Administration Section Chief to determine the process for tracking purchases.</li> <li>▪ Support Logistics in making any purchases that have been approved by the Incident Commander.</li> </ul>
<b>Closing Down</b>	<ul style="list-style-type: none"> <li>▪ At the Incident Commander's direction, deactivate the section and close out all logs.</li> <li>▪ Verify that the closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.</li> <li>▪ Collect and organize all documents from the different Sections and submit to the Incident Commander.</li> </ul>
<b>Equipment and Supplies</b>	<ul style="list-style-type: none"> <li>▪ District Emergency Response Plan and ICS Vests</li> <li>▪ Office supplies</li> </ul>

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**EMERGENCY  
PREPAREDNESS PLAN**

**HAZARD SPECIFIC GUIDELINES**

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**SECTION 2**

2019/2020



**IRVINE UNIFIED  
SCHOOL DISTRICT**

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# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### AIR POLLUTION

#### Predicated Smoke and Unhealthful Smog Episode

##### *Administrative Action*

- ✓ Official notification that a smoke or unhealthful smog episode is predicated, Education Services or the Risk Management & Insurance Department shall communicate as soon as practical such warning via e-mail to all site administrators - department heads within the school district. The site administrator - department head or their designee shall in turn notify their staff.
- ✓ If notification of a predicated smoke or unhealthful smog episode for the following day is received before the end of the school day and/or staff working day, all students and staff members present will be advised as soon as practical of the predicted smoke or unhealthful smog episode.
- ✓ When a smoke or unhealthful smog episode is predicted:
  - All school physical education classes requiring prolonged or strenuous physical activities shall be evaluated as soon as practical and alternative plans developed, as necessary, to address the extent of the predicted smoke or unhealthful smog episode.
  - Practice sessions requiring prolonged or strenuous physical activities (athletic teams, band, drill teams, etc.) shall be evaluated as soon as practical and alternative plans developed, as necessary, based on information from official sources (AQMD) regarding the predicted smoke or unhealthful smog episode.
  - *Home* athletic events scheduled on the day for which a smoke or unhealthful smog episode is predicted, the scheduled event may be postponed, cancelled, or relocated based on relevant air quality reports from official sources.

## **Attained Smoke or Unhealthful Smog Episode**

### *Administrative Action*

- ✓ Upon receipt of notification that a smoke and unhealthful smog episode has been attained, students and staff members will be immediately notified by Education Services or by the Risk Management & Insurance Department. Information may be transmitted by email or by phone to school administrators – department heads.
- ✓ Regular School Activities - During an attained smoke or unhealthful smog episode, strenuous physical activities for all students shall be evaluated and discontinued, as necessary. Activities that are less strenuous in nature should be substituted. All elementary students and, when practical, secondary students shall be allowed to remain indoors. Children having respiratory difficulties shall be allowed to remain indoors.
- ✓ Athletic Events - *Home* athletic events and away athletic events in affected areas shall be evaluated (prior to 11:00 AM on the day of the episode) and either postponed, cancelled, relocated, or determined to proceed forward, based on official reports and current air quality observations by school district staff.
- ✓ Practice Sessions (athletic teams, band, drill team, etc.) - Any of these sessions being conducted during a smoke or unhealthful smog episode shall conform to the provisions of this section.
- ✓ District Staff Activities - Any staff working outdoors shall be limited to those jobs which do not require prolonged or strenuous activity.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### **BOMB THREAT**

#### **Emergency Management Assumption**

Bomb threats are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the affected school(s) and/or District department(s).

#### **Bomb Threat**

Bomb threats are usually received by email, phone, or by other forms of electronic communication. Office staff should be prepared to take the following actions in the event that a bomb threat is received:

#### **Person receiving threat by written communication**

- ✓ If staff receives a written threat, preserve the evidence and notify the site administrator/department head.
- ✓ **Call 911 for immediate police response.**

#### **Person receiving threat by phone**

- ✓ If staff receives a phone threat, keep the caller on the line.
- ✓ Attempt to ascertain the exact location of the bomb and time it is set to detonate.
- ✓ Other information that is important for purposes of police investigation are:
  - Time of Call
  - Time call ended
  - Type of threat
  - Time bomb is set to go off
  - Location of package
  - Description of device
  - What will cause it to explode?
  - Take notes, exact words
  - Caller's voice (i.e. male, female, old, calm, hysterical, accent, etc.)
  - Background noise

- ✓ **Call 911 for immediate police response.**

Administrative Action

- ✓ If directed to evacuate, have students take all personal belongings.
- ✓ Staff should remain mindful for students that require extra assistance when evacuating classrooms and/or school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Be vigilant of any unusual packages and/or unusual student behavior.
- ✓ Immediately advise all individuals and staff not to touch, move or disarm any object or item. Move at least 300 feet from any suspicious package.
- ✓ Leave classroom lights on and doors unlocked.
- ✓ Police will respond and will advise on the need to conduct searches.
- ✓ Keep everyone calm and orderly.

Consult with the Irvine Police Department and/or the Superintendent's Office regarding the evacuation of students. Schools may evacuate depending on all information available to the site administrator and police officials at the time the threat is made.

**Conducting the Search (without specific information)**

Administrative Action

- ✓ Search team(s) may consist of one classified and one certificated person who are familiar with the area.
- ✓ Give priority to common areas, such as restrooms, stairwells, entrances, delivery areas, and hallways.
- ✓ Search a specific area if indicated in the threat.
- ✓ Police will assist and/or help coordinate the search with school officials.
- ✓ Report, but do not touch, any suspicious object (common-place items not normally associated with an area under search should be regarded with suspicion). After discovery of a suspicious item, staff members and students shall exit all buildings on site.

## **Discover of suspicious object or if threat remains real.**

### *Administrative Action*

- ✓ Police will conduct a search of suspected areas.
- ✓ If evacuation is necessary, evacuate the buildings or area using established routes not jeopardized by the threat.
- ✓ Should a bomb or suspicious item be located, school personnel are directed to back off and not attempt to move the item. School personnel may be contacted to identify a suspicious item.
- ✓ If requested by police and/or fire personnel, water, gas, and electrical lines leading to danger zone should be shut off.
- ✓ If a bomb or suspicious item is found, no staff member or student shall enter any building on the site.
- ✓ If the item is identified as a possible bomb, police personnel will assume all responsibilities in notifying the appropriate agency for assistance.
- ✓ Normal school operations may resume after the police have removed or declared the item to be safe.
- ✓ Evaluate need for Psychological First Aid. Activate Crisis Response Team, if necessary.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### CAMPUS DISTURBANCE

#### Emergency Management Assumption

Campus Disturbances are localized emergencies and the expectation is that sufficient police and school district personnel would be available to assist the impacted school(s).

#### Campus Disturbance

Ideally, school systems would not be involved in any situation that might interrupt the normal day-to-day routine of the schools. However, if schools are disrupted, methods must be devised to handle disruptions to minimize the danger to students, staff, and the school plant.

School administration is charged by law to take every possible precaution to assure the safety of students and other school personnel in the event of any emergency. The following guidelines are presented in an effort to assist school officials in planning for possible civil disturbances and, through such plans, minimize the danger to the students and adults in their care.

#### Preventive Measures

The most effective way to prevent a disturbance is to preclude the development of situations that could cause a disturbance. A careful analysis of all parts of the school system (school plant and personnel) should be made immediately to identify potential problem areas.

School principals should regularly report to the District Administration Center the development of potentially explosive situations. The Superintendent or his/her assigned representative should personally review such reports and take the necessary action to alleviate tension.

Most importantly, school officials must be able to recognize signs that indicate that trouble may be *brewing* and to take necessary action to control any potential outbreak of violence. School administrators and staff should constantly be on the lookout for excessive complaints, unusual gatherings of students, unauthorized persons in or about the school buildings, and other signs of unrest.



## **Need for Emergency Plan**

A well-developed plan for controlling school disturbances must be developed and ready for implementation at any time. The plan should contain actions for control of all foreseeable types of disorder. Disturbances at schools are generally initiated by: (1) students or persons attending the school, (2) students or persons who do not belong at the school. The emergency plan should provide for actions to be taken in the event that either or both groups are involved in the disturbance.

A full awareness of the responsibilities of the administration, faculty, and staff as well as a realization of the seriousness of the problem are necessary for the development of a realistic, workable plan. Because each school is unique in its internal characteristics and in its community setting, no uniform plan can be developed that will meet the needs of every school in the Irvine Unified School District. Internal plans must be specific enough to give directions for immediate actions required in an expected or predictable situation and yet flexible enough to allow for adjustment as unexpected or unusual situations develop.

Before a definite statement of action can be incorporated into an emergency action plan for a school, an inventory is needed.

- ✓ How many buildings are in the school complex?
- ✓ Are floor plans of the buildings available?
- ✓ Which building is most likely to be the scene of trouble?
- ✓ How secure are the buildings? Can all of the buildings be securely locked?
- ✓ How rapidly could students be moved from one location on the campus to another?
- ✓ What routes would be most appropriate for student evacuation?

As in any other emergency, during a civil disturbance, the first concern of the school administrators must be the safety of students and staff. Emergency action plans must not only deal with the persons who are causing the disturbance, they must also provide for the safety and physical and psychological protection of students who are not participating in the disturbance.

Consideration should be given to action needed to prevent dissidents from involving onlookers in their activities. School administrators should consider the advisability of immediately locking classroom doors and turning off the class bells to prevent movement of students in large numbers.

The emergency action plan should include procedures for identifying persons directly involved in the disturbance. It may be desirable to establish a procedure by which persons

not participating in the disturbance may be identified so they can be moved to an area of safety, and unauthorized persons and dissidents, alike, may be required to leave the school buildings and grounds. The plan should include provisions for transporting nonparticipating students from the disturbance if it becomes necessary.

The school emergency plan must include provisions for release of students from school. Administrators must consider the following:

- ✓ Would you be endangering students' safety if you released them from class?
- ✓ Would any of the students be likely to join with the dissident group?
- ✓ Would the addition of your students, if they joined the dissident group, create a situation beyond the capability of local law enforcement agencies to handle?
- ✓ Should you notify Irvine Police and request their advice on whether or not to dismiss students?
- ✓ Would you be justified in holding some, or all, of your students beyond regular dismissal time?
- ✓ If transportation is necessary, would enough buses be available to accommodate all of the students? What other transportation resources could you utilize? Where can sufficient transportation be obtained? How? Should you request police escort for buses or cars?
- ✓ If you wished to hold students at the school until their parents called for them, would it be safe for the parents to drive into the area? If not, what alternate action might be advisable? Should police protection be requested?

### **Faculty and Staff Responsibilities**

An inventory of faculty and staff resources available at each school will provide answers to such pertinent questions as the following:

- ✓ How many staff are available to assist in controlling a disturbance?
- ✓ How many staff are available to assist with nonparticipating students?
- ✓ What type of assignment should each person be given to enable that person to effectively assist in controlling a disturbance?
- ✓ How many members of the faculty and staff can be depended upon to remain calm and reasonable in the face of an emergency?

In the event a civil disturbance threatens the school, school administrators must be prepared. An emergency action plan must address many complex contingencies. There should be a step-by-step procedure to use when a crisis occurs. An example follows:

- ✓ Assess life/safety issues immediately.
- ✓ Provide immediate emergency medical care.
- ✓ Call 911 and notify police/rescue first. Call the District Administration Center second using established District communication protocols.
- ✓ Convene the crisis team to assess the situation and implement the crisis response procedures.
- ✓ Evaluate available and needed resources. Request assistance as necessary.
- ✓ Alert school staff to the situation.
  - Secure all areas: **Shelter-in-Place** or **Lockdown**
- ✓ Staff should remain mindful for students that require extra assistance when locking down and/or evacuating classrooms-school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Establish, if necessary, school community messaging regarding the on-campus disturbance. Provide parents with pertinent information.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### CHEMICAL ACCIDENT

#### Emergency Management Assumption

Chemical accidents are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the affected school(s) and/or District department(s).

#### Chemical Accident

Warning of a chemical accident is usually received from the Orange County Fire Authority (OCFA) or Irvine Police when such accidents occur near a school and poses a threat to students and staff. An overturned tanker, either a truck or a train, a broken fuel line, and an accident in a commercial establishment that uses chemicals are all potential hazards if such accidents occur near a school or if the wind is such that it would carry fumes from such accidents to a school.

#### Administrative Action

- ✓ Notify the Superintendent's Office and/or Education Services or Risk Management & Insurance Department.
- ✓ If it is necessary to evacuate the area, move in classroom groups crosswind, never directly with or against the wind which may be carrying fumes. Determine the need to implement action plan (consultation with fire and police).
- ✓ Determine whether the students and staff should leave the school grounds/District facility.
- ✓ Staff should remain mindful for students that require extra assistance when evacuating classrooms and/or school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Render first aid as necessary.
- ✓ Take roll if students are moved; account for all students and staff.
- ✓ The principal will direct action as required. Students and staff must not return to the school until OCFA or Irvine Police officials have declared the area to be safe.

- ✓ If a chemical accident occurs near the end of the school day or before school starts, staff must be sent to key points to direct students around affected area. Some cases may require transportation of students away from the school.
- ✓ Assess need for Psychological First Aid. Activate Crisis Response Team, if needed.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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For Catastrophic Earthquake: Activate School's Incident Command System
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### EARTHQUAKE

#### **Emergency Management Assumptions**

Devastating earthquakes are regional natural disasters that quickly soak up the resources of first responding agencies. The District's Emergency/Safety Partnership developed the following catastrophic assumptions so preplanning and mitigation efforts can enhance the internal ability to respond appropriately to protect students, staff, and property. The catastrophic assumptions include:

- Public Safety Agencies not available to immediately respond.
- Landline phones and/or cellular phones unavailable for communications.
- Influx of community members arrive at school sites seeking assistance or volunteering to help.
- Donations of water, food, clothes, and other supplies arrive days following the catastrophic incident.
- 10% - 20% of District staff will leave work (without permission) 2 hours after a catastrophic incident. The percentage of staff leaving without permission more than doubles at 5 hours (30% - 50%) and continues to increase to 75% - 90% at 12 hours.
- 50% - 70% of District students will leave campus or be picked up within 2 hours after a catastrophic incident. The percentage of students leaving or being picked up increases at 5 hours (75% - 80%) and continues to increase to 90% - 98% at 12 hours.

#### **Basic Understanding**

The Irvine Unified School District's earthquake emergency response plan is based initially on the fact that the safest place for young people in the event of an earthquake during the school day is the school. Such an occurrence, of course, puts a heavy burden upon school administrators and the staff charged with protecting them.

To assure safety and well-being during an earthquake emergency, all the responsibilities of administrators, staff, and students have been detailed in this section. During an earthquake emergency, school administrators, staff, and students must fulfill their responsibilities and follow the procedures that have been established.

### **Staff Responsibilities**

Under current law, the school principal is entrusted with the overall administration of his or her school and the overall responsibility for the safety and welfare of all students and staff which may go beyond the school day. In times of emergency, the school principal has the necessary authority to do what is necessary to protect the safety of students and staff. He or she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency. The extent to which volunteers may be used is at the principal's discretion.

### **Administrative Action**

### **Classroom Emergency Instructions**

- ✓ An Emergency Procedures card shall be posted in classrooms to define responsibilities and actions in case of emergency.
- ✓ A school map shall be posted with Emergency Procedures that defines classroom route to the established Emergency Assembly Area.

### **Earthquake Emergency Procedure**

- ✓ Teacher gives *drop* command at first indication of (impending quake) ground movement.
- ✓ Student response to "drop" if inside the school building:
  - Get under equipment (desk, table, etc.) where available;
  - Drop to knees with back to windows and knees together;
  - Clasp both hands firmly behind the head, covering neck;
  - Bury face in arms protecting the head, close eyes;
  - Students remain in drop position until ground movement ends.
- ✓ At the completion of ground movement, teacher must ascertain possible injury and determine the ability of class to evacuate.
  - A *buddy system* may be used so that one teacher may remain with an injured student and request that neighboring (buddy) teacher supervise his or her class evacuation. The use of this *buddy system* should only be considered when, given the totality of the circumstances, there is no exposure to further danger for the remaining staff member or other students and staff.

- Render first aid if necessary.
- ✓ Upon conclusion of ground movement, teacher shall give command to evacuate the classroom and building, using the established evacuation route. The doors shall remain propped open.
- ✓ Staff should remain mindful for students that require extra assistance when evacuating classrooms and/or school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Students and teachers will assemble at Emergency Assembly Area.
- ✓ If necessary, mobilize the Emergency Response Teams and follow established procedures (Comprehensive School Safety Plan – Section 2).
- ✓ Make contact with the District’s Emergency Operations Center (EOC) at the published phone number, (949) 502-4534, and/or on the District’s emergency radio system (north repeater, east repeater, south repeater, west repeater).
  - If the District EOC is activated in order to manage the earthquake emergency, information will be sent electronically (if possible) and/or by two-way radio on all District licensed frequencies of such activation.
  - When initial contact is made with the EOC, provide status of student and staff injuries (if known); condition of school buildings (if known); and initial request for resources/personnel.
  - As conditions change throughout the emergency, provide EOC with updated information.
- ✓ Staff should be posted at a safe distance from all building entrances to see that no one re-enters the buildings for any reason until the buildings have been declared safe.
- ✓ Do not light any fires after the earthquake.
- ✓ Avoid touching electrical wires that may have fallen.
- ✓ Turn off gas main and other utilities if there is any evidence of a break.
- ✓ The principal will determine the advisability of closing the school and will try to procure the advice of competent authority about the safety of the building. If school is to be closed, consult with the District’s Emergency Operations Center.



### **Drop Procedure While Outside on School Grounds**

- ✓ Students take drop position under lunch tables, under benches, in doorways, or out in the open upon first indication of ground movement. The safest place to be is in the open. Stay away from buildings, trees, and exposed wires.
- ✓ Students remain in drop position until ground movement ends.
- ✓ Students and supervising staff evacuate area in orderly manner and report to campus Emergency Assembly Area.
- ✓ Staff should remain mindful for students that require extra assistance when evacuating classrooms and/or school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).

### **Disaster Preparation**

- ✓ Students should be taught the safety precautions for an earthquake if an adult is not present to tell them what to do. They should be given the following instructions:
  - The safest place to be is in the open - stay there.
  - Move away from buildings, trees, and exposed wires. DO NOT RUN!
  - After the earthquake, if you are on your way to school, continue to school.
  - After the earthquake, if you are on your way home, continue home.

### **Other Problems to Anticipate**

- ✓ Substitutes and teachers new to the school may need assistance with evacuation procedure.
- ✓ Alternative evacuation routes to the Emergency Assembly Area may be needed. The principal can provide the best practice of alternative routes by blocking the primary route during practice exercises.
- ✓ Leadership classes may need to be pressed into service to carry out emergency activities.

### **Earthquake Drills**

An earthquake drill shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools (California Education Code 35297(b))

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### **FALLEN AIRCRAFT**

#### **Emergency Management Assumption**

Fallen aircraft are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the affected school(s) and/or District department(s).

#### **Fallen Aircraft**

Warning of a falling or fallen aircraft is usually by sight, sound, or fire. If an aircraft falls near the school, the following actions should be taken:

#### **Administrative Action**

- ✓ Take immediate action to insure safety of all students.
- ✓ **Call 911 for immediate police/fire assistance.**
- ✓ Notify school administrator of emergency situation.
- ✓ Notify the Superintendent's Office, Education Services, and/or Risk Management & Insurance Department.
- ✓ Students and staff must be kept at a safe distance (at least 2000 feet) from the aircraft; the aircraft may explode.
- ✓ Take further action as required:
  - If it is unsafe to remain in the classroom evacuate building moving students away from accident.
  - If students will be safe in the classrooms, move all students indoors and keep them indoors.
- ✓ Staff should remain mindful for students that require extra assistance when locking down or evacuating classrooms - school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Take roll if students are moved; account for all students and staff.

- ✓ Assess need for Psychological First Aid/Activate Crisis Response Team, if needed.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### **FIRE**

#### **Emergency Management Assumption**

Fires are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the impacted school(s).

#### **Fire Weather Criteria**

The National Weather Service defines Fire Weather (Red Flag Criteria) as the following:

Red flag events normally require the combination of critical fuel conditions and critical weather conditions. Several combinations of fuels and weather conditions may combine to produce red flag conditions. Fuel conditions are considered critical when fuel characteristics are favorable for large fire growth, as determined by the land management agencies. National Weather Service forecasters determine when weather conditions are critical.

#### **Primary Red Flag Criteria**

Relative humidity of 15% or less combined with sustained surface winds, or frequent gusts, of 25 mph or greater. Both conditions must occur simultaneously for at least 3 hours in a 12 hour period ([www.weather.gov](http://www.weather.gov)).

#### **Visible Fire and/or Smoke near School Property**

The principal or designee and/or District officials shall determine whether an evacuation off school property should be conducted based on all available information about the fire and its potential impact to the safety of the students and staff.

District buses should immediately be dispatched to the school to provide transportation support (if needed) to those students and staff who may require extra assistance, if required to evacuate off-school property.

#### **Schools Adjacent to Wildland Areas - Considerations to Evacuate Off School Property**

- ✓ If possible, seek guidance from the Irvine Police Department before evacuating off school property.

- ✓ The location of the reported wildfire and the potential impact to the school are determined based on distance and time together with certain meteorological factors.
  - *Wind Speed* – The wind speed along the wildland area is forecasted to sustain surface winds or frequent gusts of 25 mph or greater.
  - *Wind Direction* – The wind direction suggests the wildfire and its path of travel may impact the school but such impact may not occur for 60 minutes or more.
  - *Air Quality* - Air quality is at an acceptable level at the time of evacuation (no strong smell of smoke or large concentration of ash).
- ✓ The impacted school may be evacuated on foot, unless circumstances necessitate that staff and/or students be transported by vehicle.
- ✓ Students and staff evacuating off school property should do so in an orderly fashion using the most suitable, safest, and fastest route to the predetermined off-site Emergency Assembly Area (as identified in the School’s Comprehensive Safety Plan). The location of the off-site Emergency Assembly Area is subject to change depending on totality of circumstances, including but not limited to, wind direction, traffic and/or pedestrian closures, or due to safety concerns at or near the predetermined Emergency Assembly Area.

*Schools Adjacent to Wildland Areas - Considerations to Shelter-In-Place*

- ✓ Seek immediate guidance from the Orange County Fire Authority to ensure adequate fire resources are available to protect the perimeter and interior of the school campus before sheltering in place.
- ✓ The location of the reported wildfire is in close proximity to the school and its impact is imminent based on distance and time together with certain meteorological factors:
  - *Wind Speed* – The actual wind speed at the impacted school suggests the wildfire will progress too rapidly (sustained or frequent gusts of 25 mph or greater) to conduct a safe and timely evacuation off school property.
  - *Wind Direction* – The wind direction indicates the wildfire and its path of travel may impact the school within 60 minutes.
  - *Air Quality* – The deterioration of the air quality (strong smell and sight of smoke/ash) is an indication that the wildfire is in close proximity to the school.
- ✓ Custodial staff, trained on the building’s ventilation systems, shall ensure the units are shut down and the vents are closed off from the outside air.
- ✓ Students and staff shall remain inside with windows/doors closed until further instructions are given.

## **Visible Fire and/or Smoke within a School Building & Fire Alarm Activations**

### **Administrative Action**

- ✓ The sight of fire and/or smoke or the activation of the fire alarm system (fire sensor or pull station) will automatically implement the following action:
  - Start Evacuation Process
- ✓ Staff shall notify the Orange County Fire Authority (Call 9-1-1).
- ✓ Staff should, if possible without endangering life, fight small fires with a fire extinguisher (e.g., trash can fire, etc.).
- ✓ Nothing in this protocol shall prevent a staff member from immediately evacuating a school building with students when an audible fire alarm has been activated. Staff may use their judgment and are self-empowered to survey the area outside the school building, using situational awareness, before evacuating students to ensure there is no suspicious activity or other safety related concern. When evacuating, staff should continuously *Look-Listen-Smell* for signs of danger as they evacuate students to the Emergency Assembly Area.
- ✓ Staff should remain mindful for students and staff that require extra assistance when evacuating off school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ If applicable, staff shall assemble students at a safe distance from the fire and away from fire-fighting equipment. This may require an alternative location to the Emergency Assembly Area. Keep access roads open for emergency vehicles.
- ✓ Staff shall give students clear direction and supervision and help retain calm.
- ✓ Staff shall render first aid as necessary.
- ✓ Staff shall notify the Superintendent’s Office, Education Services, or the Risk Management & Insurance Department.
- ✓ The Superintendent or designee will determine whether to close the school or if any further action should be implemented.
- ✓ Students and staff should not return to the school until Orange County Fire Authority officials declare the area safe.
- ✓ Staff shall assess the need for Psychological First Aid/Activate Crisis Response Team, if needed.

- ✓ If fire is extensive, staff shall take students to an alternative location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

### **Fire Drills**

Principals shall hold a fire drill at least once every calendar month at the elementary level and at least four times every school year at the intermediate levels. A fire drill shall be held at the secondary level not less than twice every school year (California Education Code 32001).

# **Irvine Unified School District Emergency Preparedness Plan**

## **Hazard Specific Guidelines**

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### **SCHOOL BUS TRANSPORTATION**

#### **Emergency Management Assumption**

Incidents involving school buses are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist at the accident scene.

#### **Basic Understanding**

At the scene of an accident involving a school bus the responding law enforcement agency (police, sheriff, or California Highway Patrol) is in charge.

Irvine Unified School District contracts its student transportation needs with an outside motor carrier (Durham School Services). These services include the following:

- Transportation of special education students to/from school
- Transportation of students to field trips and athletic events
- Other student transportation needs, as requested or required.

While it is recognized that Durham provides their employees with procedures to follow in the event of a bus accident or other emergency, the responsibility for the release of students rests with Irvine Unified School District personnel.

The severity of the accident or emergency may alter the order of events to protect the welfare of children.

#### **Bus Accidents While Transporting Students**

##### **Driver Responsibilities**

Proper driver actions after a collision are necessary to protect the passengers and vehicle from further damage. While there are required steps and procedures that must be followed there may be additional procedures in place by the contract motor carrier. A clear understanding of all procedures to follow in the case of a collision is the responsibility of the driver.

Primary Driver Responsibilities:

- ✓ Evaluate the scene.
- ✓ Properly secure the vehicle before leaving the driver's seat.
- ✓ Remain calm and reassure the passengers.
- ✓ Check for fire.



- ✓ Check for injuries and account for all passengers.

Contact Transportation Department ASAP and give the following information:

- ✓ Provide emergency first aid
- ✓ Type of accident;
- ✓ Location of nearest intersection;
- ✓ Extent of injuries and request for emergency ambulance service and/or
- ✓ District assistance;
- ✓ Request another bus to transport students (if necessary).

Evacuate bus, as follows, only if required for safety of passengers:

- ✓ Give instructions for orderly evacuation from designated exits;
- ✓ Announce specific assembly point;
- ✓ Check to be sure that all passengers have left bus;
- ✓ Supervise or arrange for supervision of students at assembly point; and
- ✓ Take roll/account for all students and staff.
- ✓ Driver should remain mindful for students that require extra assistance when evacuating the school bus – Refer to Appendix (Students with Disabilities, Access and Functional Needs).

Notify the following:

Appropriate law enforcement agency. Law enforcement will notify the appropriate fire department to assist (if necessary).

### **Teacher Responsibilities**

- ✓ Provide emergency first aid.
- ✓ Assist bus driver (if needed) with any life safety emergency;
- ✓ Supervise or arrange for supervision of students at assembly point; and
- ✓ Take roll/account for all students and staff.

### **Responsibilities of District Personnel Other Than the Driver on the Bus**

- ✓ Assist in implementing direction given by driver.
- ✓ Assist in supervision or orderly evacuation if this becomes necessary.
- ✓ Supervise passengers and assist with first aid.
- ✓ To the extent qualified, assume the responsibilities of the bus driver if the driver is incapacitated.

### **Transportation Department Responsibilities**

- ✓ Notify the following (not necessarily in this order) if not already done so:
  - Contact Highway Patrol/Police/Sheriff Department;
  - Fire Department (if necessary);
  - Superintendent's Office;
  - Assistant Superintendent of Business Services or designees;
  - Assistant Superintendent of Education Services or designees;
  - Dispatch additional bus and/or supervisor to the location of the accident;
  - Inform school of attendance and give detailed information; and

- Continue to update information as it is received.

### **District Administration Center Responsibilities**

- ✓ Report to scene of the accident, emergency hospital, or to designated school.
- ✓ Prepare a written/verbal statement and/or assist the impacted school with media inquiries.
- ✓ Assess need for psychological first aid/activate Crisis Response Team, if needed.
- ✓ Continue to update information and account of events.

### **School of Attendance Responsibilities**

- ✓ Dispatch appropriate staff to attending hospital.
- ✓ Notify parents or guardians of the incident.
- ✓ Release student(s) to parent(s) or guardian(s).

### **Emergencies Occurring During Transportation of Student (non-collision)**

#### **Driver Responsibilities**

- ✓ Evaluate the scene.
- ✓ Properly secure the vehicle before leaving the driver's seat.
- ✓ Remain calm and reassure the passengers.

#### **Teacher Responsibilities**

- ✓ During an earthquake or other emergency, command the students to either "Drop" in the aisles or under the seats for protection, or if a life safety emergency exists if students were to remain on the bus (e.g., fire) immediately evacuate the bus.
- ✓ Provide first aid for injured students/passengers.
- ✓ Ensure appropriate law enforcement and/or fire department is contacted.
- ✓ Under extreme emergency conditions contact the Administrator of Transportation for further instructions. The instructions may be:
  - Return to school;
  - Remain at the present location for further assistance;
  - Report to nearest school; or
  - Complete scheduled route.

#### **Responsibilities of District Personnel Other Than the Driver on the Bus**

- ✓ Assist bus driver in implementing procedures outlined above.
- ✓ Provide first aid for injured students/passengers.
- ✓ Remain with student(s) and supervise them until they are released either by the school administrator or District representative.

#### **Administrator of Transportation Responsibilities**

- ✓ If necessary, dispatch additional buses to assist in student transfer.
- ✓ Account for the disposition of all students who are transported by buses to locations other than their school of attendance or home.

## **California Regulations – Student Transportation**

California Education Code § 39831.3 along with California Vehicle Code § 22112 and 34501.6 require the Superintendent of Schools to develop and implement a Transportation Safety Plan. A copy of this plan shall be maintained at each school site, and the plan must contain procedures for school district personnel to follow to ensure the safe transport of students.

To determine which students require escort, the driver shall check with all students at the assigned bus stop to see if any require escort, or the driver may escort any student at his/her discretion. Procedures outlined in the California Department of Education Instructor's Manual for California's bus driver's training course shall be followed at all stops. The primary driver of the route should note which stops require escort of students. This does not relieve the driver or substitute from checking with students when they are in doubt. Students are instructed when they arrive to the bus stop and observe their bus approaching, if they are on the opposite side of the highway or private road, they must wait there until crossing instructions are given to them by the driver.

Students who register in Irvine Unified School District will receive a pamphlet entitled *Safety Riders Brochure* that outlines procedures to follow as they board and exit the school bus. The procedures also provide protocols for safe riding practices, and rules of conduct. The Irvine Unified School District complies with the California Education Code regarding safe practices while riding a school bus.

The driver shall stop to load or unload students only at a designated bus stop (Students on field trips and athletic trips shall be loaded and unloaded at designated stops only). The stop nearest to the home-to-school bus stop will be given to the student at time of registration. Transportation Department will ascertain that the driver is made aware of a new student and his/her bus stop. If the student gets on the bus without the correct information, the driver will contact the Transportation Department for the correct stop information, or return the student to the school office after contacting the Transportation Department. The Irvine Unified School District instructs students once per school year and at the beginning of every field trip about school bus evacuations, which is in compliant with the California Education Code.

To comply with California Education Code § 39831.3 (Child Alert Safety System), all drivers shall inspect the interior of the bus for student(s) before exiting the bus.

1. The driver shall turn the ignition in the *off* position and remove the key. The driver shall secure the ignition key on his/her person before walking to the rear of the bus to check for student(s).
2. Drivers shall push the *Child Check Mate* system button and hold it in for 3 seconds to disengage the system.
3. Drivers shall then continue to check the interior of the bus for students as they walk to the front of the bus before exiting.

Adverse Driving Conditions – California Vehicle Code § 34501.6 states that the governing board of a local educational agency providing for the transportation of students shall adopt procedures that may limit the operation of school buses when atmospheric conditions reduce visibility on the

roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

- a. For purposes of this safety plan, the department procedures shall be as follows:
  - i. The Supervisor on duty will notify the Administrator of Transportation that atmospheric conditions reduce visibility to 200 feet or less.
  - ii. The Administrator of Transportation or designee will contact the Superintendent's Office.
  - iii. Transportation Department will consult with the Superintendent or designee for a directive to suspend or delay transportation which, per the Superintendent or designee decision, may be delayed a minimum of one (1) hour for improved visibility or suspended indefinitely per the Superintendent or designee's discretion.

Drivers are not required to not activate the amber warning / flashing red light system when loading/unloading the school bus at a school campus. The group or athletic team will assemble in an area away from the school bus. When the students are ready to load, the driver will commence loading. Upon completion of loading, the driver will provide the bus evacuation and safety instructions. This shall include an explanation and demonstration of all emergency exits, first aid kits, fire extinguishers, etc. Upon completion of the presentation, the driver will require the chaperone/coach to sign the trip sheet. The driver will then depart when safe to do so.

### **Loading/Unloading at the Activity Destination Site**

Upon arrival at the destination, the driver will select an area where the bus can be lawfully parked and loading/unloading students can be reasonably controlled. The driver will provide instructions to the chaperone/coach regarding the time and location where the group will assemble to reload the school bus.

When it is clear and safe, the driver will have the students disembark the bus (amber warning / flashing red light system will not be activated). When the group is accounted for and is ready to depart, the driver will depart when safe.

### **Instructions for Students with Special Needs**

Loading and unloading at school sites will be conducted utilizing the same procedures as for home-to-school students. The driver shall not activate the amber warning / flashing red light system when a student requires physical assistance from the driver or authorized attendant to board or leave the school bus. Providing extra assistance extends the reasonable length of time the school bus is stopped to load/unload students that normally do not require such assistance. Activate the amber warning light system 200 feet before the designated stop, if so equipped. Once stopped, the driver shall turn off the flashing amber lights and then activate the flashing red light system, as defined in California Vehicle Code § 22112.

When loading/unloading a student in a wheelchair, the flashing red lights shall NOT be activated. The driver will assist with the loading process and depart the bus stop when safe.

## **Student Discipline**

### **AUTHORITY OF THE DRIVER**

Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. That school bus driver shall be held responsible for the orderly conduct of the students while they are on the bus, being escorted across the street, or at an Irvine Unified School District bus stop.

### **DENIAL OF TRANSPORTATION**

Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be denied transportation. The Irvine Unified School District Governing Board has adopted rules and regulations to enforce this provision.

### **UNAUTHORIZED ENTRY**

Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than 6 months, by a fine of not more than one thousand dollars (\$1000.00) or by both (California Education Code § 39842). Note: Sticker signs regarding unauthorized entry will be display on all district buses.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### SEVERE WEATHER

#### Emergency Management Assumptions

Severe weather conditions are regional natural incidents that can quickly soak up the resources of first responding agencies. The District's Emergency/Safety Partnership developed the following catastrophic assumptions so preplanning and mitigation efforts can enhance the internal ability to respond appropriately to protect students, staff, and property. The catastrophic assumptions include:

- Public Safety Agencies not available to immediately respond.
- Landline phones and/or cellular phones unavailable for communications.

#### Severe Weather

If high winds and/or substantial rain develops during school hours, the following emergency actions should be accomplished:

#### Administrative Action

- ✓ Implement Action: "DROP-TAKE COVER" (take cover signal)
- ✓ Students and staff should be assembled inside buildings.
- ✓ Staff should remain mindful for students that require extra assistance when sheltering in place – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Close windows and blinds.
- ✓ Remain near an inside wall if possible.
- ✓ Decision to evacuate buildings bearing full force of wind.
- ✓ Keep tuned to designated radio stations for latest advisory information.
- ✓ Take roll—account for students and staff.

- ✓ If necessary/possible, school administrator/department head will contact the Orange County Fire Authority, Irvine Police Department, District Administration Center, and/or District Maintenance and Operations Department.
- ✓ Assess need for Psychological First Aid. Activate Crisis Response Team, if necessary.

# **Irvine Unified School District Emergency Preparedness Plan**

## **Hazard Specific Guidelines**

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### **TERRORIST ATTACK**

#### **Terrorism Definition**

The U.S. Code of Federal Regulations defines terrorism as “the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”

#### **Terrorist Attack**

Terrorist attacks are unpredictable acts of aggression by force and violence. When these attacks occur on domestic soil, the impact is felt throughout the United States regardless of where the domestic attack originated.

#### **Terrorist Attack – Impact to Irvine Unified School District**

If a terrorist attack occurs within the United States and the attack directly impacts the Irvine Unified School District due to the proximity of the attack, the Office of the Superintendent or his/her designee will immediately take the necessary steps to temporarily close schools.

The District Emergency Operations Center will immediately activate to monitor the closing of schools/departments; develop school/community messaging; and will coordinate resources/personnel efforts with the City of Irvine and County OA Partners (if necessary).

#### **Terrorist Attack – Regional Proximity to Irvine Unified School District**

If a terrorist attack does occur within the United States and within regional proximity, the District must evaluate the fear and impact the attack had on students and staff. The evaluation should include:

- ✓ Location of the terrorist attack in relation to the Irvine Unified School District.
- ✓ Is the terrorist attack contained or is there uncertainty for additional attacks?
- ✓ Are students and staff in fear? Activate Crisis Response Team, if necessary.
- ✓ Determine if schools should temporarily close.



- ✓ Develop school/community messaging.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### **TRAIN DERAILMENT / ACCIDENT**

#### **Emergency Management Assumption**

Train derailments/accidents are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the impacted school(s).

#### **Train Derailment/Accident Near School District Property**

The principal/designee and/or Irvine USD officials shall wait for Orange County Fire Authority and/or Irvine Police Department official direction whether to evacuate school buildings and/or school grounds based on all available information to them about the train derailment/accident and its impact on the safety of the students and staff and school district property.

School District property adjacent to the railway may be directly impacted, based on the severity of the derailment/accident, and may require immediate action by the principal and/or their designee. The school district property identified include:

- Greentree Elementary School

School District properties in the area that may be impacted by a train derailment/accident include:

- College Park Elementary School
- Deerfield Elementary School
- Early Childhood Learning Center
- Venado Middle School

#### **Administrative Action for Greentree Elementary School**

- ✓ Notify the Irvine Police Department and Orange County Fire Authority by **calling 9-1-1.**
- ✓ The principal/designee will make a quick assessment if an evacuation of buildings and/or school grounds is necessary for the protection of students and staff. If buildings are not impacted and there is no threat of fire, explosion, or collapse of buildings, students and staff should shelter in place until further notice.

- ✓ Staff shall give students clear direction and supervision and help retain calm. Take roll - account for all students. Report missing students to principal or designee.
- ✓ Render first aid as necessary.
- ✓ If the train derailment/accident impacted the school campus, keep access roads open for emergency vehicles.
- ✓ Notify the District Administration Center (Superintendent's Office or Educational Services) or other appropriate school officials.
- ✓ The Superintendent or designee will determine whether to close the school or any further action that should be implemented.
- ✓ If evacuated from school buildings or from the school grounds, students and staff should not return until the Orange County Fire Authority or Irvine Police officials declare the area safe.
- ✓ Staff should remain mindful for students that require extra assistance when sheltering in place or evacuating classrooms - school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Assess need for Psychological First Aid. Activate Crisis Response Team, if needed.
- ✓ If the train derailment/accident is extensive and the school is closed, students may be taken to an off-campus Emergency Assembly Area for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### **VIOLENT INTRUDER**

#### **Emergency Management Assumption**

Violent intruders are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the impacted school(s).

#### **Background**

To provide further clarity on these threats, the Federal Bureau of Investigations (FBI) in 2014 initiated a study of *active shooter* incidents. The goal of the FBI study was to provide federal, state, and local agencies with data so they can better understand how to prevent, prepare for, respond to, and recover from these incidents. Public schools can benefit from the results of the study to assist school staff with appropriate response to these violent incidents.

Active shooter is described as a situation in which a shooting is in progress and an aspect of the crime may affect the protocols used in reacting to the incident. Unlike other defined school crimes, the active aspect inherently implies that citizens have the potential to affect the outcome of the event based on their responses.

The agreed upon definition of an active shooter by U.S. government agencies – including the White House, U.S. Department of Justice, U.S. Department of Education, and U.S. Department of Homeland Security – is “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” While the term active shooter is used to describe violent encounters, person(s) with intent on injuring or killing can carry out their plan with other types of weapons (not a firearm), objects, vehicles, or other means. School staff should not become complacent when encountering agitated or hostile person(s) because the exhibited behavior does not fit the traditional definition or understanding of an active shooter/violent intruder.

#### **Violent Intruder Considerations**

- Violent Intruders are very unpredictable and create chaos/panic at the location.
- This makes it difficult to establish one specific plan of action.
- If confronted, do not aggravate the suspect, remain calm and understanding, create time and distance.

### **Lockdown Considerations**

- When gunshots, screams, or a PA announcement is heard, quickly move into *lockdown*. Check the immediate hallway for students (if safe) and call them in.
- Close and lock door; turn off the lights.
- USE YOUR BEST JUDGMENT if someone wants to enter your room.
- Stay away from the windows and doorways and get as low to the ground as possible.
- Await further instruction. **Call 911** or the front office if someone is injured or if you have information on the intruder.
- Law enforcement personnel will properly identify themselves. If in doubt, staff should **Call 9-1-1** to verify law enforcement presence on campus and/or their presence outside of a lockable space.

### **Evacuation Considerations**

- Evacuate individuals away from the location of the violent intruder.
- Staff should remain mindful for students that require extra assistance when locking down or evacuating classrooms - school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- Stay close to walls and avoid wide open areas.
- If possible, move quickly to a lockable space or consider, if outside, an immediate evacuation off-campus in any direction away from danger.
- Don't worry about personal belongings.
- Wear your tag or identification in plain sight so law enforcement knows you belong at the location.
- Seek the safest shelter and make proper notifications.
- Staff should control and provide direction for individuals under their care and custody. Nothing shall prevent staff from assuming the care of others under extreme circumstances.

### **Law Enforcement Information**

- Law enforcement's primary goal is to identify and stop the threat while protecting life and preventing injury.
- Law enforcement will be moving quickly and with weapons drawn.
- They will not have immediate ability to make rescues or administer first aid.
- Follow all directions issued by law enforcement. Keep hands visible.
- Listen carefully and follow their instructions. If in doubt, **Call 9-1-1.**

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### WILD ANIMALS – BIOLOGICAL

#### Emergency Management Assumption

The presence of wild animals/biological hazards on campus are localized incidents and the expectation is that sufficient police, fire, and school district personnel would be available to assist the impacted school(s).

#### Biological Hazards

Any suspicious package or substance you think is biological in nature, do the following:

- **Call 911.** They should notify the Federal Bureau of Investigation or County Health Department.
- If unopened, don't touch or handle, or allow other staff or individuals to handle.
- Evacuate and isolate the area or room of the suspected substance.
- Mark the room or areas "DO NOT ENTER."
- Contain and isolate any individuals that may have been contaminated.
- Treat chemical agents as you would other hazardous materials.

#### Wild Animals

If you see a coyote or other wild animal near your school, do the following:

- Notify the office/principal immediately.
- **Call 911** or the Irvine Police Department/Animal Services at (949) 724-7200.
- If you are outside supervising students' recess or lunch and see a coyote or any other wild animal, you should immediately direct the students inside and **Call 911** and your office/principal.
- Never try to approach, catch or feed a wild animal. Let animal control handle the situation.

## **Bees**

If outside and see a swarm, do the following:

- Do not swat. Move inside and notify the principal/custodian.
- Maintain a current roster of students with bee sting allergies. If one is stung, **Call 911**.
- If you are sensitive to bee stings and are stung, **Call 911**.
- Once inside, close windows and doors.





**IRVINE UNIFIED  
SCHOOL DISTRICT**