

EMERGENCY TEAM RESPONSE PLAN

SECTION 2

Activate Emergency Team Response Protocols
for Catastrophic Emergencies/Disasters

2019/2020



**IRVINE UNIFIED
SCHOOL DISTRICT**

EMERGENCY INFORMATION

DISTRICT EMERGENCY OPERATION 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

UTILITY EMERGENCY TELEPHONE NUMBERS

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

CITY OF IRVINE - EMERGENCY INFORMATION

City of Irvine – 1640 AM (Emergency Radio)
Irvine Community Television (ICTV) – Channel 30
City of Irvine i-Alert Mass Notification System

INCIDENT COMMAND SYSTEM (ICS)

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 schools will be established using the below communication systems:
 - ✓ Telephone (*preferred*) - Communication using the published EOC emergency number.
 - ✓ District Emergency Radio (*preferred*) – North; South; West; East Repeaters.
 - ✓ Runner (*option*) – Physically send a messenger to the District EOC.
 - ✓ High Schools (*option*) – Communication on high school day-to-day radio frequency.
 - ✓ 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 Plan 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 or their designee 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/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. Schools should refer media inquiries to the District's PIO.
- **School Information Officer (SIO)** – The primary job of the School 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.
- **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. While the necessary forms are contained in the Comprehensive School Safety Plan, nothing shall prohibit a school from implementing similar reporting forms that are unique to their specific campus.

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

- Search and Rescue
 - Utility Shut-Off
 - Damage Assessment
 - Fire Suppression
 - Security
 - First Aid/Medical/Preservation
 - Student Supervision
 - Crisis Intervention
 - Student Release
- **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."*
 - Campus Map (plotting map)
 - Recorder/Incident Log/Reports
 - Communication
 - Radio/Telephone Communication Team
 - Runners
 - **Logistics Section** – How things get done (the person power, personnel/student resources, supplies, and equipment). *These are the "GETTERS."*
 - Student/Staff Status
 - Supply/Procurement/Equipment Services
 - Convergent Volunteers/Resource Pool
 - Support Teams
 - Food 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 students, medical treatment area, student check-in and release gate(s).
- **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
 - Recorder/Incident Log
 - Campus Map
 - Communications
 - Radio/Telephone Communication
 - Student/Staff Status
 - Logistics (may also be located adjacent to supply area if needed)
- **Ancillary Teams** – These positions (if applicable) are located immediately adjacent to the Command Post so that they can be quickly accessed
 - Supply/Procurement/Equipment/Services
 - School Information Officer
 - Liaison Officer
 - Section Chiefs
 - Runners
 - Convergent Volunteers/Resource Pool
 - Unassigned District Personnel
 - Search & Rescue
 - Timekeeping

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. Media referred to the District's PIO.
4. Communicate situation to the district 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 students/personnel to Search and Rescue from Accountability Reports.
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 office of emergency 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 from Accountability Reports.
11. Authorize Student Release Team to begin releasing students to parents.

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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 campus.

Duties and Procedures:

Start-Up Actions	<ul style="list-style-type: none"> ▪ Obtain your personal safety equipment (i.e., hard hat, ICS vest, clipboard with job description sheet). ▪ Assess the type and scope of emergency. ▪ Determine the threat to human life and structures. ▪ Implement the emergency plan and hazard-specific procedures. ▪ Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives. ▪ Activate functions and assign positions as needed.
Operational Duties	<ul style="list-style-type: none"> ▪ Continue to monitor and assess the total school situation: <ul style="list-style-type: none"> ▫ View the site map periodically for search and rescue progress and damage assessment information. ▫ Check with chiefs for periodic updates. ▫ Reassign personnel as needed. ▪ Report (through Communications) to the District EOC on the status of students, staff, and facility, as needed (Site Status Report). ▪ Develop and communicate revised incident action plans as needed. Begin student release when appropriate. <i>NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the superintendent, except at the request of parent/guardian.</i> ▪ Refer media inquiries to District Public Information Officer. ▪ Utilize your backup Incident Commander; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post. ▪ Plan regular breaks for all staff and volunteers. Take care of your caregivers! ▪ Release staff as appropriate (By law, during a disaster, teachers become disaster workers.) ▪ Remain on and in charge of your campus until redirected or released by the superintendent.
Closing Down	<ul style="list-style-type: none"> ▪ Authorize deactivation of sections when they are no longer required. ▪ 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. ▪ Ensure that any open actions not yet completed will be taken care of after deactivation. ▪ Ensure the return of all equipment and reusable supplies to Logistics. ▪ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Finance/Administration Section. ▪ Announce the termination of the emergency and proceed with recovery operations if necessary.

OPERATIONS SECTION CHIEF

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

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

Duties and Procedures:

Start-Up Actions	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vest with position identifier.
Operational Duties	<ul style="list-style-type: none">▪ Assume the duties of all operations positions until staff are available and assigned.▪ As staff members are assigned, brief them on the situation, and supervise their activities.▪ 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.▪ Coordinate Search & Rescue operations if it is safe to do so. Appoint an S&R Team Leader to direct operations, if necessary.▪ As information is received from operations staff, pass it on to the Incident Commander.▪ Inform the Planning Section Chief of operations tasks and priorities.▪ Make sure that operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.▪ Schedule breaks and reassign staff within the section as needed.
Closing Down	<ul style="list-style-type: none">▪ 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.▪ Return equipment and reusable supplies to Logistics.

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**SECURITY TEAM
UTILITY SHUT-OFF TEAM**

**FIRE SUPPRESSION TEAM
DAMAGE ASSESSMENT TEAM**

Duties and Procedures:

Start-Up Actions	<ul style="list-style-type: none"> ▪ Check in with the Operations Chief for a situation briefing. ▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vest with position identifier. ▪ Take no action that will endanger yourself and work in pairs for safety. ▪ Wear hard hat and take appropriate tools, job description clipboard, and radio. ▪ Put batteries in flashlight if necessary.
Operational Duties	<p>As you complete the following tasks, observe the campus and document the nature and extent of damage to facilities. Record damage on Damage Assessment Form. Give verbal report via campus radio and completed Damage Assessment Forms to Command.</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"> ▪ Lock gates and major external doors. ▪ Locate, control and extinguish small fires (if safe to do so). ▪ Check gas meter and, <i>if gas is leaking</i>, shut down the gas supply. ▪ Shut down electricity only if building has clear structural damage or advised to do so by Command Post. ▪ Advise the Command Post of all actions taken for information and proper logging. ▪ Be sure that the entire campus has been checked for safety hazards and damage. Post yellow caution tape around damaged or hazardous areas. ▪ Determine if building can be reentered and report to Command Post. ▪ If building is declared habitable, await instruction from Command Post to reoccupy, after all students and staff have reentered, lock all exterior doors and establish information gate and student reunion (Check In) gate at designated location. ▪ 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. ▪ Verify that the campus 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. ▪ Since the campus cannot be secured, yellow caution tape may be strung around classes circled on the field. Signs should be posted denoting student pick-up at student release table. ▪ Station personnel at campus access points to discourage public entry or exit as well as directing parents to student release table. Direct all (non-media) requests for information to the School Information Officer. ▪ Assist with facility needs (shelter, lighting, construction) as directed by Command and Logistics Chief. ▪ Keep Command Post informed and report for re-assignment – you may be asked to provide security and assistance during Parent Reunification.
Closing Down	<ul style="list-style-type: none"> ▪ 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. ▪ Return equipment and reusable supplies to Logistics.

The Search and Rescue Team obtains Accountability Report from Command Post and Operations Chief sends teams to search all facilities for injured or trapped students/personnel 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:

Start-Up Actions	<ul style="list-style-type: none"> ▪ Obtain all necessary equipment from Emergency Storage Area. ▪ 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 team. ▪ Search and Rescue Team Leader will assign teams based on available manpower, minimum 2 persons per team.
Operational Duties	<p>Search and Rescue Team Leader:</p> <ul style="list-style-type: none"> ▪ Perform a visual and campus radio check of the outfitted team leaving the Command Post. Teams must wear sturdy shoes and safety equipment. ▪ Record names and assignments before deploying teams. ▪ Dispatch teams to known hazards or situations (missing student location) first, then dispatch teams to search the campus using specific planned routes if needed. Send a specific map assignment with each team. ▪ Remains at the Command Post and in campus radio contact with S&R Teams. ▪ Record all 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. ▪ If injured students are located, consult the Operations Section Chief for response. Utilize S&R Teams to transport injured to First Aid Team. ▪ Record the exact location of damage and a triage tally (Green, Yellow, Red, Black) on the map. ▪ Keep radio communication brief and simple. No codes. <p><i>Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</i></p> <p>Search and Rescue Teams:</p> <ul style="list-style-type: none"> ▪ 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. ▪ Before entering a building, inspect the complete exterior of the building. Report structural damage to the S&R Team Leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings. If you are in doubt about your safety, DO NOT ENTER! ▪ 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. 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>Remember: <i>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">▪ When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use names of students or staff. Follow directions from the Command Post.▪ Record the exact location of damage and triage tally (Green, Yellow, Red, Black) on the map and report the information to the Command Post.▪ Keep radio communication brief and simple. Do not use codes
Closing Down	<ul style="list-style-type: none">▪ Record the return of each S&R team. Direct them to return equipment and report to Logistics for additional assignment.▪ Provide maps and logs to the Finance and Administration Section.

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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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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:

<p>Start-Up Actions</p>	<ul style="list-style-type: none"> ▪ Establish scope of disaster with the Incident Commander and determine probability of outside emergency medical support and transport needs. ▪ 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. ▪ 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. ▪ Assess available inventory of supplies and equipment. ▪ Review safety procedures and assignments with First Aid Team staff. ▪ Establish a point of entry (“triage”) into the treatment area. ▪ Establish Green, Yellow, and Red treatment areas. ▪ Set up a separate Crisis Intervention treatment area.
<p>Operational Duties</p>	<p>First Aid Team Leader:</p> <ul style="list-style-type: none"> • Oversee the assessment, care, and treatment of patients. • Ensure caregiver and rescuer safety. Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient. • Make sure that accurate records are kept. • Provide personnel to respond to injuries in remote search areas in conjunction with the Search and Rescue Team. • If needed, request additional personnel from Logistics. • Brief newly assigned personnel. • Report deaths immediately to the Operations Section Chief. • Keep the Operations Section Chief informed of the overall status. • Stay alert for communicable diseases and isolate appropriately. • Consult with the Student/Staff Status Team regarding health care, medications, and meals for students with known medical conditions (e.g., diabetes, asthma, etc.). <p>First Aid Team:</p> <ul style="list-style-type: none"> • Administer appropriate first aid. • Keep accurate records of care given. • Continue to assess victims at regular intervals. • Report deaths immediately to the First Aid Team Leader. • If and when transportation is available, do a final assessment and document on the triage tag. Keep and file records for reference—do not send any records with the victim.

	<ul style="list-style-type: none"> • A student’s emergency card must accompany each student removed from campus to receive advanced medical attention. Send an emergency out-of-area phone number, if available. <p>Triage Entry Area- The triage area should be staffed with a minimum of two trained team members, if possible.</p> <ul style="list-style-type: none"> • One member confirms the triage tag category (green, yellow, red) and directs to the proper treatment area. Should take 30 seconds to assess—no treatment takes place here. Assess if not tagged. • Second team member logs victims’ names on form and sends the forms to the Command Post as completed. <p>Treatment Areas should be staffed with a minimum of two team members per area, if possible.</p> <ul style="list-style-type: none"> • One member completes secondary head-to-toe assessment. • Second member records information on the triage tag and on-site treatment records. • Using Triage Plan of Action, sort patients as to Green, Yellow, Red, or Black. <p>Preservation Area - 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.</p> <ul style="list-style-type: none"> • Write the following information on two tags: <ul style="list-style-type: none"> ○ Date and time found. ○ Exact location where found. ○ Name of decedent if known. ○ If identified—how, when, by whom. ○ Name of person filling out tag. ○ Attach one tag to body. <p><i>NOTE: When using the campus two-way radio, do not use the names of injured or deceased.</i></p>
Closing Down	<ul style="list-style-type: none"> ▪ Return equipment and unused supplies to Logistics. ▪ Clean up first aid area. Dispose of hazardous waste safely. ▪ Complete all paperwork and turn it in to the Finance and Administration Section.

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

TREATMENT CHART – QUICK RESPONSE GUIDE

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

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 (Section 5) for specific response protocol.

Duties and Procedures:

Start-Up Actions	<ul style="list-style-type: none"> ▪ Crisis Intervention Team Leader report to Command Post for instruction. ▪ Put on ICS Vest for identification and obtain supplies. ▪ Review safety procedures and assignments with First Aid Team staff. ▪ Set up a Crisis Intervention treatment area separate from the First Aid Area.
Operational Duties	<ul style="list-style-type: none"> ▪ As needed, members of Crisis Intervention Team will report to specific areas and provide crisis intervention strategies. ▪ When not needed, members of Crisis Intervention Team will report to Student Supervision Team to assist in supervising students and managing anxiety. ▪ If needed, team members will remove students from First Aid or Student Supervision Areas for treatment in a separate area. ▪ Team members must report student names to recorder before removing from area for treatment so that we have an accurate record of student locations. ▪ Provide counseling as needed for parents of injured or deceased students. Crisis Intervention Team will be notified to respond when parents of injured or deceased students arrive at the Student Release Gate. Crisis Intervention Team members will remove parent and provide information and support in a private area. <p style="color: white; font-style: italic;">NOTE: When using the campus two-way radio, do not use the names of injured or deceased.</p>
Closing Down	<ul style="list-style-type: none"> ▪ Return equipment and unused supplies to Logistics. ▪ Complete all paperwork and turn it in to the Finance and Administration Section.

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STUDENT SUPERVISION TEAM

Duties and Procedures:

Start-Up Actions	<ul style="list-style-type: none"> ▪ Wear ICS Vest and obtain supplies from Supply Storage Area. ▪ Student Supervision Team Leader checks in with the Operations Section Chief for a situation briefing. ▪ Student Supervision Team Leader makes personnel assignments as needed.
Operational Duties	<ul style="list-style-type: none"> ▪ Monitor the safety and well-being of the students and staff in the assembly area. ▪ Take over supervision of students in classes whose teachers have other emergency assignments. Keep students calm, quiet, and together until released. Administer minor first aid as needed - tend to minor cuts and abrasions. ▪ At the direction of the Incident Commander, once students are accounted for and missing students reported to Command Post, move primary students from Emergency Evacuation Area to the Student Supervision Area. Once in the Student Supervision Area, students should be grouped by last name letters (grades 7-12) or by specific grade level (grades K-6). ▪ Support the Student Release process by releasing students only with the appropriate paperwork. <ul style="list-style-type: none"> ○ Locate and send requested students to the Student Release Area. ○ Do not release students to adults who have not followed the prescribed procedures. ○ However, do note removal of students by adults who refuse to cooperate by taking name tag from student. ○ Record Keeper updates roll as students leave Student Supervision Area via the Student Release process on Tracking Form and Accountability Form. ▪ Utilize parent volunteers to supervise and comfort children. Utilize older students as <i>Runners</i> to distribute messages. Notify Student/Staff Status Team as to student whereabouts if used for <i>Runners</i> so that they can be located quickly. ▪ For long term care, thought should be given to having activities or games planned to keep students occupied. Grade level activities should be in classroom emergency backpacks for sharing as needed. Additional activities can be kept in storage bins. ▪ In an extended emergency, provide water and food to students and staff. Consult with Logistics to determine supply distribution and availability based on estimated length of incident. ▪ Consult with Logistics Chief and initiate the set-up of portable toilet facilities and hand-washing stations if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease. ▪ Make arrangements to provide shelter for students and staff as needed. ▪ Arrange activities and keep students reassured. ▪ As student groups can be combined and teachers released from supervision, unneeded staff should report to Command Post for instructions. ▪ Direct all (non-media) requests for information to the School Information Officer.
Closing Down	<ul style="list-style-type: none"> ▪ Return equipment and reusable supplies to Logistics. ▪ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

STUDENT RELEASE TEAM

Assure the appropriate and speedy reunification of students with their parents or authorized adult through separate Check-In/Request and Release Gates.

Duties and Procedures:

Please refer to the Parent Reunification Protocol for specific instructions on the release procedures to be followed.

1. Students should be released only to persons listed on the school's emergency card.
2. Student should not be released if they are unwilling to go.
3. If student is uninjured and is willing to go with the adult, the Student Release Team signs the student out. The information of the adult is then indicated on the proper school form.
4. Provide updated release list to Student/Staff Status Team at Command Post.

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PARENT/STUDENT REUNIFICATION PROTOCOL

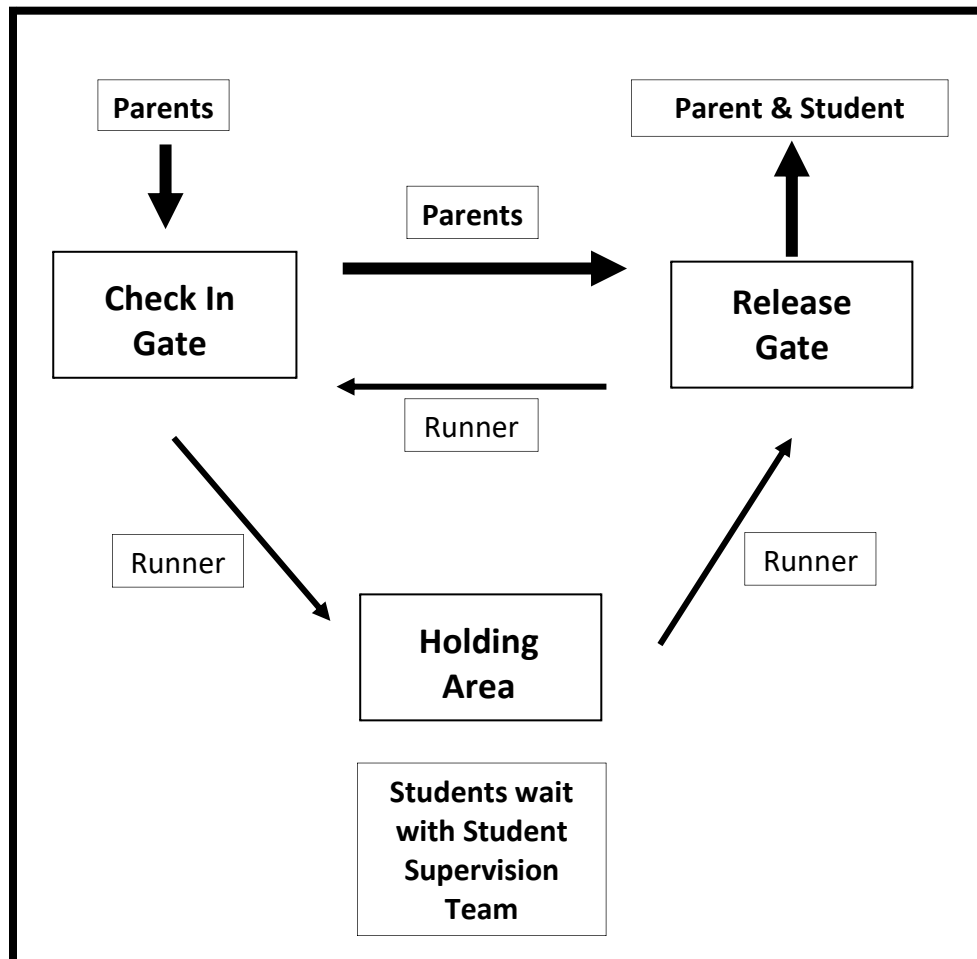
Schools are responsible for each child on campus until they are picked up by a parent or authorized emergency contact. This responsibility remains, even when disaster strikes and circumstances require schools to keep students beyond the normal school day. The Student Release Team is responsible for releasing students to their parents/guardians. The Student Supervision Team is responsible for supervising students in the assembly area and releasing students to the Pick-Up/Release area for reunification with parents.

Parent/Student Reunification Protocol may utilize a triangular gate system:

- 1) The first area “the holding area” is the Student Supervision assembly area where all students remain while being supervised by the Student Supervision Team;
- 2) the second area is the Check-In Gate where parents assemble to request release of their student and provide identification to Student Release Team staff;
- 3) the third area is the Release Gate where parents wait, after checking in, for their students to be released from the Student Supervision assembly area.

Runners take the release forms from the Check-In Gate to the Student Supervision assembly area and escort the released students to the Release Gate.

SAMPLE



Check-In Gate Operations:

Instruct all parents to assemble at the Check-In Gate to pick-up students.

- Student Release Team staff asks parents for the name of the student being picked up and for photo identification.
- Staff confirms the identity of the parent/guardian and the authority to pick-up the specific student from emergency contact information card.
- Staff completes the authorization portion of the Student Release Form and sends with a runner to the Student Supervision assembly area.

Student Supervision Team Operations:

Student Supervision Team follows protocol in emergency plan for supervision and care of students. Redirect any parent who comes directly to Student Supervision assembly area to the Parent Check-In Gate. The Security Team may be enlisted to assist with this responsibility.

- When the runner arrives with the Student Release Form, complete the Student Status portion of the form.
- Release the student to be escorted by the runner to the Release Gate for parent reunification.

Release Gate Operations:

- When the runner arrives with the student, check identification of parent/guardian again to verify identity, complete the Release Gate portion of the Student Release Form and have the parent sign and complete the final portion of the form.
- Collect name tags of all students who leave campus.
- If the parent/guardian must be notified that the student has been injured or for some other reason is not available to be released to them, the staff person at the Release Gate will not indicate the status of the student but will ask the parent to report to a nearby room or area for additional information. The *notification room* should be staffed by members of the Crisis Intervention Team or principal designee.

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PLANNING AND INTELLIGENCE SECTION

Planning and Intelligence Section Chief

Campus Map, Incident Log, Telephone and AM/FM Radio, Communications, Student and Staff Status

The Planning and Intelligence Section is responsible for the collection, evaluation, documentation and use of information about the development of the 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 within the school disaster site and with the District EOC. If the District EOC cannot be contacted, communications may be made with outside agencies when necessary.

Duties and Procedures:

Planning and Intelligence Section Chief – Oversees all aspects of the Planning and Intelligence Section staff.

Start-Up Actions	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vest with position identifier.▪ Select location for Incident Analysis Area and set-up with charts and maps to track incidents on campus and within the school district if needed.
Operational Duties	<ul style="list-style-type: none">▪ Assume the duties of all Planning Section positions until staff is available and assigned.▪ As (or if) staff is assigned, brief them on the situation and supervise their activities.▪ Provide current situation assessments based on analysis of information received.▪ Develop situation reports for the Command Post to support the action planning process.▪ Think ahead and anticipate situations and problems before they occur.▪ Report only to Command Post personnel.
Closing Down	<ul style="list-style-type: none">▪ 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.▪ Return equipment and reusable supplies to Logistics.

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Campus Map, Incident Log, Communications, Telephone and AM/FM Radio Communications, Student and Staff Status - This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

Duties and Procedures:

<p>Start-Up Actions</p>	<ul style="list-style-type: none"> ▪ Check in with the Planning and Intelligence Section Chief for a situation briefing. ▪ Obtain necessary equipment and supplies from Logistics. Put on ICS vests if available. ▪ Determine whether there will be a Finance/Administration Section. If there is none, the Planning & Intelligence Section will be responsible for collecting and maintaining all documents/records of the incident (including expenditures and personnel timekeeping).
<p>Operational Duties</p>	<p>Campus Map Team:</p> <ul style="list-style-type: none"> ▪ Collect, organize and analyze situation information. ▪ Mark the site map appropriately as related reports are received, including but not limited to S&R 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. ▪ Preserve the map as a legal document until it is photographed. ▪ 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.) <p>Incident Log/Communications/Telephone, AM-FM, Radio Teams:</p> <ul style="list-style-type: none"> ▪ Maintain a time log of the incident using an Incident Log form, noting all actions and reports. ▪ Record content of all radio communications with the District EOC. ▪ Record verbal communication for basic content. ▪ Receive messages from outside and within campus, record messages and send information to designated teams via runner. ▪ Log in all written reports. ▪ File all reports for reference (file box). Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—they are legal documents. ▪ 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. <p>Communications Team:</p> <ul style="list-style-type: none"> ▪ Set up the Communications station in a quiet location with access to the Command Post. ▪ Turn on emergency radio and advise the Command Post when ready to accept radio communication. ▪ Communicate with the District EOC per established procedure. At the direction of the Incident Commander, report the status of students, staff, and campus, using the Site Status Report form. ▪ Use runners to deliver messages to the Incident Commander and support teams. Keep Planning and Intelligence Section Chief updated. ▪ Maintain the Communications Log: date/time/originator/recipient

	<ul style="list-style-type: none"> ▪ Follow communications protocol. Do not contact the City or County directly if the District EOC is available. ▪ Direct the media to the District PIO. ▪ Direct (non-media) requests for information to the SIO. <p>Student and Staff Status Team:</p> <ul style="list-style-type: none"> ▪ Compile information from Accountability Forms onto Classroom Accountability and Tracking Form – update as needed and as student status changes. ▪ Check off staff roster. Compute the number of students, staff, and others on campus for Planning and Intelligence Chief. Update periodically. ▪ Report missing persons to the Command Post. ▪ Report first aid needs to the Medical Team Leader. ▪ File forms for reference.
Closing Down	<ul style="list-style-type: none"> ▪ Collect and file all paperwork and documentation from deactivating sections. ▪ Securely package and store these documents for future use. ▪ Return equipment and reusable supplies to Logistics.

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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:

Start-Up Actions	<ul style="list-style-type: none"> ▪ Logistics Chief should check in with the Incident Commander for a situation briefing. ▪ Logistics Chief opens the supplies container or other storage facility. ▪ Put on ICS Vest. ▪ Begin distribution of supplies and equipment as needed. ▪ Ensure that the Command Post and other facilities are set up as needed.
Operational Duties	<ul style="list-style-type: none"> ▪ 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. ▪ Coordinate supplies, equipment, and personnel needs with the Incident Commander. Assist team members in locating appropriate supplies and equipment. ▪ Maintain security of the Emergency Storage container, supplies and equipment. ▪ Set up the Staging Area, Sanitation Area, Feeding Area, and other facilities as needed. ▪ Establish field latrines (male and female) as needed. Report to Command Post and Student Supervision Team when field latrine is operational. ▪ Work with Command Post and Student Supervision Team regarding food and water distribution as well as rationing. ▪ Work with Damage Assessment Team after their duties have been completed to construct or modify materials as needed to support students and staff.
Closing Down	<ul style="list-style-type: none"> ▪ At the Incident Commander's direction, deactivate the section and close out all logs. ▪ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies. ▪ Make a list of supplies that need to be replenished for all teams.

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CONVERGENT VOLUNTEERS and STAFFING RESOURCE POOL

This unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident. Keep in mind outsiders not connected with the school may arrive to offer assistance.

Duties and Procedures:

Start-Up Actions	<ul style="list-style-type: none">▪ Check in with the Logistics Section Chief for a situation briefing.▪ Put on ICS Vest.▪ Open 3 logs to list staff, volunteers, and students who are awaiting assignment.
Operational Duties	<ul style="list-style-type: none">▪ Deploy available personnel (unassigned staff, volunteers and student runners) as requested by the Incident Commander.▪ Set up table and chairs next to Student Release Gate with a sign marking as <i>Volunteer Check-In</i> table.▪ Sign in volunteers, making sure that volunteers are parents/guardians or trusted community members.▪ Work with Command Post to determine area of need, assign specific task where needed most (i.e. assisting with first aid, comforting children, acting as runners for children to be checked out, etc.)
Closing Down	<ul style="list-style-type: none">▪ Ask volunteers to sign out.▪ At the Logistic Section Chief's direction, close out all logs and turn them in to Finance and Administration Section.▪ Return all equipment and supplies.

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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 school to acquire certain items quickly.

Duties and Procedures:

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

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**IRVINE UNIFIED
SCHOOL DISTRICT**