SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE EMERGENCY PLAN 2018-2019

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
2018-2019

PURPOSE

The purpose of the County Emergency Preparedness Plan is to establish guidelines and policies for all personnel and site locations at the Sutter County Superintendent of Schools office (SCSOS) to follow in preparing for, or in the event of an emergency. The primary objective of this preparedness plan is to provide for the safety, protection, and welfare of the students, staff, and property belonging to SCSOS.

The ultimate objective of preparedness is to form a partnership between local, regional, State, and National government organizations, the schools, and the people of the community all working to preserve and protect life, all prepared to mobilize talents and material resources required to meet essential human needs and to survive any emergency or disaster.

In the event of an emergency or disaster, SCSOS shall support and expect support from the emergency organization of the cities lying within the boundaries of the County of Sutter and the State of California. California law and the Rules and Regulations of the State Department of Education authorizes SCSOS to utilize its school personnel and facilities if an emergency or disaster should occur.

EMERGENCY CONTROL CENTER
AND
COMMUNICATION SYSTEM

The Emergency Control Center will be located at the SCSOS Office, 970 Klamath Lane, Yuba City, CA.

Section I
Emergency Preparedness

Emergency and Disaster Organization

County Office Management Structure:

An emergency requires constant management. The County Office will function as the Emergency Operations Center (EOC) unless it is deemed unsafe. In that instance, an alternative location will be determined and communicated. The Superintendent or designee shall manage the EOC at all times.

The Superintendent shall establish and maintain an emergency organization structure which may be activated in case of disasters or other emergencies. Changes in the structure may be made by the Superintendent to satisfy specific situation requirements.

The Sutter County Superintendent of Schools emergency organization shall consist of:

- Incident Commander
- Operations Chief
- Planning Chief
- Logistics Chief

County Superintendent

- Incident Commander
- Overall management of the County Office at all times
- Establishes command post
- Establishes and maintains the Incident Command System (ICS)
- Establishes communication between the schools and the County EOC using appropriate forms of communication (phone tree, cell phones, emergency phones, etc.)
- Directs and coordinates communication between appropriate emergency and County personnel
- Directs each principal to prepare and publish plans for his or her school on procedures for emergency or disaster situations using site based ICS
- Requires that prescribed training and disaster plans are implemented
- Requires that the County Office maintain first aid equipment and other emergency supplies

Management Command

Incident Commander (Superintendent or Designee)

The Incident Commander (IC) is solely responsible for the emergency/disaster operations and shall remain at the Command Post (CP) to observe and direct all operations.

- Acts as the official spokesperson to for the County Office in an emergency.
- Ensure the safety of students, staff, and others on campus
- Lead by example; your behavior sets the tone for staff and students

Operations Officer

The Operations Officer ensures that all activities are conducted in as safe a manner as possible under circumstances which exist.

Scribe (each function will have a scribe assigned to them)

The Scribe ensures that all of the Management Command team has reported to the IC. The Scribe attends briefings and records the action items from these briefings. The Scribe needs to be present and records all pertinent decisions, times the decisions were made and identify the persons present. Account for all actions of the DOC (*Division Operational Center*)

Operations

Operations Section Chief

The Operations Chief manages the direct response from all division leaders to the disaster.

Logistics

Logistics Section Chief

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

Emergency Disaster Assignments:

The County level emergency disaster assignments are established herein. Each administrator shall be responsible for designating an alternate to act in his/her capacity in the event of his/her absence during an emergency or disaster.

Assignments

Duty	Primary	Backup
Incident Commander	Dr. Bal Dhillon	Dr. Chris McCormick
Operations	Dr. Chris McCormick	Karen Chiechi
Planning	Barbara Hickman	Tami Henneberry
	Maggie Nicoletti	Lisa Richardson
Public Information Officer/Liaison	Dr. Chris McCormick	
Logistics	Wendy Bedard	Maria Crocker
	Jen Minton	Cynthia Sargent
Finance	Barbara Henderson	Aaron Heinz
	Joel Ryan	Whitney Hardison
Division Leaders	Shannon Cueva	Chris Little
		Lorenzo Coultier
	Rinky Basi	Eric Pomeroy
	Karen Chiechi	Kristi Johnson
	Eric Pomeroy	Doug Criddle
	Tami Henneberry	Barbara Hickman
	Kellie Judeen	Barbara Hickman
	Marilyn Bertolucci	Barbara Hickman
	Ed Graziano	Barbara Hickman
	Bill Embelton	Chris McCormick
Triage	Cindi Boone	Allison Hickman
Search Team	Elizabeth Engelken	Ivona Mikesell
	Grace Espindola	Jill Niederholzer
Facilities	James Peters	Charlie Osborne

Emergency Duties and Responsibilities:

Designated emergency disaster staff members and their alternates shall be fully knowledgeable of their emergency assignments and shall have emergency assignments plans prepared as required and on file with SCSOS. The primary duties and responsibilities of the emergency staff shall be as follows:

Emergency Response Teams:

Title	Role/Responsibility
Incident Commander	The Incident Commander does not leave the Command Post without delegating someone to take over. While at the Command Post, the Incident Commander constantly: 1) Assesses the situation 2) Establishes objectives 3) Tracks resource needs, including what resources are available, what have been assigned, and what additional resources are needed. 4) Develops a strategy-or plan-for handling the emergency, monitors how well (or how poorly) the plan is working, and adjusts the plan to meet the realities of the situation 5) Ensures that the emergency is properly documented (for legal and financial reasons). **Communication**: the Superintendent (IC) shall handle all information disseminated to sites, County office, and to the public..

PUBLIC INFORMATION RELEASE

Check (__) as appropriate: County/County-wide _____ School _____
Date:_____ Time: _____
NOTE: If this is used as a script, read only those items checked. Make no other
comments
(Check off, fill in, and cross off as appropriate)

_____ has just experienced a(n)_____

__ The (students/employees [(are being) or (have been)] accounted for

__ No further information is available at this time

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

__ Police [(are here) or (are on the way) or (are not available to us)]

__Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)]

_____ [(are here) or (are on the way) or (are not available to us)]

__ Communication center(s) for parents (is/are) being set up at _____

__ Communication center(s) for families (is/are) being set up at _____

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

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

__ (#) Students have been taken to the local emergency room for treatment of serious injury.
    Parents of injured students should go to the emergency room at _____

__ (#) Confirmed deaths have been reported at _____
     Names cannot be released until families have been notified

__ Structural damage has been reported at the following locations: _____

Release restrictions   _____No   _____ Yes
If yes, what?

Release to the public as Public Information Release # _____
Date and Time: _____

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Emergency Directory

A. Reporting Information

Notify 911

Superintendent's Office – 530-822-2931

Other Important Contacts:

Yuba City Police Department…..530-822-4660

County Sheriff………………….530-822-7300

B. Public Information

In an emergency, the Superintendent is the primary spokesperson for Sutter County Superintendent of Schools

The County will use the means available (telephone, fax, email, two-way radio, runners, etc.) to send information and instructions to SCSOS sites.

Designated County staff will send public information about Sutter County Superintendent of School's sites to the following:
Internet: www.sutter.k12.ca.us

Radio:
KUBA-AM (1600 AM)
KUBA (98.1 FM)
KXJS (88.7 FM)
KETQ (93.3 FM)
KKCY (95.5 FM)
KRYC (105.9 FM)
KLVC (107.1 FM)

Television:
KCRA Channel 3
KTXL Channel 40
KHSL Channel 12

Social Media
Facebook and Twitter: @SCSOS1

C. County Dedicated Telephone Numbers

Site Name	Dedicated Number	Location
County Office	822-2901	Receptionist's Desk
	822-2929	Business Office – Secretary
	822-2930	Superintendent's Office – Secretary
	822-2902	Personnel Office – Secretary
	822-2909	Spec Ed – Secretary
Brittan Elementary	530-822-5155	Main Line
Browns Elementary	530-633-2523	Main Line
East Nic. JUSD	530-656-2255	Main Line
Franklin Elementary	530-822-5151	Main Line
Live Oak USD	530-695-5400	Main Line
Marcum-Illinois USD	530-656-2407	Main Line
Meridian Elementary	530-696-2604	Main Line
Nuestro Elementary	530-822-5100	Main Line
Pleasant Grove JUSD	916-655-3235	Main Line
Sutter Union HS	530-822-5161	Main Line
Winship-Robbins SD	530-696-2451	Main Line
Yuba City USD	530-822-5200	Main Line
Twin Rivers Charter School	530-755-2872	Main Line
Yuba City Charter School	530-822-9667	Main Line

Section II
Division of Responsibilities and Duties
for the
Emergency Action Plan

Responsibilities and Duties for the Emergency Action Plan

LEGAL RESPONSIBILITIES OF COUNTY EMPLOYEES:

All County employees, by operation of law, are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors to mitigate the effects of disaster. (Government Code, Title 1, Division 4, Chapter 8, Section 3100)

DECLARED EMERGENCY DURING WORK DAY:

In the event of a major disaster, ***the organization will remain open unless otherwise directed by the Incident Commander*** and students will remain under the supervision of school authorities.

If during the work day, the Superintendent or designee declares an emergency, all County personnel become disaster service workers and are assigned to their usually designated supervisor under the direction of the County Emergency Command Center Director, Incident Commander (Superintendent).

UNDECLARED EMERGENCY AT ANY TIME:

All public employees could be impressed into service by City or County offices of emergency services. In that case, the County Superintendent would be directed to secure County employees to open and work at the designated mass care centers.

In the absence of a declared emergency, and at the site of any emergency, County personnel shall act responsibly and with common sense to provide immediate relief. Personnel shall be familiar with the Incident Command System.

Section III
Basic Actions

ACTION: "SHELTER-IN PLACE"

WARNING: the warning for the use of a SHELTER-IN-PLACE will be given by the *Incident Commander,* face to face or via other electronic means

"SHELTER-IN-PLACE" consists of staying in the building and/or office.

DO NOT leave room until "**All Clear** "signal is given by the *Incident Commander*.

Code 9: use code 9 when answering phones or opening doors.

ACTION: "LOCKDOWN"

WARNING: The warning for the use of a "**LOCKDOWN**" will be given will be given by the *Incident Commander,* face to face or via other electronic means

Action "**LOCKDOWN**" consists of:

1. LOCKDOWN of buildings and office doors
2. Close drapes and blinds if class is equipped with them
3. Turn off lights
4. Staff will barricade the door with furniture and create an interior barrier of desks to hide behind in the corner of the room opposite of the door.
5. Staff must remain on the floor and behind your interior barricades

DO NOT leave room until "**All Clear**" or until there is direction from the *Incident Commander*.

Code 9: use code 9 when answering phones or opening doors.

Action "**LOCKDOWN**" is appropriate for, but not limited to, the following:
- A violent intruder
- Sniper
- Shooting
- Hostage situation
- Riot

ACTION: "LEAVE BUILDING"

WARNING: The warning shall be the fire alarm signal bell to alert staff to evacuate. If gas odor is noticed in an immediate area, do not ring the bell or turn on the light switches. Use verbal means to alert staff and evacuate.

Action "LEAVE BUILDING" consists of the orderly movement of staff from inside the building to outside areas of safety.

Action "Leave Building" is appropriate, but not limited to, the following emergencies:

- o Fire
- o Bomb Threat
- o Chemical Accident
- o Explosion or Threat of an Explosion
- o Following an Earthquake
- o Other similar occurrences, which might make the building uninhabitable

ACTION: "DROP-COVER-HOLD"

WARNING: The warning for this type of emergency is the beginning of a disaster itself.

Action: "DROP-COVER-HOLD" is appropriate for, but not limited to, the following:

- o Earthquake
- o Explosion
- o Surprise Nuclear Attack

ACTION: "DIRECTED MAINTENANCE"

No staff is allowed to enter the facility until inspected and given approval by maintenance personnel and the *Incident Commander.*

In the event that drinking water is unsafe, maintenance personnel will have the drinking fountains sealed.

ACTION: "EVACUATE SITE"

WARNING: Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety.

This is mostly a civil defense procedure and will not be attempted unless there is no other alternative.

Action: "Evacuate Site" consists of:

- o Closure of all buildings
- o Transporting staff to an area of safety

Action: "Evacuate Site" is considered appropriate only when directed by the ***Incident Commander***, or designee. It may be appropriate for, but not limited to, movement away from:

- o Fire
- o Chemical and biological Gas Alert
- o Flood
- o Fallout Area
- o Blast Area
- o Specific Man Made Emergency (shooting, fire, etc.)

ACTION: "CONVERT SITE"

The local municipality will initiate the "Convert Site:" action in order to provide a Red Cross emergency facility.

The County will turn over the facility for living and eating upon request by the city or county agencies.

Section IV
Disaster Emergency Procedures

Disaster Emergency Procedures

These emergencies cover a wide range of possible situations that may occur. The pages that follow are immediate response plans with action options listed for the *County Incident Commander* (Superintendent). The *County Incident Commander* should be knowledgeable about what plans should be used to mitigate the emergencies listed and should ensure that all personnel under his/her jurisdiction are aware of the plans and capable of performing their responsibilities to implement them.

Disaster Emergencies Types:

> Earthquake
> Fire
> Explosion Or Threat Of Explosion
> Chemical Accident
> Flood
> Fallen Aircraft
> Utilities Failures
> Civil Defense
> Shelter-In-Place
> Lockdown/Hostage Situation

EARTHQUAKE

DROP, COVER, and HOLD

In the **Office**:

1. At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground

2. You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position

3. You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the earthquake. Protect your eyes from flying glass and debris with your arm covering your eyes

In **other parts** of the **building**:

1. At the first indication of ground movement, you should **DROP** to the ground

2. Take COVER under any available desk, table, or bench. If in a hallway, DROP next to an inside wall in a kneeling position and cover the back of the next with your hands

3. After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area away from power lines and other overhead hazards

While **outside**:

1. At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. **DROP** to the ground and **COVER** the back of your neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so

FIRE

WARNING:

1. Fire within the building – Fire Alarm

2. Fire near the building – Visual sighting, messenger, and telephone

Fire Within Building:
In the event a fire is detected within a school building, the following will be accomplished:

1. Sound the school fire alarm. This will automatically implement Action "**LEAVE BUILDING**"

2. Notify 911

3. Evacuate building and assemble in designated area

4. Render first aid as necessary

5. Fight incipient fires without endangering life

6. Maintain access for emergency vehicles

Fire Near Bldg:
In the event a nearby fire poses a threat to the building, the following will be accomplished:

1. The *Incident Commander* shall determine the need to execute "Leave Building" procedure

2. Notify 911

EXPLOSION OR THREAT OF EXPLOSION

WARNING:

When the condition is detected or the explosion occurs.

In the event of an explosion or threat of an explosion, such as those caused by leaking gas or a faulty boiler within a school building, the following will be accomplished.

Explosion:

1. Execute "**Drop**" procedures

2. If the explosion occurred within the building, staff should immediately implement "Leave Building" procedure

3. Sound the school fire alarm.

4. Notify 911

5. Fight incipient fires without endangering life

The *Incident Commander,* will direct further action as required.

Buildings are not to be used until declared safe by the Fire Department officials. Initiate Crisis Intervention Plan, if necessary.

Threat of Explosion:

1. Sound the fire alarm.

2. This will automatically implement Action LEAVE BUILDING.

3. Notify 911

The *Incident Commander* will direct further action as required.

Buildings are not to be used until declared safe by the Fire Department officials. Initiate Crisis Intervention Plan, if necessary.

CHEMICAL ACCIDENT

WARNING:

Will be received via telephone, radio, messenger, and/or P.A. system.

Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should such an accident endanger staff, the following will be accomplished:

1. Determine the need to implement Action "**LEAVE BUILDING"**

2. Determine whether staff should leave the grounds

3. If necessary, implement "Site Evacuation" procedures

4. Notify 911

5. When evacuating, move *upwind and or uphill* to avoid fumes

6. Maintain a safe distance

7. Render first aid as necessary

8. Report all emergency repairs resulting from disaster to Maintenance and Operations

The *Incident Commander* will direct further action as required.

Buildings are not to be used until declared safe by the Fire Department officials. Initiate Crisis Intervention Plan, if necessary.

FLOOD

WARNING:

Method of alert may be by telephone, radio, or messenger.

In the event a flood is imminent, the following will be accomplished:

The extent and time before a flood arrives will dictate the course of action. The *Incident Commander* will initiate or be called upon to initiate one or more of the following action procedures:

1. Provide for care of staff

2. Execute "**Leave Building**" procedure

3. Execute "**Site Evacuation**" procedure

As soon as possible, report all damage requiring emergency repair to Maintenance and Operations. Initiate Crisis Intervention Plan, if necessary.

FALLEN AIRCRAFT

WARNING:

Usually by sight, sound, or fire.

If an aircraft falls near the building, the following actions will be taken.

The *Incident Commander* shall determine which action, if any, should be implemented.

1. All staff shall be kept at a safe distance (300 feet), allowing for possible explosion of fuel tanks or ordinance

2. If possible, the *Incident Commander* shall determine whether the aircraft is military, commercial, or a private plane

3. Notify 911

The *Incident Commander* shall direct further action as required. Initiate Crisis Intervention Plan, if necessary.

WINDSTORM OR TORNADO

Warning:

The SCSOS may receive an alert or warning when a severe windstorm is predicted or a tornado is sighted. Occasionally, the National Weather Service will issue a statement saying that "funnel clouds" have been sighted. This in itself is not a tornado warning and no specific actions are usually required; however, but staff should remain alert for further announcements. The following watches and warnings may be received:

1. **Severe Thunderstorm Watch** *(winds exceeding 55 mph):* Remain alert for additional weather advisory

2. **Severe Thunderstorm Warning**: Immediate seek safe shelter

3. **Tornado Watch**: Although tornadoes are not common to this area, funnel clouds may be sighted over the ocean and an alert called. Remain alert

4. **Tornado Warning**: Immediately seek safe shelter

If high winds or a tornado develop during business hours with little or no advance warning, the following actions are to be accomplished:

1. Implement **"Take Cover"** procedure

2. Remain near an inside wall

3. Avoid structures with large roof spans, if possible

4. Evacuate building bearing full force of winds, if possible

5. Tune to local radio stations for latest advisory

6. Notify Maintenance of any break or suspected break, involving utilities, or notification of any needed emergency repairs

BOMB THREAT

Upon receipt of a threat:

Stall the caller and obtain as much information as possible. (See Bomb Threat Checklist on following page.)

* If a message was left on phone with a threat begin here.

1. Notify 911

2. In the event of a bomb threat, The ***Incident Commander*** may implement "Leave Building" procedure. Caution all personnel against picking up any strange object; it could be a bomb

Resume operations after buildings and grounds have been inspected and determined to be safe. Avoid publicizing a "scare". Initiate Crisis Intervention Plan, if necessary.

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS
BOMB THREAT CHECKLIST

Do not interrupt the caller except to ask:
Check phone to see if phone number is listed: _____

When will it go off?	Certain hour_____	Time Remaining_____
Where is it placed?	School or other site_____	Area_____
What does it look like?	Appearance_____	

Did caller, when describing the bomb location, appear familiar with the building or area?

_____

_____

Name of Employee Taking Call:_____
Date of Call:_____ Time of Call:_____

Caller's Identity: Male:_____   Female:_____   Approximate Age:_____

Origin of Call: Local_____ Long Distance_____ Cell_____ Internal (ext. number)_____

Voice Characteristics		**Speech**		**Language**	
__Loud	__Soft	__Fast	__Slow	__Excellent	__Good
__High Pitch	__Deep	__Distinct	__Distorted	__Fair	__Poor
__Raspy	__Pleasant	__Stutter	__Nasal	__Foul	__Other
__Intoxicated	__Other	__Slurred	__Use of Certain Words or Phrases		

Accent	**Manner**		**Background Noises**	
__New England	__Calm	__Angry	__Office Machinery	__Music
__Southern	__Rational	__Irrational	__Factory Machinery	__Party
__Mid-Western	__Coherent	__Incoherent	__Traffic	__Trains
__Western	__Deliberate	__Emotional	__Airplanes	__Quiet
__Foreign	__Righteous	__Humorous	__Bedlam	__Voices
__Other			__Animals	__Mixed

ACTION TO TAKE IMMEDIATELY AFTER CALL

FIRST: Notify 911
SECOND: Notify Superintendent's office
THIRD: Write out message in its entirety as received from informant.

CIVIL DISTURBANCE/RIOT/HOSTILE THREAT- Shelter-In-Place

In the event of a civil disturbance or riot on or near SCSOS where the safety or welfare of personnel is endangered or where the destruction of property may result, the following steps shall be taken:

1. Notify 911

2. Initiate "**Shelter-In-Place**" if needed

3. Initiate *Incident Command System* if needed

Keep staff informed of progress, procedures, and/or actions to be followed.

The *Incident Commander* will direct further action as required.   This will include:

1. Sounding "**All Clear**" if the disorder ceases

2. Initiate "**Shelter-In-Place**" if needed

3. Moving staff to other areas if needed

4. Implementing "**Site Evacuation**" procedures, if deemed advisable

5. Identify and keep record of offenders.

Keep staff informed of progress, procedures, and/or actions to be followed. Initiate Crisis Intervention Plan, if necessary.

WAR

Strategic Warning:

This is a notification that enemy-initiated hostilities may be imminent. Dissemination will be by the news media: radio, television, and/or newspapers. No estimate can be made of the duration of a strategic warning condition. The warning time may be limited to just minutes.

Imminent Attack:

This means a warning has been received from the North American Air Defense Command (NORAD) through the National Warning System (NAWAS). The warning could mean any one of the following:

1. Confirmed information that hostile forces have been detected and are committed to an attack against the North American Continent

2. Confirmed information that an allied nation of a United States territory or possession has been attacked with nuclear weapons

3. Confirmed information that an attack has taken place within the North American continent

LOCKDOWN

The greatest danger in a hostage situation is the actual process of being taken a hostage and the first fifteen minutes afterward. If the hostage(s) survive this period of time, the probability of survival is good.

Hostage Situation:

If anyone is taken hostage:

1. Do exactly as the suspect demands. Do not resist! Avoid antagonizing the suspect

2. Evacuate from the affected area

3. If part of a hostage group, try to blend in with the crowd. Do not do anything obvious

4. The staff must establish him/herself as understanding and humane. Any hostage may develop "Stockholm Syndrome" (building sympathetic relationships with the suspect)

5. Ignore all conversations between negotiators and suspect

6. Be prepared for utilities being turned off

Sniper Situation:

The most important factors in a sniper situation is **DO NOT PANIC** and **BE ALERT TO WHAT IS HAPPENING AROUND YOU.**

If inside or outside the building:

1. Notify 911

2. Do not move until told to do so by an authorized official

POISONS

If a staff member ingests or is exposed to poison or poisonous substance, follow the section below that most relates to the incident:
Nurses Hotline: 1-877-518-6702 (code – NVS06)

Swallowed Poisons:

1. Notify 911

2. Call Poison Control Center

3. Do not induce vomiting if:
   a. Victim is unconscious or in a coma
   b. Victim is having convulsions
   c. Victim has ingested a corrosive substance

Inhaled Poisons:

1. Notify 911

2. Carry the victim to fresh air immediately

3. Loosen all tight clothing

4. Prevent chilling (wrap in blankets, if necessary)

5. Keep person as quiet as possible

6. Do not give alcohol in any form

Skin Contamination:

1. Notify 911

2. Flush skin with water for 15 minutes in direction away from affected parts

3. Apply stream of water on skin while removing clothing

4. Cleanse skin thoroughly with soap and water. Rapidity and duration in washing is most important in reducing extent of injury

Eye Contamination:

1. Hold eyelid(s) open and immediately wash eye(s) with gentle stream of running water. Delay of a few seconds greatly increases the extent of injury

2. Continue washing for 10 – 15 minutes

3. Do not use chemicals as they may increase extent of injury

4. Have the victim's eye(s) examined by medical personnel

Chemical Burns:

1. Notify 911

2. If chemical burn is not caused by phosphorus, wash contaminated area with large quantities of running water

3. Immediately cover area with loosely applied clean cloth

4. Do not use ointments, greases, powders, and other drugs in first aid treatment of burns

5. Treat victim for shock by keeping him/her warm and laying flat. Try to reassure victim until medical help is available

Section V

RESPONSE PROCEDURES

Special Note: How ICS Functions in School Systems

MAJOR INCIDENT:
When first responders arrive, the *Incident Command* may transition to a **Unified Command**.
Unified Command means that designated individuals from one or more response agencies
will work **jointly** with the Incident Commander to carry out the response.

FIRE INCIDENT:
When the Fire Department arrives, the *Incident Commander* in this case would be from the
fire department.

UNIFIED COMMAND:
Under a Unified Command, the *Incident Commander* would be a representative from the
primary first-response agency but would make command decisions in coordination with other
response agencies and SCSOS personnel.

Response Procedures

Threat Response Procedures

    Definitions

    Active Shooter. A present and on-going attack involving the use of a firearm, explosive device or other deadly weapon.

    "All Clear" Code. A predetermined code and acknowledgement used to communicate that a room is clear of known threats.

    Attack. An armed subject engaged in an assault on a school campus.

    LOCKDOWN. A term used by the organization and police personnel to announce a present or pending attack. Upon declaration of a Lockdown, SCSOS and police personnel immediately initiate emergency response procedures.

    Evacuation. Supervised movement of personnel from the building to another location.

    Flight. Directed or self-initiated movement of personnel away from a perceived threat or attack.

    Lockdown. Personnel are gathered into securable rooms. Doors are locked, windows are covered, and other physical barriers are used to create a safety barricade.

    Prior Threat. An armed or threatening person is believed to have been on or near the campus more than one-hour prior to receipt of the report.

    Recent Threat. An armed or threatening suspect is believed to have been on or near the campus less than one-hour prior to receipt of the report.

    Present Threat. An armed or threatening person is believed to be on or near the campus.

LOCKDOWN

The term is used to announce a present or pending assault by an armed person. "LOCKDOWN" sets in motion a response plan:

    Lockdown and/or flight
    Police respond
    County staff respond

A LOCKDOWN is broadcast throughout the building by the PA system and/or verbal announcement. The Police Department is notified via 9-1-1.

A LOCKDOWN response is built upon basic human defensive responses to danger: fleeing from danger and seeking protection by means of physical barriers and concealment.

Flight
    Flee to safety – not into danger
    If in an area under attack, flee from the danger
    If you have immediate access to a safe route of escape, flee from the building
    Movement, distance and cover are your allies
    Run in a zig-zag pattern
    Gather at a Staging/Regrouping Site

Lockdown -- Procedures
    Staff safely in an office or other lockable rooms should remain inside
    Staff in the immediate are of a safe & securable room should be gathered into the
        room
    Lock all doors
    Cover all windows, if possible
    Keep out of sight and stay quiet
    Barricade the door
    Turn lights off if ambient light is adequate
    Position staff behind interior barricades

Lockdown – Communications
    Do not use phone except in emergency
    Stay off cellular phones, however **may text**
    Use e-mail, if available, to communicate

Lockdown – While Waiting
    Share what you know about the situation
    Inventory injuries and wellness
    Define mission: survive & help each other
    Breathing exercises (four-count)
    If anxiety increases, touch calms
    Play simple games or mental exercises to pass time and distract

Preparation
        Victim vs. survivor mentality
        Identify escape routes from your room or office
        A fire extinguisher can be used defensively
        Toilet tissue, plastic bags & ties for waste disposal
        Candy, energy bars or snack foods
        Insulation for the floor

Evacuation

Communications – by phone or in person you, will be asked for your name and an "All Clear" Code acknowledgement

Movement
        Follow directions given
        Maintain silence
        Safe Corridor Evacuation route or armed escort may be provided

Prior, Recent and Present Threat Response Guidelines

The purpose of defining threat conditions (prior, recent, present threat) is to help staff and police personnel in assessing reports of a threat on/near the campus and to initiate responses that are reasonable, prudent and do not unnecessarily disrupt activities

Note the difference between prior, recent and present threat conditions and an attack.

Prior Threat. An armed or threatening person is believed to have been on or near the campus more than one-half hour prior to receipt of the report

One or two officers respond to the office to interview reporting parties and witnesses and recommend further action

Recent Threat. An armed or threatening suspect is believed to have been on or near the campus less than one-half hour prior to receipt of the report

    Two or more officers respond to the office. The primary officer gathers information from reporting parties and witnesses. The secondary officer serves as liaison between administration and other police officers to coordinate actions.
    Two or more officers establish an observation perimeter of the campus
    Police supervisor establishes a Field Command Post and directs the activities of officer search teams to clear the campus (grounds and buildings)
    The decision to implement a Lockdown is at the discretion of administration

Documentation includes the names and assignments of responding police personnel, actions taken and recommendations

Present Threat. An armed or threatening person is believed to be on or near the building

If the location of the suspect is unknown, response is similar to a Recent Threat

First priority is to **protect** the building, e.g. block or restrict the suspect's access to areas where staff is present

Second priority is the objective to contact, detain and investigate. This may involve deploying one or more two-officer teams to locate and contact the suspect. Primary and secondary officers respond to the office to speak with the reporting party and witnesses.

Documentation includes the names and assignments of responding police personnel, actions taken and recommendations

Lockdowns – Initiating and Concluding

The *Incident Commander* retains authority to institute a Lockdown during a Recent or Present Threat incident

Standing Down will begin with phone calls. Staff will respond with a coded acknowledgement. A PA announcement will conclude the Lockdown.

Injuries Requiring Hospitalization

If a criminal act causes injury and requires hospitalization of personnel, the Police Department and SCSOS will each assign an employee to the hospital

News Media Relations

The Police Department and SCSOS will each assign a Public Information Officer (PIO) to manage media inquiries and the release of information

PIOs will agree upon what information will be released

Appendix A

ICS – Incident Command System

Incident Commander Duties (In Charge):

Incident Commander does not leave the Command Post without delegating someone to take over. While at the Command Post, the (*Incident Commander)* constantly:

- Plans, organizes, directs, and leads the entire emergency situation

- Dons position identification vest

- Establishes command post approximately 200 feet from buildings

- Assesses situation, determine scope of incident:

    o Evacuation
    o Medical injuries
    o Building damage
    o Student and teacher accountability

- Secures perimeter of site

- Obtains information from Operations, Planning, and Logistics

- Evaluates overall strategy on a continual basis

- Determines adequacy of resources

- Is the contact person for incoming resources

- Is the contact person for emergency personnel

- Advises 911 of location of triage area as well as student pickup area

- Sets up a staging area for volunteers and additional resources

- Maintains unit/activity log (ICS Form 214)

Operations Duties:
Handles all emergency response jobs, as well as handling the challenges of the emergency. Most of the adult responders will be assigned to jobs in the Operations Section.

- Obtain situation briefing from IC

- Don position identification vest

- Organize, direct, and control the physical operations

- Be in contact with Triage Leader

- Order resources through the Incident Commander

- Designate a triage area

- Request periodic progress reports from Division Leaders and Triage Leader

- Maintain unit/activity log (ICS Form 214)

Logistics Duties:
The Logistics Chief shall be responsible for managing personnel, supplies, and equipment. During a response, the Logistics Section is responsible for handing out supplies and equipment and for deploying unassigned people for work.

- Obtain situation briefing from IC

- Don position identification vest

- Monitor service and support groups

    o Service – additional radios and food and water supply
    o Support – facilities and a custodian person for technical issues

- Make sure the perimeter is secure

- Maintain unit/activity log (ICS Form 214)

Planning Duties:

The Planning Chief shall be responsible for tracking both available and needed resources, assessing the changing situation, documenting the response, and managing the large site map (status board) at the Command Post.

- Obtain situation briefing from IC

- Don position identification vest

- Assist the IC in planning overall strategy for incident

- Document situation status

- Document resource status

- Document volunteers who are assisting and where they are located

- Keep a running time of the event and timestamp important events (ICS Form 214)

- Record a staging area for additional resources

Division Leader Duties:
Members of the student care team are responsible for:

- Plan, organize, direct, and lead your respective staff

- Communicate all activity to Operations

- Don position identification vest

- Assess situation, determine scope of incident:

    o Evacuation
    o Medical injuries (send injured staff within your respective division to the triage area).

- Request additional volunteer help through Operations

- Be the contact person for incoming resources

- Keep staff informed regarding the emergency plan and the response activities that are going on

- Treating minor injuries that are not serious enough tot go to the medical treatment area (band-aid injuries)

- Maintain unit/activity log (ICS Form 214)

Facilities Duties:

- Obtain situation briefing from Logistics

- Secure utilities, eg. gas, electricity

- Check site for structural stability (visual inspections only)

- Report to Logistics all findings

- Be a liaison with emergency responders

Triage Leader Duties:

- Obtain situation briefing from Operations

- Don position identification vest

- Identify and organize triage area

- Locate a triage area with easy access for emergency responders

- Identify immediate, delayed, and minor injuries

- If necessary, identify a morgue area

- Set up a cache of medical equipment in the triage area

- Provide a safe means of egress for patients

- Record all patients coming into and leaving the triage area

- Record where patients were taken to (hospital, morgue)

- Maintain unit/activity log (ICS Form 214)

EMERGENCY TIME/SITUATION/RESPONSE REPORT

Time	Situation	Response	Initial