

# Orange County School of the Arts Emergency Procedures VAC



**2015-2016**

# EMERGENCY PROCEDURES

This information is provided as a guideline for actions in the event of an emergency. Understand that all situations in a critical incident cannot be predicted. Always remember that the first priority is the safety and protection of life.

Police Department: Call 911 (Dial 8 first for an outside line.) Fire

Department: Call 911 (Dial 8 first for an outside line.)

Emergency Information: <http://www.twitter.com/OCSAEmergency>  
(In the event of a disaster or wide spread emergency, this site will provide up-to-date information and instructions.)

Santa Ana School Police  
714-558-5535

Santa Ana Police  
714-834-4211

Orange County Sheriff  
714-647-7000

Orange County Fire Authority  
714-573-6000

Security Cell  
949-565-5215

SRO Chris Mireles  
323-717-2170

## ACCIDENT, INJURY, SUDDEN ILLNESS

Action Step	Primary Person Responsible	If Primary Not Available
Contact Health Office (x4101), Front Desk, Bill Wallace (x6401) or Becca Freeland (x6504), Sally Lopez (xt. 6356) Teren Shaffer (xt. 3204)	Instructor	Student
Apply First Aid	Instructor	Campus Security
Contact 911/OCFA (714-573-6000) if injury becomes life threatening	Administrator	Health Office
Contact parents or significant Other	Administrator	Health Office
Complete any necessary paperwork following the incident	Health Office	Administrator

Stay calm and disperse the crowd, if necessary. Remain with the injured person to provide comfort and reassurance. If a criminal act has caused injuries, identify and detain witnesses. Secure the scene.

If the injury is serious or life threatening, dial 911 and be prepared to:

- ◆ State the nature of the emergency.
- ◆ State your name and a phone number at your location.
- ◆ State the building address and room number or area of the building.
- ◆ Remain on the phone until told to hang up.
- ◆ Contact The Receptionist Desk to notify security that emergency personnel are responding.
- ◆ Ask security to meet emergency officials at the street.

If the injury is not serious or life threatening:

- ◆ Locate a CPR or First Aid certified person to assist (Principal, Assistant Principals, and Counselors are trained every summer.)
- ◆ Send another individual to Health Office or call Health Office from your phone
- ◆ Administer first aid, if indicated.
- ◆ Avoid handling bodily fluids or clothing stained by them.
- ◆ If simple first aid is not enough, transport the person to the nearest medical center as listed at the back of these quick reference emergency procedures.
- ◆ Request that school officials notify the person's emergency contact of any decision to transport for medical care.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

## BIOLOGICAL HAZARD

Action Step	Primary Person Responsible	If Primary Not Available
Evacuate Room/Floor/Building Effected	Teachers	Campus Security
Gather information on scope and extent of damage, hazard	Maintenance/Custodial	Campus Security
Seal and isolate location of emergency	Maintenance/Custodial	Campus Security
Call 911/OCFA (714-573-6000) to report address, building, floor, room, campus location (compass directions)	Administrator/Receptionist	Administrator/Receptionist
Radio campus supervisors to inform them of response by OCFA	Room 100 Office Manager	Textbook Clerk
Shutdown electricity and gas to effected building if safe to do so and if necessary	Maintenance/Custodial	Campus Security
Ensure orderly evacuation of students and Staff	Teachers	Campus Security
Establish Command Post	Administrative Team	Administrative Team
Contact Foundation Office Staff to report to Command Post for PIO Support	Room 100 Office Manager	Textbook Clerk
Verify attendance of all classes	Registrar/Attendance Clerk	Room 101 Staff
Report missing students and staff to Command Staff and fire department	Registrar/Attendance Office	Room 101 Staff
Establish perimeter around school campus; designate teachers for Facility Security	School Police/Campus Security	Maintenance/Custodial
Establish Action Plan	Administrative Team	Administrative Team
Communicate Action Plan to Section Leaders	Room 100 Office Manager	Textbook Clerk
Communicate notice on OCSA Emergency Twitter	Foundation Staff	Foundation Staff
Establish medical triage location for possible injuries	Health Office	Health Office
Establish biohazard, chemical detox Location	OCFA	OCFA
Formulate parent reunification plan	Attendance Office	Room 101 Staff
Update staff every 15 minutes until conclusion of incident	Room 100 Office Manager	Foundation Staff
Update OCSA Emergency Twitter every 30 Minutes	Foundation Staff	Foundation Staff

If you encounter any suspicious mail or package (one with handwritten or poorly typed address; oily stains, discoloration or odor; excessive tape or string; protruding wires or aluminum foil) or you encounter a substance you think may be biological in nature:

- ◆ Do not touch, shake, open, move around or allow other staff or individuals to handle the item.
- ◆ Evacuate and isolate the area or room that contains the suspected substance.
- ◆ Immediately notify **SECURITY**, who will evaluate the situation and call 911 and/or notify the FBI and/or County Health Department. Dial 911 to report the incident.
- ◆ Mark the room or area “DO NOT ENTER.”
- ◆ Contain and isolate any individuals that may have been contaminated.
- ◆ Wear protective gloves, if available; then wet lightly any potentially contaminated area or person. Remove and triple bag any potentially contaminated clothing.
- ◆ Do not eat or drink while handling suspicious mail, package or substance.
- ◆ Wash hands with soap and warm water.

It is safest to assume that all blood and bodily fluids contain bloodborne pathogens such as HIV and Hepatitis. Avoid contact with bodily fluids, if possible. If contact is unavoidable:

- ◆ Wear protective gloves if available.
- ◆ Wash all exposed skin with soap and water.
- ◆ Flush eyes with water.
- ◆ Do not eat, drink, smoke, apply cosmetics or handle contact lenses in the area in which the exposure occurred.
- ◆ Arrange to inspect and decontaminate any equipment or furnishings in the area, before it is reused.

Report the incident as soon as possible to Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

## BOMB THREAT OR TERRORIST THREAT

Action Step	Primary Person Responsible	If Primary Not Available
Contact SRO/School Police (323-717-2170) to report bomb threat	Administrative Team	Academic Advisors
Lock down all access doors in Access Control	Dean/Director of IT	Dean/Director of IT
Communicate to Campus Security to lock all exterior doors for all buildings	Dean/Director of IT	Dean/Director of IT
Establish Command Post	Administrative Team	Administrative Team
Contact Foundation Office Staff to report to Command Post for PIO Support	Room 100 Office Manager	Room 101 Administrative Assistant
Establish Action Plan	Administrative Team	Administrative Team
Gather information on location, floor, room, etc.	School Resource Officer/Maintenance & Operations Staff	Campus Security
Gather floor plans for law enforcement use	Maintenance & Operations Staff/Administration/School Resource Officer	Maintenance & Operations Staff/Administration/School Resource Officer
Establish perimeter around school campus; designate teachers for Facility Security	Police/Campus Security	Maintenance/Custodial
Communicate the prohibition to use electronic equipment	Administration/Textbook Clerk	Room 100 Office Manager/ Room 101 Admin Asst
PIO communicates notice on OCSA Emergency Twitter	Foundation Staff	Foundation Staff
Monitor media coverage of incident	Foundation Staff	Foundation Staff
Establish medical triage location for possible injuries	Health Office	Health Office
Formulate parent reunification plan	Attendance Office	Room 100 Office Manager/ Room 101 Admin Asst
Update staff every 15 minutes until conclusion of incident	Textbook Clerk	Foundation Staff
Update OCSA Emergency Twitter every 30 minutes	Foundation Staff	Foundation Staff
Maintain facility security and student supervision	Police/Campus Security	Maintenance/Custodial

Although most bomb threats are hoaxes, all threats must be treated as if they are real. Whether in person or by telephone, remain calm and permit the person to talk without interruption. Ask questions:

- ◆ Where is the bomb?
- ◆ When is it going to go off?
- ◆ What kind is it?
- ◆ What does it look like?
- ◆ What will cause it to go off?
- ◆ What is the intended target?
- ◆ Take actual or mental notes on everything said and your observations : time; description of person; voice characteristics, background noise (if a telephone threat)

For all bomb threats:

- ◆ Call Administrative Staff in order to call 911.
- ◆ Prohibit any radio frequency transmissions and use of cell phones, PDAs, etc.
- ◆ Evacuate any suspected area and alert other staff.
- ◆ Advise all individuals not to touch, move or disarm any object or item.
- ◆ Advise all individuals not to change any equipment or electrical switches.
- ◆ All action regarding disposal or handling of the bomb or device will be handled by the local police agency or fire department.

If you have a written threat:

- ◆ Handle the note carefully and minimally – just enough to make a copy.
- ◆ Protect the original note from further handling or loss.
- ◆ Wait for further instructions from emergency personnel.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

## CIVIL DISTURBANCE

Action Step	Primary Person Responsible	If Primary Not Available
Secure perimeter of incident	Campus Security	Teachers/Maintenance Staff
Establish Command Post	Administrative Team	Administrative Team
Establish Action Plan	Administrative Team	Administrative Team
Contact SRO/School Police (714-558-5535) if situation becomes out of control	Administrative Team/Receptionist	Administrative Team/Receptionist
Initiate Lockdown if necessary (see Lockdown Action Steps)	Administrative Team	Administrative Team
Detain students/persons involved	Campus Security	Teachers
Assign behavior consequences if necessary	Administrative Team	Administrative Team
Be prepared for medical injuries	Health Office	Health Office
Contact law enforcement if criminal acts have occurred	Administrative Team	Administrative Team
Update staff every 15 minutes until conclusion of incident	Administrative Team	Administrative Team

Any protest, misbehavior, or similar incident that disrupts or has the potential to disrupt the orderly functions of the workplace or the school site can escalate to a point where it is a danger.

If the incident is not serious, attempt to have those involved return to their normal routine. If the behavior could result in injury or further disruption, try to isolate the disruptive persons or their leaders. Initiate a lock down, if necessary. (See LOCKDOWN procedure.)

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

Once the incident is contained, determine what disciplinary action to take, if any. Invite Administrative Team members to discern the basis for the problem and take action to address those concerns.

# DISASTER

Action Step	Primary Person Responsible	If Primary Not Available
Signal alarm or PA announcement to evacuate all buildings	Administrative Team	Administrative Team
Ensure orderly evacuation of students and staff	Teachers/Support Staff	Teachers/Custodial
Establish Command Post	Administrative Team	Administrative Team
Contact Foundation Office Staff to report to Command Post for PIO Support	Room 100 Office Manager	Textbook Clerk
Gather information on scope and extent of damage (locations, floors, rooms, etc.)	Maintenance & Operations Staff	SRO/Campus Security
Utility check for damages; all utilities, all buildings	Maintenance & Operations Staff	Maintenance & Operations Staff
Shutdown utilities if necessary	Maintenance & Operations Staff	Maintenance & Operations Staff
Verify attendance of all classes	Registrar/Attendance Office	Room 101 Admin Assistant/ Attendance Office
Backup all data on servers and shutdown	IT Staff/Webmaster	IT Staff/Webmaster
Mobilize Search and Rescue team; organize supplies, search locations	Instructional Staff	Instructional Staff
Report missing students and staff to Search and Rescue team	Registrar/Attendance Clerk	Attendance/Room 101 Staff
Establish perimeter around school campus; designate teachers for Facility Security	School Resource Officer/ Campus Security	Maintenance/Custodial
Establish Action Plan	Administrative Team	Administrative Team
Communicate Action Plan to Section Leaders	Textbook Clerk	Room 100 Office Manager
PIO communicates notice on OCSA Emergency Twitter	Foundation Staff	Foundation Staff
Establish medical triage location for possible injuries	Health Office	Health Office
Formulate parent reunification plan	Attendance Office	Room 101 Staff
Custodial organization of supplies, food, water	Maintenance & Operations Staff	Food Service Staff
Update staff every 15 minutes until conclusion of incident	Textbook Clerk	Foundation Staff
Update OCSA Emergency Twitter every 30 minutes	Foundation Staff	Foundation Staff
Maintain facility security and student supervision	Campus Security/Teachers	Maintenance/Custodial

Remain calm and be patient. Remain in your work area unless instructed otherwise. Heed the instructions of emergency officials or command and evacuation personnel.

- ◆ Check for fires, smoke, fumes, electrical hazards, gas leaks or other potential hazards.
- ◆ If there are injuries, give first aid.
- ◆ Do not attempt to move seriously injured people.
- ◆ Call your prearranged family contact.
- ◆ Do not use the telephone again, except to dial 911 to report a life-threatening emergency.
- ◆ Keep a radio on for information and updates.
- ◆ Report all injuries and hazards to the Health Office and/or command personnel.
- ◆ Site emergency personnel will dial 911 to report the disaster, if the incident seems to be isolated to this location. If the disaster seems to be widespread, site emergency personnel will assume control of the situation until emergency officials arrive.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- ◆ Assist handicapped persons and anyone with manageable injuries.
- ◆ Do not attempt to move anyone who is severely injured.
- ◆ DO NOT run, use elevators, or close doors behind you.
- ◆ DO NOT smoke, light matches or activate any equipment or electrical switches.
- ◆ STAY AWAY from any structures, debris or utility lines.
- ◆ Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- ◆ Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- ◆ Report attendance and injuries to command personnel.
- ◆ Assemble with your class in the designated area and remain there until instructed otherwise.
- ◆ Do not attempt to reenter the building until it has been officially declared safe.
- ◆ Keep radios on for information and updates.

If officials are not present, assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

In the event of instructions to “shelter in place” or “lock down” the facility, all entrances will be locked and no one will be permitted to exit or enter the building(s) until emergency officials determine that it is safe to do so. Keep a radio on for information and updates.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

## EARTHQUAKE

Action Step	Primary Person Responsible	If Primary Not Available
Signal alarm or PA announcement to evacuate all buildings	Room 101 Staff	Room 101 Staff
Ensure orderly evacuation of students and staff	Teachers/Support Staff	Teachers/Custodial
Establish Command Post	Administrative Team	Administrative Team
Contact Foundation Office Staff to report to Command Post for PIO Support	Room 100 Office Manager	Textbook Clerk
Gather information on scope and extent of damage (locations, floors, rooms, etc.)	School Resource Officer/Maintenance & Ops Staff	Learning Specialist/Campus Security
Utility check for damages; all utilities, all buildings	Maintenance & Ops Staff	Maintenance & Ops Staff
Shutdown utilities if necessary	Maintenance & Ops Staff	Maintenance & Ops Staff
Verify attendance of all classes	Registrar/Attendance Clerk	Attendance Clerk/Textbook Clerk
Backup all data on servers and shutdown	IT Staff/Webmaster	IT Staff/Webmaster
Mobilize Search and Rescue team; organize supplies, search locations	Instructional Staff	Instructional Staff
Report missing students and staff to Search and Rescue team	Registrar/Attendance Clerk	Attendance Clerk/Textbook Clerk
Establish perimeter around school campus; designate teachers for Facility Security	School Resource Officer/Maintenance & Ops Staff	Maintenance/Custodial
Establish Action Plan	Administrative Team	Administrative Team
Communicate Action Plan to Section Leaders	Textbook Clerk	Room 100 Office Manager
PIO communicates notice on OCSA Emergency Twitter	Foundation Staff	Foundation Staff
Establish medical triage location for possible injuries	Health Office	Health Office
Formulate parent reunification plan	Attendance Office	Room 101 Staff
Custodial organization of supplies, food, water	Maintenance & Operations Staff	Food Service Staff
Update staff every 15 minutes until conclusion of incident	Textbook Clerk	Foundation Staff
Update OCSA Emergency Twitter every 30 minutes	Foundation Staff	Foundation Staff
Maintain facility security and student supervision	Campus Security/Teachers	Maintenance/Custodial

If you are inside,

- ◆ Move away from windows, mirrors, tall bookcases, file cabinets or high stacked items and out from under beams, architectural elements and suspended light fixtures.
- ◆ Drop to the floor and, if possible, crawl under a sturdy table or desk.
- ◆ If not possible, stand in a corner or against a solid wall.
- ◆ Close eyes, clasp both hands behind neck, and cover ears and head with forearms.
- ◆ Do not move or evacuate the building unless instructed to do so by emergency personnel.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- ◆ Assist handicapped persons and anyone with manageable injuries.
- ◆ Do not attempt to move anyone who is severely injured.
- ◆ Take your purse or wallet you. Do not take time to collect all belongings or to shut down computers.
- ◆ DO NOT run, use elevators, or close doors behind you.
- ◆ DO NOT smoke, light matches or activate any equipment or electrical switches.
- ◆ STAY AWAY from any structures, debris or utility lines.
- ◆ Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- ◆ Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- ◆ Report attendance and injuries to command personnel.
- ◆ Assemble with your division in the designated area and remain there until instructed otherwise.
- ◆ Do not attempt to reenter the building until it has been officially declared safe.
- ◆ Be prepared for after shocks.
- ◆ Keep a radio on for information and updates.

If you are outside,

- ◆ Move away from buildings/areas subject to falling debris, glass, electrical wires, poles or trees.
- ◆ The safest place is in the open. Take cover in a doorway or archway if you cannot get to a clear area.
- ◆ Stay low, close eyes, and cover ears and head with forearms.
- ◆ Do not enter buildings until they have been officially declared safe.
- ◆ Be prepared for after shocks.
- ◆ Keep a radio on for information and updates.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

## EXPLOSION, HAZMAT, CHEMICAL SPILL

Action Step	Primary Person Responsible	If Primary Not Available
Evacuate Room/Floor/Building Effected	Teachers	Campus Security
Gather information on scope and extent of damage, hazard	School Resource Officer/Campus Security	Maintenance & Operations Staff
Seal and isolate location of emergency	Maintenance/Custodial	Campus Supervisors
Call 911/OCFA to report address, building, floor, room, campus location (compass directions)	Administrative Team	Administrative Team
Radio campus supervisors to inform them of response by OCFA	Room 100 Office Manager	Textbook Clerk
Shutdown electricity and gas to effected building if safe to do so and if necessary	Maintenance/Custodial	Campus Security
Ensure orderly evacuation of students and staff	Support Staff	Campus Supervisors
Establish Command Post	Administrative Staff	Administrative Staff
Contact Foundation Office Staff to report to Command Post for PIO Support	Room 100 Office Manager	Textbook Clerk
Verify attendance of all classes	Attendance Office/Room 101 Staff	Attendance Office/Room 101 Staff
Report missing students and staff to Command Staff and OCFA	Attendance Office/Room 101 Staff	Attendance Office/Room 101 Staff
Establish perimeter around school campus; designate teachers for Facility Security	School Resource Officer/Campus Security	Maintenance & Operations Staff
Establish Action Plan	Administrative Team	Administrative Team
Communicate Action Plan to Section Leaders	Textbook Clerk	Foundation Staff
Communicate notice on OCSA Emergency Twitter	Foundation Staff	Foundation Staff
Establish medical triage location for possible injuries	Health Office	Health Office
Establish biohazard, chemical detox location	OCFA	OCFA
Formulate parent reunification plan	Attendance Office	Room 101 Staff
Update staff every 15 minutes until conclusion of incident	Textbook Clerk	Foundation Staff
Update OCSA Emergency Twitter every 30 minutes	Foundation Staff	Foundation Staff

For an explosion,

- ◆ Remain calm.
- ◆ Immediately drop to the floor, close eyes, clasp both hands behind neck, and cover ears and head with forearms.

When the explosion(s) have stopped,

- ◆ Keep everyone inside the location unless instructed to evacuate.
- ◆ Close windows, shut off vents, turn off fans, seal gaps at windows and doorways.
- ◆ Do not smoke, light matches or activate any electrical or equipment switches.
- ◆ Avoid inhaling toxic fumes if possible.
- ◆ Monitor individuals for any signs of injury and report as soon as possible to command or emergency personnel.

For hazardous materials or chemical spill,

- ◆ Stay away from the hazard source. Do not touch or step in any of the material.
- ◆ Do not eat or drink anything; it may be contaminated.
- ◆ Isolate any individuals that may have become contaminated.
- ◆ Monitor individuals for any signs of medical distress and report as soon as possible to command or emergency personnel.

If evacuation is indicated,

- ◆ Proceed uphill, upstream or upwind of the material, fumes or smoke.
- ◆ Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- ◆ Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- ◆ Quickly assemble in an area away from the exit door and any emergency operations.
- ◆ Do not return to the building unless instructed to do so.

Dial 911 as soon as possible and report the incident to The Receptionist Desk or Security (press buttons on phone) and/or supervisor. Submit any requested documentation immediately.

### **List of Hazardous Materials Locations:**

<b>Building</b>	<b>Floor</b>	<b>Room</b>	<b>Description</b>
Tower	1	111	Industrial Cleaning Supplies
Tower	5	503B	Biology Sciences Supplies
Tower	6	603B	Chemistry Science Supplies
Visual Arts	1	VA110	Propane storage for Welding

# FIRE

<b>VERIFIED FIRE ACTION STEPS</b>		
Action Step	Primary Person Responsible	If Primary Not Available
Evacuate Building Effected	Teachers	Security
Gather information on scope and extent of fire (location, ignition point, etc.)	Maintenance & Operations Staff	Room 100 Staff
Call 911/OCFA to report address, building, floor, room, campus location (compass)	Administrative Team	Administrative Team
Radio campus supervisors to inform them of response by OCFA	Room 100 Office Manager	Textbook Clerk
Shutdown electricity and gas to effected building if safe	Maintenance & Operations Staff	Maintenance & Operations Staff
Ensure orderly evacuation of students and staff	Teachers/Support Staff	Teachers/Custodial
Establish Command Post	Administrative Team	Administrative Team
Contact Foundation Office Staff to report to Command Post for PIO Support	Room 100 Office Manager	Textbook Clerk
Verify attendance of all classes	Attendance Clerk/Room 101 Staff	Attendance Clerk/Room 101 Staff
Report missing students and staff to Command Staff and fire department	Attendance Clerk/Room 101 Staff	Attendance Clerk/Room 101 Staff
Establish perimeter around school campus; designate teachers for Facility Security	School Resource Officer/Campus Security	Maintenance/Custodial
Establish Action Plan	Administrative Team	Administrative Team
Communicate Action Plan to Section Leads	Textbook Clerk	Room 100 Office Manager
Communicate notice on OCSA Emergency Twitter	Foundation Staff	Foundation Staff
Establish medical triage location for possible injuries	Health Office	Health Office
Formulate parent reunification plan	Attendance Office	Room 101 Staff
Update staff every 15 minutes until conclusion of incident	Textbook Clerk	Foundation Staff

<b>FALSE ALARM ACTION STEPS</b>		
Evacuate Building Effectuated	Teachers	Campus Security
Gather information on scope and extent of fire (location, ignition point, etc.); verify false alarm	Maintenance & Operations Staff/Campus Security	Maintenance & Operations Staff/Campus Security
Call OCFA and alarm company to verify false	Maintenance & Operations Staff	Maintenance & Operations Staff
Establish Command Post	Administrative Team	Administrative Team
Ensure orderly evacuation of students and staff	Teachers/Support Staff	Teachers/Custodial
Verify attendance of all classes	Attendance Office	Room 101 Staff
Reset alarm panel and pull stations, open all fire doors	Maintenance & Operations Staff	Maintenance & Operations Staff
Ensure orderly return to building for all classes	Teachers/Support Staff	Teachers/Custodial

If you smell smoke or see flames, contact The Receptionist Desk or Security (press buttons on phone), or William Wallace x6401. That person will assess the situation and take appropriate action. If the situation is already out of hand and assistance is not available, dial 911 and be prepared to:

- ◆ State the nature of the emergency.
- ◆ State your name and a phone number at your location.
- ◆ State the building address and room number or area of the building.
- ◆ Remain on the phone until told to hang up.
- ◆ Ask someone to meet emergency officials at the street.
- ◆ Use the fire extinguisher nearest you, if personal safety permits.
- ◆ **DO NOT USE A FIRE EXTINGUISHER ON AN ELECTRICAL FIRE. EVACUATE IMMEDIATELY.**

Use nearest designated evacuation route exit and assembly area unless otherwise instructed.

- ◆ If smoke is present, stay close to the floor.
- ◆ Cover your mouth and nose with a wet cloth.
- ◆ Do not open hot doors. Before opening a door, touch it near the top to see if it is warm.
- ◆ Close doors behind you as you exit. Do not use elevators.
- ◆ Hold handrails. If no broken glass, remove high heels to avoid tripping.
- ◆ Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- ◆ Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- ◆ After exit, quickly assemble in an area away from the exit door and any emergency operations.
- ◆ Report attendance and injuries to command personnel.
- ◆ Do not return to the building until you are instructed to do so.
- ◆ Keep building entrances and access roads clear for emergency personnel and vehicles.

If evacuation is not possible:

- ◆ Put closed doors between yourself and the smoke and heat.
- ◆ Stay close to the floor.
- ◆ Cover your mouth and nose with a wet cloth.
- ◆ Seal cracks around windows and doors.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

## LOCKDOWN/LOCKOUT

Action Step	Primary Person Responsible	If Primary Not Available
Order Lockdown of all buildings and rooms	Administrative Team	Academic Advisors
Contact 911/School Police (714-558-5535) to report the lockdown situation and reason for it	Administrative Team	Academic Advisors
Lock down all access doors in Access Control	Dean/IT Staff	Dean/IT Staff
Communicate to Campus Security to lock all exterior doors for all buildings	Campus Security	Maintenance/Custodial
Establish Command Post	Administrative Team	Administrative Team
Contact Foundation Staff to report to Command Post for PIO Support	Room 100 Office Manager	Textbook Clerk
Establish Action Plan	Administrative Team	Administrative Team
Gather information on location, floor, room, etc.	Police/Campus Security	Learning Specialist
Gather floorplans for law enforcement use	Dean/Director of Maintenance & Operations	Dean/Director of Maintenance & Operations
Establish perimeter around school campus; designate teachers for Facility Security	Police/Campus Security	Maintenance/Custodial
Communicate with classrooms via email or telephone	Learning Specialist/Textbook Clerk	Room 100 Office Manager/Textbook Clerk
PIO communicates notice on OCSA Emergency Twitter	Foundation Staff	Foundation Staff
Monitor media coverage of incident	Foundation Staff	Foundation Staff
Establish medical triage location for possible injuries	Health Office	Health Office
Formulate parent reunification plan	Attendance Office	Room 101 Staff
Update staff every 15 minutes until conclusion of incident	Textbook Clerk	Foundation Staff
Update OCSA Emergency Twitter every 30 minutes	Foundation Staff	Foundation Staff
Maintain facility security and student supervision	Campus Security/Teachers	Maintenance/Custodial

<b>ACTION</b>	<b>SIGNALED BY</b>	<b>TEACHER ACTION</b>
Lockdown	PA announcement: "This is a <b>LOCKDOWN</b> , this is not a drill."	Lock down all rooms and keep students away from doors and windows
Lockout	PA announcement: "This is a <b>LOCKOUT</b> , this is not a drill. Please keep all students inside."	Keep all students inside of rooms, await further instructions

**LOCKDOWN vs. LOCKOUT**

A lockdown is called when there is a need to shelter in place for all students and staff, such as a violent intruder. A LOCKOUT is called when there is a potential threat in the area, and all students and staff should be kept inside.

If an intruder or a threat to safety is identified in the building or in the immediate area, a lock down may be declared by command or emergency personnel. In this situation, immediate action is required.

If in the building,

- ◆ Lock all doors.
- ◆ Keep students and staff away from doors and windows.
- ◆ Move to a secure (concealed or walled) area of the building. (not a bathroom)
- ◆ If gunshot or explosion is heard, drop to the floor and seek cover.
- ◆ Move a telephone into the secure area and call 911 as soon as possible.
- ◆ Account for all students and staff. Notify police to cover or contain students and staff who may be outside the building.
- ◆ If a medical emergency arises, render first aid and report to command or emergency personnel.
- ◆ Maintain a calm environment.
- ◆ Stay where you are until instructed otherwise by command or emergency personnel, even if the school/work day is over.
- ◆ Guard outside exits to prevent anyone from leaving the building.
- ◆ Update locked down personnel at 5-10 minute intervals, as information is received from command or emergency personnel. If possible, monitor email and listen for announcements over PA.

If outside,

- ◆ Proceed immediately to a secure area.
- ◆ Remain there until instructed otherwise by command or emergency personnel, even if the school/work day is over.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

## POWER OUTAGE

Action Step	Primary Person Responsible		If Primary Not Available
Communicate with classrooms and direct teachers and students to wait for further instructions	Assistant Principal/ Academic Advisors		Room 101 Staff
Check/verify extent of loss of power for campus and surrounding buildings	Maintenance & Custodial Staff		Campus Security
Designate 2 person teams to check elevators and bathrooms in each campus building	Annex	Campus Security	Maintenance Staff
	Tower	SRO/Dean	Maintenance Staff
	Tech Building	IT Staff	Attendance Office
	Symphony Hall	Maintenance Staff	Campus Security
	Visual Arts	VA Staff	VA Staff
	Webb	Webb Staff	SRO/Dean
	DMS	Campus Security	Maintenance Staff
Shutdown servers and backup data for all critical systems at school	IT Staff		Webmaster
Designate Building Leads to communicate with teachers and students in each building	Annex	Dir of Spec. Ed	Learning Specialist
	Tower	Acad Adv (A-G)	Acad Adv (H-O)
	Tech Building	IT Staff	Dir of FTV
	Sym Hall	Acad Adv (P-Z)	Dir of P&D
	Visual Arts	Dir of VA	VA Staff
	Webb	Webb Mgr	CFO
	DMS	Dir of IM	Dir of CV
Building Leads establish Floor Leads as the point of contact for each floor	Teachers		Teachers
Contact Southern California Edison to report loss of power (800-611-1911)	Maintenance & Custodial Staff		Maintenance & Custodial Staff
Establish Command Post and Action Plan for incident	Administrative Team		Administrative Team
Communicate Action Plan to Building Leads	Textbook Clerk		Room 100 Office Manager
Communicate notice on OCSA Emergency Twitter	Foundation Staff		Foundation Staff
Communicate with Building Leads every 15 minutes	Textbook Clerk		Room 100 Office Manager
Communicate with Southern California Edison every 30 minutes	Maintenance & Custodial Staff		Maintenance & Custodial Staff
Evacuate building if situation requires	Administrative Team		Administrative Team

During power outage,

- ◆ Use public or cell phones to communicate.
- ◆ Keep students calm and in your classroom for further instructions. If students need to leave, send students in pairs.
- ◆ Shut down computers. (It is advisable to back up computer files at least weekly.)
- ◆ Emergency lights are powered in specified areas for sixty (60) minutes.
- ◆ Flashlights will be distributed for assistance.

For suspected or actual utility break or water/gas leak,

- ◆ Evacuate the immediate area.
- ◆ Do not touch fallen wires.
- ◆ Check circuit breakers, pilot lights and other potential sources of the problem.
- ◆ Do not return to the area until instructed to do so.

# EVACUATION

## EVACUATION ROUTES OUT OF BUILDINGS

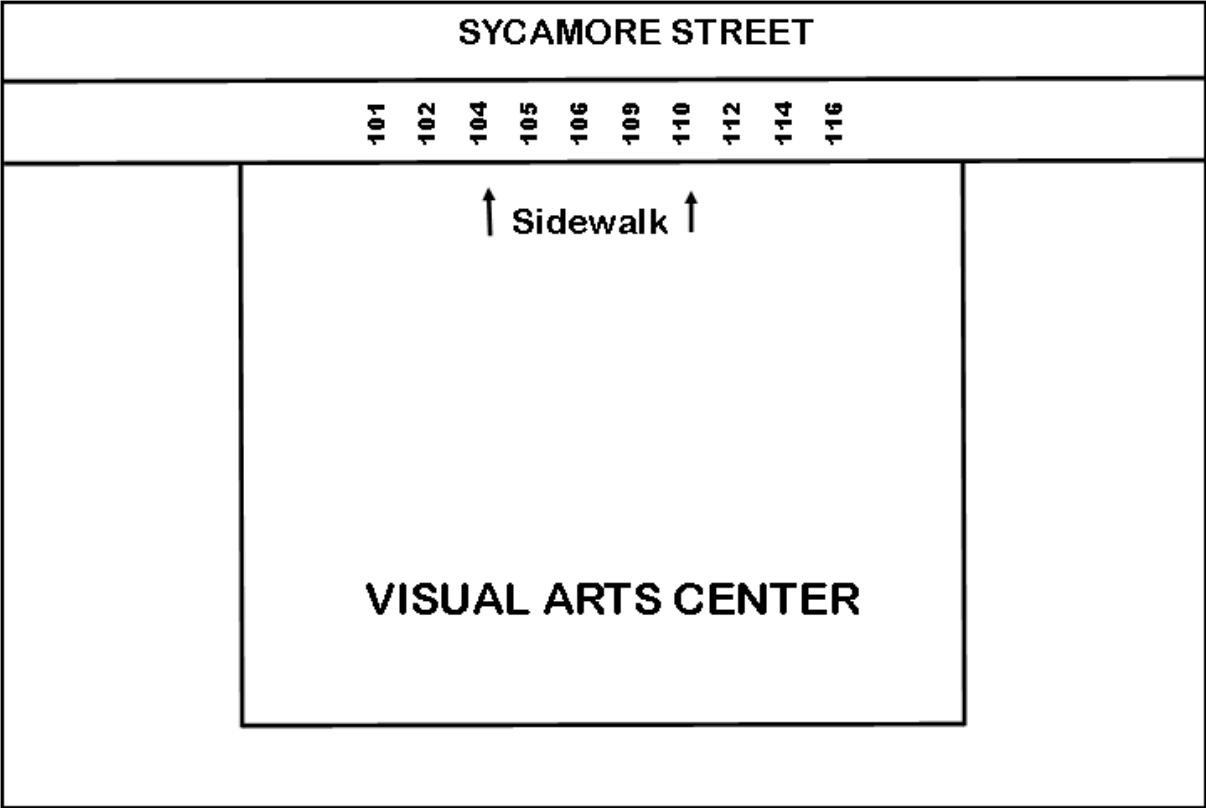
In the event of an emergency, teachers are asked to stay on campus for as long as their assistance is needed.

### POTENTIAL EMERGENCIES

Disaster	Signal	Action
<b>FIRE</b>	<ul style="list-style-type: none"> <li>• Intermittent bell</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuate</li> </ul>
<b>EARTHQUAKE</b>	<ul style="list-style-type: none"> <li>• Building shaking</li> <li>• Intermittent bell</li> <li>• No bell sounds</li> </ul>	<ul style="list-style-type: none"> <li>• Duck and cover</li> <li>• Evacuate when intermittent bell sounds</li> <li>• Use best judgment to evacuate if bell fails</li> </ul>
<b>INTRUDER</b>	<ul style="list-style-type: none"> <li>• PA announcement this is a lockdown. This is not a drill.</li> </ul>	<ul style="list-style-type: none"> <li>• Lock down all rooms, and keep students away from doors and windows</li> </ul>
<b>LOSS OF POWER</b>	<ul style="list-style-type: none"> <li>• Lights shut off</li> <li>• Phones/electrical equipment do not work</li> <li>• Elevators do not work</li> </ul>	<ul style="list-style-type: none"> <li>• Remain in classroom for further instructions</li> </ul>
<b>CLASSROOM INCIDENT</b>	<ul style="list-style-type: none"> <li>• Various actions will indicate a classroom emergency in progress</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Call security from classroom phone</b></li> <li>• <b>Call Health Office &amp; 911 if appropriate</b></li> <li>• Move students away from emergency</li> </ul>

**EVACUATION ROUTES OUT OF BUILDINGS**

Rooms/Buildings	Direction to Evacuate the Building	Evacuation Area
VAC	Through Sycamore Doors	Sycamore Street



## EVACUATION PROCEDURES

1. Bring your class roster and Emergency Accountability Sheet. Lock your classroom door behind you.
2. Once you have arrived at your designated location, have all students sit down in line. Complete the Emergency Accountability Report and send your attendance to the designated collection point for recording.
3. Bring your class roster and Emergency Accountability Sheet. Lock your classroom door behind you.

Evacuation of the building or work area may seem necessary to protect individuals from unknown or suspected danger, potential injury, or toxic exposure. Evacuation should not be automatic. You may be safer where you are. Heed the instructions of emergency officials or command and evacuation personnel.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- ◆ Take your purse or wallet and cellular phone with you. Do not take time to collect belongings or to shut down computers.
- ◆ Assist handicapped persons and anyone with manageable injuries.
- ◆ Do not attempt to move anyone who is severely injured.
- ◆ DO NOT run, use elevators, or close doors behind you.
- ◆ DO NOT smoke, light matches or activate any equipment or electrical switches.
- ◆ STAY AWAY from any structures, debris or utility lines.
- ◆ Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- ◆ Report attendance and injuries to command personnel as quickly as possible.
- ◆ Assemble with your division in the designated area and remain there until instructed otherwise.
- ◆ Do not attempt to reenter the building until it has been officially declared safe.
- ◆ Do not leave the site unless instructed to do so.

If officials are not present, assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone) and one of the following individuals. Submit any requested documentation immediately.

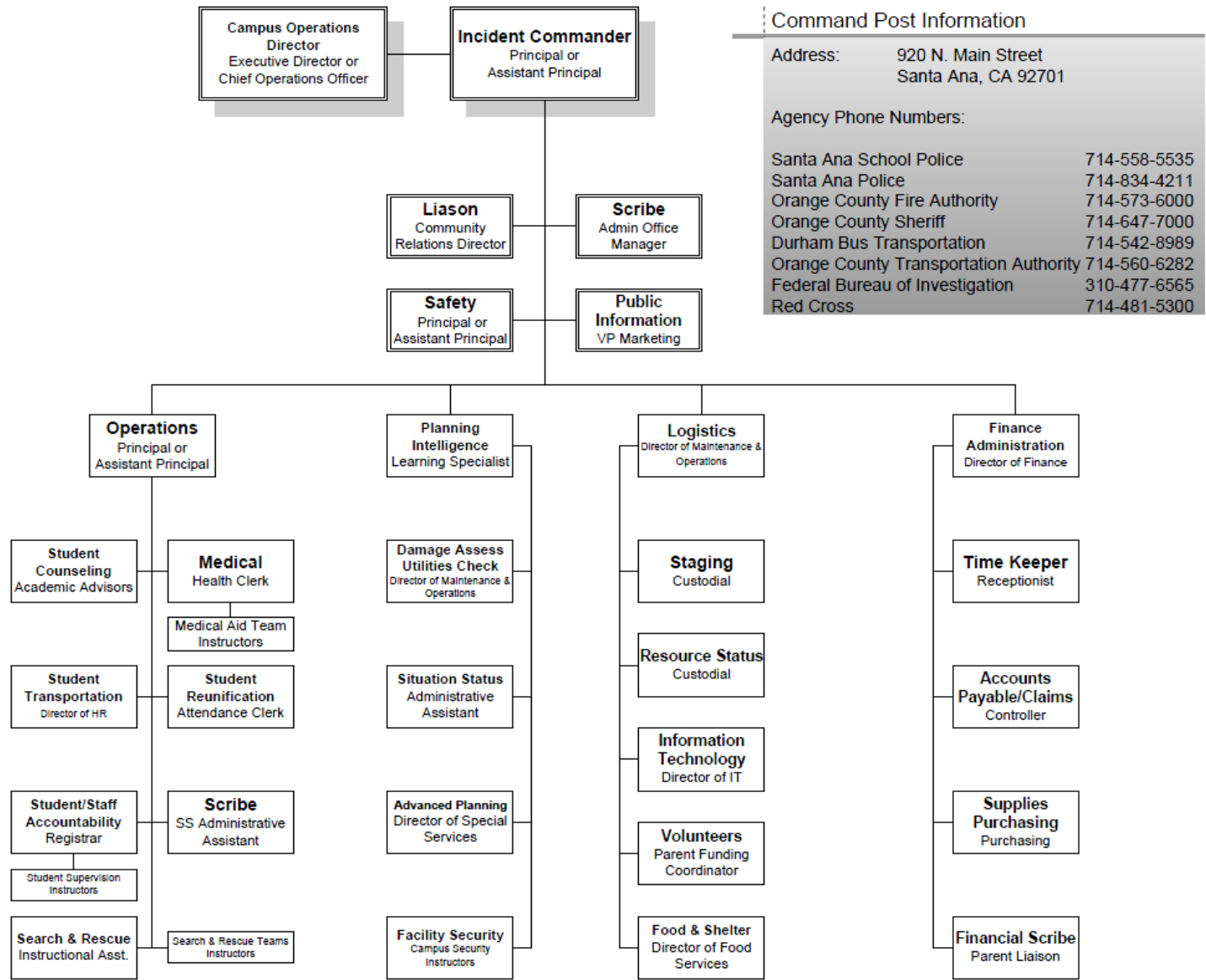
List emergency contact numbers here:

SRO Chris Mireles (323) 717-2170  
William Wallace (714) 457-3971  
Becca Freeland (310) 463-8485  
Sally Lopez (562) 619-0882  
Teren Shaffer (949) 292-7120

## **EMERGENCY DURING NON-INSTRUCTIONAL TIME (including Block 7)**

If an emergency takes place during a non-instructional part of the day, (before or after school, nutrition, lunch, etc.) go to the evacuation location for your **PREVIOUSLY SCHEDULED CLASS**.





## **Incident Command Structure Job Descriptions**

**CAMPUS OPERATIONS DIRECTOR** – The Executive Director or Chief Operations Officer, referred to as the Campus Operations Director is responsible for:

- Establishing the basic policies which govern the Emergency Management Organization
- Declaring an emergency when required
- Functioning as the highest level of authority during an emergency

**INCIDENT COMMANDER** – The Deans, referred to as the Incident Commander, has complete authority and responsibility for the overall operations of the incident. This includes activating, directing, and managing the Command Post; establishing objectives and strategies; approving action plans developed by Command Post staff to implement objectives and strategies; and approving requests for ordering or releasing resources through mutual aid. The Incident Commander directs the emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegates tasks, and provides the Campus Operations Director with current information on the status of the emergency response. The Incident Commander is responsible for:

- Ensuring the emergency organization follows established policies and procedures
- Establishing priorities for the use of personnel and resources
- Authorizing deviations of procedures for implementing the emergency plan
- Adjudicating conflicting demands for support
- Managing the recovery process
- Developing strategies and tactics
- Ordering and/or releasing resources
- Assessing the situation and/or obtain a briefing from the prior Incident Commander
- Determining incident objectives and strategies
- Establishing immediate priorities
- Establishing an Incident Command Post
- Establishing an appropriate organization
- Ensuring planning meetings are scheduled as required
- Approving and authorizing the implementation of Incident Action Plans
- Ensuring that adequate safety measures are in place
- Coordinating activities for all Command and General Staff
- Coordinating with key people and officials
- Approving requests for additional resources or for the release of resources
- Keeping the Campus Operations Director informed of the incident status
- Authorizing the release of information to the news media
- Ordering the demobilization of the incident when appropriate

The Incident Commander is assisted by the following staff:

**PUBLIC INFORMATION OFFICER (PIO)** – The Vice President of Marketing and Special Events, referred to as the Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the emergency. The PIO, with the assistance of the Personnel Unit (Student and Personnel Accountability) provides information to employees, students, parents, and the general campus community. The PIO is the point of contact for the public and the news media, coordinating releases for the school and with other agencies, and holding news conferences as necessary. The PIO is responsible for establishing a Rumor Control Center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means. The PIO shall:

- Determine from the Incident Commander if there are any limits on information release
- Establish “news center” site as a media reception area, away from Command Post
- Develop materials for use in media briefings
- Obtain the Incident Commander’s approval of media releases
- Inform media and conduct media briefings
- Arrange for tours and other interviews or briefings that may be required
- Obtain media information that may be useful to incident planning
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel
- Maintain a log of activities

**LIAISON OFFICER** – Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Director of Community Programs, referred to as the Liaison Officer is the contact person for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. The Liaison Officer functions as the point of contact for the supporting agencies and mutual aid agency representatives. The Liaison Officer assists with intergovernmental communications and liaison. This may include representatives from other law enforcement agencies, fire services, emergency medical providers, city and county agencies, and private organizations. The Liaison Officer shall:

- Determine an operating area with necessary supplies and equipment
- Be a contact point for Agency Representatives
- Maintain a list of assisting and cooperating agencies and Agency Representatives
- Assist in establishing and coordinating inter-agency contacts
- Keep agencies supporting the incident aware of incident status
- Monitor incident operations to identify current or potential inter-organizational problems
- Participate in planning meetings, provide current resource status, including limitations and capability of assisting agency resources
- Maintain a log of activities

**SAFETY OFFICER** – The Deans, referred to as the Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring

student and personnel safety. The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be outside the scope of the incident action plan. The Safety Officer is the point of contact for coordinating the response and deployment of counseling and psychology personnel for critical incident stress management.

The Safety Officer's function is to develop and recommend measures for assuring student and personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety Assistants may have specific responsibilities such as assessing hazardous materials incidents. The Safety Officer shall:

- Participate in planning meetings
- Identify hazardous situations associated with the incident
- Review the Incident Action Plan for safety implications
- Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the Incident Action Plan
- Investigate accidents that have occurred within the incident area
- Assign assistants as needed
- Review and approve the medical plan
- Maintain a log of activities

**COMMAND POST SCRIBE** – The Room 100 Office Manager, referred to as the Command Post Scribe, is responsible for maintaining a log and time record of all activities within the Command Post. The Scribe will record time and description of all communications, Incident Action Plans, mobilization/demobilization of units and maintain all records for the Command Staff.

## **OPERATIONS SECTION**

**OPERATIONS CHIEF** – The Deans, referred to as the Operations Chief, is responsible for overseeing and managing the tactical operations of the various response elements involved in the disaster/emergency. The Operations Chief will:

- Assist in the development of the Operations portion of the Incident Action Plan
- Supervise the execution of the Incident Action Plan
- Ensure safe tactical operations
- Request additional resources to support tactical operations
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary
- Maintain close communication with the Incident Commander
- Coordinate units within the Operations Section
- Maintain a log of activities

The Operations Section includes the following units:

**STUDENT COUNSELING UNIT** – staffed by the Academic Advisor is responsible for:

- Assisting students with stress management
- Responding to student grief situations
- Maintaining a log of activities

**MEDICAL UNIT** – staffed by the Health Clerk, is responsible for:

- Developing a Medical Aid Plan
- Coordinating and obtaining medical aid for students, employees, and visitors during the emergency/disaster
- Preparing reports and records
- Maintaining a log of activities

**STUDENT TRANSPORTATION UNIT** – staffed by the Director of Human Resources, is responsible for:

- Coordinating and providing transportation for evacuations as necessary
- Coordinating and providing vehicles to transport critical supplies and emergency workers as necessary
- Maintaining a log of activities

**STUDENT/STAFF ACCOUNTABILITY UNIT** – staffed by the Registrar, is responsible for:

- Maintaining an updated list of class sections each semester with student totals for each section
- Maintaining an accurate list of enrolled students at the school
- Receiving and verifying all emergency attendance sheets
- Coordinating with the Attendance Clerk for known student absences
- Communicating with the Search and Rescue Unit for students known to still be inside campus buildings
- Developing a plan for student supervision until reunification can take place
- Preparing reports and records
- Assisting the Student Reunification Unit with student-parent reunification
- Maintaining a log of activities

**STUDENT REUNIFICATION UNIT** – staffed by the Attendance Clerk, is responsible for:

- Maintaining an accurate record of student attendance each day
- Maintaining emergency cards for each student
- Assisting the Registrar and Director of Human Resources in receiving and verifying emergency attendance sheets during an emergency/disaster
- Developing a Student-Parent Reunification Plan
- Preparing reports and records

- Maintaining a log of activities

**OPERATIONS SECTION SCRIBE** – staffed by the Administrative Assistant to the Student Services Office, is responsible for maintaining a log to record the activities of the Operations Section.

**SEARCH AND RESCUE UNIT** – staffed by the Instructional Assistant, is responsible for:

- Organizing search and rescue teams
- Searching predetermined areas of the campus, in established patterns, after a disaster
- Locating endangered, trapped, disabled and/or isolated persons.
- Coordinating with the Student/Staff Accountability Unit to determine known absences and/or missing individuals
- Rescuing any trapped or injured persons according to established rescue plans
- Assisting injured persons with first aid
- Sending for help if the person cannot be safely moved
- Extinguishing small fires

## **PLANNING AND INTELLIGENCE SECTION**

**PLANNING AND INTELLIGENCE CHIEF** – The Learning Specialist, referred to as the Planning Chief, is responsible for collecting, evaluating and disseminating the incident information needed to measure the size, scope, and seriousness of an incident, and to plan an appropriate response. The Planning Chief will:

- Assist in the development of the Incident Action Plan
- Supervise the execution of the Incident Action Plan
- Gather intelligence on the incident for use in planning meetings
- Develop a plan of action that will last for the duration of the incident
- Anticipate necessary materials and resources needed for the incident
- Maintain close communication with the Incident Commander
- Coordinate units within the Planning and Intelligence Section
- Maintain a log of activities

The Planning and Intelligence Section includes the following units:

**DAMAGE ASSESSMENT AND UTILITIES CHECK UNIT** – staffed by the Co-Director of Maintenance and Operations, is responsible for:

- Checking all facilities for damage
- Checking all utilities and disconnecting or shutting down if necessary
- Maintaining communication with the Planning and Intelligence Chief
- Coordinating with the Search and Rescue Unit to locate injured students and staff
- Maintaining a log of activities

**SITUATION STATUS UNIT** – staffed by the Textbook Clerk is responsible for:

- Disseminating the status of the incident to all units at regular intervals
- Maintaining communication with the Planning and Intelligence Chief
- Developing reports that can be approved by the Planning and Intelligence Chief for distribution
- Developing reports that can be read by the Public Information Officer during media briefings
- Maintaining a log of all activities

**ADVANCED PLANNING UNIT** – staffed by the Director of Special Services is responsible for:

- Collecting intelligence that can be shared with the Planning and Intelligence Chief for use in the Incident Action Plan
- Anticipating changes in the incident situation
- Using community connections to anticipate changes in the incident
- Maintaining communication with the Planning and Intelligence Chief
- Maintaining a log of all activities

**FACILITY SECURITY UNIT** – staffed by Campus Security and Teachers/Instructors, are responsible for:

- Preventing unauthorized individuals from entering campus buildings during a disaster/emergency
- Reporting individuals trying to access buildings during an incident
- Assisting law enforcement to provide perimeter security

## **LOGISTICS SECTION**

**LOGISTICS CHIEF** – The Co-Director of Maintenance and Operations, referred to as the Logistics Chief, is responsible for overseeing and managing the supply and staffing needs of the disaster/emergency. The Logistics Chief will:

- Assist in the development of the Logistics portion of the Incident Action Plan
- Supervise the execution of the Incident Action Plan
- Acquire the resources needed to assist emergency responders
- Develop a long range plan for needs like food, water, and bathroom facilities
- Maintain close communication with the Incident Commander
- Coordinate units within the Logistics Section
- Maintain a log of activities

The Logistics Section includes the following units:

**STAGING UNIT** – staffed by the Custodian, is responsible for gathering and preparing supplies needed for campus operations and emergency responders. The Staging Unit will:

- Bring the disaster supplies contained within the container in the Tower parking lot to the Command Post
- Respond to requests for additional materials from the Logistics Chief
- Maintain communication with the Logistics Chief
- Maintain a log of all activities

**RESOURCE STATUS UNIT** – staffed by the Custodian, is responsible for gathering intelligence on quantities of supplies necessary for the Operations Section and emergency responders. The Resource Status Unit will:

- Establish a list of available resources and quantities of each resource
- Maintain communication with the Logistics Chief
- Respond to requests for additional materials from the Logistics Chief
- Work in conjunction with the Staging Unit to gather and prepare resources for the Operations Section and emergency responders
- Prepare reports and records

**INFORMATION TECHNOLOGY UNIT** – staffed by the Director of Information Technology, is responsible for reestablishing and maintaining necessary IT systems during an emergency/disaster. The Information Technology Unit will:

- Secure the software and database systems for the school.
- Ensure that school information has been backed up and archived appropriately
- Reestablish internet connections in the school and the Command Post
- Provide the Command Post with 2 work stations and a printer when ICS is activated
- Maintain communications with the Logistics Chief
- Maintain a log of all activities

**VOLUNTEER UNIT** – staffed by the Parent Funding Contract Coordinator, is responsible for coordinating volunteers who arrive at the school during an emergency/disaster. The Volunteer Unit will:

- Develop an action plan for registering volunteers and their capabilities
- Maintain a record of all volunteers and their abilities when they arrive at the school
- Maintain communication with the Logistics Chief
- Assign volunteers to necessary jobs requested from the Logistics Chief
- Maintain a log of all activities

**FOOD AND SHELTER UNIT** – staffed by the Director of Food Services is responsible for:

- Implementing the Care and Shelter plan

- Providing emergency shelter, food, water, and basic necessities for students, employees, and visitors following an emergency/disaster

## **FINANCE SECTION**

**FINANCE CHIEF** – The Director of Finance, referred to as the Finance Chief, is responsible for tracking incident related costs, personnel records, requisitions, and administrating procurement contracts required by the Logistics Section. The Finance Chief will:

- Develop a plan for acquiring necessary materials required for the disaster/emergency
- Develop a plan to maintain fiscal solvency during the disaster/emergency
- Track all purchases and expenditures related to the disaster/emergency
- Maintain communications with the Incident Commander
- Maintain a log of all activities

The Finance Section includes the following units:

**TIME KEEPER UNIT** – staffed by the Receptionist, is responsible for recording the events that are a part of the disaster/emergency. The Time Keeper Unit will:

- Record the times of all events that occur during the disaster/emergency
- Maintain communication with the Finance Chief
- Maintain communication with the section scribes
- Develop reports of all events
- Create a “master log” of all activities from all sections for incident debrief once the disaster/emergency is concluded

**ACCOUNTS PAYABLE UNIT** – staffed by the Controller, is responsible for paying for all necessary materials needed during the disaster/emergency. In addition, the Accounts Payable Unit will take steps to ensure that all staff members are paid on their normal schedule. The Accounts Payable Unit will:

- Provide the funding in order to purchase the necessary equipment and resources for emergency responders and the overall disaster/emergency
- Work closely with the Purchasing Unit to acquire necessary resources
- Develop a plan to maintain fiscal solvency for future purchases
- Develop a plan to maintain the payroll for staff
- Maintain communication with the Finance Chief
- Develop reports of all items/resources purchased during the incident
- Maintain a log of all activities

**PURCHASING UNIT** – staffed by the Business Office Administrative Assistant responsible for Purchasing, is responsible for purchasing the necessary materials and resources during the disaster/emergency. The Purchasing Unit will:

- Purchase all materials and resources necessary for emergency responders and the overall disaster/emergency
- Work closely with the Accounts Payable Unit to acquire the necessary funding
- Receive direction from the Finance Chief on purchases necessary
- Develop a plan for purchasing and acquiring materials when necessary
- Maintain communication with the Finance Chief
- Develop reports of items purchased
- Maintain a log of all activities

**FINANCE SECTION SCRIBE** – staffed by the Parent Liaison, is responsible for maintaining a log to record the activities of the Finance Section.