GOLETA UNION SCHOOL DISTRICT
2020-2021

SB 187 Comprehensive School Safety Plan Process & Templates

ELLWOOD SCHOOL

Ellwood Elementary School
7686 Hollister Ave., Goleta, CA 93117
805-571-3774
805-571-3775

Board Approved November 4, 2020

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Ellwood Elementary
School Safety Plan Signature Page

The undersigned members of Ellwood Elementary School Safety Planning Committee certify that the requirements for the SB 187 Comprehensive School Safety Plan have been met.

Principal

Ellwood Council President / Parent Representative

Teacher Representative

Classified Staff Representative

9-30-20

Law Enforcement Representative

Ellwood Elementary School
Safety Plan Goals

GOAL 1: During the 2020-2021school year, all certificated and classified staff will be trained on and practice Standard Response Protocol ("SRP") emergency procedures, and Standard Reunification Process, and will participate in monthly fire and earthquake drills and quarterly lockdown drills.

Strategy 1.1	All staff will receive safety information and training during faculty meetings.
Strategy 1.2	Teachers will train students on the correct procedures for emergency situations.
Baseline Data 1.1	In the 2019-2020 school year, seven drills were completed. Three school drills were not completed due to the COVID-19 school closures.
Assessment Data 1.1	Observation and feedback on drills to monitor confidence and competence.
Comments	Through ongoing training, practice and discussion the confidence and competency of staff and students will improve making drills more efficient and effective and better prepared in the event of a real emergency situation. The school will work with District Office Maintenance & Operation staff and the local sheriff, to help train and drill the school community. Ellwood offers after school programs which are included as a part of this plan. Ellwood provides a caring and safe environment for children after school. Our program includes @AfterSchool and after school vendors including Chess, Dance, Tennis, SB Symphony Strings, One Soccer,Drumming and others. Drills and training will be conducted annually.

GOAL 2: By the end of the 2020-2021 school year, we will have had training and practice on safety drills in connection with our new fire alarm system.

Strategy 2.1	All teachers and students will be trained on the new fire alarm system.
Strategy 2.2	We will conduct monthly disaster drills using the new fire alarm system.
Baseline Date 2.1	A new fire alarm system was installed in the summer of 2020.
Assessment Data 2.1	Records of monthly disaster drills and trainings. Observation and reflection from staff.
Comments	Through ongoing training and practice our staff will become familiar with the features of the new fire alarm system. We will learn how to operate drills related to fire, lockdown and lockout. We will also learn how to initiate a lockdown and lockout remotely from the classrooms. The district will support this goal with installation of the fire alarm system and upkeep the system as needed.

Ellwood Elementary School
Interim Safety Goal Report

To be completed by: September 30, 2020

Safety Plan Goals: status of strategy implementation; data on progress

Review of Goal I
GUSD maintains standards for Emergency Preparedness. Ellwood participated in the Great Shake Out training and drill, District-wide Emergency Drill, lockdown/lockout training and drills with the local police, and fire-drills.

Standard Response Protocols ("SRP") reviewed and implemented in the 2019-2020 school year to ensure the safety of the staff and students. Emergency equipment was reviewed and a list of needed items was provided to the District Office for purchase in order to ensure that Ellwood would be ready for a 72-hour site hold in the event of an emergency.

> Data: Emergency backpacks were provided to every classroom and building. New first aid kits aligned with the SRP were made for the school office. First aid kits were created and distributed to every class and building. 7 drills were held this school year – Lock-Out, Lock-Down, Evacuate, Shelter in Place or a combination of all of them.

Review of Goal II

Ellwood focused on student social/emotional/behavioral well-being. Every classroom utilized the District adopted social-emotional-learning ("SEL") curriculum, Second Step, a minimum of one time per week. Additionally, we collaborated with the Santa Barbara District Attorney

> Data: Number of office referrals, number of bullying incidents (physical, verbal, cyber), attendance at assemblies focused on Cyberbullying/bullying.

Strategy 1: Facilities & Safety

Ellwood strives to provide a safe and healthy environment for our students and staff.

Ellwood was originally annexed in 1966, and is currently comprised of seven rectangular concrete block classroom pods, five permanent modular classrooms, a multipurpose room, library and office building with school office, wellness center, workroom and staff lounge.

The table below shows the results of the most recent school facilities inspection. While reviewing this report, please note that even minor discrepancies are reported in the inspection process. The items noted in the table have been corrected or are in the process of remediation. The data in the table was collected in August 2020 with the support of Maintenance and Operations staff.

School Facilities Conditions				
Date of Last Inspection: 9/18/2020				
Overall Summary of School Facility Condition: **GOOD** ~~FAIR~~ ~~POOR~~				
Items Inspected	**Facility Component Status**			Deficiency/Remedial Actions Taken or Planned
	Good	**Fair**	**Poor**	
Systems (gas leaks, Mech/HVAC/Sewer)	x			
Interior	x			
Cleanliness (overall, pest/vermin infestation)	x			
Electrical	x			
Restrooms	x			
Fountains/Hydration Stations	x			
Safety (fire, hazardous materials)	x			
Structural (roofs, buildings)		x		Roofs are in fair condition
External (grounds, windows, doors, gates, fences)	x			

Cleaning Process

Ellwood provides a safe and clean environment for students, staff, and volunteers. The district has adopted cleaning standards for all schools. Basic cleaning operations are performed on a daily basis throughout the school year with emphasis on classrooms and restrooms. A joint effort between students and staff helps keep the campus clean and litter-free. The Principal works daily with the custodial staff to develop sanitation schedules that ensure a clean, safe, and functional learning environment.

Maintenance & Repair
A scheduled maintenance program is administered by GUSD's custodial staff on a regular basis, with heavy maintenance functions occurring during vacation periods. Additionally, a scheduled maintenance program is administered by Goleta Union School District to ensure that school grounds and facilities remain in excellent repair. A work order process is used when issues arise that require immediate attention. Emergency repairs are given the highest priority; repair requests are completed efficiently and in the order in which they are received.

Strategy 2: Suspension and Expulsion

The table below displays the suspension and expulsion rates at the school, in the district, and throughout the state. Expulsions occur only when required by law or when all other alternatives are exhausted. Suspensions and expulsions are reviewed annually to help evaluate the school's safe and healthy environment.

Suspensions and Expulsions						
	Suspensions			Expulsions		
	17-18	18-19	19-20	17-18	18-19	19-20
School	0%	0%	0%	0%	0%	0%
District	0%	0%	0%	0%	0%	0%
County						
State	3.5%			.1%		

Strategy 3: Tardies and Absenteeism

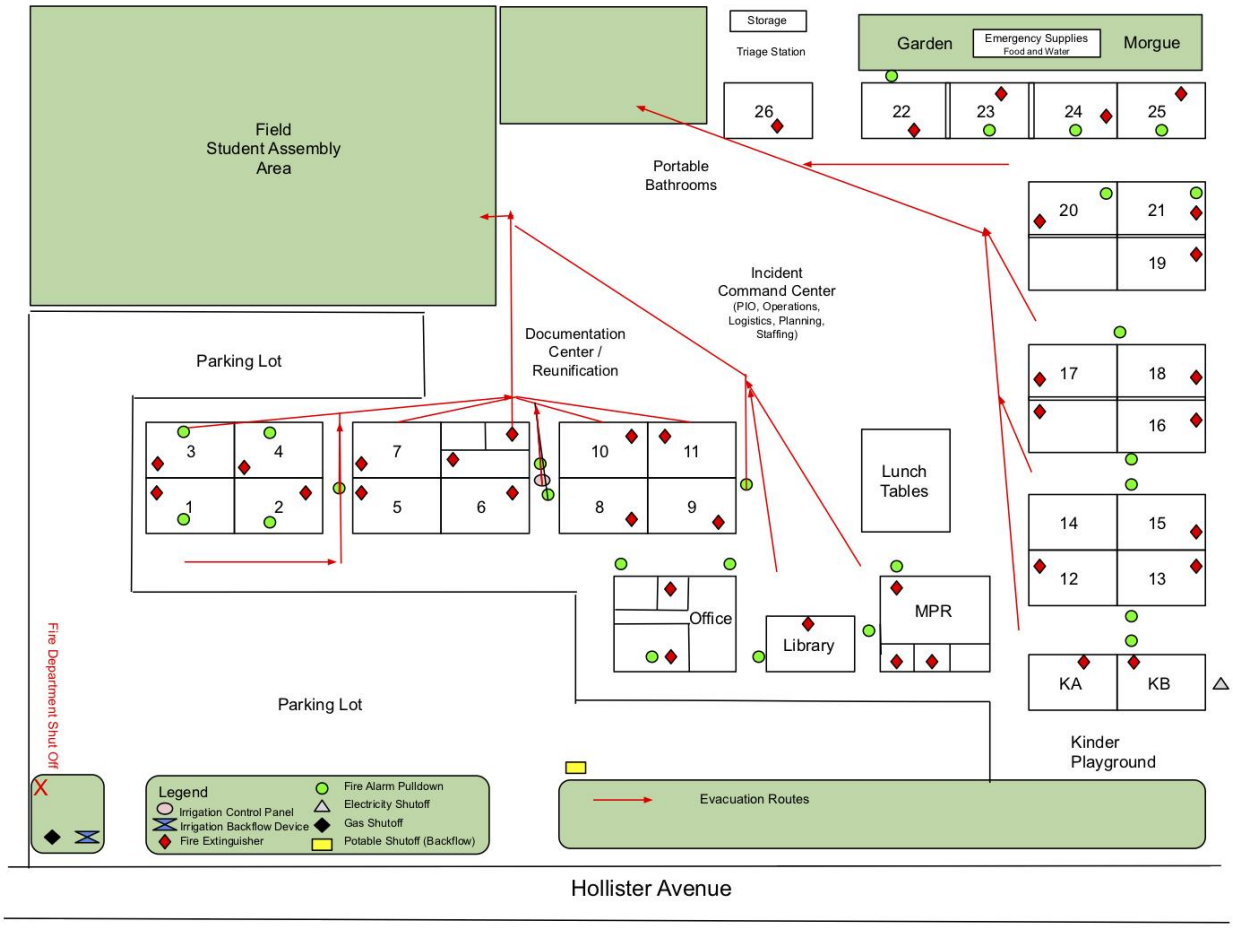
The table below displays the tardies and absenteeism rates at the school for the 2019-2020 school year.

Absenteeism	5%
Truancy	0.6%
Chronic Absenteeism	6%
Tardies	1,896
All Student Days Enrolled	71,755
Tardy Rate (unexcused & excused)	0.8%

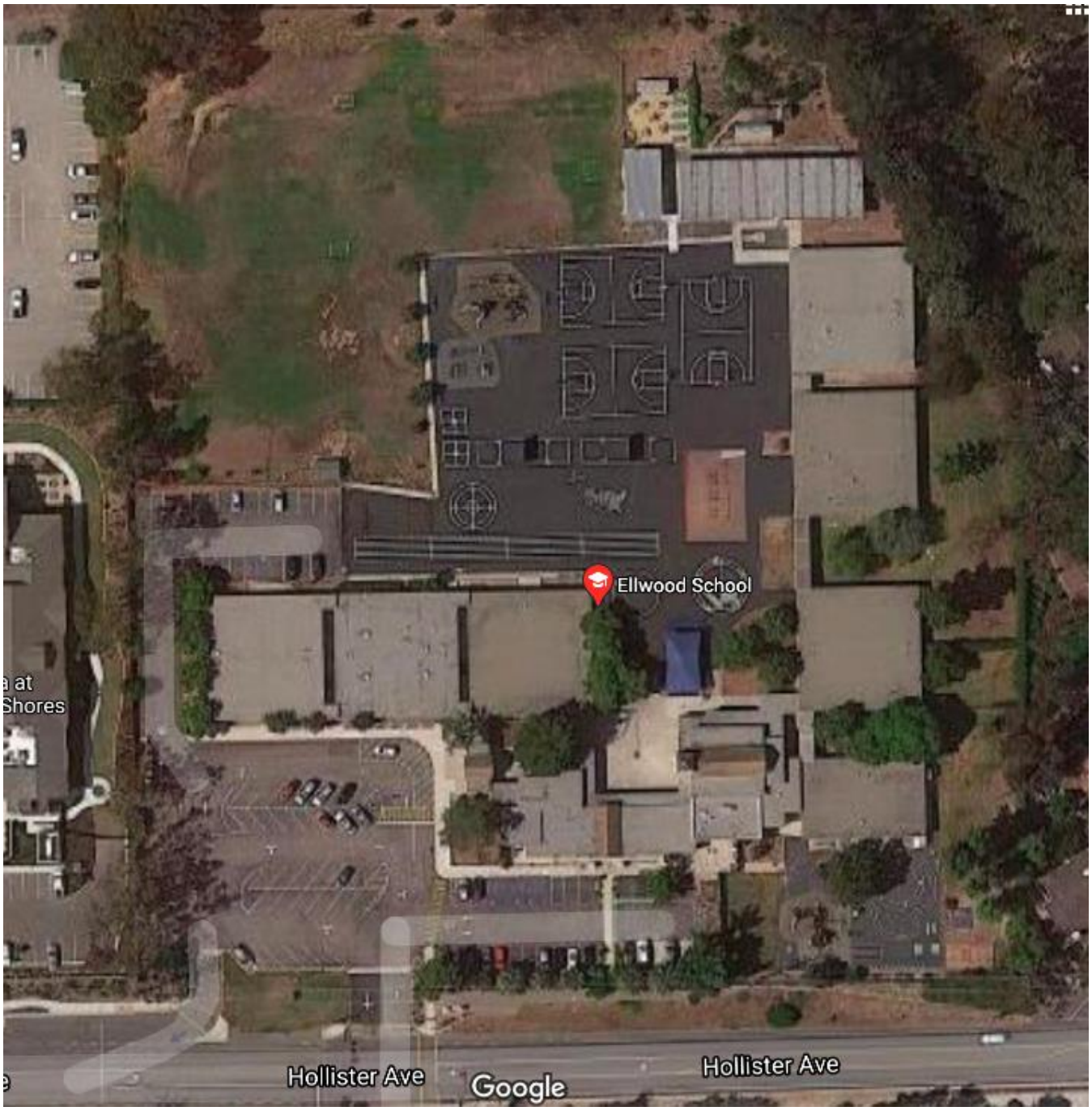
Discussion
Communication with staff and the students on safety concerns is important. All safety concerns should be discussed and reported immediately.

Next Steps
(a) Review the process and procedures annually.
(b) Report to the Safety Committee monthly any hazards that may occur.

Ellwood Elementary School
Disaster Map



Ellwood Elementary School - Evacuation / Disaster Map - Goleta Union School District


Ellwood School
Hollister Ave
Google
Hollister Ave

Ellwood Elementary School
Staging Areas

Command Posts

One primary and one secondary area for the Command Post to be stationed in the event of a district emergency.

Primary: Blacktop (Fire Drills, Evacuations)

Secondary: Field (Fire Drills, Evacuations)

Off Site School Evacuation Centers

To be determined in conjunction with Pupil Services.

Primary: Brandon School

Secondary: Sandpiper Golf Course / Bacara Resort / Raytheon / LogMeIn

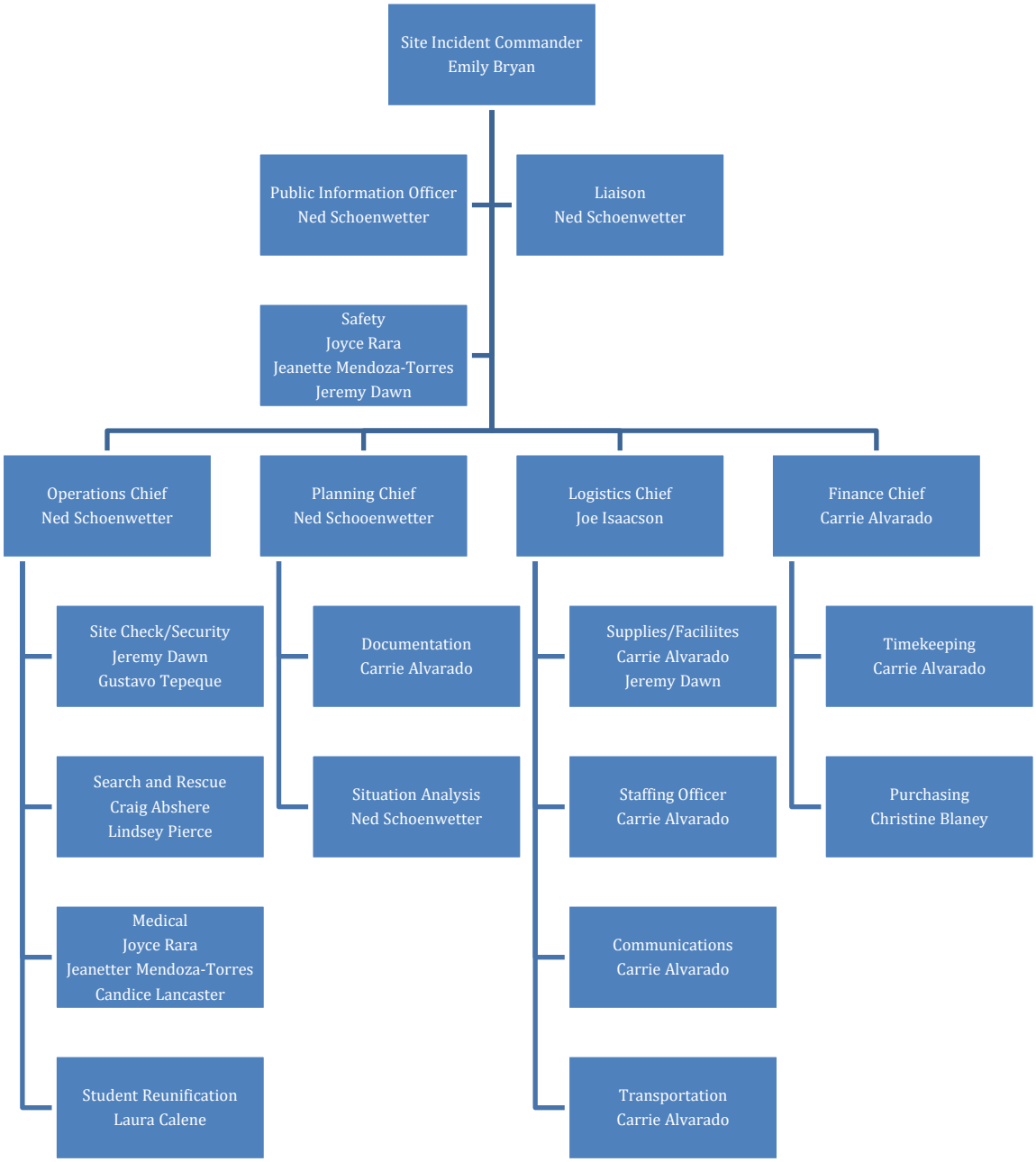
Mass Community Care Centers

To be determined in conjunction with Pupil Services.

Primary: GUSD District Office

Secondary: TBD by Santa Barbara County OEM

Ellwood Elementary School
Incident Command System Team Flowchart*



* See Appendix A for full Incident Response Job Descriptions

Ellwood Elementary School
Incident Command System Teams

Key Figures

Site Incident Commander	• Emily Bryan
Public Information Officer	• Ned Schoenwetter
Liaison	• Ned Schoenwetter
Safety	• Joyce Rara / Jeanette Mendoza-Torres / Jeremy Dawn

Operations

Operations Chief	Ned Schoenwetter	
Team	Team Leader	Staff Members
Site Check/Security	• Jeremy Dawn	• Gustavo Tepeque
Search & Rescue #1	• Craig Abshere	• Sam Farver, Louise Dahlquist, Virginia Sun
Search & Rescue #2	• Lindsey Pierce	• Alice Robles, Jill Means, Emily Bryan
Medical	• Jeanette Mendoza-Torres • Joyce Rara • Candice Lancaster	• Cassandra Locke, Lisa, Dexter, Holly Erassarett, Jorge Garcia, Marcus Almanza, Jennifer Vick
Student Reunification	• Laura Celene	• Laura Calene, Lily Stuart, Carmen Rebolledo, Lisa Marie Gil, Joe Isaacson
Student Staging Area Teams *List by grade level* *All staff members should be assigned a task.*		
Location	Team Leader	Staff Members
Outdoor Station A	Ann King / Joey Maybrun	Shealeigh Fawcett, Judith Quintero, Taylor Loria, Tani Nazareth, Evyn Van Homer, Shealeigh Fawcett, Abrahan Rico, Paolo Theoderou, Meghan MacGregor, Zoe Bristol, Nina Hoke, Jessica Ambroz, Cirincione, Maria Lorenzana, Flora Aguirre, Yvonne Worley, Angelica Gonzalez, Diane Clouser, Elizabeth Hernandez, Angelica

		Martinez, Saiqua Mustafa, Yolanda Valdez, Lisa Coate, Olivia Wiley, Riley Drew, Silas Newland

Planning

Planning Chief	Ned Schoenwetter	
Team	Team Leader	Staff Members
Documentation	• Carrie Alvarado	• Lisa Baum
Situation Analysis	• Ned Schoenwetter	• Carrie Alvarado

Logistics

Logistics Chief	Joe Isaacson	
Team	Team Leader: Carrie Alvarado	Staff Members
Supplies/Facilities	• Carrie Alvarado	• Lisa Baum
Staffing Officer	• Carrie Alvarado	• Lisa Baum
Communications	• Carrie Alvarado	• Lisa Baum
Transportation	• Lisa McDonough / MOT	• Lisa Baum

Finance

Finance Chief	Carrie Alvarado	
Team	Team Leader: Carrie Alvarado	Staff
Timekeeping	• Carrie Alvarado	• Lisa Baum
Purchasing	• Carrie Alvarado	• Christine Blaney MOT

Ellwood Elementary School
Site Emergency Directory

Group	Name	Room	Extension
Principal	Ned Schoenwetter	Office	1340
School Office Manager	Carrie Alvarado	Office	1341
School Office Assistant	Jeanette Mendoza-Torres	Office	1342
Community Liaison	Carmen Rebolledo	Office	1345
School Nurse	Joyce Rara	Office	1345
IVYP Family Advocate	Alejandra Alvarez	Office	1345
School Psychologist	Joe Isaacson	Psych Office	1370
Speech/Lang Therapist	TBD	Speech Room	1371
Special Ed Mild/Mod K-6	Lindsey Pierce	24	1324
Special Ed Intensive	TBD	25	1325
Special Ed Intensive	Shealeigh Fawcett	23	1323
Learning Center	Emily Bryan	7	1307
PreSchool	Maria Lorenzana	13	1313
K	Evyn Van Homer	KA	1331
K	Anne King / Joey Maybrun	KB	1332
1	Laura Calene	12	1312
1	Judith Quintero	10	1310
1/2	Jennifer Vick	11	1311
2	Tani Nazareth	5	1305
2	Lisa Marie Gil	2	1302
3	Jill Means	3	1303
3	Alice Robles	1	1301
4	Sam Farver	16	1316
4	Craig Abshere	15	1315
5	Louise Dahlquist	18	1318
5	Taylor Loria	17	1317
6	Candice Lancaster	19	1319
6	Virginia Sun	21	1321
ART	Holly Erassarret	9	1309
COMPUTER LAB	TBD	Comp Lab	1322
LIBRARY	Lisa Baum	Library	
KITCHEN	Flora Aguirre	MPR	1360
MUSIC	TBD	MPR	1360
SCIENCE	Julia Cirincione	7	1307

Ellwood Elementary School
Community Emergency Directory

Fire Department		
Santa Barbara County		
	Emergency	911
	Business	805-681-5500
	Website	https://www.sbcfire.com/

Police Departments		
Santa Barbara Sheriff		
	Emergency	911
	Non-Emergency / Dispatch	805-681-4100
	Website	https://www.sbsheriff.org/

Office of Emergency Management		
	Phone	805-681-5526 or 805-681-5592
	Website	https://www.countyofsb.org/ceo/oem.sbc

Public Works		
	General Information	805-583-3000
	Graffiti Hotline	805-681-5678
	Website	http://www.countyofsb.org/pwd/home.sbc

Utilities		
Gas	SoCalGas (SCG)	
	Phone	1-800-427-2200
	Website	https://www.socalgas.com/stay-safe
Electricity	Southern California Edison (SCE)	
	Phone	1-800-655-4555
	Website	https://www.sce.com/safety
Water	Goleta Water District	
	Phone	805-964-6761
	Website	http://www.goletawater.com/newsletters-and-press/emergency
Telephone	Verizon	
	Phone Repair	1-800-483-5000
	Underground Cable	1-800-227-2600
	Underground Cable After Hours	1-800-658-7801
	Website	https://www.verizon.com/

Animal Control		
	Phone	805-681-5285
	Website	https://www.countyofsb.org/phd/animal/aboutus.sbc

Ellwood Elementary School
Annual Site Awareness Checklist
2020-2021

Recommendation	Steps	Participants	Completed
Review employment screening policy & procedure	• Does your screening process include volunteers, cafeteria workers, mechanics, bus drivers, and security, in addition to educational staff? • Does your procedure allow for actual searches of courthouse records, rather than database searches, which are typically not accurate? • Do your searchers do Social Security Number traces to identify any out-of-state venues that should be checked? • Do your outside contracts use due-diligence screening procedures to check the backgrounds of their workers who regularly visit your school?	• Safety • Human Resources	
Review the physical security of bus yards and garages; review transportation security in general	• Are vehicle garages alarmed, and are the alarms in working order? • Are fenced-in areas gated, locked, and adequately illuminated at night? • Do drivers do “pilot inspections” of their vehicles before placing them into service each day? Is this done again after each time the vehicle has been left unattended? • Are bus drivers equipped with two-way radios or cell phones? • Are drivers trained to be aware of and to report suspicious vehicles that appear to be following their busses during their routes? • Do drivers keep a student roster for each bus route, to include student name, address, primary and secondary emergency contact numbers, and medical authorization information?	• Safety • MOT • Drivers	

Review the adequacy of physical security in and around campus buildings	• Are alarm systems working and have they been tested? This should include main campus buildings as well as maintenance and storage facilities. • Are keys to campus and administration buildings adequately controlled? • Are alarm pass codes changed when an employee leaves the school district? Make sure codes are not shared. • Is exterior lighting working and is illumination adequate? • Is interior lighting (night lighting) working and is illumination adequate?	• Safety • Maintenance • Operations	
Review access control procedures and heighten employee awareness	• Are doors that should remain locked from the outside during the day kept locked, and are these doors checked periodically to make sure they are secure? Train all employees to check these doors but consider assigning someone to check them as well. • Are staff members trained to approach and to “assist” strangers of any age who are observed in and on school property? Report those who have difficulty explaining their presence. • Has a visitor log and ID badge system been implemented?	• Everyone	

Train everyone to recognize and report suspicious activities on campuses.	• Are persons taking pictures or filming campus activities questioned about their authorization to do so? • Be alert for suspicious vehicles that seem to have no apparent purpose for being on campus, or, that come, go, and then reappear again. • Are specific individuals assigned to inspect the outside of campus buildings throughout the day, and to report unattended packages or vehicles near building perimeters? • Have you developed a plan to handle reports of suspicious activity? • Is everyone trained to report unattended or otherwise suspicious packages found inside campus buildings? Is this specific issue placed on routine checklists for maintenance and custodial personnel? • Do personnel know what to do if a suspicious package is found? • Have you considered a policy that requires staff and students to visibly identify backpacks, book bags, briefcases and gym bags with luggage style ID tabs? • Are food services personnel trained to be aware of suspicious people in their food preparation area? • When large attendance events occur on campus, are security measures in place and awareness levels heightened to assist in detecting suspicious acts?	• Everyone	

Implement an online "tip-line" program that allows students, teachers, parents, staff, and other members of the school community to report issues anonymously, if they choose.	• Do you have a zero tolerance for verbal threats of any kind? • Do all members of the school community know that any threat, or information about a potential threat, must be reported? And, do they understand that there is no such thing as a threat intended as a joke? • Do students and staff know that they are responsible for informing the principal/site administrator about any information or knowledge of a possible or actual terrorist threat or act? • Have you communicated a hard stand on hoaxes intended to mimic terrorist acts? Do students know that these hoaxes are crimes in themselves?	• Pupil Services • Safety • Human Resources	
Work closely with local law enforcement and health officials.	• Have you made local law enforcement a partner in your district plans? • Are parking regulations, particularly fire zone regulations, strictly enforced? • Does local law enforcement have copies of building blueprints, to include ventilation system, and electrical plans? • Has local law enforcement been given the opportunity to conduct exercises on school property and on busses? • Have you determined contact protocol with local health officials if bio-terrorism is suspected?	• Safety • Law Enforcement • Crisis Management Team	
Train staff on identifying and handling suspicious packages and letters.	• Have you downloaded and posted the FBI advisory (poster) regarding suspicious packages from www.fbi.gov? • Or, the US Postal Inspection Service poster on identifying suspicious packages from www.usps.gov? • Have you considered publicizing the availability of this information to others in the school community for personal use?	• DO Mail • Clerical • Safety • Parents • Students	

Ellwood Elementary School
Annual Safety Plan Emergency Plan Checklist

Site: **Site Checklist** (To be completed by Leadership Team and Reviewed with SSC)
Due By: **September 30th**
Submit To: **Pupil Services**

This is a checklist to help Principals organize and meet the site requirements mandated by the Emergency Preparedness Plan. A Site Disaster Committee should be appointed to help carry out the tasks of this checklist.

Check		Requirement
✓	1.	Read the District Disaster Plan, and know the responsibilities of the site manager – Review data and set goals with Ellwood Council
✓	2.	Designate a second-in-command and a backup
✓	3.	Orient staff to District Disaster Plan, review site procedures (staff meeting)
✓	4.	Update site plan, assign staff responsibilities (complete staff roster sheet)
✓	5.	Schedule necessary training (First Aid, CPR, Search & Rescue)
✓	6.	Schedule drills: Fire, Earthquake, Lockout/Lockdown (Active shooter), Communications
✓	7.	Complete site map, post as required, and forward a copy to the Pupil Services Office
✓	8.	Complete Site Hazard Survey I & II (Principal and MOT)
	9.	Complete Classroom Hazard Survey Summary (Classroom Teachers)
✓	10	Submit Classroom Hazard Survey Summary to MOT
✓	11	Participate in test of District Radios
✓	12	Check battery-operated radios
✓	13	Complete supplies and equipment inventory to include classroom emergency kits
✓	14	Order supplies and equipment as necessary
✓	15	Evacuation areas/alternative identified for all classes (In conjunction with MOT)
✓	16	Communications to parents and students about disaster procedures ✓ Standard Reunification Method ✓ Emergency Information Cards
✓	17	Complete Emergency I.D. Tags collected and put into Classroom Emergency Kits if appropriate.
✓	18	Assess food supplies as applicable.
✓	19	Meet with @After School Director and other after school program staff to coordinate disaster preparedness plans
✓	20	Identify hospitals and clinics in school's area that have back-up emergency power that would be able to handle casualties in an emergency.
✓	21	Principal's Signature _____ Date 9/17/1970

Ellwood Elementary School
Annual Site Hazard Survey 1

Principals are required to conduct an annual Site Hazard Survey. The survey should be completed early each fall, signed, and submitted to Pupil Services by September 30th. (Please put N/A by any items that are not applicable.)

The purpose of the Site Hazard Survey is to check for safety hazards outside of the classroom. The survey shall include evaluation of interior and exterior portions of buildings as well as school grounds.

The Site Hazard Survey shall include assessment of the following areas.

X	1.	Proximity of toxic, flammable, corrosive, chemically, or reactive materials
X	2.	Proximity of high voltage power lines has been considered in establishing the site evacuation plan
X	3.	Likelihood and possible effects of flooding or landslides
X	4.	Safety of evacuation areas after an earthquake; proximity of gas, water, and sewer lines, or sprinklers
X	5.	Water heaters are strapped
X	6.	Objects that restrict people from moving to a safe place (tables an desks in hallways) etc.
X	7.	Janitorial areas: storage of tools and cleaning chemicals (keep a 3-foot clearance in front of all electrical panels)
X	8.	Storerooms: heavy items stored on high shelves, shelving secured (keep 3-foot clearance in front of all electrical panels)
X	9.	All computers and peripherals should be situated so as not to create a tipping hazard
X	10.	Machine shop and woodshop: equipment should be bolted down
X	11.	Large and heavy office machines: restrained and located where they will not slide, fall off computers, or block exits
X	12.	Sound system speakers and spotlights: secure
X	13.	Compressed gas cylinders: secured top and bottom with a safety chain
X	14.	Laboratory chemicals on shelves: restrained

Ned Schoenwetter		9/13/2020
Principal Name	Principal Signature	Date

Ellwood Elementary School
Annual Site Hazard Survey 2

GENERAL GUIDELINES	OK	Attention Req	Comments
CAMPUS			
Signs Posted, Controlled Access	✓		
Traffic review, parking, fire lanes	✓		
Adequate surfacing, lighting	✓		
Safety Plan	✓		
Required Postings	✓		
ASSEMBLY ROOMS/ MPR			
Exits clear, exit & emergency lights	✓		
Floors, seating maintained	✓		
Stage: clean, clear exits, wiring	✓		Working on water damage on back wall of stage
Kitchen: clean, safe food storage	✓		
OUTDOOR ASSEMBLY AREAS			
Bleachers, fences, backstops	✓		
Stairs, ramps, walkways, gates	✓		
Surfacing in common areas	✓		
Play Equipment	✓		Some degredation of rubber mulch
CUSTODIAL CLOSETS			
All guards, shields, covers in place	✓		
Aisles clear, material storage	✓		
First aid kits; eye wash operable	✓		
Dust collection/housekeeping	✓		
Protective equipment, safety training	✓		
Safety signs posted, enforced	✓		
EMERGENCY PREPAREDNESS			
Fire extinguishers checked monthly	✓		
Fire and Earthquake drills conducted	✓		
First Aid Equipment in place	✓		
Evacuation routes posted	✓		
Staff Training on Emergency Procedures	✓		

Ned Schoenwetter
Principal Name

Principal Signature

9/13/2020
Date

Ellwood Elementary School
Annual Classroom Hazard Survey

Nonstructural hazards are caused by the furnishings and nonstructural elements of a building. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly.

In September, each teacher shall assess their classroom for hazards and correct any they can; items they cannot correct will be submitted to the Principal on this form by September 1st. The Principal shall submit a completed copy of the school needs with the Principal's checklist by September 30th to the Maintenance, Operations, and Transportation Department.

Classroom Number	

Deficiencies to be corrected by maintenance staff	
Free standing shelves over 4 feet tall secured to floor or wall	
File cabinets bolted to wall	
File cabinet drawers have latches	
Paints and chemicals restrained on shelves	
Wall-mounted objects are secured	
Sound system speakers are secured to building	
TV securely fastened to wall, platform or cart	
Deficiencies to be corrected by school personnel	
Heavy objects removed from high shelves	
Aquariums located on low counter or restrained	
Computers fastened to work station	
Desks and tables cannot block exits	
Cabinets or equipment on wheels cannot block doorway	

Teacher Name _____ Teacher Signature _____ Date _____

Ellwood Elementary School
Annual Safety Plan Drill Report

Proposed Schedule due to Pupil Services by September 30th
Completed Schedule due to Pupil Services by June 15th

	Time		✔ when drill is completed					
Date	**Start**	**End**	**Radio Communications**	**Fire**	**Earthquake**	**Active Shooter**	**Other Drills**	Principal's **Signature**
8/24/20	11:00	11:15						
9/17/20	9:00	9:30						
10/15/20	9:00	11:00						
11/13/20	10:40	10:55						
12/15/20	11:00	11:30						
1/19/21	1:00	1:15						
2/24/21	11:00	11:15						
3/15/21	10:15	10:30						
4/8/21	10:00	11:00						
5/11/21	1:00	1:15						
6/1/21	11:00	11:15						

Ned Schoenwetter
Principal Name

Principal Signature

Date

Ellwood Elementary School
Communication Protocol: District, Parent and Community

The safety and security of the Goleta Union School District's ("GUSD") students and staff is of utmost importance. GUSD has a comprehensive emergency response plan and district personnel coordinate closely with city emergency management officials and law enforcement representatives to monitor and update plans on a regular basis.

In addition, schools have security measures to ensure the well being of students and staff. These include: visitor check-in procedures, locked doors after the start of the school day, and training and drills monthly on evacuation and shelter in place procedures.

District Responsibility

If the Superintendent declares a district emergency during the school day, the following procedures will be followed:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.

1. Until regular dismissal time and released only then if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on district records.
    a. If students are on their way to school they should proceed to school if walking.
    b. If students are on their way home from school, they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by district personnel to another site where consolidated care facilities can be provided or they will remain at their school. This information will be given to the media stations and posted at the site to keep parents informed.

Parent Responsibility

Parents and legal guardians of students will be provided with a Student Health/Emergency Form each year. In case of a Declared Emergency, students will be released ONLY to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times.

Parents are asked to share with the schools the responsibility for informing students of what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while they are under GUSD supervision.

It is critical that students do not have directions from parents that are contrary to GUSD's stated policy on retention at school and authorized release in case of a severe emergency.

How can I as a parent or guardian be assured that I receive the most up-to-date information from my child's school?

To ensure that you receive the most accurate account of the emergency situation, keep your contact information up to date with schools on your child's emergency card. We urge parents and guardians to opt into GUSD's messaging service, Parent Square, so we can notify you of emergency situations.

How and when will I be notified if there is an emergency at my child's school?

The means and immediacy of communication will depend on the scope of the event and on the potential or actual impact to the safety of the students. While it's difficult to describe all possible scenarios, the following can be used a guide to gauge GUSD's level of notification and systems used to communicate with families. Not every incident will warrant a notification response. Every situation must be assessed based on multiple factors. GUSD reserves judgement in each case.

Impact Level	Notification Response
A low-impact incident: Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one that does not impact more than one student. **Example:** A small disturbance or fight	• Parents of involved student(s) will be contacted
A moderate-impact incident: Poses a moderate risk to the school. Results in some disruption to school activities such as a change of schedule or cancellation of some activities. **Example:** Police activity in the neighborhood results in students being brought inside during their lunch	• Send message by the end of the school day via email, phone call or website posting
A high-impact incident: The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities, and impacts many students. **Example:** A gas leak that requires a school evacuation and closure	• Send messages as soon as possible via text message, email, phone call, or website posting • If a matter of public concern, GUSD may also provide social media updates and/or a press release

Should I report to the scene of the incident/emergency?
In the case of a high-impact emergency situation in a school or at a school-sponsored activity, parents and guardians are encouraged to remain close to their sources of communication, whether phone or email, to ensure they are receiving accurate and timely updates. Access to the scene will be limited and controlled by fire or police officials, so you will be asked to wait for instructions for picking up your child.

Once the emergency is declared "over," will parents/guardians be able to report to their child's school?
When GUSD communicates to families that the school emergency has ended, we will provide information on how you will reunite with your child. Parents and guardians will be directed to a specific location that could be off campus. It is important that everyone follow these directions for the safety of all students, staff and parents or guardians.
Remember, a student can only be released to an adult that is documented as an emergency contact.

If the school building is evacuated, how will I be able to locate my child?
If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal bus service will resume. If returning to the school is not possible, students will be located at a safe site until you (or an adult designated on your child's emergency card) can pick them up. Your child may text or call you about the evacuation before GUSD is able to notify you. Please rely on the district's information and monitor your phone or email closely to ensure you are receiving accurate and timely updates from district staff. Student texts and social media can cause confusion and further disrupt safety protocols.

Remember, a student can only be released to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

Emergency Communications
In the case of an emergency, you will receive accurate information from the District, via:

- Our website: GUSD's webpage has an "Emergency Alert" page, which will be activated in the event of an emergency. Our web address is http://www.goleta.k12.ca.us/
- Email & Text Message: You will be contacted via email and text message through the Parent Square system, based on the information you provided to us via Synergy's Annual Registration.
- Phone Call: Based on the level of the emergency, we may contact you via Parent Square automated phone messenger where you will hear a recorded phone message with important information or instructions that may direct you to the district website for additional information.
- Social Media: GUSD will use social media vehicles such as Twitter to communicate in fast-moving situations.
- Local Media: We will work closely with local media to keep our community informed of the situation.

Ellwood Elementary School
Annual Disaster Service Worker Survey

All site employees must complete the form and submit to the Principal by September 1st.

General Information		
Name		
Position		
Location		
Work Phone & Extension		
Home Phone		
Cell Phone		
Specialized Skills		
Bilingual?	Yes No	If yes, languages:
CPR Certified?	Yes No	If yes, expiration date: If no, are you willing to be trained: Yes No
First Aid Certified?	Yes No	If yes, expiration date: If no, are you willing to be trained: Yes No
CERT Trained?	Yes No	If yes, expiration date: If no, are you willing to be trained: Yes No
Simple Triage/Rapid Assessment Trained?	Yes No	If yes, expiration date: If no, are you willing to be trained: Yes No
Personal Responsibilities		
Children?	Yes No	
Any special needs?	Yes No	If yes, what:
Elderly parents?	Yes No	
Are other caregivers available?	Yes No	
Other		
In an Emergency (Confidential)		
Anything you want us to know? (Allergies, health issues, medications, etc.)		
Other information for priority release in case of a declared emergency		

Appendix A: Incident Response Job Descriptions

GOLETA UNION
SCHOOL DISTRICT

INCIDENT RESPONSE
JOB DESCRIPTIONS

Command Section

Incident Commander

Responsibilities:
The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations.
Ensure the safety of staff and others on site. Lead by example: your behavior sets the tone for staff and others.

Start-Up Actions:

- Obtain your personal safety equipment (i.e. hard hat, vest, clipboard with job description sheet)
- Assess the type of scope of emergency.
- Determine the threat to human life and structures.
- Implement the emergency plan and hazard-specific procedures.
- Develop and communicate an Incident Action Plan with objectives and a timeframe to meet those objectives.
- Activate functions and assign positions, as needed.
- Fill in the Incident Assignments form.
- Appoint a backup or alternative incident Commander (as described in the emergency plan)

On-going Operations Duties:

- Continue to monitor and assess the total site situation:
  - ❒ View the site map periodically for search and rescue progress and damage assessment information.
  - ❒ Check with chiefs for periodic updates.
  - ❒ Reassign personnel, as needed.

- Report (through Communications) to the school district on the status of faculty, as needed (Site Status Report)
- Develop and communicate revised Incident Action Plans, as needed
- Begin Employee Release when appropriate.
- Authorize the release of information.
- Utilize your backup; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post.
- Plan regular breaks for all staff and volunteers.
  Take care of your caregivers!
- Release staff as appropriate and per district guidelines.
  (By law, during a disaster, staff become disaster workers)
- Remain on and in charge of your site until redirected or released by the superintendent.

Closing Down:

- Authorize deactivation of sections, branches, or units when they are no longer required.
- At the direction of the superintendent, deactivate the entire emergency response. If the fire department or other outside agency calls an “all clear,” contact the district before taking any further action.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- Announce the termination of the emergency and proceed with recovery operations, if necessary.

Command Post Equipment/Supplies:

- Campus map
- Master keys
- Staff rosters
- Disaster response forms
- Emergency plan
- Duplicate rosters (two sets)
- Tables and chairs (if Command Post is outdoors)
- Vests (if available)
- Job description clipboards
- Command Post tray (pens, etc.)
- School district radio
- Campus two-way radios
- AM/FM radio (battery)
- Bullhorn

Safety Officer

Responsibilities:
The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.

Start-Up Actions:

- Check in with the Incident Commander for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.

  Document:
  - ❒ Messages received.
  - ❒ Action taken.
  - ❒ Decision justification and documentation.
  - ❒ Requests filled.

Operational Duties:

- Monitor drills, exercises, and emergency response activities for safety.
- Identify and mitigate safety hazards and situations.
- Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Think ahead and anticipate situations and problems before they occur.
- Anticipate situation changes, such as cascading events, in all planning.
- Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.

Closing Down:

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

Equipment/Supplies:

- Vest or position identifier, if available
- Hardhat, if available
- Clipboard, if available
- Two-way radio, if available.

Public Information Officer (PIO)

Personnel:
Available staff with assistance from available volunteers

Policy:
The public has the right and need to know important information related to an emergency disaster at the site ***as soon as it is available***.

The PIO acts as the official spokesperson for the site in an emergency situation. If a school district PIO is available, he/she will be the official spokesperson.

News media can play a key role in assisting the site in getting the emergency/disaster related information to the public (parents).

Information released must be consistent, accurate and timely.

Start-up Actions:

- Determine a possible "news center' site as a media reception area (located away from the Command Post and staff). Get approval from the Incident Commander.
- Identify yourself as the PIO (be vest, visor, sign, etc.)
- Assess the situation and obtain a statement from the Incident Commander. Tape record it, if possible.
- Advise arriving media that the site is preparing a press release and the approximate time of its issue.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

Operational Duties:

- Keep up to date on the situation.
- Statements must be approved buy the Incident Commander and should reflect:
  - ❒ Reassurance (EGBOK – "Everything's going to be ok.".)
  - ❒ Incident or disaster cause and time of origin.
  - ❒ Size and scope of the incident
  - ❒ Current situation – condition of site, evacuation progress, care being given, injuries, employee release location, etc.
    Do not release any names.
  - ❒ Resources in use.
  - ❒ Best Routes to the site, if known, and if appropriate.
  - ❒ Any information the site wishes to release public
- **Read statements if possible.**

- When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing lying, talking “off the record,” arguing, etc. Avoid using the phrase “no comment.”
- Remind site staff and volunteers to refer *all* questions from the media or waiting parents to the PIO.
- Update information periodically with the Incident Commander.
- Ensure that announcements and other information are translated into other languages, as needed.
- Monitor news broadcasts about the incident. Correct any misinformation heard.

Closing Down:

- At the Incident Commander’s directions, release PIO staff when they are no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment / Supplies:

- Public Information kit consists of:
  - ❒ ID Vest
  - ❒ Battery-operated AM/FM radio
  - ❒ Paper/pencils/marking pens
  - ❒ Scotch tape/masking tape
  - ❒ Scissors
  - ❒ Site and area map(s)
    - 8 ½ x 11” handouts
    - Laminated poster-board size for display
- Forms
  - ❒ Disaster Public information Release Work Sheet
  - ❒ Sample Public Information Release
  - ❒ Site Profile

Liaison Officer

Responsibilities:
The Liaison Officer serves as the point of contact for agency representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow and information.

Start-up Actions:
- Check in with the Incident Commander for a situation briefing.
- Determine your personal operating location and set it up, as necessary.
- Obtain the necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.

Operational Duties:
- Brief agency representatives on the current situation, priorities, and incident Action Plan.
- Ensure coordination of efforts by keeping the Incident Commander informed of agencies' action plan.
- Provide periodic update briefings to agency representatives, as necessary.

Closing Down:
- At the Incident Commander's directions, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:
- Vest or position identifier, if available
- Two-way radio, if available
- Clipboard, paper, pens

Operations Section

Operations Section Chief

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

- Site Facility Check/Security
- Search and Rescue
- Medical
- Staff Care
- Employee Release

Start-up Actions:

- Check in with the Incident Commander for a situation briefing.
- Obtain necessary equipment and supplies from Logistics
- Put on a position identifier, such as a vest, if available

Operational Duties:

- Assume the duties of all operations positions until staff are available and assigned.
- As staff members are assigned, brief them on the situation, and supervise their activities, using the position checklists.
- If additional supplies or staff are needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation and assign them as needed.
- Coordinate search and rescue operations if it is safe to do so. Appoint an S&R Team Leader to direct operations, if necessary.
- As information is received from Operations staff, pass it on to situation analysis and/or the Incident Commander.
- Inform the Planning Section Chief of Operations tasks and priorities.
- Make sure the Operations Staff are following standard procedures, using appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign staff within the section, as needed.

Closing Down:

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

Equipment/Supplies:

- Vest or position identifier, if available
- S&R equipment
- Two-way radio

- Job description clipboard, paper, pens
- Maps:
  - ❒ Search and rescue maps
  - ❒ Large site map

Safety Facility Check/Security

Personnel:
Staff assigned as needed. Work in pairs.

Responsibilities:
Take no action that will endanger you.

Start-up Actions:

- Wear hardhat and orange identification vest, if available.
- Take appropriate tools, job description clipboard, and radio.
- Put batteries in flashlight, if necessary.

Operational Duties:
As you complete the following tasks, observe the site and report any damage by radio to the Command Post.

☞ **Remember**: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

- Lock gates and major external doors.
- Locate, control, and extinguish small fires as necessary.
- Check gas meter and, *if gas is leaking*, shut down the gas supply.
- Shut down electricity only if the building has clear structural damage or if you are advised to do so by the Command Post.
- Post yellow caution tape around damaged or hazardous areas.
- Verify that the site is "locked down" and report the same to the Command Post.
- Advise the Command Post of all actions taken for information and proper logging.
- Be sure that the entire site has been checked for safety hazards and damage.
- No damage should be repaired before full documentation, such as photographs and video evidence, is complete unless the repairs are essential to immediate life safety.
- Route fire, rescue, and police, as appropriate.
- Direct all requests for information to the Public Information Officer.

Closing Down:

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

Equipment/Supplies:

- Vest, hardhat, work gloves, and whistle
- Campus two-way radio, master keys, and clipboard with job description
- Bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools-for gas and water (crescent wrench)

Search and Rescue Team Leaders

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

Start-up Actions:

- Obtain all necessary equipment from container. (See list below.)
- Obtain a briefing from Operations Section Chief, noting known fires, injuries, or other situations requiring response.
- Assign teams based on available manpower, minimum 2 persons per team.

Operational Duties:

- Perform a visual and radio check of the outfitted team leaving the Command Post. Teams must wear sturdy shoes and safety equipment.
- Record names and assignments before deploying teams.
- Dispatch teams to known hazards or situations first, then to search the site using specific planned routes. Send a specific map assignment with each team.
- Remain at the Command Post in radio contact with S&R Teams.
- Record all teams' progress and reports on the site map, keeping others at the Command Post informed of problems. When an office is reported, clear, mark a "C" on the map.
- If injured employees are located, consult the Operational Section Chief for response. Utilize Transport Teams, or send a Fist Aid Team.
- Record the exact location of damage and a triage tally (I=immediate, D=delayed, DEAD=dead) on the map.
- Keep radio communication brief and simple. Do not use codes.

☞ **Remember**: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Closing Down:

- Records the return of each S&R Team. Direct them to return equipment and report to Logistics for additional assignment.
- Provide maps and logs to the Documentation Unit.

Equipment/Supplies:

- Vest, hardhat, latex gloves, and whistle with master keys on lanyard. One team member should wear a first aid backpack.

- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

Search and Rescue Teams

Safety:

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

Start-up Actions:

- Obtain all necessary equipment from the container. (See list below.)
  You must wear sturdy shoes and long sleeves.
  Put batteries in flashlight.
- Check in at the Command Post for assignment.

Operational Duties:

- Report gas leaks, fires, or structural damage to the Command Post immediately upon discovery. Shut of gas or extinguish fires, if possible.
- Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged building.
  If you are in doubt about your safety, DO NOT ENTER.
- If the building is safe to enter, search the assigned area (follow the map) using an orderly pattern. Check all offices. Use chalk, sticky notes or grease pencil to mark a slash on the door when entering a room. Check under desks and tables. Search visually and vocally. Listen. When leaving each office, complete the slash to form an "X" on the door. Report by radio to the Command Post that the room has been cleared. (e.g. "Room A-123 is clear")

☞ **Remember**: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

- When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use names of the staff. Follow directions from the Command Post.
- Record the exact location of damage and triage tally (I=Immediate, D=delayed, DEAD=dead) on the map and report the information to the Command Post.
- Keep radio communication brief and simple. Do not use codes.

Closing Down:

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

Equipment/Supplies:

- Vest, hardhat, work and latex gloves, and whistle with master keys on neck lanyard. One team member should wear a first aid backpack.
- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

Medical Team Leader

Responsibilities:

The Medical Team Leader is responsible for providing emergency medical response, first aid, and counseling. He or she informs the Operations Section Chief or Incident Commander when the situation requires health or medical services that staff can not provide and ensures that appropriate actions are taken in the event of deaths.

Start-up Actions:

- Establish scope of disaster with the Incident Commander and determine probability of outside emergency medical support and transport needs.
- Make personnel assignments. If possible, passing a minimum of two people to triage, two to immediate treatment, two to delayed treatment, and two to psychological treatment.
- Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from staff, with access to emergency vehicles, Obtain equipment and supplies from the storage area.
- Assess available inventory of supplies and equipment.
- Review safety procedures and assignments with personnel.
- Establish a point of entry ("triage") into the treatment area.
- Establish "immediate" and "delayed" treatment areas.
- Set up a separate psychological first aid area if staff levels are sufficient.

Operational Duties:

- Oversee the assessment, care, and treatment of patients.
- Ensure caregiver and rescuer safety. Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel to respond to injuries in remote locations or request a Transport Team from Logistics.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to the Operations Section Chief.
- Keep the Operations Section Chief informed of the overall status.
- Set up a morgue, if necessary, in a cool, isolated, secure area; follow the guidelines established in the plan.
- Stay alert for communicable diseases and isolate appropriately.
- Consult with the Employee Care Director regarding health care, medications, and meals for employees with known medical conditions (e.g. diabetes, asthma, etc.)

Closing Down:

- At the incident Commander's direction, release medical staff who are no longer needed. Direct staff members to sign out through timekeeping.
- Return equipment and reusable supplies to Logistics.

- When authorized by the Incident Commander, deactivate the Section and close out all logs. Provide the logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:

- First aid supplies (see the list on the following page)
- Job description clipboards
- Stretchers
- Vests, if available
- Tables and chairs
- Forms:
  - ❒ Notice of First Aid Care
  - ❒ Medical Treatment Victim Log
- Masking tape
- Marking pens
- Blankets
- Quick reference medical guides
- Ground cover/tarps

Recommended First Aid Supplies:

- 4” x 4” compress: 1,000 per 500 employees
- 8” x 10” compress: 150 per 500 employees
- Kerlix bandaging: 1 per employee
- Ace wrap (2 inch) 12 per site
- Ace wrap (4 inch) 12 per site
- Triangular bandage: 24 per site
- Cardboard splints: 24 each of small, medium, large
- Steri-strips or butterfly bandages: 50 per site
- Aqua-Blox (water) cases (for flushing wounds, etc.): 0.016 x employees + staff = # of cases
- Neosporin: 144 squeeze packs per site
- Hydrogen peroxide: 10 pints per site
- Bleach: 1 small bottle
- Plastic basket or wire basket stretchers or backboards: 1.5 per 100 employees
- Scissors, paramedic: 4 per site
- Tweezers: 3 assorted per site
- Triage tags: 50 per 500 employees
- Latex gloves: 100 per 500 employees
- Oval eye patch: 50 per site
- Tapes (1” cloth): 50 rolls per site
- Tapes (2” cloth): 24 per site
- Dust masks; 25 per 100 employees
- Disposable blanket: 10 per 100 employees
- Fist Aid Books: 2 standard and 2 advanced per site
- Space blankets: 1 per employee
- Heavy-duty rubber gloves: 4 pair

Medical Team

Personnel:
First aid-trained staff and volunteers.

Responsibilities:
Use approved safety equipment and techniques.

Start-up Actions:
- Obtain and wear personal safety equipment, including latex gloves.
- Check with the Medical Team Leader for assignment.

Operational Duties:
- Administer appropriate first aid.
- **Keep accurate records of care given**.
- Continue to assess victims at regular intervals.
- Report deaths immediately to the Medical Team Leader.
- If and when transportation is available, do a final assessment and document on the triage tag. Keep and file records for reference –
  do not send any records with the victim.
- An employee's emergency card must accompany each employee removed from site to receive advanced medical attention.
  Send an emergency out of area phone number, if available.

Triage Entry Area:
The triage area should be staffed with a minimum of two trained team members, if possible.
- One member confirms the triage tag category (red, yellow, green) and directs to the proper treatment area. Should take 30 seconds to assess – no treatment takes place here. Assess if not tagged.

- Second team member logs victims' names on form and sends the forms to the Command Post, as completed.

Operational Duties

Treatment Areas (Immediate and Delayed)

Treatment areas should be staffed with a minimum of two team members per area, if possible.
- One member completes secondary head-to-toe assessment.
- Second member records information on the triage tag and onsite treatment records.
- Follow categories: Immediate, Delayed, Dead
- **When using two-way radio, do not use the names of the injured or dead.**

Closing Down:

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

Equipment/Supplies:

- First aid supplies *(Please refer to Operational Section: Medical Team Leader: Recommended First Aid Supplies)*
- Job description clipboards
- Stretchers
- Vests, if available
- Tables and chairs
- Forms:
  - ❒ Notice of First Aid Care
  - ❒ Medical Treatment Victim Log
- Marking pens
- Blankets
- Quick reference medical guides
- Ground cover/tarps

Medical Branch Morgue

Personnel:
To be assigned by the Operations Section Chief, in needed.

Start-Up Actions:

- Check with the Operations Section Chief for direction.
- If directed, set up a morgue area. Verify:
  - ❒ Tile, concrete, or other cool floor surface
  - ❒ Accessible to coroner's vehicle
  - ❒ Remote from the assembly area
  - ❒ Security: Keep unauthorized persons out of the morgue
  - ❒ Maintain a respectful attitude

Operational Duties:
After pronouncement or determination of death:

- ***Confirm that the person is actually dead***.
- ***Do not*** move the body until directed by the Command Post.
- ***Do not*** remove any personal effects from the body. Personal effects must remain with the body ***at all times***.
- As soon as possible, ***notify the Operations Section Chief***, who will notify the Incident Commander, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. Law enforcement personnel will notify the coroner.
- Keep accurate records and make them available to law enforcement personnel and/or the coroner when requested.
- Write the following information on two tags:
  - ❒ Date and time found
  - ❒ Exact location where found
  - ❒ Name of decedent, if known.
  - ❒ If identified – how, when, and by whom
  - ❒ Name of person filling out tag
- Attach one tag to a body.
- If the Coroner's Office will not be able to pick up the body soon, place the body in a plastic bag and tape securely to prevent unwrapping. Securely attaché the second tag to the outside of the bag. Move the body to the morgue.
- Place any additional personal belongings found in a separate container and label as above. Do not attach to the body-store separately near the body.

Closing Down:

- After all bodies have been picked up, close down the Morgue.
- Return equipment and unused supplies to Logistics.
- Clean up the area. Dispose of hazardous waste safely.
- Complete all paperwork and turn in to the Documentation Unit.

Equipment/Supplies:

- Tags
- Pens/pencils
- Plastic trash bags
- Duct tape
- Vicks VapoRub
- Plastic tarps
- Stapler
- 2” cloth tape

Student Attendance, Care, and Release

Personnel
Staff are assigned, as needed.

Responsibilities:
Ensure the care and safety of all employees and students on site except those who are in the medical treatment areas.

Start-Up Actions:
- Wear an identification vest, if available.
- Take a job description clipboard and radio.
- Check in with the Operations Section Chief for a situation briefing.
- Make personnel assignments as needed.
- If evacuation:
  - ❒ Verify that the assembly area and routes to it are safe.
  - ❒ Count or observe classrooms as they exit, to make sure that all students and staff evacuate.

Operational Duties:
- Monitor the safety and well-being of the students and staff in the assembly area.
- Administer minor first aid as needed using the To Go bag.
- Support the Student Release process by releasing students with the appropriate paperwork.
- When necessary, provide water and food to students.
- Make arrangements for portable toilet visitation, if necessary, ensuring that students wash their hands thoroughly to prevent disease.
- Make arrangements to provide shelter for students.
- Arrange activities and keep students reassured.
- Update records of the number of students in the assembly area (or in the buildings). The District Office will contact the site periodically requesting the number.
- Direct all requests for information to the PIO.

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

Equipment/Supplies:
- Vest
- Clipboard with job description
- Ground cover, tarps
- Fist aid kit
- Student activities: books, games, coloring books, etc.

- Forms:
  - ❒ Student Accounting Form
  - ❒ Notice of First Aid Care
- Site two-way radio
- Water, food, sanitation supplies

Student Release

Personnel:
District administrators, staff, available employees, students and disaster volunteers;
Use a buddy system. The Student Release process is supported by
runners.

Responsibilities:
Assure the reunification of students with their emergency contact through separate Request and Release Gates.

Start-Up Actions:

- Obtain and wear a vest or position identifier, if available.
- Check with the Operations Section Chief for assignment to the Request Gate or Release Gate.
- Obtain necessary equipment and forms from Logistics.
- Secure the area against unauthorized access. Mark the gates with signs.
- Set up the Request Gate at the main parent access gate.
  Mark the gates with signs.
- Have Student Release Forms available for emergency contacts outside of the fence at the Request Gate. Assign volunteers to assist.
- Set up the Release Gate some distance from the Request Gate.

Operational Duties:
Follow the procedures outlined below to ensure the safe reunification of students with their emergency contacts:

- Refer all requests for information to the PIO. Do not spread rumors!
- If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID to Logistics. **If they are not registered (i.e. do not have badges), direct them to a branch library to register. DO NOT let someone unknown on site.**

During an evacuation, students and staff should report to their evacuation staging area. Attendance should be taken immediately and reported to the Incident Commander.

Staff will stay with the students and remain calm. Students should only be released to a person on the Emergency Card. A runner will come to take the student to the person picking up the child. Please note on your attendance the student has left the campus. Be prepared to stay with the students until the last child goes home. Be prepared to play games, sing songs, and entertain the children.

Student Release Procedures
The following student emergency release procedure is designed to ensure that parents/guardians know where to go to pick up their children in the event of a school-wide emergency or an event that causes students to be released at an unplanned time. The

additional benefits of the release program are to lessen the confusion/panic of an unplanned event and to ensure that students are released only to those people who are written on the emergency card.

School District Policy:
IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE, SAFE SITE UNDER THE SUPERVISION OF DISTRICT PERSONNEL:

1. Until regular dismissal time and then released only if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on District records.

Parent Notification of School Emergency
In the event of a school-wide emergency, the school will send out a phone message through our messenger service, providing the phones are working. The system will only call the primary number identified in our system. It should also be noted that phones may not be answered at the school in the event of an emergency. Please tune in to the local radio stations on the next page for updated information.

Student Release Procedure

- Students and teachers are trained to assemble in a specified location after the initial emergency evacuations. No students will be released until after they move to their grade level areas.

- Your student will only be released to the parent/guardian or someone designated by the parent/guardian on the emergency card.

- Important Note: During an emergency situation, we will be unable to attempt to contact parents/guardians. This means that the first person who arrives at the school and is listed on the emergency card will be able to sign out and leave with your student. We make a note of who signs a student out and their destination so that a parent/guardian will know how to locate their child.

Inform Parents and/or Guardians prior to an emergency:

- When you arrive on campus to pick up your child, follow the protocol and remain calm.

1. **Prior to arriving:**
   A. Bring I.D. (driver's license or passport). This is critically important to ensure that the students are released only to authorized people.

   B. Know whom you are picking up. Remember that once the child is released to an authorized adult, that adult is now responsible for that child!

2. Arriving at school:

A. Park in a safe location. Do not block driveways, gates, or parking lot drive-through.

B. WALK on to the campus. The school will already be following its emergency procedures. Calmly follow the directions of the staff.

C. You will be directed to a parent gathering area for checkout. Wait for your turn, then identify yourself and whom you are picking up. Present your identification to the staff member who is helping you. Remember you must be listed on the emergency card. NO EXCEPTIONS! Parents who have more than one child to check out will have to proceed to each grade level release area.

D. This procedure will take time! Do not be in a hurry or panic. The protocol is set up to make sure each child is released to an authorized adult, to account for each child, and to make the atmosphere as calm and non-stressful as possible for both the students (who are waiting) and the parents/guardians (who are checking them out).

E. After signing out the children, we ask that you leave the campus immediately.

During emergency:

After the initial attendance is reported to the Incident Commander, a runner will come around hourly to inquire how many students you have remaining. This number will be reported to the Incident Commander. The Incident Commander will report to the District Office hourly how many students and staff are sheltering at the site.

Procedures:

- The requesting adult/emergency contact fills out a Student Release Form, gives it to a staff member and shows identification.
- The staff member verifies the identification, pulls the Emergency Card form the file, and verifies that the requester is listed on the card
- The staff member instructs the requester to process to the Release Gate.
- The runner takes the form(s) to the designated teacher area to request the student.
- The runner will escort the student to the Student Release Area to unit with emergency contact

☞ **Remember**: If an emergency contact refuses to wait in line, don't argue. Note the time with appropriate comments on the Emergency Card and place it in the out box.

Closing Down:

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

Equipment/Supplies:

- Job descriptions clipboards
- Pens, stapler
- Box(es) of Emergency Cards
- Signs to mark Request Gate and Release Gate
- Signs for alphabetical grouping to organize the parents (A-F, etc.)
- Empty file boxes to use as out boxes
- Student Release Form (Copies for every student)

Planning Section

Planning Section Chief

Responsibilities:
This Section is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:
- Check in with the Incident Commander for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.

Operational Duties:
- **Assume the duties of all Planning Section positions until staff is available and assigned.**
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Assist the Incident Commander in writing action plans.

Closing Down:
- At the incident Commander's directions, deactivate the Section and close out all logs.
- Verify that the closing tasks of all Planning Section positions have been accomplished.
- Return equipment and reusable supplies to Logistics.

Equipment/Supplies:
- Two-way radio
- File box(es)
- Dry-erase pens
- Large site map of campus, laminated or covered with Plexiglas
- Forms;
  - ❒ Emergency Time/Situation Report
  - ❒ Sample Log
  - ❒ Student Accounting Form
- Paper, pens
- Job description clipboard
- Tissues

Documentation

Responsibilities:
This Section is responsible for the collection, evaluation, documentation, and use of information about the development of the Incident and the status of resources.

Start-Up Actions:

- Check in with the Planning Section Chief for a situation briefing
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.
- Determine whether there will be a Finance/Administration Section. If there is none, **the Documentation Clerk will be responsible for maintaining all records of any expenditure, as well as all personnel timekeeping records.**

Operational Duties:
Records:

- Maintain a time log of the incident, noting all actions and reports.
  (See the Sample Log on page E-17 of Appendix E.)
- Record content of all radio communication with the district Emergency Operations Center (EOC).
- Record oral communication for basic content.
- Log in all written reports,
- File all reports for reference (file box).

☞ **Important**: A permanent log may be typed or rewritten at a later time for clarity and better understanding. **Keep all original notes and records – they are legal documents.**

Staff Accounting:

- Receive, record, and analyze Employee Accounting Forms.
- Check off employee roster. Compute the number of staff and others on site for Situation Analysis. Update periodically.
- Report missing persons and site damage to the Command Post.
- Report first aid needs to the Medical Team Leader.
- File forms for reference.

Closing Down:

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

Equipment/Supplies:

- Two-way radio
- File box(es)
- Forms

- ❒ Emergency Time/Situation/Response Report
- ❒ Student Accounting Form
- ❒ Sample Log

- Paper, pens
- Job description clipboard

Situation Analysis

Responsibilities:
This Section is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide on-going analysis of situation and resource status.

Start-Up Actions:
- Check in with Planning Section Chief for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.

Operational Duties:
Situation Status (Map):
- Collect, organize, and analyze situation information.
- Mark the site map appropriately as related reports are received, including but not limited to S&R reports and damage updates, giving a concise picture of the status of the campus.
- Preserve the map as a legal document until it is photographed.

Situation Analysis:
- Provide current situation assessments based on analysis of information received.
- Develop situation reports for the Command Post to support the action planning process.
- Think ahead and anticipate situations and problems before they occur.
- **Report only to Command Post personnel. Refer all other requests to the PIO.**

Closing Down:
- Close out all logs and turn in documents in to Documentation.
- Return equipment and reusable supplies to Logistics.

Equipment/Supplies:
- Two-way radio
- Paper, pens, dry-erase pens, tissues
- Job description clipboards
- Large site map of campus, laminated or covered with Plexiglas
- File box(es)
- Map of county or local area

Logistics Section

Logistics Section Chief

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

Start-Up Actions:
- Check in with the Incident Commander for a situation briefing.
- Open the supplies container or other storage facility.
- Put on position identifier, such as a vest, if available.
- Begin distribution of supplies and equipment, as needed.
- Ensure that the Command Post and other facilities are set up, as needed.

Operational Duties:
- **Assume the duties of all Logistics positions until staff is available and assigned.**
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate supplies, equipment, and personnel needs with the Incident Commander.
- Maintain security of the cargo container, supplies, and equipment.

Closing Down:
- At the Incident Commander's direction, deactivate the Section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Equipment/Supplies:
- Two-way radio
- Job description clipboard
- Paper, pens
- Cargo container or other storage facility and all emergency supplies stored on campus.
- Clipboards with volunteer sing-in sheets
- Forms
  - ❒ Inventory emergency supplies on campus
  - ❒ Site Status Report
  - ❒ Communications Log
  - ❒ Message Forms

Supplies/Facilities

Responsibilities:
This Unit is responsible for providing facilities, equipment, supplies and materials in support of the incident.

Start-Up Actions:
- Check in with the Logistics Section Chief for a situation briefing.
- Open the supplies container or other storage facility, if necessary.
- Put on a position identifier, such as a vest, if available.
- Begin distribution of supplies and equipment, as needed.
- Set up the Command Post.

Operational Duties:
- Maintain security of the cargo container, supplies, and equipment.
- Distribute supplies and equipment, as needed.
- Assist team members in locating appropriate supplies and equipment.
- Set up the Staging Area, Sanitation Area, Feeding Area, and other facilities, as needed.

Closing Down:
- At the Logistics Section Chief's direction, receive all equipment and unused supplies as they are returned.
- Secure all equipment and supplies.

Equipment/Supplies:
- Two-way radio
- Job description clipboard
- Paper, pens
- Cargo container or other storage facility and all emergency supplies stored on site.
- Form: Inventory of emergency supplies on site

Staffing Officer

Responsibilities:
This Unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident.

Start-Up Actions:
- Check in with the Logistics Section Chief for a situation briefing.
- Put on a position identifier, such as a vest, if available.
- Open three logs to list employees and volunteers who are awaiting assignment.

Operational Duties:
- Deploy personnel as requested by the Incident Commander.
- Sign in volunteers, making sure that volunteers are wearing their ID badges and are on the site disaster volunteer list. Unregistered volunteers should be sent to the city library to register.
- Assign employees and volunteers to jobs as they are requested. Employees and volunteers should return to the Staffing area when the job is completed.
- Assign employees and volunteers to positions as they need a break.
- Release employees when directed to by the IC or Logistics Chief. Document what time the employee left and where they are going.

Closing Down:
- Ask volunteers to sign out.
- At the Logistics Section Chief's direction, close out all logs and turn them in to Documentation.
- Return all equipment and supplies.
- Paper, pens

Equipment/Supplies:
- Two –way radio
- Job description clipboard
- Cargo container or other storage facility and all emergency supplies stored on campus
- Clipboards with volunteer sign-n sheets.
- Forms:
  - ❒ Inventory of emergency supplies on campus
  - ❒ List of registered disaster volunteers

Communications

Responsibilities:
This Unit is responsible for establishing, coordinating, and directing oral and written communications within the disaster site. If the school district cannot be contacted, communications may be made with outside agencies wh4en necessary.

Personnel:
- A staff member with a site two-way radio, supported by employee or disaster volunteer runners, and
- A disaster volunteer who is a qualified amateur radio operator.

Start-Up Actions:
- Set up the Communications station in a quiet location with access to the Command Post.
- Turn on radios and advise the Command Post when ready to accept traffic.

Operational Duties:
- Communicate with the district EOC per district procedure. At the direction of the Incident Commander, report the status of employees and site using the Site Status Report Form.
- Receive and write down all communications from the district EOC.
- Use runners to deliver messages to the Incident Commander with copies to the Planning Section Chief.
- Maintain the Communications log: date/time/originator/recipient.
- Follow communications protocol. Do not contact the city directly if the district EOC is available.
- Direct the media or public to the PIO.
- Monitor AM/FM radio for local emergency news: [specify station(s)]
- Use an area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Closing Down:
- Close out all logs, message forms, etc. and turn them over to Documentation.
- Return all equipment and unused supplies to Logistics.

Equipment/Supplies:
- Two-way radio
- Job description clipboard
- Paper, pens
- Table and chairs
- AM/FM radio
- File boxes, tote tray for outgoing messages
- Forms:
  - ❒ Site Status Report

- ❒ Message forms

Transportation

Primary Responsibilities:
• Transportation on and off Campus
• Transportation support (fuel, drivers)

Support Responsibilities:
• Equipment delivery
• Supply delivery
• Evacuation
• Medical transportation

Reports to:
•Logistics Chief

Procedures:

- Report to the EOC and sign in at the access point. Check in with ICS Management and the Logistics Chief. Check the communications for your position, including telephone and cellular telephone. Staff your position and start your **EOC Activity Log.**

- Check on the status of the buses with Moreland School District students on them. Keep an on-going status report. Submit frequently to Logistics Chief.

- Report out during radio transmission where school buses are sheltering. After each site reports through the radio protocol, Transportation should report out on the radio the bus number and site where the bus is sheltering.

- Check with Operations Chief in ICS for status of Moreland School District vehicles and fuel supplies. Calculate supply requirements and current availability.

- Determine the number and types of usable vehicles on campus and appropriate use for the needs identified. Include private vehicles of staff and employees, if available.

- Develop a list of vehicle inventory and fuel needs.

- Coordinating with your Team Leader and based upon priorities set by Operations Chief and ICS Management, make preliminary assignments and have vehicles.

- available for operational needs, including Medical transportation, supply/resource delivery, and personnel transportation

- Coordinate with the Logistics Chief if mutual aid is needed for mass transportation, i.e., school buses and public transportation.

- Check with local gas stations for fuel supply and availability. If emergency power is needed to operate gas pumps, check with the Facilities position to see if Moreland School District can provide generators in order to purchase gas. Obtain emergency purchase orders from Contracts/Equipment and Supplies Position in the ICS.

- Continually listen to the crank radio for media reports on status of public transportation, air travel at San Jose Airport, and status of major freeways and transportation corridors.

- Obtain authorization of funding from the Contracts/Equipment and Supplies Position or from EOC Management.

- For each day of EOC operations, prepare a **FEMA Documentation Form** for any expenses that your position generated. This includes procurements, contract documents, supplies, **EOC Assignment Logs**, and any other expenditures.

- Forward copies of all **FEMA Documentation Forms** with attachments to your team chief.

- Check with the Logistics Chief to plan for ongoing operations.

- De-activate your position in the EOC as directed by the Team Leader.

- Keep copies of all of your logs, reports, messages, and any other documents you used and received in the EOC for your own records. Keep these copies for a period of one year or as directed by ICS Management.

Closing Down:

- Close out all logs, message forms, etc. and turn them over to Documentation.
- Return all equipment and unused supplies to Logistics.

Equipment/Supplies:

- Two-way radio
- Job description clipboard
- Paper, pens
- Table and chairs
- AM/FM radio
- File boxes, tote tray for outgoing messages
- Forms:
  - ❒ Site Status Report
  - ❒ Message forms

Finance Section

Finance Section Chief

Responsibilities:
The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. It maintains financial records and tracks records of staff hours.

Start-Up Actions:
- Check in with the Incident Commander for a situation briefing.
- Put on a position identifier, such as a vest, if available.
- Locate and set up work space.
- Check in with the Documentation Clerk to collect records and information that relate to personnel timekeeping and/or purchasing.

Operational Duties:
- Assume the duties of all Financial/Administration positions until staff is available and assigned.
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

Closing Down:
- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that the closing tasks of all Financial/Administration positions have been accomplished. Secure all documents and records.

Equipment/Supplies:
- Job description clipboard
- Paper, pens
- Form: Staff Duty Log

Timekeeping

Responsibilities:
This Unit is responsible for maintaining accurate and complete records of staff hours.

Start-Up Actions:
- Check in with the Finance/Administration Section Chief for a situation briefing.
- Put on a position identifier, such as a vest, if available.
- Locate and set up work space.
- Check in with the Documentation Clerk to collect records and information that relate to personnel timekeeping.

Operational Duties:
- Meet with the Finance/Administration Section Chief to determine the process for tracking regular and overtime hours of staff.
- Ensure that accurate records are kept of all staff members, indicating the hours worked.
- Collect ALL documentation from the Operations, Planning, and Logistics Chief. Include all documentation in the report to the Director of Finance.
- If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Closing Down:
- Close out all logs.
- Secure all documents and records. Send the documents to District Director or Finance with a report attached.

Equipment/Supplies:
- Job description clipboard
- Paper, pens
- Form: Staff Duty Log

Purchasing

Responsibilities:
This Unit is responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for the site to acquire certain items quickly.

Start-Up Actions:

- Check in with the Finance/Administration Section Chief for a situation briefing.
- Put on a position identifier, such as a vest, if available.
- Locate and set up work space.
- Check in with the Documentation Clerk to collect records and information that relate to purchasing.

Operational Duties:

- Meet with the Finance/Administration Section Chief to determine the process for tracking purchases.
- Support Logistics in making any purchases that have been approved by the Incident Commander.

Closing Down:

- Close out all logs.
- Secure all documents and records.

Equipment/Supplies:

- Job description clipboard
- Paper, pens