

EMERGENCY PREPAREDNESS GUIDE

Mira Costa High School
1401 Artesia Blvd
Manhattan Beach, CA 90266
310-318-7337

2014-2015

Student Care: Teacher Responsibilities

Personnel: All teachers and substitute teachers

Responsibilities: Assess situation and remain calm.

If ground is shaking, lead **Duck, Cover, and Hold On**.

Calm, direct, and give aid to students. Assist seriously injured students if possible.

Lockdown or Shelter in Place:

If gunfire or explosions are heard, get everyone to lie flat on the floor.

If Lockdown is activated, follow procedures.

Evacuation:

Check with buddy teacher and assist as necessary.

Take classroom kit, emergency cards and roll book.

Evacuate to emergency assembly area:

- Check buddy teacher and assist if necessary or evacuate both classes together.
- Use safest route, alert for hazards; quickly and quietly.
- Door closed but unlocked for Search & Rescue access.

Assembly Area:

Instruct students to sit on grass or blacktop.

Take attendance and complete "Student Accounting Form."

One of each pair of buddy teachers takes accounting forms to

Documentation and reports for assignment at Command Post.

Remaining Supervising Teacher:

Supervise and reassure students.

Administer first aid as necessary, or send student to First Aid area with his/her emergency card.

Fill out "Notice of First Aid Care" form if first aid is given. Retain one copy; attach the other to the emergency card.

Locate emergency cards for each student.

Keep a record of location of all students at all times, using the Student Accounting Form.

Be alert for latent signs of injury/shock in all students.

Student Release:

Student runners will bring form requesting student.

Note that student has left on the Student Accounting Form.

Send emergency card and any first aid forms with student.

Student will accompany runner to release area.

If parent demands child, breaking release procedure, make appropriate notations, describing incident, on emergency card and store in classroom kit. Avoid confrontations.

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FIRE: *Instructions for leaving the classroom or building when the fire alarm is heard are posted in all rooms.* THE FIRE ALARM BELL SIGNAL IS A SERIES OF SHORT RINGS.

Go to your fire assembly area at once according to the **SAFE LOCATIONS LIST**

DON'T make unnecessary noise.

Do not run, but walk rapidly.

Follow instructions of those in authority.

Teachers are to leave the room last, checking to see that all students are out of the room.

Teachers are to close, but not lock, classroom doors.

Return to the classroom promptly and in an orderly manner at the sound of the recall bell (one long bell).

DIRECTIONS TO SAFE LOCATIONS

ROOMS	LOCATION
14 thru 19	Take students to flagpole via main stairway
20 thru 25	Take students out to the flagpole via outside of admin building and down stairs
40 thru 44	Take students to Peck parking lot.
45 and 48	Take students out to Peck parking lot.
50 thru 59	Take students out onto the grass. Be sure to be COMPLETELY away from the overhang
60 thru 69	Take students out onto the grass. Be sure to be COMPLETELY away from the overhang
70 thru 74, 80	Take students out onto Stadium Way. Be sure to be COMPLETELY away from the overhang
76 thru 78	Take students EAST and around the corner of room 75 to the area near the back of the snack stand/stadium restrooms.
81 and 82/Gym s	Take students out to Stadium Way between the gym and the 70s building.
PE Fields	Take students away from the buildings and towards the gates leading off campus.
101 thru 104	Take students to new quad.
105 thru 109	Take students to Stadium Way.
110 thru 116	Take students to Peck parking lot.
120 thru 125	Take students out into the new quad.
200 & 207	Take students down NORTHWEST staircase into new quad. (in front of two-story buildings)
201 & 202	Take students down SOUTHWEST staircase into new quad. (in front of two-story buildings)
203 thru 206	Take students down EAST staircase into new quad. (in front of two-story buildings)
220 thru	Take students down SOUTHWEST stairway and onto Stadium Way.

222	
223 thru 225	Take students down NORTHEAST staircase and onto Stadium way
Adult School	Evacuate to new Peck parking lot.
350, 338, 346, 339, 248, 237, 245, 238	Evacuate to new Peck lot. Use NORTHEAST exit including the Peck gate.
352,343 ,342, 334, 250, 242, 241, 234	Evacuate to new Peck lot. Use main NORTHWEST stairway exit.
330, 331, 332, 333, 230, 231, 232, 233	Evacuate to Peck/Artesia lot. Use main SOUTHEAST stairway exit to Peck/Artesia lot.
134, 133, 132,	Evacuate to Peck/Artesia lot by WESTERN stairway.
130, 131, 139, 137	Evacuate to Peck/Artesia lot by SOUTHEAST stairway to Peck/Artesia lot.
Auditori um	Evacuate to Peck Ave/Artesia Blvd parking lot.
Café	Take students to Peck Ave parking lot.
Health Office	Evacuate to Artesia Blvd parking lot/flagpole
Learnin g Center	Take students to Artesia Blvd parking lot/flagpole
Library	Take students to Artesia Blvd parking lot/flagpole
Student Services	Evacuate to Artesia Blvd parking lot/flagpole
Rooms 1 & 2	Take students to Lower Peck
Small Gym	Take students to Football field

LOCKDOWN: *Principal/designee will initiate a LOCKDOWN alert under specific circumstances including but not limited to: firearms/armed intruders, campus unrest, explosives/bomb threats, any situation that negatively impacts safety and security.*

Upon deciding to initiate a **LOCKDOWN** on the campus, an announcement will be made immediately via the PA system followed by a long 2 minute bell. Following the announcement, a 911 call shall be placed. **ALL staff and students MUST be moved into classrooms or safe areas designated by school administrators based on the following instructions:**

When **OUTDOORS**, such as **AT SNACK, LUNCH, OR PASSING PERIOD**, and gunfire is heard, someone in the immediate vicinity is witnessed with a weapon, or the Lockdown announcement is made via the PA:

STAFF SHOULD

- ♣ Shout **“RUN!”** and begin clearing students from the area
- ♣ Get students into **NEAREST** classroom as quickly as possible; close and lock the door **within 20 seconds**
- ♣ Follow the indoor lockdown procedures (listed below)

STUDENTS SHOULD:

- ♣ RUN to the **NEAREST CLASSROOM** regardless of whether or not they are in that class
- ♣ Follow the instructions of the teacher/staff member
- ♣ **NOT** use their cell phones to call or text family or friends as this prevents emergency responders from using cell signals to communicate
- ♣ Remain **QUIET** during the Lockdown

When **INDOORS** on campus and gunfire is heard, someone in the immediate vicinity is witnessed with a weapon, or the Lockdown announcement is made via the PA, staff should:

Lock classroom/facility door within 20 seconds of the emergency bell/announcement and **DO NOT** let anyone **INTO OR OUT OF** the room after the doors are locked

Shut all windows AND close any curtain/blinds where possible so that no one can see inside your room

Move students/staff to least visible position from outside windows and doors and barricade the door with desks

Hang the **RED** card in your window if you have **injuries/victims inside**; hang the **GREEN** card in your window if all the people in your room are **unharmed. No card indicates the intruder is in your room.**

Turn on classroom phone ringer and open email

Take roll and account for all students and staff in your room at the time of the Lockdown

Emphasize to students the importance of NOT using their cell phones to call or text family or friends as this prevents emergency responders from using cell signals to communicate

Remain **QUIET** during the Lockdown

The administration will announce the all clear via the PA system once the situation has been resolved.

EARTHQUAKE DRILL/EVACUATION PROCEDURE:

Every teacher should be familiar with the required procedure, and should direct students to:

1. **1. "DUCK, COVER, & HOLD!"**
 - a. Get under desks, tables, chairs, etc., and keep away from windows.
 - b. Drop to knees with knees together and back to windows.
 - c. Clasp both hands firmly behind the neck, covering the head; bury face in arms.
 - d. **Remain in duck & cover** position until shaking stops.

EVACUATE

- e. **PRIOR** to evacuation, check the status of all students for attendance, injuries, etc.
- f. Once it is safe to exit the building, proceed to the your area following the evacuation map (with arrows) – **BRING YOUR ROSTERS AND DISASTER FOLDER**
- g. **POST THE CLASSROOM STATUS CARD** on your **UNLOCKED** door as you leave the room (red/green status card)
- h. **Submit STUDENT ACCOUNTABILITY SLIP to the Student Care Director upon your arrival at the evacuation site**

ALL CLEAR/RELEASE

- i. EITHER ONE LONG BELL **OR** OTHER COMMUNICATION FROM ADMINISTRATION
- j. Return to classroom and DEBRIEF the drill with students
- k. Submit debriefing form to Deborah Hofreiter at the end of the day

STUDENT ACCOUNTABILITY SLIP	STUDENT ACCOUNTABILITY SLIP
Teacher: _____ _____	Teacher: _____ _____
Room _____ SUB ___Y/___N	Room _____ SUB ___Y/___N
<input checked="" type="checkbox"/> ALL students are present	<input checked="" type="checkbox"/> ALL students are present
Absent Students:	Absent Students:
Missing Students:	Missing Students:
Injured/Deceased Students:	Injured/Deceased Students:
STUDENT	STUDENT

**ACCOUNTABILITY
SLIP**

Teacher: _____

Room _____
SUB ___ Y/ ___ N

ALL students are
present

Absent Students:

Missing Students:

Injured/Deceased Students:

**ACCOUNTABILITY
SLIP**

Teacher: _____

Room _____
SUB ___ Y/ ___ N

ALL students are
present

Absent Students:

Missing Students:

Injured/Deceased Students:

MCHS CAMPUS EMERGENCY ASSIGNMENTS 2014-2015

Position	Coordinator
Incident Commander	Ben Dale
IC Alternates or Backups	Ian Drummond/Deborah Hofreiter/Jon Shaw/Marianne Ramos
Safety Officer	Ian Drummond
Public Information Officer	Deborah Hofreiter
Liaison Officer	Marianne Ramos
Mental Health Officer	Eliza Hynes
Operations Chief	Jon Shaw <i>ALT- Ray Lee/Ben Dale</i>
Site Facility Check/Security	Ray Lee/Jeff Mullikan
Search & Rescue: S&R Team Leader	Mike McAvin
S&R Team #1	1. Chuck Currier 2. Patty Perkinson <i>ALT – Jamison Hughes</i>
S&R Team #2	1. Greg Kloes 2. Christine Baral <i>ALT – Bill Emhof</i>
S&R Team #3	1. Jon Lewis 2. Nicole Mullen <i>ALT – Jose Castillo</i>
S&R Team #4	1. Karl Kurz 2. Monica Pherson <i>ALT – Steve Davidson</i>
Medical Team Leader	Mary Gutierrez/Josie Harris
Triage	Mary Gutierrez
Treatment	1. Tim Cooper 2. Dan Bartlett 3. Jon Reichardt
Psychological First Aid	Corrine Lee-Iwai/Brittney Olson
Morgue	Pam Manago/Olie Smith
Student Care Director	1. David Beck 2. Sue Bertran
Student Release	1. Jen Woodie 2. Joanne Fryml
Planning/Intelligence Chief	Ian Drummond <i>ALT- Sue Bertran/David Beck</i>
Documentation and Situation Analysis	Sina Evans/Alice Wise
Logistics Chief	Jeff Mullikan <i>ALT- Rigo Becerra</i>
Supplies/Facilities	Jeff Mullikan
Staffing	Lisa Claypoole
Communications	Peggy Froseth
Finance/Administration Chief	Heather Hoffman <i>ALT- Jan Norris/Peggy Froseth</i>
Timekeeping	Shelly Moses
Purchasing	Heather Hoffman/Jan Norris

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Section: Command

Incident Commander

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

Ensure the safety of students, staff and others on campus.

Lead by example: your behavior sets tone for staff and students.

Start-up Actions-- Obtain your personal safety equipment; i.e., hard hat, vest, clipboard (with job description sheet).

-- Assess type and scope of emergency.

-- Determine threat to human life and structures.

Implement emergency/disaster plan and hazard specific procedures.

-- Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.

-- Activate functions (assign positions) as needed.

• Fill in "Incident Assignments" form

• Appoint a backup or alternate IC

Ongoing

Operational Continue to monitor and assess total school situation:

Duties: • View site map periodically for Search & Rescue progress and damage assessment information.

• Check with chiefs for periodic updates.

• Reassign personnel as needed.

--Report (through Communications) to school district on status of students, staff, campus as needed. (Site Status Report)

--Develop and communicate revised incident action plans as needed.

-- Begin student release when appropriate.

NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools, except individuals on request of parent/guardian.

--Authorize release of information.

--Utilize your back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the CP.

--Plan regular breaks for all staff and volunteers. **Take care of your caregivers!**

--Release teachers as appropriate per district guidelines. By law, during a disaster, teachers become "disaster workers."

--Remain on and in charge of your campus until redirected or released by the Superintendent of Schools.

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Closing Down: Authorize deactivation of sections, branches, or units when they are no longer required.

--At the direction of the Superintendent of Schools, 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.

--Proclaim termination of the emergency and proceed with recovery operations if necessary.

Section: Command

Safety Officer

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

Start Up Actions: Check in with Incident Commander for situation briefing.

- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as 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 severe aftershocks, in all planning.
- Keep the Incident Commander (IC) advised of your status and activity and on any problem areas that now need or will require solutions.

Closing Down: When authorized by IC, 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.

Section: Command

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 emergencies/disaster at the school site **as soon as it is available.**

The Public Information Officer (PIO) acts as the official spokesperson for the school site in an emergency situation. If a school district PIO is available, he/she will be the official spokesperson. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming.

News media can play a key role assisting the school in getting 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 students). Get approval from the Incident Commander (IC).

- Identify yourself as the “PIO” (vest, visor, sign, etc.)

- Consult with district PIO to coordinate information release.

- Assess situation and obtain statement from IC. Tape-record if possible.

- Advise arriving media that the site is preparing a press release and 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 by the IC 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 school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
- Resources in use.
- Best routes to school if known and appropriate.

- Any information school wishes to be released to the public.

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-- **Read** statements if possible.

--When answering questions, be complete & truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase “no comment.”

--**Remind school site/staff volunteers to refer all questions from media or waiting parents to the PIO.**

Update information periodically with IC.

Ensure announcements & other information are translated into other languages as needed.

Monitor news broadcasts about incident. Correct any misinformation heard.

Closing Down: At the Incident Commander’s direction, release PIO 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.

Section: Command

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 of information.

Start Up Actions: Check in with Incident Commander (IC) for situation briefing.

Determine your personal operating location and set up as necessary.

Obtain necessary equipment and supplies from Logistics.

Put on position identifier, such as 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 current situation, priorities and incident action plan.

Ensure coordination of efforts by keeping IC informed of agencies’ action plans.

Provide periodic update briefings to Agency Representatives as necessary.

Closing Down: At the Incident Commander’s direction, 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.

Section: Operations

Operations Chief

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

Site Facility Check/Security

Search & Rescue Student Care

Medical Student Release

Start-Up Actions: Check in with Incident Commander for situation briefing.

Obtain necessary equipment and supplies from Logistics.

Put on position identifier, such as vest, if available.

Operational Duties: Assume the duties of all operations positions until staff is available and assigned.

As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.

Coordinate Search & Rescue operations. Appoint S&R Team Leader to direct their operations if necessary.

As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.

Inform the Incident Commander regarding tasks and priorities.

Make sure that Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.

Schedule breaks and reassign Operations staff within the section as needed.

Closing Down: At the Incident Commander's (IC) 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 IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Section: Operations

Site Facility Check/Security

Personnel: Staff as assigned. Work in pairs.

Responsibilities: Take no action that will endanger yourself.

Start Up Actions: Wear hard hat and orange identification vest if available.

Take appropriate tools, job description clipboard, and radio.

Put batteries in flashlight if necessary.

Operational duties: As you do the following, observe the campus and report any damage by radio to the Command Post.*

Lock gates and major external doors.

Locate/control/extinguish small fires as necessary.

Check gas meter and, **if gas is leaking**, shut down gas supply.

Shut down electricity only if building has clear structural damage or advised to do so by Command Post (CP).

Post yellow caution tape around damaged or hazardous areas.

Verify that campus is “locked down” and report same to CP.

Advise CP of all actions taken for information and proper logging.

Be sure that the entire campus has been checked for safety hazards and damage.

No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.

Route fire, rescue, police, etc. 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.

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

Section: Operations

Search and Rescue Team Leader

Safety Rules: Buddy system: Minimum of 2 persons per 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 briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.

Assign teams based on available manpower, minimum 2 persons per team.

Operational Duties: Perform visual check of outfitted team leaving CP; include radio check. 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 campus using specific planned routes. Send a specific map assignment with each team.

Remain at Command Post (CP) in radio contact with S&R Teams.

Record all teams' progress and reports on site map, keeping others at CP informed of problems. When a room is reported clear, mark a "C" on the map.

If injured students are located, consult Operations Chief for response. Utilize Transport teams, or send a First Aid Team.

Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map).

Keep radio communication brief and simple. No codes.*

Closing Down: Record the return of each S&R team. Direct them to return equipment and report for additional assignment to Logistics.

Provide maps & logs to the Documentation Unit.

Equipment/ Supplies: Teams wear vest, hard hat, work and latex gloves, & whistle with master keys on lanyard. One member wears first aid backpack.

Teams carry campus 2-way radio and clipboard with job description and map indicating search plan.

Teams carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.

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

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Section: Operations

Search and Rescue Teams

Safety: Buddy system: Minimum of 2 persons per 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.

You must be wearing sturdy shoes and long sleeves. Put batteries in flashlight.

Check at Command Post (CP) for assignment.

Operational Duties: Report gas leaks, fires, or structural damage to CP immediately upon discovery. Shut off gas or extinguish fires if possible.

Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**

If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to Command Post that room has been cleared (ex: "Room A-123 is clear")*

When injured victim is located, team transmits location, number, and condition of injured to CP. Do not use names of students or staff. Follow directions

from CP.

Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map and report information to CP.

Keep radio communication brief and simple. No codes.

Closing Down: Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

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

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Section: Operations

Medical Team Leader

Responsibilities: The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or Incident Commander (IC) when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.

Start-Up Actions: Establish scope of disaster with IC and determine probability of outside emergency medical support and transport needs.

Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.

Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.

Assess available inventory of supplies & equipment.

Review safety procedures and assignments with personnel.

Establish point of entry (“triage”) into treatment area.

Establish “immediate” and “delayed” treatment areas.

Set up a separate Psychological First Aid area if staff levels are sufficient.

Operational Duties: Oversee care, treatment, and assessment of patients

Ensure caregiver and rescuer safety

• Latex gloves for protection from body fluids; replace with new gloves for each new patient.

Make sure that accurate records are kept.

Provide personnel response for injuries in remote locations or request

Transport Team from Logistics.

If needed, request additional personnel from Logistics.

Brief newly assigned personnel.

Report deaths immediately to Operations Chief.

Keep Operations Chief informed of overall status.

Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.

Stay alert for communicable diseases and isolate appropriately.

Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, etc.).

Closing Down: At the Incident Commander's direction, release Medical staff no longer needed. Direct staff members to sign out through Timekeeping.

Return equipment and reusable supplies to Logistics.

When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

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