

Mountain View Whisman School District
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Emergency Response & Crisis Management Plan

Approved by the Board of Trustees
June 16, 2011

**MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT
EMERGENCY PLAN**

RECORD OF PLAN CHANGES

Recommended changes to this plan should be approved by the district superintendent and Board of Trustees.

DATE	DESCRIPTION OF UPDATE	BY

PLAN DISTRIBUTION

VERSION	DATE	PROVIDED TO

**MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT
EMERGENCY PLAN**

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Mountain View Whisman School District

EMERGENCY OPERATIONS PLAN

1 Basic Plan

1.1 Promulgation

1.1.1 The Basic Plan:

The Basic Plan addresses the Mountain View Whisman School responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. The Basic Plan:

- Conforms to the State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Mountain View Whisman School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

1.1.2 Requirements

The Plan meets the requirements of Santa Clara County's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and defines the primary and support roles of the District and individual schools in after-incident damage assessment and reporting requirements.

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2 Purpose & Scope

2.1 Purpose

The Purpose of the Emergency Operations Plan is to protect the safety and welfare of the employees, visitors, volunteers, students in the Mountain View Whisman School District's schools, facilities and grounds, and to ensure the preservation of public property under the jurisdiction of the Mountain View Whisman School District.

2.2 Scope

The Scope encompasses all District facilities and schools. It addresses a broad range of major emergencies that may affect more than one site. Such events include earthquake, hazardous materials emergencies, flooding, landslides and wildfires. Also included are procedures for emergencies that may or may not require the full or partial activation of the District Emergency Operations Center (EOC).

3 Objectives

3.1 The objectives of the plan are to:

- ✓ Protect the safety and welfare of students, employees and staff.
- ✓ Provide for a safe and coordinated response to emergencies.
- ✓ Protect the District's facilities and properties.
- ✓ Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- ✓ Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- ✓ Provide for interface and coordination between sites and the County or city EOC in which they reside.
- ✓ Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.

4 Standardized Emergency Management System (SEMS) (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations).

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4.1 SEMS is based on a number of concepts, three of which are pertinent to schools:

4.1.1 A management tool called the Incident Command System (ICS).

ICS was developed by fire departments to give them a common language when requesting personnel and equipment from other districts, and common tactics when responding to emergencies. The system is designed to minimize the problem common to many emergency response efforts – duplication of efforts – by giving each person a structured role in the organization, and each organization its piece of the larger response. For the District, ICS is instituted at both the District and Site Level (school or facility).

4.1.2 Mutual aid systems, in which similar organizations assist each other in emergencies.

4.1.3 Multiple agency coordination, under which diverse organizations work together and communicate with each other.

4.2 There are five basic SEMS functions:

These are the tasks involved in any emergency response anywhere. A few people or many, depending on the size of the emergency and the human resources at hand, may perform them. The five components should constitute the District's basic structure for any emergency response.

4.2.1 Management Section (The "Leaders")

The Management Section is responsible for overall policy, direction, and coordination of the emergency response effort in the Emergency Operations Center (EOC) throughout the Mountain View Whisman School District. The Management Section Staff is also responsible for interacting with each other and others within the EOC to ensure the effective function of the EOC organization.

4.2.2 Operations Section (The "Doers")

The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

4.2.3 Planning/Intelligence Section (The "Thinkers")

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future. This section also develops District EOC/Field action plans for implementation by the Operations Section.

4.2.4 Logistics Section (The "Getters")

The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, transportation, and materials.

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4.2.5 Finance and Administration Section (The "Collectors")

The Finance and Administration Section is responsible for accounting and financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

4.3 Responsibility

School administrators have the responsibility to ensure the safety of their students and staff in an emergency. Law requires developing emergency plans and training staff in all-hazards emergency response procedures.

The principles of SEMS are incorporated in this plan and school personnel must be trained in how the system works. Schools must also have drills and exercises in order to practice using the system. Periodic training will be available to help orient new employees and provide refresher training to current employees on an annual basis through the District Office.

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5 Authorities and References

5.1 State of California

5.1.1 California Emergency Services Act (Chapter 7, Division 1, title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

5.1.2 California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

5.1.3 California Civil Code, Chapter 9, Section 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

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5.1.4 California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042.

Requires that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

5.1.5 California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

5.2 Federal

5.2.1 Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).

5.2.2 Federal Civil Defense Act of 1950 (Public Law 920, as amended).

5.3 Local

5.3.1 City of Mountain View City Ordinances, Emergency Operations Plan and Resolutions

5.3.2 Santa Clara County Ordinances, Emergency Operations Plan and Resolutions

5.4 Board Policies

5.4.1 Mountain View Whisman School District Board Policies and Regulations

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6 Definitions

6.1 Incidents, Emergencies, and Disasters.

6.1.1 Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions.

6.1.2 Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency also defines a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

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6.1.3 Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

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7 Response Levels

7.1 Response Levels are used to describe the type of event:

The area(s) affected, the extent of coordination or assistance needed, and the degree of participation expected from the School District. Response Levels are closely tied to Emergency Proclamations issued by the head of local government.

7.1.1 Response Level 0 - Readiness & Routine Phase

On-going routine response by the School District to daily emergencies or incidents. Stand-by and alert procedures issued in advance of an anticipated or planned event.

7.1.2 Response Level 3 - Local Emergency

A minor to moderate incident in which local resources are adequate and available. This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs. A Level 3 response requires School/Site Coordinators to implement guidelines in the Emergency Standard Operating Procedures and interact with public agencies.

7.1.3 Response Level 2 - Local Disaster

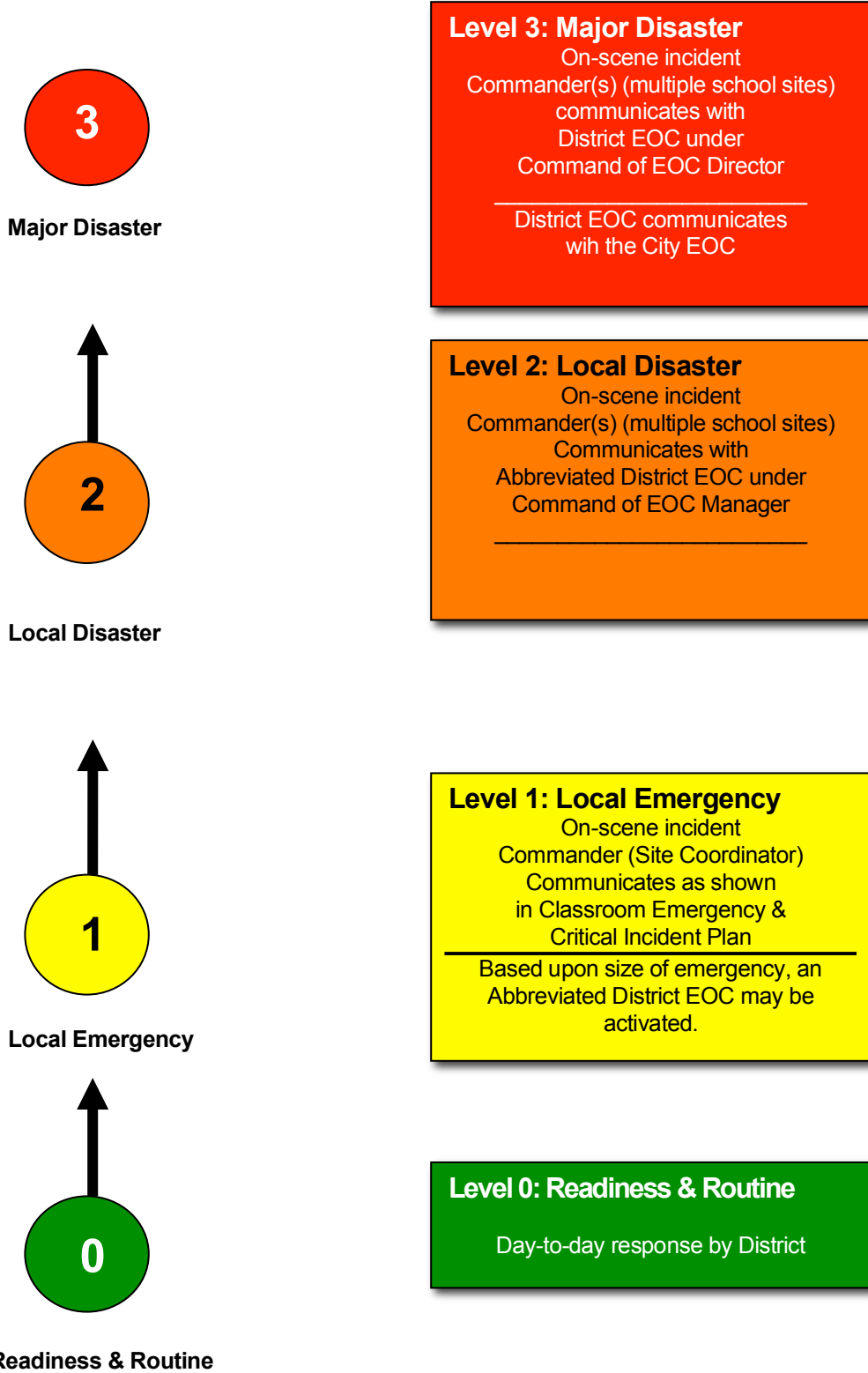
A moderate to severe emergency in which resources are not adequate and mutual aid may be required on a regional, even statewide basis with coordination with local police and fire departments of the affected are working in concert with Mountain View Whisman School District to respond. The affected Cities and the County of Santa Clara will proclaim a local emergency. Then, the State of California may declare a state of emergency.

7.1.4 Response Level 1 - Major Disaster

Resources in or near the impacted areas are overwhelmed and extensive State and Federal resources are required. The cities and the County of Santa Clara will proclaim a local emergency. Then, the State of California will declare a State of Emergency. A Presidential Declaration of an Emergency or Major Disaster is requested by the State. Examples of major disasters are the Loma Prieta Earthquake of 1989 or the Oakland Hills Firestorm of 1991. When local jurisdictions declare a State of Emergency, the district board can declare the same.

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7.2 Response Level Diagram



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8 Emergency Phases

8.1 General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

8.1.1 Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

8.1.2 Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

8.1.3 Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

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8.1.4 Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

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9 Emergency Policies

9.1 Mountain View Whisman School District Policies

9.1.1 Certain policies governing emergency preparedness and response within the District are established.

The safety of students is paramount. All actions taken shall bear this in mind as well as the safety and well being of employees.

If a disaster occurs during school hours, school will not be dismissed without the express approval of the Superintendent or his/her designee. Students will remain under the supervision of school authorities until released to parents or their pre-authorized representative. The following entities shall be notified as soon as a closure decision is made through the Superintendent's Office, as needed:

- Board of Education
- District personnel
- Local area media
- Police, fire, and other agencies
- State & Federal legislators and other officials
- City(s) and County Office of Emergency Services
- County and State Departments of Education
- Local hospitals and County Emergency Medical Services

If parents or guardians come to the school and properly identify themselves, students will be released.

Since District personnel are expected to assist in post-disaster care of students, arrangements for the care of their own family should be prearranged in order to permit discharge of this emergency responsibility.

Each school will have a designated Site Coordinator (the principal or site manager) who shall supervise the planning and implementation of the Site Emergency Operations Plan (EOP). An alternate Coordinator shall be named to serve if the designated Site Coordinator is absent.

The Site Coordinator shall prepare a list of staff to be assigned specific emergency response roles as outlined in this plan.

All school secretaries are trained in Cardio-Pulmonary Resuscitation (CPR) and First Aid.

Each site coordinator shall conduct an annual Disaster Service Worker Survey of certificated and classified personnel to determine each employee's status in terms of first aid training, disaster preparedness training, and other emergency experience and training. Records will be kept current

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as changes of personnel occur. Copies of records will be kept on file in the site coordinator's office, and a copy will be forwarded to the Emergency Preparedness Coordinator at the District Office.

Solicit cooperation of the PTA and other parent groups in organizing disaster response activities and assignments.

In preparation for the possibility of a long stay at schools, the Site Coordinator shall prepare a list of students and staff who have special conditions requiring medications and/or special attention.

9.1.2 Assumptions inherent in the District's response to any disaster include:

All District emergencies are reported to the Superintendent's Office and to the immediate supervisor.

District schools may implement their respective EOP independent of the District EOP.

Depending on the severity and scope of the emergency, and its effect on individual sites, the Site EOP and its Emergency Management Organization may or may not be activated.

The Site Emergency Management Organization will be partially or fully staffed, as deemed necessary, by the Site Coordinator.

When a local emergency is proclaimed by the Superintendent (and later ratified by the school board), the District's policies and procedures outlined in this plan become effective.

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10 Emergency Organization

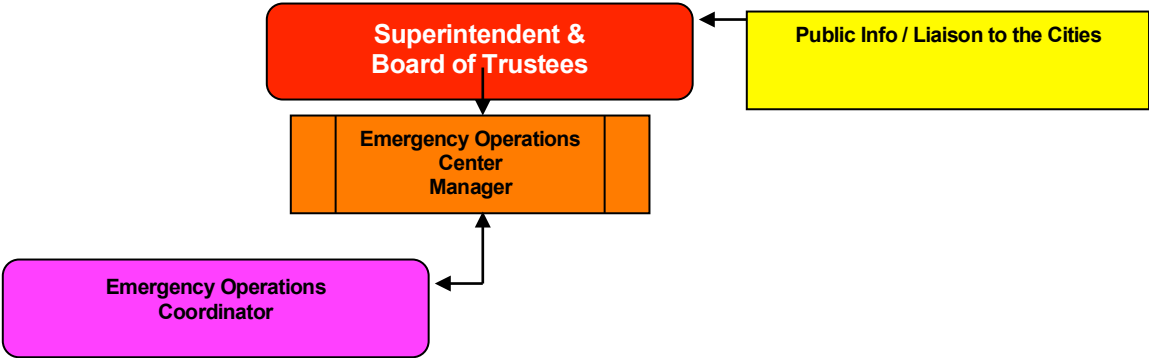
10.1 Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. Mountain View Whisman School District emergency response organization is based on these functions.

10.2 District Management Section Structure, Office of the Superintendent

10.2.1 District Management Section Structure Chart

An emergency requires constant management. The Emergency Operations Center shall have management represented AT ALL TIMES.



10.2.2 District Management Section Structure Definitions

Board

Provides official Board actions. Liaison to other agencies and community groups. Supports the Public Information Officer with news media interviews. Supports petitions for State and Federal disaster assistance programs. Requires disaster exercises. Requires school representative to participate in joint school preparedness meetings. Coordinates District emergency plan with local emergency plan.

Superintendent

Overall management of the School District at all times. Delegates responsibility for uniform planning and execution of details of the disaster preparedness program for the district. Establishes a chain of command for emergencies. Establishes communication between the schools and the District EOC using the district telephone tree. Directs each principal to prepare and publish plans for their school on procedures for emergency or disaster situations. Requires that prescribed training and disaster plans are implemented. Requires that schools maintain first aid equipment and other emergency supplies. Plans for safe storage of district records. Requires a list of emergency contacts (law enforcement, fire, medical, etc.), with telephone numbers and addresses to be maintained at the district office, each school site, the M&O, and other facilities. Informs the public, particularly the parents of enrolled pupils, about the school district's emergency program, and their responsibilities and participation in the plan.

Liaison to the Cities

Interfaces with the local jurisdiction’s Emergency Operations Center and oversees interests of the School District. Provides information to the local jurisdiction’s EOC to support their operations.

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Public Information / Liaison Officer (PIO)

Direct representative of the Board to the Superintendent. Conduit for information flow between the Board and Superintendent. During an emergency, the School Board Liaison must be available to the Superintendent at all times. Also serves as the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, Red Cross). Prepares information for distribution to parents and students. Coordinates press conferences. Coordinates with the City Public Information Officer, if appropriate.

Authorized to speak for the District. Schools and other District sites refer media inquiries to the PIO.

Emergency Operations Center Manager

From the EOC, constantly assesses the situation. Knows what resources are available. Determines strategy for implementing the plan to handle the incident. Monitors how well (or poorly) the plan is working. Adjusts the plan to meet the realities of the situation. Makes sure that the response is being fully documented - for legal financial reasons. Coordinates all response activities through the section chiefs. Keeps the Superintendent informed of the progress and strategies implemented during the response.

If appropriate to the situation, and no other person is available, acts as Safety Officer to make sure that the safety of students and staff and others on the site is the highest priority. The Emergency Manager can also perform the positions of information officer and liaison when designated persons are not available.

Maintains and coordinates the operation of the Emergency Communications System logs. Establishes radio contact with all district facilities. Manages site and hazard surveys, recommending changes where resources cannot accomplish needed changes.

Continuity and efficiency require that the Emergency Manager be in the EOC throughout the response and use a "hands-off" approach to managing response activities.

Safety:

Oversees all operations to make sure that emergency responders are working in a safe environment. Takes steps, with the approval of the Superintendent, to set policies and change procedures to ensure maximum safety. Directs the use of school facilities for community's care, if required. Designs and implements in-service training of permanent and substitute employees in emergency techniques. Coordinates safety inspections of all buildings and District Office.

Emergency Operations Center Coordinator

From the EOC, assists the Emergency Operations Center Manager. Maintains contact with City EOC. Assists all EOC command center staff in carrying out their duties.

**MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT
EMERGENCY PLAN**

Emergency Operations Center (EOC) Structure

10.3.1 EOC Structure Chart

EOC ManagerKaren Robinson (back up Terese McNamee)
EOC Coordinator/SafetyNick Prychodko
Public Information Officer.....Kathi Lilga
Liaison.....Cindy Loleng-Perez
Technical SpecialistRakesh Lad
Operations Coordination ChiefCathy Baur/Jon Aker
Planning Coordination Chief.....Terese McNamee
Resource Coordination ChiefPhyllis Rodgers
Finance Coordination ChiefJean Yao

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT EMERGENCY PLAN

10.3.2 EOC Structure Definitions

Operations Section Chief – Oversees all emergency response functions or teams. Reports to the EOC Manager. Evaluates and acts on operational information.

Maintenance / Fire Safety Team - Responds where required to assist in Search & Rescue and Rapid Assessment. Provides and interprets architectural drawings and schematics of District facilities. Provides technical assistance in locating vital utility service connections (electrical, gas, water, and sewer). Assists in locating and providing operations instructions for all utility shut-offs throughout the District.

Site Security / Re-Entry Team – Obtains site security status from School Site Liaisons and assesses condition of school sites for re-entry. Communicates status to Operations Section Chief.

Medical / Health Team – Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident. Assess medical casualties and needs. Coordinate resources and communication with medical / health facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan. Coordinate preventative health services and other health – related activities and advise on general sanitation matters. Responsible for organizing and maintaining emergency first aid supplies for all district level sites. Ensures that team members are trained in Basic First Aid and CPR. Plans and prepares to staff and operate the Education Center First Aid area if the building(s) need to be evacuated. Nurses shall report to the EOC and participate on the team. Psychologists and Counselors shall serve as needed. The Crisis Intervention Team is activated as required. Provides first aid to District Office staff on site.

School Site Liaisons – Assigned by the EOC Manager to represent the interests of selected schools. One liaison may represent several schools.

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT EMERGENCY PLAN

Logistics Section Chief – *In charge of ensuring the provision of resources for the response effort, including procurement, delivery, and deployment of resources. Ensures that all emergency expenses are given to Finance / Administration for tracking, by site, and that complete and accurate records are kept using the accounting system specified by the Finance & Administration Section. Assists in finding facilities for use as school classrooms or administrative space and for setting up and maintaining EOC facilities.*

Food, Water Supply Team – *Responsible for providing food & water to school sites and district employees during emergency response operations.*

Purchasing Team – *Responsible for providing all types of support for the emergency response operation. Manages emergency use of District facilities. Orders all resources from off-site locations and provides facilities, services, personnel and materials where needed. Maintains accurate records and complete documentation.*

Transportation Team – *Responsible for coordinating transportation arrangements for students and staff when relocation is necessary. Establishes agreements with local transportation agencies for use during disasters.*

Staffing Deployment Team – *Maintains and provides information regarding status and availability of on- and off-duty personnel. Coordinates staff recall needs. Arranges recruitment and orientation of temporary employees. Registers and assigns volunteer workers and technical experts & specialists. Initiates and maintains records. Tracks injured and displaced personnel.*

Planning & Intelligence Section Chief – *Responsible for planning ongoing operations and supervision of the situation status indicator (status board). Prepares the After Action Report. Manages message flow and runners.*

Situation Analysis Team – *Plans, manages and tracks District emergency efforts to support student populations affected by the event.*

Communications & Information Technology Team - *Provides information and status reports to the Operations Section Chief such as student care needs, school site evacuation, Maintains and updates situation status indicator (status board). Accesses and maintains personnel and student databases. Manages message flow.*

Finance / Personnel Section Chief - *Responsible for the supervision of Accounting, OES/FEMA documentation and all financial aspects of the response as well as all documentation and oversight of the process for the disaster assistance application during recovery.*

Fiscal – *Tracks and maintains documentation of personnel, labor, materials and contracts generated by event.*