

San Ramon Valley Unified School District



SRVUSD EMERGENCY OPERATIONS PLAN 2019-2020



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526
Educational Services
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Formal adoption of the SRVUSD Emergency Operations Plan

April 30, 2019

Action proposed:

Formal adoption of the SRVUSD Emergency Operations Plan

Background:

The SRVUSD emergency operations plan (EOP) 2019 addresses the District's plan response to extraordinary emergency situations associated with natural disasters, technological incidents, and security emergencies. The plan was prepared by the Emergency Service – School Operations of Terra Firma Enterprises, a professional emergency service consulting group from Los Angeles.

The plan incorporates input from the SRVUSD Emergency Operations Plan printed in 2007 and edited by SRVUSD's Safety and Wellness Coordinator, James Corral. This plan replaces the EOP issue in 2007.

Expected outcomes:

Adoption as policy, the SRVUSD emergency operations plan addresses the district's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and security emergencies.

Board Options and Consequences:

Formal adoption of the plan by the board ensures that the district is in alignment with the state and federal guidelines for response to extraordinary emergency situations associated with natural disasters, technological incidents, and security emergencies. Formal adoption of the district's emergency operations plan will allow the district to demonstrate reasonable care to plan for and respond to emergencies in accordance with the recommendations of the Federal Emergency Management Agency.

Policy Implications:

The emergency operations plan provides an important framework for developing district guidelines and procedures related to emergency management that are aligned to state and federal guidelines. The EOP will be in official District guiding document for emergency management.

Budget impact:

None

Attachments:

Emergency Operations Plans

Informative: Request to adopt the SRVUSD Emergency Operations Plan

EMERGENCY OPERATIONS CENTER: SRVUSD DISTRICT OFFICE

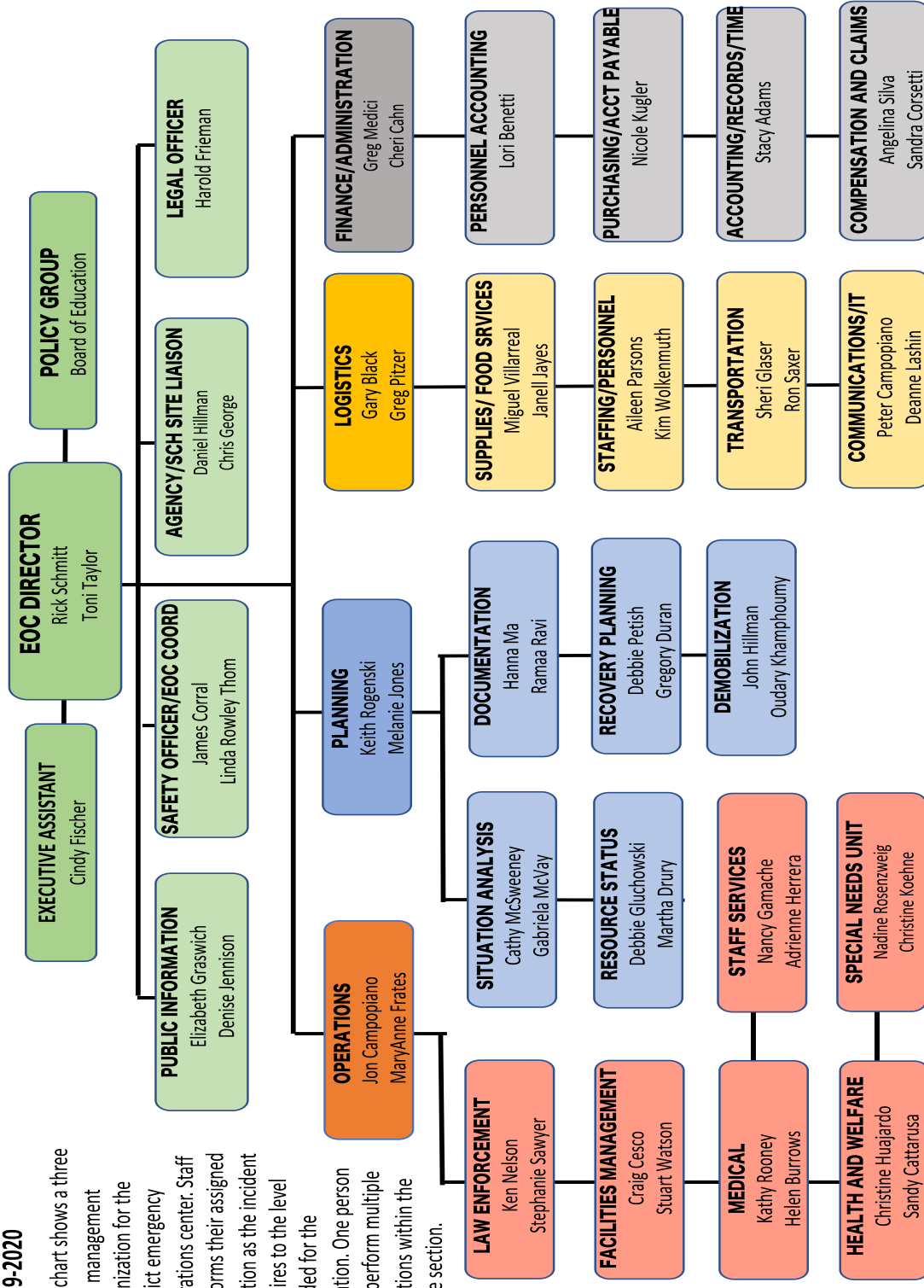
At the school district level, the superintendent or designee assumes management responsibilities as the EOC Director and activates others as needed. District office personnel transition from their daily jobs to assigned emergency functions. The EOC is flexible and size and scope. Depending upon the magnitude of the emergency, the EOC can expand or contract as needed. Each section chief is responsible for any unit that is not assigned, EOC Director is responsible for any section that is not assigned.

MANAGEMENT: EOC Director	Provides overall direction and coordination among school sites; determines EOC staffing level and communicates with the local jurisdictions.
Safety Officer	Ensures activities are conducted in a safe manner and assures safety of all personnel, students, staff volunteers and responders.
Public information Officer (PIO)	Media liaison and an official spokesperson for the district, coordinates information for parents, community and monitors news broadcasts.
Agency & School Site Liaison	Assists in coordinating outside agencies that provide services, resources in support of overall incident response. Also works as the school site liaison.
OPERATIONS: Student Accounting & Release	Analyze school staffing to develop a student accounting and release plan. (Accounting from individual teachers to student accounting and release to Command Post) Implement plan in an emergency and document activities.
Law Enforcement	Provides security and safety. Coordinates security needs for the district, works with local and county public safety officials.
Facility Management	Assesses safety and integrity of buildings and arranges site repairs and debris removal. Restores utilities and coordinates use of school facilities.
Health & Welfare	Coordinate shelter, food and water needs for students and staff throughout the district. This group includes a Special Needs unit for additional care.
Medical	Determines medical and mental health impact on school population, ensures medical updates and inquiries are provided to PIO.
Staff Services	Accounts for District office staff, provides safety services, search and rescue, medical care and shelter for district office staff and employees.
PLANNING: Situation Analysis	Provides maps of all schools and facilities. Assigns "Field observers" and utilizes staff within the operation section the EOC to facilitate and gather information.
Documentation	Collects and archives all incident documents.
Resources	Tracks equipment and personnel assigned to the incident including volunteers.
Recovery Planning	Identify short and long-term assistance needed to restore the learning environment and supervise recovery operations until EOC is deactivated.
Demobilization	Coordinates release of assigned resources and deactivation of EOC.
LOGISTICS: Supplies & Staffing	Procures supplies including equipment, food (using Food Services) water and personnel resources as needed. Registers and assigns volunteers.
Transportation	Arranges for transportation for staff, students and supplies as needed.
Communication IT Support	Maintains log of incoming and outgoing communications. Provides services to support all Information technology functions.
FINANCE AND ADMIN: Purchasing & Accounts Payable	Supports Logistics and making purchases and paying vendors. Manages vendor contracts.
Personal Accounting	Maintains time logs for all staff. Collects travel expenses and claims.
Recording & Bookkeeping	Tracks EOC and site expenses, time sheets and provides cost estimates. Analyze and makes recommendations for cost savings.
Compensation & Claims	Processes compensation and injury claims related to emergency response at all sites, including reimbursements from outside agencies.

SRVUSD Emergency Operation Center (EOC)

2019-2020

This chart shows a three level management organization for the district emergency operations center. Staff performs their assigned function as the incident requires to the level needed for the situation. One person can perform multiple functions within the same section.



National Incident Management System (NIMS)

The first name in the box represents the primary responsible person,
the second name denotes the backup.

August 27, 2019

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ACKNOWLEDGMENTS

The District's Safety Committee served as oversight in updating this Plan and included the input from partners outside the District (San Ramon Valley First Responders) that have a vital role in the District's day-to-day operations. Thanks to their dedication and support, various hazards, successes, and challenges of SRVUSD's four phases of Emergency Management at District offices and school sites have been identified, discussed and prioritized. The four phases are:

- Mitigation
- Preparedness (including prevention and protection)
- Response
- Recovery

The recommendations and suggestions included in this plan are intended to improve the San Ramon Valley Unified School District's overall emergency management program which encompasses all phases of emergency management as recommended by the U.S. Department of Education: mitigation/prevention, emergency preparedness, response and recovery. This plan satisfies the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Homeland Security Presidential Policy Directive – 5.

This plan was prepared by Dr. Jill Barnes, Coordinator with the Office of Emergency Services, School Operations, Los Angeles Unified School District and the Emergency Operations Center Steering Committee supported by Wendy Haddock Milligan of Terra Firma Enterprises. This document was edited by James A. Corral, SRVUSD Safety/Wellness Coordinator, to be implemented as San Ramon Valley Unified School District's current Emergency Operations Plan.

REFERENCES

The following vital documents were used as reference information in compiling this plan:

- U.S. Department of Education, *"Guide for Developing High-Quality School Emergency Operations Plans"*, 2013.
- FEMA CPG 101: *"Developing and Maintaining Emergency Operations Plans"*, November 2010.
- OES: *"SEMS Guidelines"*, 2009
- San Ramon Valley Unified School District, *"Emergency Operations Plan,"* 2007
- San Ramon Valley Unified School District, *"Hazard Mitigation Plan,"* 2018

SAN RAMON UNIFIED SCHOOL DISTRICT EMERGENCY OPERATIONS PLAN OVERVIEW

Although the District has a comprehensive Emergency Management program which includes all five areas of the preparedness (previously described), this Emergency Operations Plan (EOP) will focus primarily on the Emergency Response and Recovery phases.

This EOP addresses the San Ramon Valley Unified School District's (SRVUSD) planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and security emergencies.



This plan does not address normal day-to-day emergencies or the established routines and procedures used in such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This plan is designed to prepare the District prior to an emergency, include SRVUSD as part of the Contra Costa County Operational Area, the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

INTRODUCTION

FIVE MISSION AREAS OF PREPAREDNESS¹

The District recognizes and actively pursues competency in all areas of preparedness: Prevention, Protection, Mitigation, Response and Recovery.

1. Prevention

Prevention is the action the District, including District facilities and schools take to prevent a threatened or actual incident from occurring.

Prevention activities include:

- Positive behavior interventions
- Threat Assessments
- Proper food handling procedures

2. Protection

Protection refers to the capability to secure schools against acts of violence and disasters (man-made or natural). Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks and property from a threat or hazard.

Protection activities include:

- Sharing of intelligence and information sharing
- Accessing of control and identity verification
- Physical protective measures (i.e. building bollards posts)

3. Mitigation

Mitigation refers to the necessary capabilities of eliminating and/or the reduction of loss of life and/or property. It also refers to lessening the impact of damage in an emergency event. In this document, “mitigation” also denotes reducing the likelihood that threats and hazards will occur.

Mitigation activities include:

- Connecting with community emergency responders to identify local hazards and discuss emergency scenarios, response and recovery procedures.
- Conducting annual safety inspections/assessment of District facilities and school sites to identify and correct potential problems.
- Collaborating with staff and community partners to provide input and feedback on the District’s emergency management program.

4. Response

Response refers to the capabilities necessary to stabilize an emergency once it has occurred or is certain to occur. Response also refers to establishing a safe and secure environment that save lives and property as well as facilitates the transition to recovery.

Response activities at the District and school sites include:

- Activating the District’s Emergency Management System of responding to a disaster and/or crisis.
- Filling of Emergency Management positions by District employees within the Incident Command System.
- Coordinating and collaborating with District partners in responding to and recovering from a disaster and/or crisis.
- Communicating accurate and appropriate information to staff, students, parents and the community.

5. Recovery

Recovery refers to capabilities necessary to assist schools affected by an emergency in restoring the educational environment.

The following actions are essential to District and school site recovery:

- Restoration of the District’s physical property at offices and school sites to pre-disaster conditions.
- Providing appropriate emotional and/or psychological recovery.

This plan provides basic planning information. District departments must prepare standard operating procedures and, in some cases, more detailed checklists that will describe their internal operations under emergency conditions.

ASSUMPTIONS:

- The District is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to students and staff, and minimize damage to property.
- The District will utilize SEMS and NIMS in emergency response operations.
- The District will participate with the cities the District serves and the Contra Costa County Operational Area.
- The resources of the District will be made available to schools in the District to cope with disasters affecting the area.
- The District will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested via the Contra Costa County Operational Area Emergency Operations Center (EOC) and/or appropriate city EOCs as needed.

CONCEPT OF OPERATIONS

This plan provides the organized management system for SRVUSD's response and recovery to emergencies/disasters. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of the District during response and recovery activities.

Response and recovery operations will be managed using the **Incident Command System (ICS)** and will be consistent with both the **Standardized Emergency Management System (SEMS)** and the **National Incident Management System (NIMS)**.

EMERGENCY MANAGEMENT GOALS:

- Provide for the safety, health, and welfare of SRVUSD staff and students.
- Provide for a safe and coordinated response to emergencies.
- Provide for the rapid resumption of School District operations.
- Protect the District's facilities, assets and properties.
- Provide for the interface and coordination among school sites, the District Emergency Operations Center (EOC), the cities the District serves and the Contra Costa County Operational Area EOC.

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):

- **Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Emergency Response Organization Functions.** Description of the emergency response organization and emergency action checklists and reference material.

EMERGENCY OPERATIONS PLAN – 2019-20

- **Appendices** – A restricted-use document that contains the emergency organization's notification numbers, other essential numbers and secure and sensitive information. To stay up-to-date, the appendices shall be updated independently of the body of the plan, and are considered confidential documents.

ACTIVATION OF THE EOP:

- The Superintendent or designee is authorized to activate this plan.
- When any of the cities the District serves or the Contra Costa County Sheriff have proclaimed a Local Emergency that impacts District facilities, staff and students.
- When the Governor has declared a State of Emergency and the District is affected.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a major disaster or emergency.

APPROVAL AND PROMULGATION:

The EOP will be reviewed by the SRVUSD EOC Safety Committee and shared with the Board of Education upon completion.

MAINTENANCE OF EOP:

As a policy of the Office of Educational Services, the EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible department will review and upgrade its portion of the EOP and/or modify its Standard Operating Procedures as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in SRVUSD structure and emergency response organizations will also be considered in the EOP revisions. The Office of Student Services will be responsible for making revisions to the EOP to enhance the conduct of response and recovery operations and will prepare, coordinate, publish and distribute any necessary changes to the plan to all entities identified on the distribution list on page 7 of this EOP.

[illegible]

DISTRIBUTION LIST

DEPARTMENTS/AGENCIES EOP

Rick Schmitt	Superintendent	1
Cindy Fischer	Executive Assistant	1
Toni Taylor	Deputy Superintendent	1
Debbie Gluchowski	Administrative Secretary	1
Jon Campopiano	Executive Director, Secondary Education	1
Christine Huajardo	Executive Director, Elementary Education	1
Debra Petish	Director of Curriculum & Instruction	1
Nadine Rosenzweig	Assistant Director - Elementary	1
Chris George	Assistant Director - Secondary	1
James Corral	AP on Special Assignment - Safety & Wellness Coordinator	5
Christine Koehne	Special Needs Support Liaison	1
Elizabeth Graswich	Director, Communications & Community Relations	2
Hanna Ma	Assistant Director	1
Ken Nelson	Director Student Services	5
BUSINESS SERVICES		
Greg Medici	Chief Business Officer	1
Sandra Corsetti	Administrative Assistant	1
Cherie Cahn	Director, Fiscal Services	1
Lori Benetti	Director, Accounting & Payroll	1
HUMAN RESOURCES		
Keith Rogenski	Assistant Superintendent, Human Resources	1
Adrienne Herrera	Administrative Assistant	1
Nancy Gamache	Director, Classified Personnel	1
Melanie Jones	Director, Certificated Personnel	1
TECHNOLOGY		
Gregory Pitzer	Director, Technology	1
SPECIAL EDUCATION		
MaryAnn Frates	SELPA Executive Director	1
Linda Rowley Thom	Director, K-12 Special Education	1
Stephanie Sawyer	Assistant Director	1
FACILITIES		
Black, Gary	Assistant Superintendent	1
Craig Cesco	Director I	1
Jasmine Gacusan	Director, Purchasing	1
Sheri Glaser	Director, Transportation	1

EMERGENCY OPERATIONS PLAN – 2019-20**DEPARTMENT/AGENCY CONCURRENCE - (2019-20 concurrence)**

AGENCY/DEPARTMENT	REPRESENTATIVE	TITLE
Superintendent	RICK SCHMITT 925-552-2933	EOP Director
Educational Services	TONI TAYLOR 925-552-2914	Deputy Superintendent
Budget Services and Financial Planning	GREG MEDICI 925-552-2905	Director
Communications & Community Relations	ELIZABETH GRASWICH 925-552-2942	Director
Facilities	GARY BLACK 925-552-2960	Asst. Superintendent Maintenance and Operations
Human Resources	KEITH ROGENSKI 925-552-2933	Asst. Superintendent Human Resources Officer
Information Technology Department	GREG PITZER 925-552-2951	Senior Director, IT Customer Services
San Ramon Police Department Danville Police Department Alamo Sheriff Office	GRAIG STEVENS 925-973-2784 ALLAN SHEILDS 925-314-3701 JASON HAYES 925-646-6055	Chief of Police
Student Services Department	KEN NELSON 925-552-5033	Director
Procurement Services	JASMINE GACUSAN 925-824-1874	Chief Procurement Officer
Safety/Wellness	JAMES CORRAL 925-552-5055	Coordinator
School Operations	JON CAMPOPIANO 925-552-2949	Executive Director Secondary Education
Transportation	CHERI GLASER 925-824-1824	Director
OUTSIDE DISTRICT AGENCY		
Town of Danville & San Ramon, Emergency Management	JEFF HEBEL 510- 672-3848 DENTON CARLSON 925-314-3368	Emergency Management Coordinator
Contra Costa County, Office of Emergency Management	RICK KOVAR 925-313-9621	Deputy Director
American Red Cross, Tri Valley	LARRY FONG 925-997-4421	Deputy Regional Disaster Officer

BASIC PLAN

PURPOSE

The purpose of San Ramon Valley Unified School District (SRVUSD) Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to major emergencies affecting SRVUSD and school sites. The Basic Plan addresses the District's planned response to and recovery from emergencies associated with natural disasters, national security incidents and technological incidents. The Plan incorporates operating procedures from the Incident Command System (ICS), the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

SCOPE

This Emergency Operations Plan (EOP):

- Encompasses all schools including: alternative, adult education, early education, outdoor education and special education centers, as well as District facilities and offices.
- Addresses a broad range of major emergencies that may affect more than one site. Such incidents include earthquake, hazardous materials emergencies, flooding, landslides, wildfires, active shooters and other incidents that may impact the District's families, employees and facilities.

AUTHORITIES AND REFERENCES

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed:

Authorities:

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Homeland Security Presidential Policy Directive #5, February 28, 2003
- Homeland Security Presidential Policy Directive #8, March 30, 2011

State

- California Government Code, 8550 - 8668, California Emergency Services Act,
- California Government Code, 3100 – Disaster Service Workers
- California Code of Regulations, Title 19– Standardized Emergency Management System Regulations
- Education Code 39140-39159, The California Field Act of 1933
- Education Code 32280-32289, Comprehensive School Safety Plans
- Education Code 35295 – 35297, The Katz Bill

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- Executive Order S-2-05, National Incident Management System Integration into the State of California

Local

- Contra Costa County Municipal Code 2.68.070, Contra Costa County Operational Area

References:

Federal

- FEMA, “CPG 101: Developing and Maintaining Emergency Operations Plans,” November 2010
- U.S. Department of Education, “Guide for Developing High-Quality School Emergency Operations Plans,” 2013.
- U.S. Department of Homeland Security, “National Response Framework,” 2008

State

- OES: “SEMS Guidelines,” 2009
- OES, “California Implementation Guidelines for the National Incident Management System,” April 2006

Local

- San Ramon Valley Unified School District, “Emergency Operations Plan,” 2010
- San Ramon Valley Unified School District, “Hazard Mitigation Plan,” 2004

EMERGENCY AWARENESS AND EDUCATION

The staff and students’ response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

The District incorporates pre-disaster awareness and education programs into student and staff orientations, trainings, exercises and emergency drills.

ADA CONSIDERATIONS

Emergency preparedness and response programs must be made accessible to people with access and functional needs and as required by the Americans with Disabilities Act of 1990 (ADA). Access and functional needs populations may have additional needs before, during and after an emergency in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

Included in the District’s planning efforts for those with access and functional needs are notification and warning procedures, supervision, medical and care protocols, evacuation considerations, emergency transportation issues, sheltering considerations, accessibility to medications refrigeration, accessibility to mobility devices while in transit or sheltering and accessibility to information.

TRAINING AND EXERCISES

The District's emergency management organization conducts regular training and exercising of District staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. SRVUSD's Office of Emergency Services is responsible for coordinating, scheduling and documenting the training and exercises at the District level.

School site training includes classroom and online instruction and drills. All staff who may participate in emergency response in the EOC or at the field level receive appropriate SEMS/NIMS/ICS training in accordance with California Office of Emergency Services (Cal OES) Approved Course of Instruction for specific SEMS/NIMS/ICS classes and target audiences.

The District regularly participates in exercises to maintain the readiness of operational procedures. These exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Elementary and middle schools are required to hold a fire drill monthly and at least four Earthquake Drop-Cover-Hold drill in a school year. They should review and drill active threat procedures for Lockdown/Shelter-in-Place (aka Run, Hide, Defend) once per semester. High Schools are required to hold a fire drill and Earthquake Drop-Cover-Hold once a semester. They should review and drill active threat procedures for Lockdown/Shelter-in-Place (aka Run, Hide, Defend) once per semester as well.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

In an emergency, the District's response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal District duties will be maintained, with emergency operations carried out by personnel assigned specific emergency functions. The Standardized Emergency Management System (SEMS) has been adopted by the SRVUSD for managing response to emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

SEMS provides for a five level emergency response organization, activated as needed, to provide an effective response to multi-agency and multi-jurisdiction emergencies. SEMS allows the response to shrink and grow as the incident evolves. Only the levels needed to respond are activated. Each level utilizes the same Incident Command System (ICS).

Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct

response to an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident. The ICS field functions to be used for emergency management are: command, operations, planning/intelligence, logistics, and finance/administration. **In the SRVUSD, the field level of SEMS would be carried out at each individual school site with the principal acting as the Incident Commander.**

Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). **Both cities' EOCs and the SRVUSD EOC are part of the Local Government Level of SEMS.**

Operational Area Level

An Operational Area manages and coordinates information, resources, and priorities among local governments and special districts within the operational area and serves as the coordination and communication link between the local governmental level and the regional level. An operational area is the geographical boundaries of a county. The Contra Costa County Office of Emergency Management is the lead agency for the Contra Costa County Operational Area, Rick Kovar, Office - 925-313-9621. When the Contra Costa County Operational Area EOC is activated, the Chair of the Board of Supervisors is the Operational Area Coordinator with responsibility for activating the Operational Area to coordinate inter-jurisdictional disaster operations within the County. The Operational Area is the focal point for information sharing and support requests by cities and districts within the County. The Operational Area staff submits all requests for support that cannot be obtained within the County, and other relevant information, to Cal OES Bay Area Region, Mutual Aid Region II.

Regional Level

Cal OES Coastal Region OA (same as MA Region II) located in Fairfield, manages and coordinates information and resources among operational areas within the mutual aid region and between operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.

State Level

Cal OES headquarters in Mathers, California, manages state resources at the state level in response to the emergency needs of the other SEMS levels. Cal OES manages and coordinates mutual aid among the mutual aid regions and between the regional levels and State level, and serves as the coordination and communication link with the Federal disaster response system.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a system that was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. Six major components make up this systems approach:

Command and Management

NIMS standard incident command structures are based on three key organizational systems:

- The ICS
- Multi Agency Coordination Systems
- Public Information Systems

Preparedness

Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

Resource Management

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications and Information Management

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information- sharing at all levels of incident management.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

Ongoing Management and Maintenance

This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

SRVUSD's EMERGENCY MANAGEMENT ORGANIZATION

The SRVUSD's emergency management organization (including emergency response and recovery) will be directed by the Superintendent or designee who serves as the Emergency Operations Center (EOC) Director. The Superintendent is responsible to the Board of Education and is responsible for activating and implementing the District's EOP.

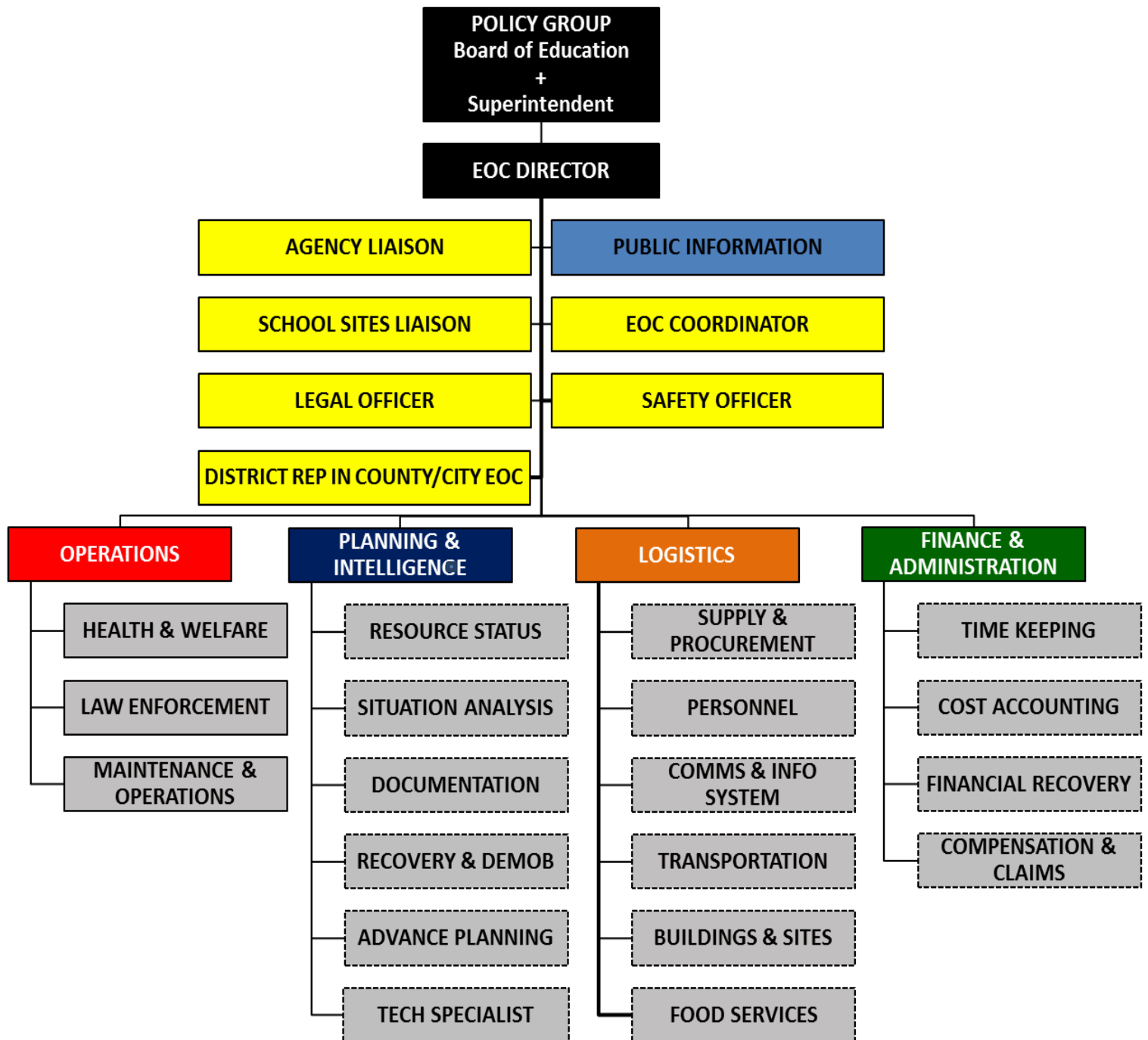
The EOC Director is supported by the emergency management organization and is responsible for overall management of the EOC. The EOC Director has the authority to order activation and deactivation of the EOP and the EOC. The EOC Director also has responsibility for:

- Setting overall objectives and priorities.
- Ensuring the EOC is properly staffed.
- Ensuring that communications and warning systems are operational.
- Overseeing the provision of information and guidance to the students, parents, and public.
- Obtaining support for the school district and providing support to other jurisdictions as appropriate.
- Providing status and other reports to the Board of Education, cities that the District serves and the Contra Costa County Office of Emergency Services.

Local Districts may serve as an intermediary area command between the individual schools and the District EOC. The District EOC will coordinate and communicate via the School Site Liaison position with each of the Local District area commands to support and provide resources effectively to each of the school sites in each local school site District area.

The fully activated SRVUSD Emergency Management Organization is depicted in Figure 1 on the following page.

Figure 1: Fully Activated EOC for SRVUSD



Boxes with dashed lines indicate full EOC staffing which may occur in the event of a large disaster that will require the activation of additional positions.

School Sites may be coordinating and communicating via their Local District. The Local District will coordinate with the District EOC via the School Site Liaison Officer. The Incident Command System will be used in the field. See the Appendices for a full description of the Local Districts.

EMERGENCY RESPONSE CONCEPT OF OPERATIONS

SRVUSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

EOC ACTIVATION GUIDE				
Level	Conditions	EOC Duties	Activation	Staffing
1	<ol style="list-style-type: none"> 1. Serious increase in international tension 2. Possibility of local unrest 3. Severe weather watch is issued 4. Situational conditions warrant 5. Small incidents involving one facility 6. Earthquake advisory 7. Flood Watch 8. Power outages Stage 1 and 2 power emergencies 	<ol style="list-style-type: none"> 1. Continuous monitoring of event 2. Check & update resource lists 3. Distribute status and analysis to EOC personnel 4. Receive briefing from field personnel as necessary 	<ol style="list-style-type: none"> 1. Notify Superintendent and Board President 2. Notify All Departments 	<ol style="list-style-type: none"> 1. EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources. 2. Only basic support staff (3-5) or as determined by Director
2	<ol style="list-style-type: none"> 1. Small scale civil unrest 2. Situational conditions warrant 3. Severe weather warning issued 4. Moderate earthquake 5. Wildfire affecting specific areas 6. Incidents involving 2 or more facilities 7. Hazardous materials evacuation 8. Imminent earthquake alert 9. Major scheduled event 10. Large scale power outages and Stage 3 power emergencies 	<ol style="list-style-type: none"> 1. Continuous monitoring of event 2. Initiate EOC start-up checklist 3. Facilitate and support field operations 4. Provide status updates to EOC personnel 	<ol style="list-style-type: none"> 1. Notify Superintendent and Board President 2. Notify All Departments 3. Notify Contra Costa County OES 	<ol style="list-style-type: none"> 1. Briefings to Superintendent and Board 2. Staffed as situation warrants (6-10) and liaison to other agencies 3. Primary EOC personnel will be available and check-in regularly
3	<ol style="list-style-type: none"> 1. International crisis deteriorated to the point that widespread disorder is probable 2. Acts of terrorism (biological, technical, other) are imminent 3. Civil disorder with relatively large scale localized violence 4. Hazardous conditions that affect a significant portion of the District 5. Severe weather is occurring 6. Verified and present threat to critical facilities 7. Situational conditions warrant 8. Major emergency in the District 9. Major earthquake 	<ol style="list-style-type: none"> 1. Brief arriving staff on current situation 2. Facilitate and support field operations 3. Regularly provide status updates to Superintendent 	<ol style="list-style-type: none"> 1. Notify Superintendent and Board President 2. Notify All Departments 3. Notify CCC OES 	<ol style="list-style-type: none"> 1. Required support staff (10+) as situation warrants 2. As determined by the Director 3. EOC essential and necessary staff 4. Key department heads

Level 1 will reflect a minimally activated District EOC to support and coordinate with an on-scene Incident Command Post activated at a school site. Internal communications will be made to those offices in the district that are impacted by the school site incident.

Level 2 is a more significant emergency that impacts District buildings and or school sites. For level 2, the EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the District, school sites and the surrounding community. At Level 3, the entire District emergency management organization is activated.

Reporting to the Cities Served by the District and Contra Costa County Operational Area

SRVUSD's reports and notifications are to be made to the County Operational Area and to the cities that the District serves. These reports may be made using Web EOC, Operational Area Response or Recovery System (OARRS) or telephonically. The Chair of the Board of Supervisors, designated by County Ordinance, will function as the Operational Area Coordinator with responsibility for activating the Operational Area to coordinate inter- jurisdictional disaster operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities and districts within the County. These reports and notifications include:

- Activation of SRVUSD's EOC
- SRVUSD Status Reports
- Initial Damage Estimates
- Incident Reports
- Resource Requests

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICTS EMERGENCY OPERATIONS CENTER (EOC)

Due to the sensitivity of the locations of SRVUSD's primary and alternate EOC locations, the addresses are not included in this plan.

Supplies to support the EOC personnel and functions are located at each EOC location.

COMMUNICATIONS

Communications will be provided in the EOC and include telephone, cellular phone, fax, computers, ham radio and data. District Emergency Radio Network and Bus Radio Emergency Communications will be provided by the Communications and Information Branch in the EOC.

The EOC has a side room with radio consoles and other communications equipment that will serve as a remote dispatch center for the EOC when the primary EOC facility is used.

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Communication facilities will be continuously staffed during emergencies. The Logistics Section is responsible for communications.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT EOC ACTIVATION POLICY

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Coordinate communications.
- Prevent damage to the environment, systems and property.
- Provide essential services.
- Temporarily assign District staff to perform emergency work, as needed.
- Invoke emergency authorization to procure and allocate resources.
- Activate and staff the Emergency Operations Center (EOC).

The cities the District serves and the Contra Costa County Operational Area should be notified when SRVUSD's EOC is activated.

Who Can Activate:

The EOC Director, Danville/San Ramon PD Police Chief, their designees or in their absence the EOC Coordinator, will be responsible for activating the EOC and the EOP.

How to Activate:

- Designate personnel to set up the EOC.
- Briefly describe the emergency/disaster situation causing this request.
- Notify the Superintendent, Board President and Board of Education members consistent with EOC Activation Guide.
- Notify EOC staff through automated phone system (IP/Red Phone).

MUTUAL AID

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources.

Neither SRVUSD nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. SRVUSD will coordinate any mutual aid requests via the Contra Costa County Operational Area EOC.

THREAT SUMMARY FOR SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

The SRVUSD covers an area totaling 155 square miles. This includes San Ramon, Danville, Blackhawk and Alamo, along with about 137,000 people within the District's boundaries. Of this number, approximately 32,000 are students 4,500 are employees of SRVUSD.

Student Characteristics

In all, 57 languages other than English are spoken in SRVUSD schools. The District has 1,197 students who are learning to speak English proficiently. Their primary languages are Mandarin (1300 students), Telugu (731), Hindi (616), and Cantonese, Spanish, Korean, Farsi and Russian, each accounting for less than 1% of total.

Schools and Centers

Individual schools vary widely in enrollment size. Elementary schools range from fewer than 400 to more than 1,100 pupils. Middle schools have up to 1,800 students and a few high schools may have more than 3,000 students.

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Schools managed by SRVUSD include:

Level	CDS Code
SAN RAMON VALLEY UNIFIED	076180461804
Elementary Schools	
Alamo Elementary	07618046005060
Bella Vista Elementary	07618040132902
Bollinger Canyon Elementary	07618046100952
Country Club Elementary	07618046005086
Coyote Creek Elementary	07618046117485
Creekside Elementary	07618040119032
Golden View Elementary	07618046108161
Green Valley Elementary	07618046005094
Greenbrook Elementary	07618046096036
Hidden Hills Elementary	07618040102566
John Baldwin Elementary	07618046005102
Live Oak Elementary	07618040113589
Montair Elementary	07618046005128
Montevideo Elementary	07618046097158
Neil Armstrong Elementary	07618046066591
Quail Run Elementary	07618040109173
Rancho Romero Elementary	07618046005136
Sycamore Valley Elementary	07618046110449
Tassajara Hills Elementary	07618046114326
Twin Creeks Elementary	07618046089130
Vista Grande Elementary	07618046005151
Walt Disney Elementary	07618046071039
Middle Schools	
Charlotte Wood Middle	07618046005078
Diablo Vista Middle	07618046117451
Gale Ranch Middle	07618040116541
Iron Horse Middle	07618046113336
Los Cerros Middle	07618046005110
Pine Valley Middle	07618046097166
Stone Valley Middle	07618046005144
Windemere Ranch Middle	07618040108324
High Schools	
California High	07618040730051
Dougherty Valley High	07618040113118
Monte Vista High	07618040734368
San Ramon Valley High	07618040736504
Venture (Alternative)	07618040730218
ASAM Schools	
Del Amigo High (Continuation)	07618040736819

SRVUSD's EOP may be activated during a broad range of emergency incidents, including:

- Earthquake
- Hazardous Materials
- Flooding
- Fire
- Transportation Incident (Air, Train and Truck)
- School Violence/Student Disturbance
- Bomb Threat
- Dam Failure
- Armed Assault on a campus
- Shooting Incident or Hostage Situation
- Air Pollution/Gas Leak Alert
- Terrorism
- Public Health Emergency

The Emergency Plan may also be activated during a community or regional crisis that may impact SRVUSD facilities, staff and/or students. For example, a utility outage in the nearby area may necessitate Plan activation to coordinate safety precautions or emergency information and support services for personnel.

For more specific information on each of the hazards listed above, please see the *San Ramon Valley Unified School District All Hazard Mitigation Plan*.

LIST OF ACRONYMS AND ABBREVIATIONS

ACS	Auxiliary Communication Services
ADA	Americans with Disabilities Act
ARC	American Red Cross
CALOES	California Office of Emergency Services
CDAA	California Disaster Assistance Act
CDC.....	Centers for Disease Control, U.S. Public Health Service
DHS.....	Department of Homeland Security
DOC	Department Operations Center
DSW.....	Disaster Service Worker
EAS	Emergency Alert System
EOC.....	Emergency Operations Center
EOP.....	Emergency Operations Plan
HAZMAT	Hazardous Materials
HSPD.....	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS.....	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
MACS.....	Multi-Agency Coordination System
MOA	Memorandum of Agreement
MOU.....	Memorandum of Understanding
NGO.....	Non-Government Organization
NIMS.....	National Incident Management System
NOAA.....	National Oceanic and Atmospheric Administration
NRF.....	National Response Framework
NWS.....	National Weather Service
OA.....	Operational Area
OES	Office of Emergency Services
PA	Public Assistance
PIO.....	Public Information Officer
PW	Project Worksheet
REOC.....	Regional Emergency Operations Center
SAR	Search and Rescue
SEMS	Standardized Emergency Management System
SOC.....	State Operations Center
SOP	Standard Operating Procedure
USAR.....	Urban Search and Rescue
WMD	Weapons of Mass Destruction

GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

A

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After Action Reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

American Red Cross: A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing and registration and inquiry service.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

B

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

C

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Chain of Command: A series of management positions in order of authority.

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Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

D

Damage Assessment Unit: Functional unit within the Planning Section responsible for compiling all damage assessment information.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: An EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be necessary at all SEMS EOC levels.

Disaster Assistance Program: A program that provides state funding or reimbursement for local

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government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

E

Emergency Alert System: A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

EOC Action Plan: The plan developed at SEMS EOC levels, which contain objectives, actions to be taken, assignments and supporting information for the next operational period.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

F

Facilities Unit: Functional unit within the Logistics Section that provides fixed facilities for the incident.

Federal Emergency Management Agency: This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

G

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief Planning/Intelligence Section Chief Logistics Section Chief Finance/Administration Section Chief

H

Hazardous Material: A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment.

Hazard Mitigation: A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program: Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

I

Incident: An occurrence or event, either human-caused or 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.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander: The individual responsible for the command of all function at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be located with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with

responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines.

J

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

L

Liaison Officer: A member of the Command/Management Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

M

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the

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objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

N

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology: ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (NRF): The federal response plan to be used by federal agencies when responding to an emergency or disaster.

National Warning System: The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

O

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC.

P

Planning Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

R

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

S

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of

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Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, and the state.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

T

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Triage: A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

U

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

V

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

EMERGENCY ORGANIZATION FUNCTIONS

Emergency response management requires the establishment of a strategic organization comprised of the most critical functions of the District. SRVUSD's emergency management organization is consistent with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

EOC Organization

The Emergency Operations Center (EOC) organization performs many functions. Once the EOC is activated and the EOC Director determines the depth of positions necessary for the immediate incident, the members are notified and asked to report.

The EOC organization's function is determined by the incident and its current situation. As the primary goals of an initial response (protect lives and property) are accomplished, the priorities will move into recovery. As response moves into the recovery phase of an incident, the structure of the EOC team changes to reflect a different set of priorities.

SRVUSD's EOC organizational structure follows the standard five-section management structure as the basis for organizing emergency planning, response and recovery. (Please refer to the EOC organizational chart in Figure 2). **Not all positions within the EOC organization may be activated. Only those functions that are needed will be activated.** The five EOC Sections are:

Management Section

The EOC Director has overall responsibility for the management of all emergency activities including development, implementation, and review of strategic decisions, as well as post event assessment. He/she also designates a leader for each of the other Sections, depending on the scope and scale of the emergency. The Public Information Officer, EOC Coordinator, Safety Officer, School Site Liaison Officer, Agency Liaison Officer and Legal Officer report to and directly assist the EOC Director. The EOC Director interfaces with the Board of Education.

Operations Section

The Operations Section will support school site response operations.

Planning/Intelligence Section

The Planning/Intelligence Section is responsible for collecting, evaluating, analyzing and disseminating information and coordinating the development of the EOC Action Plan in collaboration with other sections. The Planning/Intelligence Section is also responsible for initiating and preparing the After-Action/Corrective Action Report and maintaining incident documentation.

Logistics Section

The Logistics Section is responsible for procuring supplies, personnel, equipment, facilities and the materials necessary to conduct the emergency response.

Finance/Administration Section

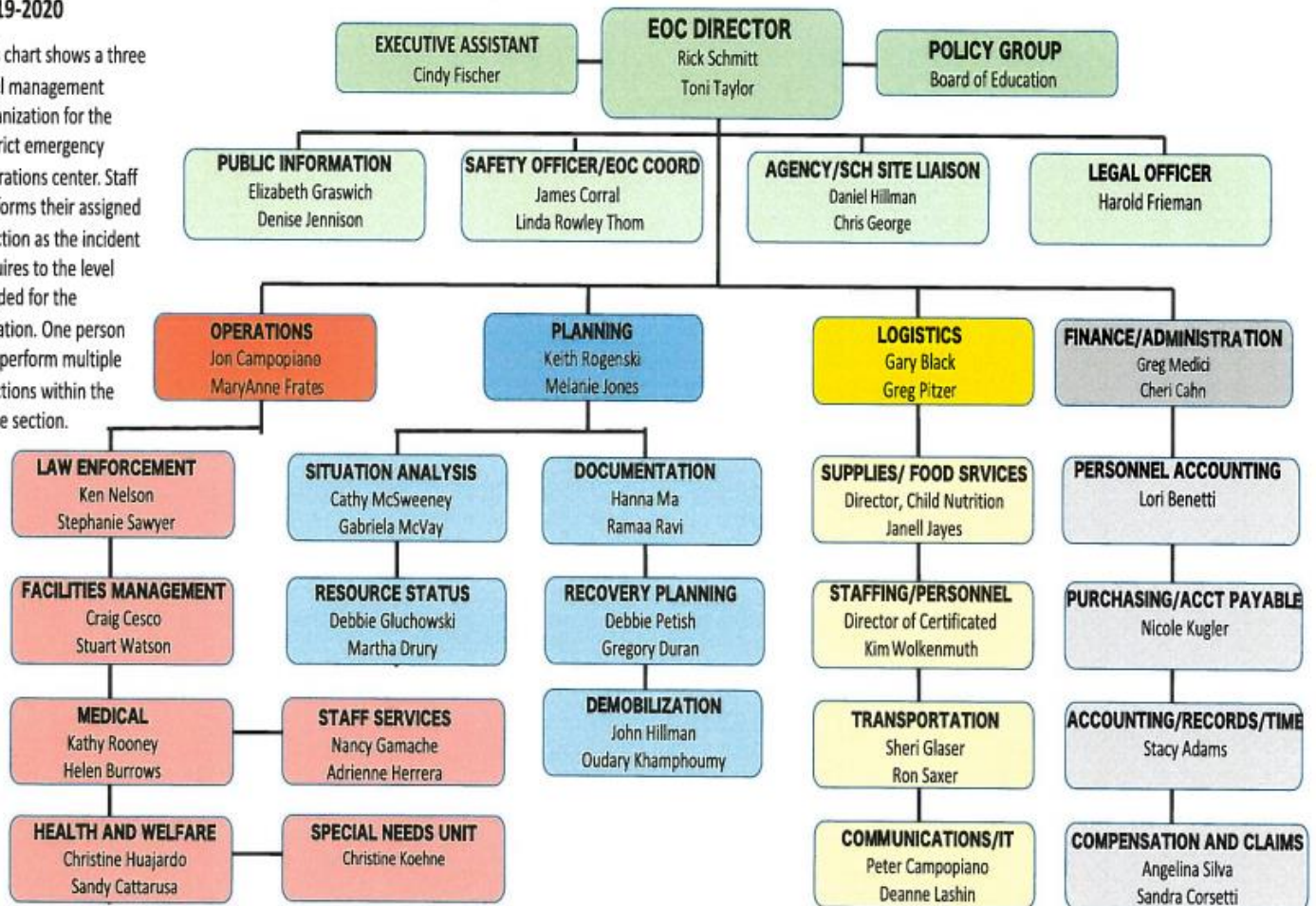
The Finance/Administration Section is responsible for overall management of financial accounting and analysis for the emergency response. This section is also responsible for the documentation process for insurance claims, and FEMA and Cal OES public assistance programs.

Figure 2 – SRVUSD’s Emergency Management Organization

SRVUSD Emergency Operation Center (EOC)

2019-2020

This chart shows a three level management organization for the district emergency operations center. Staff performs their assigned function as the incident requires to the level needed for the situation. One person can perform multiple functions within the same section.



National Incident Management System (NIMS)

The first name in the box represents the primary responsible person, the second name denotes the backup.

COMMON RESPONSIBILITIES TO ALL EOC POSITIONS

(The following is a checklist applicable to all EOC positions).

ACTIVATION

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to your EOC organizational supervisor.
- ☐ Obtain a briefing on the situation.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Identify yourself by putting your vest on, completing and wearing a name tag and writing your name on the EOC organization chart (Status Board) next to your assignment.
- ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

GENERAL OPERATIONAL DUTIES

- ☐ Establish operating procedure with the Logistics Section (Communications and Information System Unit) for use of telephone, radio and data systems. Make any priorities or special requests known.
- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ☐ Maintain current status reports and displays.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy issues.
- ☐ Think ahead and *anticipate* situations and problems before they occur.

DOCUMENTATION AND REPORTS

- ☐ Open and maintain a position Activity Log. (Activity Log can be found in the Support Documentation of this Plan). Document:
 - Messages received
 - Actions taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is required for possible reimbursement by the California Office of Emergency Services and the Federal Emergency Management Agency.

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- ☐ Review situation reports as they are received. Verify information where questions exist.
- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- ☐ Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- ☐ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- ☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

RESOURCES

- ☐ Determine 24-hour staffing requirements and request additional support through the Personnel Unit in the Logistics Section, as required.
- ☐ Keep up to date on the situation and resources associated with your position.
- ☐ Request additional resources through the appropriate Logistics Section Unit.

SHIFT CHANGE

- ☐ Brief incoming personnel and identify in-progress activities which need follow-up.
- ☐ Provide incoming personnel with the next EOC Action Plan.
- ☐ Submit completed logs, time cards, etc. to your EOC organizational supervisor before you leave.
- ☐ Determine when you should return for your next work shift.

DEACTIVATION

- ☐ Ensure that all required forms or reports are completed and submitted to your EOC organizational supervisor prior to your release and departure.
- ☐ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ☐ Clean up area around you. Put away all office supplies and unused forms.
- ☐ Leave contact information where you can be reached.
- ☐ Sign out with your supervisor and on large EOC organization/sign-in sheet.

POLICY GROUP

The Superintendent of SRVUSD serves as the head of the Policy Group which may be activated for a Level 3 emergency or whenever executive policy issues must be addressed. In the event the Superintendent is absent, the authority to take all necessary and appropriate actions on behalf of the Superintendent is delegated to the Chief Deputy Superintendent or Assistant Superintendent of School Operations.

RESPONSIBILITIES:

The Policy Group is made up of the Board of Education and provides policy direction for recovery planning and advises and assists the EOC Director in making major emergency related policy decisions. Based on recommendations from District staff, this group is involved in questions of State and Federal Educational guidelines, requirements and laws; as well as contract review and approval for short or long-term leases.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Activation:

- ☐ Obtain briefing from Superintendent or designee.

Duties:

- ☐ Review your position responsibilities.
- ☐ Make any policy issue decisions that are necessary and communicate these to the EOC Director.
- ☐ Make any necessary public statements through the Public Information Officer.
- ☐ Keep informed through regular briefings with the EOC Director.
- ☐ Activate and support District recovery activities.

MANAGEMENT SECTION

EOC DIRECTOR AND THE MANAGEMENT FUNCTION

The Management function is led by the EOC Director and is established for every EOC activation to coordinate SRVUSD emergency response operations. The EOC Director, the Section Coordinators, and others as designated make up the SRVUSD EOC response organization. The EOC is responsible for assisting the Superintendent in the development of overall strategy and support tactics to mitigate the incident. The EOC Director keeps the Policy Group apprised of the situation. The Management Section includes the following Management staff:

- Public Information Officer (PIO)
- Agency Liaison Officer
- EOC Coordinator
- Legal Officer
- Safety Officer

Public Information Officer

The PIO ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required departments, agencies and the media.

The District PIO will coordinate all information regarding the school sites with the school site PIO or the school site Incident Commander (Principal). When multiple local, state federal agencies are involved, a Joint Information Center (JIC) may be established. The Public Information Officer will coordinate and communicate with the JIC or assign an individual to the JIC to ensure coordination of information dissemination with local, state and federal agencies.

School Site Liaison Officer

The School Site Liaison Officer serves as the point of contact between the District EOC and the Local Districts that serve individual District schools. The School Site Liaison Officer will coordinate and communicate with Local District Administrators to ensure that all school sites in each of the geographic areas have the support and resources they need to effectively respond and recover from an emergency.

Agency Liaison Officer

The Agency Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the District structure. The Agency Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any city, county, state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

EOC Coordinator

The EOC Coordinator facilitates the overall functioning of the EOC, and serves as a resource to the EOC Director. The EOC Coordinator will monitor the coordination of information, and the planning cycle of the EOC organization and will make adjustments as necessary to ensure the effective response and recovery of the District.

District Representative at City/County EOC

The District Representative (Agency Representative) at a City/County EOC will serve as the point of contact between the District's EOC and the City/County EOC. This position will ensure that coordination and communication between the City/County and the District is maintained and will facilitate resource requests.

Legal Officer

The Legal Officer and provides legal advice to the EOC Director in all legal matters relative to the emergency.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential District liability during EOC operations and ensuring a safe working environment in the EOC.

EOC DIRECTOR

Reports To: Board of Education

PRIMARY RESPONSIBILITIES:

- Activate the District EOC and EOP.
- Direct and coordinate the EOC.
- Establish the appropriate EOC staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations.
- Ensure the EOC Action Plan is developed and implemented.
- Coordinate and communicate as necessary with the Policy Group (Board of Education).
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Follow directions on Common Responsibilities to all EOC Positions checklist on pages 34 and 35.

ACTIVATION:

- ☐ Determine the operational status and appropriate level of activation based on situation.
- ☐ As appropriate, respond to District's EOC.
- ☐ Direct the implementation of the District's Emergency Operations Plan.
- ☐ Mobilize appropriate personnel for initial activation.
- ☐ When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- ☐ Obtain briefing from whatever sources are available, i.e. watch commander, field units, etc.

START-UP:

- ☐ Review your position responsibilities.
- ☐ Ensure the EOC is set up and equipped to provide services for an extended activation.
- ☐ Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING:

- ☐ Assign Management Section positions as needed.
 - EOC Coordinator
 - Public Information Officer
 - School Sites Liaison Officer
 - Agency Liaison Officer
 - Legal Officer
 - District Representative in Town/County EOC
- ☐ Assign Section Coordinators (General Staff) as needed for:
 - Operations

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- Planning/Intelligence
- Logistics
- Finance/Administration
- ☐ Confer with General Staff to determine what representation is needed at the EOC from other agencies.
- ☐ Carry out responsibilities of your section not currently staffed.

NOTIFICATIONS:

- ☐ Ensure that telephone, radio and data communications with other District facilities and school sites are established and tested. (Assign task to the Communications Unit).
- ☐ Upon EOC Activation, assure the following agencies/entities are notified:
 - Appropriate cities impacted by the incident
 - Contra Costa Office of Emergency Management
 - Partner agencies (See Essential Contact List in the Support Documentation)
 - Board of Education
- ☐ Ensure that the School Sites Liaison establishes and maintains contact with the local school site District Administrators as appropriate and is providing and maintaining positive and effective communication and coordination.
- ☐ Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.

MEETINGS/BRIEFINGS:

- ☐ Brief incoming EOC Section personnel prior to assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements, as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of work shifts
- ☐ Establish the frequency of briefings to the EOC Director.
- ☐ Convene planning meetings with the Policy Group (Board of Education) and Section Coordinators, as necessary. Ensure that these meetings are documented by a scribe.

ACTION PLANNING:

- ☐ Establish overall EOC priorities. (Section Coordinators will use these priorities to develop their Section objectives.)
- ☐ Schedule and coordinate the first planning meeting with the Planning/Intelligence Section Coordinator.
- ☐ Provide Management Section objectives to the Planning/Intelligence Section for the EOC Action Plan.
- ☐ Participate in all Action Planning meetings.
- ☐ Once the EOC Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.
- ☐ Ensure EOC Action Plan is distributed to appropriate EOC staff.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- ☐ Be sure that all Management Section meetings, General Staff meetings and policy decisions are documented.
- ☐ Be sure that all sections account for personnel and work assignments.
- ☐ Be sure that all your Section logs and files are maintained.
- ☐ Provide Section personnel and equipment time records to the Time Unit at the end of each work shift.

POLICIES:

- ☐ Determine appropriate delegation of purchasing authority to the Finance/Administration and Logistics Sections.
- ☐ Confer with Legal Advisor prior to issuing rules and emergency orders.
- ☐ Coordinate with the Policy Group as necessary.

ONGOING ACTIVITIES:

- ☐ Establish and maintain a safe working environment.
- ☐ Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIOs on-scene.
- ☐ Authorize PIO to release information to the media and to coordinate with the PIOs at school sites as needed.
- ☐ Monitor performance of District personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with Personnel Unit of the Logistics Section.
- ☐ Monitor section level activities to assure that all appropriate actions are being taken.
- ☐ Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Assess the need to request or provide resources via Mutual Aid. Ensure all Mutual Aid requests are placed via the Contra Costa County Operational Area EOC.
- ☐ Work with the EOC Section Coordinators to ensure all EOC Sections have appropriate equipment, staffing, and information to work effectively.

DEACTIVATION:

- ☐ Authorize deactivation of sections, branches or units when they are no longer required.
- ☐ Notify appropriate cities, Contra Costa County Operational Area EOC and partner agencies, as necessary, of planned time for deactivation.
- ☐ Be sure that all required forms or reports are completed prior to deactivation.
- ☐ Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- ☐ Deactivate the EOC and close out logs.
- ☐ Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

EOC COORDINATOR

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Assist and serve as an advisor to the EOC Director, Management Staff and General Staff as needed.
- Assist the Agency Liaison with coordinating Agency Representatives.
- Coordinate all visits to the EOC.
- Ensures the planning cycle is developed and implemented.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC Responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director.
- ☐ Assist in shift change issues.

NOTIFICATIONS:

- ☐ Notify the Contra Costa County Operational Area via OARRS of an EOC Activation or deactivation.
- ☐ Coordinate with the Agency Liaison to ensure that appropriate cities and agencies have been notified of the District's EOC activation.

MEETINGS/BRIEFINGS:

- ☐ Attend and participate in Management Section meetings and briefings.

ACTION PLANNING:

- ☐ Assist the EOC Director in developing Management objectives for the EOC Action Plan.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- ☐ Be sure that all documentation is being properly maintained by EOC personnel.
- ☐ Provide personnel and equipment time records to the EOC Director at the end of each work shift.

POLICIES: (None applicable to this checklist)

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

- ☐ Verify that requests for assistance have been received by the Contra Costa County Operational Area.

ONGOING ACTIVITIES:

- ☐ Assist the EOC Director and the Management and General Staff in developing an overall strategy including:
 - Assessing the situation
 - Defining the problem
 - Establishing priorities
 - Estimating the incident duration
- ☐ Assist the Planning/Intelligence Section in the development, continuous updating and implementation of the EOC Action Plan.
- ☐ Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.
- ☐ Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- ☐ Monitor performance of EOC personnel for signs of stress. Make recommendations to the EOC Director regarding the need for Crisis Intervention Team services.
- ☐ Ensure that all necessary communications have been established.
- ☐ Coordinate and monitor all EOC visitations.
- ☐ Coordinate all EOC functions with neighboring jurisdictions, the Contra Costa County Operational Area and other support and response organizations.

SAFETY OFFICER**SUPERVISOR: EOC Director****PRIMARY RESPONSIBILITIES:**

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC Responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Assist in shift change issues.

NOTIFICATIONS: (None applicable to this checklist)**MEETINGS/BRIEFINGS:**

- ☐ Attend and participate in Management Section meetings and briefings.

ACTION PLANNING:

- ☐ Assist the EOC Director in developing Management objectives for the EOC Action Plan.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35..
- ☐ Open and maintain an Activity Log **(See Support Documentation, Activity Log)**.
- ☐ Provide personnel and equipment time records to the EOC Director at the end of each work shift.
- ☐ Coordinate with Compensation/Claims Unit in the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

POLICIES: (None applicable to this checklist)**RESOURCES:**

- ☐ Review Resources in Common EOC Responsibilities on page 35.

ONGOING ACTIVITIES:

- ☐ Tour the entire facility area and determine the scope of on-going operations.
- ☐ Support Safety Officers at school sites to ensure safety of field operations for staff and students.

- ☐ Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- ☐ Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- ☐ Be familiar with particularly hazardous conditions in the facility.
- ☐ Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water potability, etc.).
- ☐ If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks. (duck, cover and hold.)
- ☐ Keep the EOC Director advised of safety conditions.

PUBLIC INFORMATION OFFICER**SUPERVISOR: EOC Director****PRIMARY RESPONSIBILITIES:**

- Obtain policy guidelines from the EOC Director with regard to media releases.
- Handle all media inquiries and requests for interviews.
- Coordinate with school site Incident Commanders or field PIOs and responding agencies to determine appropriate release of information.
- Develop key messages.
- Provide timely and accurate official statements, news releases, fact sheets, website notices and letters to families and staff as events unfold.
- Coordinate SRVUSD activity in a Joint Information Center (JIC), if one is activated.
- Control and correct misinformation and rumors.

RESPONSIBILITIES:

Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

In coordination with on-scene PIOs and the PIOs at the City and County EOCs, consider the need to establish a JIC or participate in the JIC if one is established.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC Responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section. (Note: In a large-scale event, providing public information will exceed the capabilities of a single individual. The public information function may grow to a team effort).
- ☐ Organize staffing and equipment to handle media calls.
- ☐ Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.

NOTIFICATIONS:

- ☐ Notify EOC sections and PIO's in the field that the PIO function has been established in the EOC. Distribute PIO phone numbers and contact information.
- ☐ Notify local media of PIO contact numbers.
- ☐ Notify the Op Area JIC that the PIO function has been established and provide PIO contact numbers.

MEETINGS/BRIEFINGS:

- ☐ Attend all Section meetings and briefings.
- ☐ Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- ☐ Arrange for meetings between media and District officials or incident level PIOs for information on specific incidents.
- ☐ Periodically prepare briefings for the Superintendent or Board of Education, as needed and directed by the EOC Director.

ACTION PLANNING:

- ☐ Assist in developing Management function objectives for the EOC Action Plan.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- ☐ Maintain file copies of all information releases.
- ☐ Ensure file copies are maintained of all information released and posted in the EOC.
- ☐ Provide copies of all releases to the EOC Director.
- ☐ Provide personnel and equipment time records to the EOC Director at the end of each work shift.

POLICIES:

- ☐ Implement PIO/media procedures.
- ☐ Obtain approval from the EOC Director for the release of all information.

ONGOING ACTIVITIES:

- ☐ Coordinate all media events with the EOC Director.
- ☐ Secure guidance from the EOC Director regarding the release of available information.
- ☐ Ensure that all SRVUSD staff is aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director and school site PIO before releasing information to the media.
- ☐ Respond to all information requests.
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major, critical or unfavorable media comments.
- ☐ Coordinate with Incident Commanders and field PIOs to work with the media at incidents.
- ☐ Coordinate with an activated Op Area JIC to:
 - Ensure coordination of local, state and federal and the private sector public information activities.
 - Get technical information (health risks, weather, etc.).
 - Consider sending a District PIO representative to the Op Area JIC.

- ☐ Consider establishing a media information center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. If there are multiple local, state and federal agencies involved, consider establishing a JIC, or if a JIC is established, designate staff to participate at the JIC.
- ☐ Prepare and provide approved information to the media. Post news releases in the EOC, media information center and other appropriate areas.
- ☐ Determine which radio and TV stations are operational.
- ☐ Monitor broadcast media to:
 - Get general information
 - Identify and correct inaccurate information
 - Identify and address any rumors
- ☐ Broadcast emergency information/updates through:
 - Website
 - School Messenger
 - Social Media
 - Other
- ☐ Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- ☐ Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest needed for PIO tasks. Identify means for securing the information as it is developed.
- ☐ Maintain an up-to-date picture of the situation for presentation to media.
- ☐ Provide escort service, as appropriate, to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, EOC Coordinator and Policy Group.
- ☐ Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- ☐ Issue timely and consistent advisories and instructions for life safety, health and assistance through media and printed material. (See Support Documents, the Public Information Officer for specific information).
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

AGENCY LIAISON

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Coordinate and communicate between District EOC and other agencies.
- Initiate and maintain contact with the appropriate cities and the Contra Costa County Office of Emergency Management and partner agencies.

RESPONSIBILITIES:

Serve as the point of contact for all outside Agency Representatives.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC Responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC
 - They understand their assigned function
 - They know their work location
 - They understand EOC organization and floor plan (provide both)
- ☐ Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Volunteer organizations
 - Private sector organizations
 - Utilities not already represented
- ☐ Respond to requests for liaison personnel from other agencies.
- ☐ Know the working location of any Agency Representative assigned directly to a branch/group/unit.
- ☐ Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.

NOTIFICATIONS:

- ☐ Notify pre-identified outside agency representatives that the EOC has been activated. Request an Agency Representative, as appropriate.
- ☐ Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.

MEETINGS/BRIEFINGS:

- ☐ Attend and participate in Management Section meetings and briefings.
- ☐ Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- ☐ Provide periodic update briefings to Agency Representatives as necessary.

ACTION PLANNING:

- ☐ Assist in developing Management function objectives for the EOC Action Plan.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- ☐ Provide personnel and equipment time records to the EOC Director at the end of each work shift.

POLICIES: (None applicable to this checklist)**RESOURCES:**

- ☐ Review Resources in Common EOC responsibilities on page 35.
- ☐ Determine status and resource needs and availability of other agencies.

ONGOING ACTIVITIES:

- ☐ Provide EOC organization chart, floor plan and contact information to all Agency Representatives.
- ☐ Obtain any situation information from outside agencies that may be useful to the EOC.
- ☐ Act as liaison with county, state or federal emergency response officials and other agency personnel.
- ☐ Direct any requests for agency information to that agency representative.
- ☐ Respond to requests from sections and branches/groups/units for agency information. Direct requesters to appropriate Agency Representatives.

SCHOOL SITES LIAISON**SUPERVISOR: EOC Director**

- Coordinate and communicate between District EOC, school sites and Local Districts.
- Support school sites and Local Districts with emergency operations.

PRIMARY RESPONSIBILITIES:

Serve as the point of contact for all Local Districts.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC Responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- ☐ Notify Local District Superintendents that the EOC has been activated.
- ☐ Determine if there are communication problems in contacting Local District Superintendents. Provide information to the Information Systems Branch of the Logistics Section.

MEETINGS/BRIEFINGS:

- ☐ Attend and participate in Management Section meetings and briefings.
- ☐ Brief Local District Superintendents on current SRVUSD situation and priorities. Provide periodic update briefings to Local District Superintendents as necessary.

ACTION PLANNING:

- ☐ Assist in developing Management function objectives for the EOC Action Plan.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (**See Support Documentation, Activity Log**).
- ☐ Compile a Status Report for each of the Local Districts and make this report available to the Planning Section, Situation Status Unit (**Support Documentation, Local District Status Report**).
- ☐ Provide personnel and equipment time records to the EOC Director at the end of each work shift.

POLICIES: (None applicable to this checklist)

RESOURCES:

- ☐ Review Resources in Common EOC responsibilities on page 35.
- ☐ Provide resource support to Local Districts.
- ☐ Receive any resource requests from Local Districts and pass them on to Logistics in the EOC.

ONGOING ACTIVITIES:

- ☐ Obtain status information from each of the Local Districts at regular intervals.
- ☐ Act as liaison between the SRVUSD EOC and the Local District Superintendents.
- ☐ Respond to requests from sections and branches/groups/units for Local District information.

DISTRICT REPRESENTATIVE AT CITY/COUNTY EOC**SUPERVISOR: EOC Director**

- Report to the City/Operational Area EOC to represent the District.
- Speak for the District within established limits.

PRIMARY RESPONSIBILITIES:

Represent the District in the City/County EOC when it is activated. Ensure coordination and communication between the City/County and the District is maintained.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC Responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- ☐ Notify District EOC when you have arrived at the Town/County EOC.

MEETINGS/BRIEFINGS:

- ☐ Attend and participate as a representative of the District in the City/County meetings and briefings, as appropriate. Be prepared to provide update briefings about District's activities and priorities at these meetings.
- ☐ Brief City/County EOC on current SRVUSD situation and priorities. Provide periodic update briefings, as necessary.

ACTION PLANNING:

- ☐ Assist in City/EOC Action Planning issues involving SRVUSD.

DOCUMENTATION:

- ☐ Open and maintain an Activity Log **(See Support Documentation, Activity Log)**.
- ☐ Provide personnel and equipment time records to the SRVUSD EOC Director at the end of each work shift.

POLICIES: (None applicable to this checklist)

- ☐ Policy Bulletin 6084.0, Use of School Facilities in an Emergency or Disaster Situation.
- ☐ Policy Bulletin 6113.0, Use of District Facilities by Law Enforcement Agencies during Non-Emergency Situations.

RESOURCES:

- ☐ Assist the City/County EOC with any resource requests that SRVUSD may be able to provide.

ONGOING ACTIVITIES:

- ☐ Keep up to date on the general status of District resources and activity.
- ☐ Keep the District appraised of City/EOC status and priorities.

LEGAL OFFICER**SUPERVISOR: EOC Director****PRIMARY RESPONSIBILITIES:**

- Prepare legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency.
- Commence legal proceedings as needed.
- Participate as a member of the EOC management team when requested by EOC Director.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC Responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Report to the EOC Director.
- ☐ Clarify issues regarding your authority and assignment.
- ☐ Determine 24-hour staffing requirements and request additional support as required.

NOTIFICATIONS: (None applicable to this checklist)**MEETINGS/BRIEFINGS:**

- ☐ Attend Management Section meetings and briefings as requested.

ACTION PLANNING:

- ☐ Assist in developing Management function objectives for the EOC Action Plan.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log **(See Support Documentation, Activity Log)**.
- ☐ Prepare legal documents required by the Board of Education and the EOC Director.
- ☐ Prepare documents relative to the demolition of hazardous structures or conditions.
- ☐ Provide personnel and equipment time records to the EOC Director at the end of each work shift.

OPERATIONS SECTION

The Operations Section Coordinator, a member of the General Staff, is responsible for the management of all operations directly applicable to the overall safety and welfare of all students and staff. The Operations Section supports school sites that have activated an Incident Command Post (ICP). The Operations Coordinator activates and supervises organizational elements in accordance with the EOC Action Plan and directs its execution. Organizational elements that may be activated by the Operations Section Coordinator include:

- Health and Welfare Branch
 - Care and Shelter Unit
 - Medical/Health Unit
 - Mental Health Unit
 - Special Needs Unit
- Law Enforcement Branch
- Maintenance and Operations Branch

The Operations Section Coordinator may activate additional branches as necessary to fulfill an expanded role.

Operations Section Coordinator

The Operations Section Coordinator is responsible for coordinating SRVUSD operations in support of the emergency response through implementation of the EOC Action Plan and for coordinating all requests for mutual aid and other operational resources with the Logistics Coordinator. The Coordinator is responsible for:

- Understanding the current situation
- Predicting probable resource needs
- Preparing alternative strategies for procurement and resources management

Health and Welfare Branch

The Health and Welfare Branch is responsible for health and welfare services for District staff and students. The Health and Welfare Branch will oversee the Care and Shelter Unit, Medical/Health Unit, Mental Health Unit and the Special Needs Unit. The Branch will coordinate the care giving activities through resources available within the District, or by obtaining such services as required through agreements and/or established mutual aid programs.

- Care and Shelter Unit

The Care and Shelter Unit is responsible for providing care and shelter for students and will coordinate efforts with the American Red Cross and other volunteer agencies, as appropriate.
- Medical/Health Unit

The Medical/Health Unit coordinates activities of District medical resources and supports school sites with their medical/health needs.

- **Mental Health Unit**
The Mental Health Unit coordinates Crisis Intervention Team requests and acquires additional Mental Health resources through mutual aid.
- **Special Needs Unit**
The Special Needs Unit coordinates and communicates with each Local District to ensure that the special need students and staff are supported and cared for during the response.

Law Enforcement Branch

The Law Enforcement Branch is responsible for the safety and security of staff and students. The Law Enforcement Branch will interface with Danville and San Ramon PD Dispatch to coordinate and support evacuations, enforcing laws and emergency orders, supporting safe traffic routes, security services and liaise with local law enforcement agencies for all District schools and centers.

Maintenance and Operations Branch

The Maintenance and Operations Branch oversees the District's physical properties: schools, facilities, centers, warehouses, etc., and for ensuring all District structures are evaluated that may have been damaged in an incident. The Maintenance and Operations Branch is also responsible for overseeing the inspection of District structures' utility systems, i.e., gas, water, and electric, and for supporting debris removal operations at school sites.

- **Utilities Unit** - Utilities Unit oversees the maintenance operations for all District facilities and will assist the Maintenance and Operations Branch with the inspection of District structures. Utilities Unit is also responsible for overseeing the inspection of District structures' utility systems, i.e., gas, water, and electric, and for supporting debris removal operations at school sites.

OPERATIONS SECTION COORDINATOR

SUPERVISOR: EOC Director

- Provides the overall coordination and leadership for the District's emergency response operations.
- Leads the Operations Section in the development and implementation of the EOC Action Plan.
- Approves resource requests before they are forwarded to Logistics.

PRIMARY RESPONSIBILITIES:

Coordinate all SRVUSD operations in support of the emergency response through implementation of the EOC Action Plan. The Operations Coordinator will ensure that SRVUSD response activities are coordinated with each school site that has activated an Incident Command Post.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ACTIVATION:

- ☐ As appropriate, respond to the EOC.
- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for initial activation of the EOC.

START-UP:

- ☐ Direct the implementation of the District's Emergency Operations Plan.
- ☐ Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Determine what Section positions should be activated and staffed.
- ☐ Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
 - Health and Welfare Branch
 - Care and Shelter Unit
 - Medical/Health Unit
 - Mental Health Unit
 - Special Needs Unit
 - Law Enforcement Branch
 - Maintenance and Operations Branch
- ☐ Confirm that all key Operations Section personnel or alternates are in the EOC or have

been notified. Recall the required staff members necessary for the emergency.

- ☐ Request additional personnel for the Section to maintain a 24-hour operation as required.
- ☐ Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- ☐ Notify EOC Director when your Section is fully operational.
- ☐ Ensure all Branches have established communications with their Department Operations Centers or field operations.

MEETINGS/BRIEFINGS:

- ☐ Brief new or relief personnel in your Branch. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- ☐ Meet with other activated Section Coordinators.
- ☐ Attend periodic briefing sessions conducted by the EOC Director.
- ☐ Brief the EOC Director on major problem areas that need or will require solutions.
- ☐ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.

ACTION PLANNING:

- ☐ Participate in the EOC Director's action planning meetings.
- ☐ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Operations Section objectives (see Support Documentation – Action Planning).
- ☐ Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan.
- ☐ Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- ☐ Provide copies of any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

ONGOING ACTIVITIES:

- ☐ Receive, evaluate, and disseminate information relative to the Operations of the disaster/emergency.
- ☐ Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- ☐ From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
- ☐ Coordinate with School Sites Liaison in Management to support any field activities.
- ☐ Coordinate fire and hazmat services with the appropriate fire agency.
- ☐ Direct Operations Branch Coordinators to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch-related items of interest should be recorded on an Incident Report.
- ☐ Coordinate the activities of all departments involved in the operations.
- ☐ Provide all relevant emergency information to the Public Information Officer.
- ☐ Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Determine resources committed and resource needs.
- ☐ Identify, establish, and maintain staging areas for Operations-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to incident commanders in the field.
- ☐ Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

HEALTH AND WELFARE BRANCH DIRECTOR**SUPERVISOR: Operations Section Coordinator**

- Identify the Health and Welfare needs of the District.
- Support school sites with their Health and Welfare needs.
- Oversee and support the Care and Shelter Unit, the Medical/Health Unit, the Mental Health Unit and the Special Needs Unit.

PRIMARY RESPONSIBILITIES:

The Health and Welfare Branch is responsible for health and welfare services for District staff and students. The Branch will coordinate the care giving activities through resources available within the District, or by obtaining such services as required through agreements and/or established mutual aid programs.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.
- ☐ Check with the other Operations Section Branches for a briefing on the status of the emergency.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Operations Section Coordinator.
- ☐ Prepare objectives for the Health and Welfare Branch. Forward these to the Planning /Intelligence Section.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Review and approve situational reports originating within the Branch.
- ☐ Provide the Operations Section coordinator and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch operational status periodically during the operational period or as requested.

ONGOING ACTIVITIES:

- ☐ Coordinate and support the Care and Shelter Unit, the Medical/Health Unit, the Mental Health Unit and the Special Needs Unit.
- ☐ Maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Health and Welfare Branch related items of interest should be recorded on an Incident Report.
- ☐ Provide all relevant emergency information to the Operations Section Coordinator and the Public Information Officer.
- ☐ Ensure that intelligence information is made available to the Operations Section Coordinator and the Planning/Intelligence Section.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Operations Section Coordinator and the Finance/Administration Section, i.e., notification of any emergency expenditure

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Estimate need for mutual aid.
- ☐ Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.

CARE AND SHELTER UNIT LEADER**SUPERVISOR: Health and Welfare Branch Director**

- Identify the Care and Shelter needs of the District.
- Support school sites with their Care and Shelter needs.
- If a community shelter is going to be established at a District facility, coordinate with the American Red Cross to identify facilities for disaster victims. Periodically receive status report from schools set up as public shelters.
- Work with the PIO to inform parents about school shelter operations.

PRIMARY RESPONSIBILITIES:

Coordinate all Care/Shelter Unit operations through implementation of the EOC Action Plan.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- ☐ If a District facility is being used as a community shelter, contact the American Red Cross and request an ARC liaison for the District's EOC.
- ☐ If the school district is opening a shelter for its students, inform the American Red Cross and the appropriate city EOC and the Contra Costa County Operational Area EOC that you are the Care and Shelter Unit Leader for the District.

MEETINGS/BRIEFINGS:

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Operations Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page c
- ☐ Ensure schools with shelter operations make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any District expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.

ONGOING ACTIVITIES:

- ☐ Identify the care and shelter needs in coordination with the other Operations Branches.
- ☐ Coordinate inspection of each shelter site to ensure that all areas used for shelter operations are safe. Block off unsafe areas. Coordinate with Maintenance and Operations Branch.
- ☐ Support student care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.) at each school site.
- ☐ Contact the appropriate City EOC and the Contra Costa County Operational Area EOC at least twice daily to report student shelter status, population and needs.
- ☐ Inform the Public Information Officer of shelter locations and of student request and release procedures.
- ☐ Ensure that all Care and Shelter supplies used and ordered are documented. Remind schools to keep receipts of food delivered.
- ☐ If any community shelters have been established at District facilities or school sites, coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with the appropriate CityEOC and the Contra Costa County Operational Area EOC.

RESOURCES

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Coordinate with the Personnel Unit of the Logistics Section to recall District staff to assist with shelter functions including basic first aid, shelter and feeding of students and sanitation needs.
- ☐ Coordinate with the Information Systems Branch of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- ☐ Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of school shelterees, if relocation is necessary.
- ☐ Assist schools to ensure adequate food supplies, equipment and other supplies for sheltering students/staff. Ensure there are some foods and beverages available for people with dietary restrictions. Coordinate procurement and distribution through the Food Services Unit of the Logistics Section.

MEDICAL/HEALTH UNIT LEADER**SUPERVISOR: Health and Welfare Branch Director**

- Inform and advise the Operations Section Coordinator.
- Support first aid, triage and morgue operations throughout the District.
- Assess medical casualties and needs of the District. (Number of injuries and/or deaths).
- When staff or students are transported to healthcare facilities coordinate with health care facilities and ambulance services to keep track of where patients are going.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

PRIMARY RESPONSIBILITIES:

Coordinate/support all Medical/Health Branch operations identified in the EOC Action Plan.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS

- ☐ Establish communications with appropriate City/County EOCs to assess the county's medical/health status of local hospitals and resources.

MEETINGS/BRIEFINGS:

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Operations Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Complete a Medical/Health Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Medical/Health operations periodically, or as requested.

ONGOING ACTIVITIES:

- ☐ Assist school sites with arranging emergency medical and hospital care for victims, and supplemental medical supplies, if necessary.
- ☐ Compile information regarding number and location of casualties that require hospitalization from each school site.
- ☐ In conjunction with the Care and Shelter Branch, support school site shelters to establish and staff medical care stations, as appropriate.
- ☐ Coordinate with the Medical/Health Branch of the Contra Costas County Operational Area EOC in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- ☐ In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas, if necessary.
- ☐ When staff or students are transported to healthcare facilities, coordinate with school sites to compile a master listing of patients and the receiving healthcare facility.

RESOURCES

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Coordinate with the Personnel Unit of the Logistics Section to obtain additional Medical/Health personnel, supplies or equipment.

MENTAL HEALTH UNIT LEADER**SUPERVISOR: Health and Welfare Branch Director**

- Inform and advise the Operations Section Coordinator.
- Coordinate Crisis Intervention Team services throughout the District and support the Crisis Intervention Teams in field as necessary.
- Assess crisis intervention needs of the District.

PRIMARY RESPONSIBILITIES:

Coordinate/support all Crisis Intervention Team operations identified in the EOC Action Plan.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Operations Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Complete a Mental Health Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Mental Health operations periodically, or as requested.

ONGOING ACTIVITIES:

- ☐ Determine the District-wide need for crisis intervention for staff, students and parents to deal with emotional and psychological aftermath. Coordinate any resource needs with the Logistics Section.
- ☐ Coordinate with Planning for long-term recovery for mental health support.
- ☐ Assist school sites with arranging psychological support, if necessary, with the following activities:
- Finding locations for Crisis Intervention Team services if current counseling sites exceed the demand
 - Providing Crisis Intervention Team personnel
 - Providing support personnel to assist with provision of Crisis Intervention Team services

EMERGENCY OPERATIONS PLAN – 2019-20

- Providing services in other languages as needed
- Identifying and contacting high risk students, staff and personnel

RESOURCES

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Coordinate with the Personnel Unit of the Logistics Section to obtain additional crisis intervention personnel, supplies or equipment.

SPECIAL NEEDS UNIT LEADER**SUPERVISOR: Health and Welfare Branch Director**

- Inform and advise the Operations Section Coordinator on access and functional needs related to communications, medical, independence, supervision and transportation.
- Coordinate with Local District to support the safety and well-being of all students and staff in the District that may have access and functional needs.

PRIMARY RESPONSIBILITIES:

The Special Needs Unit coordinates and communicates with each Local District to ensure that the students and staff with access and functional needs are supported and cared for during the response.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Operations Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Complete a Special Needs Status Report Summary and provide the Health and Welfare Branch Director with an overall summary of Special Needs operations periodically, or upon request.

ONGOING ACTIVITIES:

- ☐ Establish contact and maintain communications with the Special Education Administrator at each Local District impacted by the disaster and identify and ascertain status of staff and students with access and functional needs.
- ☐ Assist school sites with arranging support for staff and students with access and functional needs, if necessary.

EMERGENCY OPERATIONS PLAN – 2019-20

- ☐ Determine number and location of students and staff with access and functional needs that require specialized assistance. Consider the following access and functional needs categories:
 - Communication – Some staff and students may not be able to hear announcements, see signs, understand messages or verbalize their concerns.
 - Medical – Some staff and students may need assistance with chronic, terminal or other health conditions requiring ongoing treatment, medications, IV therapy, catheters, tube feeding, dialysis, oxygen, or operating life sustaining equipment.
 - Independence – Some staff and students may need assistive devices and/or equipment to maintain their independence, i.e., wheelchairs, walkers, canes, crutches, communication aids, medical equipment, diapers, feeding support, medical protocols and service animals, etc.
 - Supervision – Some staff and students may need to be in a supervised setting due to psychiatric conditions (such as dementia, Schizophrenia, depression or other mental illness), brain injury, and intellectual disability or become anxious due to the trauma of the disaster or worsen due to the lack of medications.
 - Transportation – Some staff and students may have mobility issues.
- ☐ Coordinate provision of medical assistance with Medical/Health Branch.
- ☐ If transportation of student population is necessary, coordinate with the Logistics Section (Transportation Unit) to ensure students and staff with access and functional needs can safely be transported.

RESOURCES

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Coordinate with the Logistics Section (Personnel Unit) to obtain additional personnel to assist students and staff with access and functional needs.

LAW ENFORCEMENT BRANCH DIRECTOR**SUPERVISOR: Operations Section Coordinator**

- Informs and advises the Operations Section Coordinator.
- Coordinates and supports the activities of the Law Enforcement Branch.
- Oversees the mobilization of officers and staff for field operations.
- Coordinates and supports evacuations, enforces laws and emergency orders, establishes safe traffic routes, security services and traffic control operations to protect life and property.
- Assumes responsibility in the event the County Coroner is unable to respond.
 - In a wide-scale disaster within Contra Costa County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner - Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Law Enforcement will proceed only with the instructions and authorization of the County Coroner. (San Ramon, Danville, Alamo Police Departments have no investigative authority over dead body investigations, collection or transport, nor collection of body parts or disposing of tissue remains. These activities shall be a function of the local law enforcement agency unless specifically guided by them or if Tri Valley Police are part of a mutual aid configuration. Under all circumstances San Ramon, Danville and Alamo Police will protect the scene and evidence until relieved by respective Law Enforcement Agency or on-scene Coroner).

PRIMARY RESPONSIBILITIES:

The Law Enforcement branch is responsible for the safety and security of staff and students.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS

- ☐ Establish and maintain communications with dispatch center and with Law Enforcement command personnel in the field to support field operations.

MEETINGS/BRIEFINGS:

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Operations Section Coordinator.
- ☐ Prepare objectives for the Law Enforcement Branch. Forward these to the Planning/Intelligence Section.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Review and approve situational reports originating within the Branch.
- ☐ Provide the Operations Sections coordinator and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operational status periodically during the operational period or as requested.

ONGOING ACTIVITIES:

- ☐ Coordinate and support all Law Enforcement Branch activities in the field.
- ☐ Coordinate with the School Sites Liaison in Management to assist Local Districts and school sites with evacuations, crowd control, traffic control, and sealing off any danger areas.
- ☐ Assist appropriate Fire Department with any fire, hazardous materials, search and rescue operations, as appropriate.
- ☐ If needed, consider developing an overall traffic control plan to address traffic flow pattern, routing exiting traffic to clear access for emergency vehicles or remove students, staff, and visitors from unsafe areas. Coordinate with the Transportation Unit if transportation resources are needed.
- ☐ As requested, provide security for any critical facilities, supplies or materials.

RESOURCES

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Identify and ascertain status of available Law Enforcement personnel.
- ☐ Coordinate all Mutual Aid resource requests for additional law enforcement personnel.
- ☐ Coordinate with the Logistics Section (Procurement Unit) to obtain additional supplies or equipment.

MAINTENANCE AND OPERATIONS BRANCH DIRECTOR**SUPERVISOR: Operations Section Coordinator**

- Informs and advises the Operations Section Coordinator.
- Coordinates the immediate inspection for re-occupancy of District facilities with the Facilities Department Operations Center (DOC).
- Coordinates investigation and safety assessment of damage to buildings, structures and property within the District for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties in coordination with the Finance Section.
- Provides safety assessment information and statistics to the Planning/Intelligence Section (Situation Unit).
- Reports damages to the Division of the State Architect (DSA) via the Contra Costa County Office of Education.
- Coordinates damage reports from schools and Local Districts.

PRIMARY RESPONSIBILITIES:

The Maintenance and Operations Branch Director is responsible for ensuring all district structures are evaluated that may have been damaged in an incident. Whether school buildings are used to shelter the student population or as community shelters, questions about the structural and nonstructural safety of the buildings must be resolved before a decision is made to occupy the buildings.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS

- ☐ Establish and maintain communications with Department Operations Center (DOC).
- ☐ Notify Division of the State Architect (DSA) that District is initiating safety inspections.

MEETINGS/BRIEFINGS:

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Operations Section Coordinator.
- ☐ Prepare objectives for the Maintenance and Operations Branch. Forward these to the Planning/Intelligence Section.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Provide the Operations Sections coordinator and the Planning/Intelligence Section with an overall summary of Maintenance and Operations Branch operational status periodically during the operational period or as requested.
- ☐ Activate data tracking system to document and report safety assessment information and forward to the Planning/Intelligence Section (Situation Unit).
- ☐ Provide school inspection reports to the DSA via the Contra Costa Office of Education.

ONGOING ACTIVITIES:

- ☐ Coordinate damage assessment inspection of all district facilities with the Facilities DOC.
- ☐ Coordinate safety inspections and ensure inspections are performed according to: 1) Post-Earthquake Damage Evaluation and Reporting Procedures: A Guidebook for California Schools, and 2) Post-Earthquake Damage Evaluation for California Schools: A Training Program.
- ☐ Assess the need to require potentially unsafe facilities to be vacated.
- ☐ Provide structural evaluation of mass care and shelter facilities for the Care and Shelter Branch, prioritized with those being used to house students first, then sites of desired community shelters.
- ☐ Evaluate conditions and advise the EOC Director and Legal Adviser of any conditions and actions which might result in liability – e.g. oversights, improper response actions, etc.

RESOURCES

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Arrange for additional necessary communications equipment from Logistics Section (Communications Unit) and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- ☐ After completion of the safety/damage survey, develop a preliminary estimate of the need for additional mutual aid assistance.
- ☐ Coordinate mutual aid requests from the District for safety inspectors.

UTILITIES UNIT LEADER

SUPERVISOR: Maintenance and Operations Branch Director

- Inform and advise the Maintenance and Operations Branch Director.
- Coordinate with the Maintenance and Operations DOC.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.
- Support school sites with the inspection of their utility systems, when necessary.
- Assist with closing off areas and debris clearance.

PRIMARY RESPONSIBILITIES:

Coordinate and support all Maintenance and Operations activities. Coordinate the inspection and repair of utility systems and cleanup operations throughout all of the District facilities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS

- ☐ Establish and maintain communications with Facilities/Maintenance and Operations DOC.
- ☐ Support Maintenance and Operations DOC to establish contact with various utility companies, as necessary (see Essential Contacts List in the Appendices).

MEETINGS/BRIEFINGS:

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Operations Section Coordinator.
- ☐ Coordinate with the Maintenance and Operations Branch to objectives for the Maintenance and Operations Branch. Forward these to the Planning/Intelligence Section.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Provide the Maintenance and Operations Branch an operational status report of the Maintenance and Utilities Unit periodically during the operational period or as requested.

ONGOING ACTIVITIES:

- ☐ Support Maintenance and Operations Branch with the investigation and safety assessment of damage to buildings, structures and property.

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- ☐ Coordinate inspection of all utility systems with Maintenance and Operations DOC.
 - Gas
 - Electricity
 - Water
 - Phone lines
 - Data lines
- ☐ Support ITD Telecommunications DOC to coordinate telephone utility requirements with telephone services.
- ☐ Support Maintenance and Operations DOC to schedule all utility repairs as directed by the EOC.
- ☐ Coordinate Maintenance and Operations DOC to ensure field crews report immediately any chemical, electrical hazard or other hazard:
 - Transformer leaks
 - Broken high voltage electric lines
 - Electric substation damage
 - Ruptured gas lines
 - Ruptured sewage lines
- ☐ Ensure that all potable water supplies remain safe, and free from contaminants.
- ☐ Ensure that sanitation systems are operating effectively and not contaminating water supplies.

RESOURCES

- ☐ Review Resources in Common EOC Responsibilities on page 35.

PLANNING/INTELLIGENCE SECTION

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. As the need arises, the following Units may be activated:

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Recovery and Demobilization Unit
- Advance Planning Unit

Planning/Intelligence Section Coordinator

The Planning/Intelligence Section Coordinator is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. The Planning/Intelligence Section Coordinator is also responsible for overseeing all demobilization post-disaster.

Resources Unit

The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to identify resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

Situation Status Unit

The Situation Status Unit is responsible for the collection and organization of incident status and situation information and for maintaining detailed records of safety/damage assessment information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Documentation Unit

The Documentation Unit is responsible for initiating and coordinating the preparation of SRVUSD’s EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Recovery and Demobilization Unit

The Recovery and Demobilization Unit is responsible for transitioning District operations to recovery to restore the District to pre-disaster conditions and for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

Advance Planning Unit

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods (usually 24-72 hours ahead of current operational period) and for preparing reports and briefings for use in strategy and/or planning meetings.

PLANNING/INTELLIGENCE SECTION COORDINATOR**SUPERVISOR: EOC Director**

- Ensure that the following Planning/Intelligence functions are performed:
 - Establish and ensure a planning cycle is being followed.
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports
 - Initiating and documenting the District's EOC Action Plan and After-Action/Corrective Action Report
 - Resource Tracking
 - Advance planning
 - Planning for demobilization

PRIMARY RESPONSIBILITIES:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ACTIVATION:

- ☐ As appropriate, respond to the EOC.
- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for initial activation of the EOC.

START-UP:

- ☐ Oversee the development of the District's Emergency Operations Plan.
- ☐ Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Determine what Section positions should be activated and staffed.
- ☐ Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
 - Resource Status Unit
 - Situation Analysis Unit
 - Documentation Unit
 - Recovery and Demobilization Unit
 - Advance Planning Unit
 - Technical Specialist
- ☐ Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

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- ☐ Request additional personnel for the Section to maintain a 24-hour operation as required.
- ☐ Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- ☐ Notify EOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS:

- ☐ Brief new or relief personnel in your Section. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- ☐ Meet with other activated Section Coordinators.
- ☐ Attend periodic briefing sessions conducted by the EOC Director.
- ☐ Brief the EOC Director on major problem areas that need or will require solutions.
- ☐ Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

ACTION PLANNING:

- ☐ Coordinate with the EOC Director to facilitate the action planning meetings.
- ☐ Work closely with the Section Coordinators in the development of the EOC Action Plan. Ensure the development of Planning Section objectives. (See Support Documentation – Action Planning.)
- ☐ Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan.
- ☐ Work closely with each Unit leader to ensure Planning Section objectives as defined in the current EOC Action Plan are being addressed.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Working with the EOC Management Team and the Documentation Unit (if activated), prepare an EOC Action Plan to identify priorities and objectives. (See Support Documentation-Action Planning.)
- ☐ Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- ☐ Provide copies of any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

ONGOING ACTIVITIES:

- ☐ Ensure that the Situation Analysis Unit is compiling situation analysis information on the impact of the emergency from the following sources:
 - School Sites Liaison in Management (school sites are reporting information to this position)
 - Health and Welfare Branch
 - Law Enforcement Branch
 - Maintenance and Operations Branch
 - Cities impacted by the disaster
 - Contra Costa County Office of Emergency Management
 - Utility companies (for information not gathered from the Maintenance and Operations Branch)
 - American Red Cross
 - Media (Radio and Television)
- ☐ Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, SRVUSD EOC staff, and Board of Education, cities impacted by the disaster, Contra Costa County Office of Emergency Management, other partner agencies and the parents, as appropriate.
- ☐ Assemble information on alternative strategies.
- ☐ Identify the need for use of special resources.
- ☐ Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Begin planning for recovery.

RESOURCES UNIT

If the Planning/Intelligence Coordinator assigns a Resource Unit Leader, these tasks will be performed by that person. If a Resource Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Planning Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).

ONGOING ACTIVITIES:

- ☐ Direct the collection, organization and display status of critical resources to include allocation, deployment and staging areas.
- ☐ Provide for an authentication system in case of conflicting resources status reports.
- ☐ Provide a resources overview and summary information to the Situation Status (if activated) as requested and written status reports on resource allocations as requested by the Section Coordinators.
- ☐ Assist in strategy planning based on the evaluation of resource allocations, resources in-route and projected resources shortfalls.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Establish a reporting procedure for resources at specified locations.
- ☐ Develop a system to track resources deployed for disaster response.
- ☐ Maintain a master list of all resources deployed.
- ☐ Ensure that available resources are not overlooked by the EOC Operations Section staff and assist in preparation of the EOC Action Plan.
- ☐ Make recommendations to the EOC Logistics Section Coordinator of resources that are not deployed or should be deactivated.

SITUATION ANALYSIS UNIT

If the Planning/Intelligence Coordinator assigns a Situation Analysis Unit Leader, these tasks will be performed by that person. If a Situation Analysis Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ As appropriate, assign “field observers” or utilize staff within the Operations Section in the EOC to facilitate the gathering of information.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Planning Section Coordinator.
- ☐ Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings, briefings or any special information.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- ☐ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

ONGOING ACTIVITIES:

- ☐ Direct the collection, organization and display the status of disaster events, including:
 - Location and nature of the disaster/emergency
 - Special hazards
 - Number of injured staff and students
 - Number of deceased staff and students
 - Road closures and disaster routes (this information may come from Cities and the County)
 - Structural property damage (estimated dollar value)
 - SRVUSD resources committed to the disaster/emergency
 - SRVUSD resources available
 - Assistance provided by outside agencies and resources committed
 - Shelters, type, location and number of staff and students at each. Gather information regarding the number of residents being served at each community shelter established at a District facility.

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- ☐ Possible Information Sources include:
 - Disaster briefings
 - EOC Action Plan
 - Section reports
 - Intelligence reports
 - School site observations (Summary Situation Status Reports). School Sites Liaison in Management is receiving Situation Status Reports from school sites.
 - Resource status reports
- ☐ Direct the collection of photographs, videos, and/or sound recordings to assist with the documentation of the incident. This may help during the reimbursement process to visualize and document the damages.
- ☐ Prepare and maintain EOC displays.
- ☐ Post to the significant events log casualty information, health concerns, property damage, size of risk area, scope of the hazard, number of students and staff being sheltered, etc. **Note: Casualty information cannot be released to the press without authorization from EOC Director and the Public Information Officer.**
- ☐ Coordinate casualty tracking system with the Health and Welfare Branch.
- ☐ Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the all EOC Sections.
- ☐ Provide for an authentication process in case of conflicting status reports on events.
- ☐ Meet with the PIO to determine best methods for exchanging information and providing the Situation Analysis Unit information for use in developing media and other briefings.
- ☐ Determine weather conditions, current and upcoming. Post weather information.
- ☐ Transmit any situation status reports to appropriate cities and the Contra Costa County Office of Emergency Management. (Obtain approval from the Planning/Intelligence Section Coordinator before transmitting reports.)

RESOURCES

- ☐ Review Resources in Common EOC Responsibilities on page 35.

DOCUMENTATION UNIT

If the Planning/Intelligence Coordinator assigns a Documentation Unit Leader, these tasks will be performed by that person. If a Documentation Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Planning Section Coordinator.
- ☐ Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. (See Action Planning, After Action/Corrective Action Reports in the Support Documentation).

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Meet with the Planning/Intelligence Section Coordinator to determine what EOC documents should be maintained for official records.
- ☐ Coordinate documentation with the Situation Status Unit.
- ☐ Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.

ONGOING ACTIVITIES:

- ☐ Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- ☐ Ensure the development of a filing system to collect, and log forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- ☐ Establish copying service and respond to authorized copying requests.
- ☐ Establish a system for collecting all section and unit journal/logs at completion of each shift.
- ☐ Periodically collect, maintain and records, reports, logs, journals and forms submitted by all sections and units for the official record.
- ☐ Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

RECOVERY & DEMOBILIZATION UNIT

If the Planning/Intelligence Coordinator assigns a Recovery & Demobilization Unit Leader, these tasks will be performed by that person. If a Recovery & Demobilization Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- ☐ Notify appropriate cities and Contra Costa County Office of Emergency Management of demobilization plan.

MEETINGS/BRIEFINGS:

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Assist in preparation of the EOC Action Plan.
- ☐ Attend planning meetings at the request of the Planning Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information.
 - Priorities for release (according to agency and kind and type of resource).
 - Phase over or transfer of authorities.
 - Completion and submittal of all required documentation.

ONGOING ACTIVITIES:**RECOVERY**

- ☐ Identify issues to be prioritized by EOC Director on restoration of District services.
- ☐ In coordination with the Maintenance and Operations Branch of the Operations Section, establish criteria for:
 - Temporary entry of posted buildings so staff may retrieve District/personal property, as necessary.
 - Re-occupancy of posted buildings.
 - Emergency demolition of buildings/structures that are considered an immediate danger.
 - Historical buildings considered for demolition. Follow the special review process which should be adopted as part of the emergency procedures.
 - Emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures.
- ☐ In coordination with Section Coordinators, develop a plan for initial recovery operations.
- ☐ Prepare the EOC organization for transition to Recovery Operations.

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- ☐ Coordinate permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- ☐ Coordinate with School Mental Health and Nursing Services for continuity of mental/emotional health support and medical support.
- ☐ Coordinate with Division of Instruction for continuity of instruction.
- ☐ Coordinate with Maintenance and Utilities Unit for debris removal and restoration of utility services.
- ☐ Coordinate with the Finance Section on applications for disaster financial assistance.
- ☐ Coordinate with District Attorney on actions, and associated liabilities; preparation of legal opinions.
- ☐ Coordinate with Superintendent's Office for continuity of operations and with the Logistics Section for communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

DEMOBILIZATION

- ☐ Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- ☐ Request the EOC Director and Section Coordinators to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- ☐ Coordinate with the Agency Representatives and partner agencies, as appropriate.
- ☐ Evaluate logistics and transportation capabilities to support the demobilization effort.
- ☐ Obtain approval of the Demobilization Plan from EOC Director. Ensure that the plan, once approved, is distributed.
- ☐ Supervise execution of the Demobilization Plan.
- ☐ Ensure all sections, branches and units understand specific demobilization responsibilities.
- ☐ Brief Planning/Intelligence Section Coordinator on demobilization progress.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ In coordination with Logistics, establish "check-in" stations, as required, to facilitate the return of supplies, equipment and other resources.
- ☐ Obtain identification and description of surplus resources.

ADVANCE PLANNING UNIT

If the Planning/Intelligence Coordinator assigns an Advance Planning Unit Leader, these tasks will be performed by that person. If an Advance Planning Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.
- ☐ Obtain current briefing on the operational situation from the Situation Status Unit or Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Planning Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Provide reports to the Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.

ONGOING ACTIVITIES:

- ☐ Determine best estimate of duration of the situation from available information.
- ☐ Determine current priorities and policies from the Planning/Intelligence Section Coordinator and EOC Director.
- ☐ In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
 - Best estimate of likely situation in 36 to 72 hours given current direction and policy.
 - Determination of top priorities for actions and resources.
 - Identification of any recommended changes to EOC policy, organization or procedures to better address the possible situation.
 - Identification of any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.
- ☐ Develop specific recommendations on areas and issues that will require continuing and/or expanded District involvement.
- ☐ Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

LOGISTICS SECTION

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Supply/Procurement Unit
- Personnel Unit
- Communications & Information System Unit
- Transportation Unit
- Buildings and Sites Unit
- Food Services Unit

Logistics Section Coordinator

The Logistics Section Coordinator is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources.

Supply/Procurement Unit

The Supply/Procurement Unit sets up all logistics for procurement and delivery of resources, both SRVUSD resources and outside goods and services.

Personnel Unit

The Personnel Unit is responsible for obtaining, coordinating and allocating all mutual aid personnel support requests received; for registering volunteers as and for managing EOC personnel issues and requests.

Communications & Information Systems Unit

The Communications & Information Systems Unit is responsible for managing all radio, data, and telephone needs of the EOC staff.

Transportation Unit

The Transportation Unit is responsible for transportation of district personnel, students, equipment and supplies.

Building and Sites Unit

The Building and Sites Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

Food Services Unit

The Food Services Unit is responsible for coordinating the provision of food supplies to school sites and other District facilities, as necessary.

LOGISTICS SECTIONS COORDINATOR

SUPERVISOR: EOC Director

- Coordinate the provision of logistical support for the EOC, school sites and District facilities.

PRIMARY RESPONSIBILITIES:

Support the response effort and oversee the acquisition, transportation and mobilization of resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ACTIVATION:

- ☐ As appropriate, respond to the EOC.
- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for initial activation of the EOC.

START-UP:

- ☐ Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- ☐ Meet with other Section Coordinators to determine what services and supplies will be needed at District facilities and school sites to care for staff and students and respond to the disaster. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
- ☐ Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Determine what Section positions should be activated and staffed.
- ☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Supply/Procurement Unit
 - Personnel Unit
 - Communications & Information Systems Unit
 - Transportation Unit
 - Building and Sites Unit
 - Food Services Unit
- ☐ Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ☐ Request additional personnel for the Section to maintain a 24-hour operation as required.
- ☐ Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- ☐ Notify EOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS:

- ☐ Brief new or relief personnel in your Section. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- ☐ Meet with other activated Section Coordinators.
- ☐ Attend periodic briefing sessions conducted by the EOC Director.
- ☐ Brief the EOC Director on major problem areas that need or will require solutions.

ACTION PLANNING:

- ☐ Participate in the EOC Director's action planning meetings.
- ☐ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Logistics Section objectives. (See Support Documentation – Action Planning.)
- ☐ Coordinate with the Communications and Information Systems Unit to ensure the development of a Communications Plan for the EOC Action Plan.
- ☐ Work closely with each Unit leader to ensure Logistics Section objectives as defined in the current EOC Action Plan are being addressed.
- ☐ Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- ☐ Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

ONGOING ACTIVITIES:

- ☐ Keep the EOC Director apprised of overall situation and status of resource requests.
- ☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ☐ Ensure internal coordination between branch/group/unit leaders.

- ☐ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- ☐ Evaluate the need for counseling services for affected personnel, students and parents. Arrange counseling services through the Operations Section, Mental Health Unit.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Identify service/support requirements for planned and expected operations.
- ☐ Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- ☐ Receive, coordinate and process requests for resources. All resource requests need to be documented.
- ☐ Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

SUPPLY/PROCUREMENT UNIT

If the Logistics Coordinator assigns a Supply/Procurement Unit Leader, these tasks will be performed by that person. If a Supply/Procurement Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- ☐ Notify EOC Director of supply needs that exceed delegated authority. Obtain needed authorizations and paperwork.

MEETINGS/BRIEFINGS:

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Logistics Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- ☐ Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- ☐ Provide updated reports on resource status to Resources Unit.
- ☐ Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- ☐ Ensure that all resource records identify scope of work and site-specific locations.
- ☐ Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.

ONGOING ACTIVITIES:

- ☐ Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- ☐ Meet and coordinate activities with EOC Director and determine purchasing authority to be delegated to Supplies/Procurement Unit. Review emergency purchasing and contracting procedures.
- ☐ Prepare, sign and finalize contracts that are needed for procuring resources within purchasing authority. Send documents for payment.
- ☐ Ensure that all records identify scope of work and site-specific locations for any resources procured.

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- ☐ Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- ☐ Coordinate with ARC if community sheltering is occurring at District facilities to resolve problems or issues with the facility or utilities supporting the sheltering operation.
- ☐ Support activities for restoration of utilities to facilities.
- ☐ Ensure the organization, management, coordination and channeling of donations of goods from the community and volunteer groups during and following the disaster/emergency, as necessary.
- ☐ Ensure proper accounting for all new property.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Review, verify and process requests from other sections for resources.
- ☐ Maintain information regarding;
 - Resources readily available
 - Resources requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls
- ☐ Coordinate with other branches/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- ☐ Provide and coordinate with Operations Section for the allocation and distribution of utilities, fuel, other consumables and essential supplies to all school sites and District facilities with emergency operations on-site.
- ☐ Obtain and coordinate necessary medical supplies and equipment for persons with access and functional needs with the Special Needs Unit Leader, Health and Welfare Branch in the Operations Section.
- ☐ Procure/arrange for basic sanitation and health needs at student sheltering sites (toilets, showers, etc.) as requested by Operations Section.
- ☐ Determine if needed resources are available from SRVUSD stocks, vendors, mutual aid sources or other sources. Arrange for delivery if available.
- ☐ Identify to the Logistics Section Coordinator any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- ☐ Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.

PERSONNEL UNIT

If the Logistics Coordinator assigns a Personnel Unit Leader, these tasks will be performed by that person. If a Personnel Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Logistics Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).

ONGOING ACTIVITIES:

- ☐ Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort.
- ☐ Maintain information regarding:
 - Personnel/volunteers processed.
 - Personnel/volunteers allocated and assigned by location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not filled.
- ☐ Ensure training of assigned response staff and volunteers to perform emergency functions.
- ☐ Obtain counseling services for staff and students through the Operations Section, Mental Health Unit.
- ☐ Coordinate feeding, shelter and care of personnel, and volunteers with the Care and Shelter Branch.
- ☐ Ensure the recruitment, registration, mobilization and assignment of volunteers.
- ☐ Coordinate transportation of personnel and volunteers with the Transportation Unit.
- ☐ If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- ☐ Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- ☐ Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- ☐ Coordinate with the Contra Costa County Operational Area EOC for additional personnel needs.
- ☐ Coordinate the contracting of skilled labor or emergency hires for temporary services, as needed.

COMMUNICATIONS INFORMATION SYSTEMS UNIT

If the Logistics Coordinator assigns a Communications and Information Systems Unit Leader, these tasks will be performed by that person. If a Communications and Information Systems Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.
- ☐ Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
- ☐ Provide communications briefings as requested at action planning meetings.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Logistics Section Coordinator.
- ☐ Coordinate with all operational units and the EOC to establish a communications plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, amateur radio and volunteers.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).

ONGOING ACTIVITIES:

- ☐ Coordinate with all sections and branches/units on operating procedures for use of telephone, data and radio systems (includes amateur radio). Receive any priorities or special requests.
- ☐ Provide a report of the status of District communications and computing resources available for the disaster response operations. This includes:
 - Telephone (hard wire and cellular) service
 - SRVUSD and school site web pages
 - Internet
 - Radios
 - Telephonic notification system
 - Outdoor loudspeakers
 - Emergency conference capabilities
- ☐ Evaluate impacts to District communications/computing services and identify communication needs between the EOC, school sites, District facilities and to appropriate cities and the County of Contra Costa.

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- ☐ Coordinate frequency and network activities with the appropriate cities and Contra Costa County Office of Emergency Management.
- ☐ Establish a primary and alternate system for communications.
- ☐ Establish a plan to ensure staffing and repair of communications and computer equipment.
- ☐ Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

TRANSPORTATION UNIT

If the Logistics Coordinator assigns a Transportation Unit Leader, these tasks will be performed by that person. If a Transportation Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Logistics Section Coordinator.
- ☐ Establish a transportation plan for movement of:
 - Students, personnel, supplies and equipment to the EOC, school sites, and staging areas.
 - Individuals to medical facilities or shelters as requested by Operations Section.
 - Emergency workers/volunteers to and from risk area.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).

ONGOING ACTIVITIES:

- ☐ Coordinate with Planning/Intelligence Section to determine status of transportation system into and within the District. Find out present priorities and estimated times for restoration of the disaster route system.
- ☐ Coordinate use of disaster routes with the Operations Section (page 57).
- ☐ Coordinate with the Operations Section on the movement of students and staff that may need special transportation assistance.
- ☐ As reports are received from school sites and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- ☐ Maintain inventory of support and transportation vehicles (buses, vans, pick-up trucks, light/heavy trucks).
- ☐ Prepare schedules as required to maximize use of available transportation.
- ☐ Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- ☐ Establish mobilization areas for vehicles as directed.
- ☐ Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- ☐ Ensure that vehicle usage is documented by activity and date and hours in use.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Arrange for fueling of all transportation resources.

BUILDING AND SITES UNIT

If the Logistics Coordinator assigns a Building and Sites Unit Leader, these tasks will be performed by that person. If a Building and Sites Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Logistics Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).

ONGOING ACTIVITIES:

- ☐ Maintain information in the Unit regarding:
 - Facilities opened and operating.
 - Facility managers.
 - Supplies and equipment at the various locations.
 - Specific operations and capabilities of each location.
- ☐ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- ☐ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- ☐ Identify communications requirements to the Communications and Information Systems Unit.
- ☐ Identify equipment, material and supply needs to the Supply & Procurement Unit.
- ☐ Identify personnel needs to the Personnel Unit.
- ☐ Identify transportation requirements to the Transportation Unit.
- ☐ Coordinate evacuation schedules, as needed, and identify locations involved.
- ☐ Identify security requirements to the Law Enforcement Branch of the Operations Section.
- ☐ Monitor the actions at each facility activated and provide additional support requested.
- ☐ Account for personnel, equipment, supplies and materials provided to each facility.
- ☐ Coordinate the receipt of incoming resources to facilities.
- ☐ Ensure that operational capabilities are maintained at facilities.

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- ☐ Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- ☐ Ensure that basic sanitation and health needs are met at school facilities and community shelters operating at a SRVUSD facility (toilets, showers, etc.).
- ☐ Ensure that access and other related assistance for individuals with access and functional needs are provided in facilities.
- ☐ Work with Logistics Section Coordinator to evaluate whether special facilities for sheltering essential workers, employee's families and volunteers are needed.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

FOOD SERVICES UNIT

If the Logistics Coordinator assigns a Food Services Unit Leader, these tasks will be performed by that person. If a Food Services Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Logistics Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).

ONGOING ACTIVITIES:

- ☐ Maintain communications with Area Food Staff Supervisors.
- ☐ Ensure that Food Services complete an inventory of available food.
- ☐ Maintain an inventory of food and water.
- ☐ Determine food and water needs of District facilities and school sites.
- ☐ Coordinate with Food Services staff for the provision of food and water to District facilities and school sites, as needed.
- ☐ Ensure that any meals provided are well-balanced and meet the needs of individuals that may have special dietary requirements.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.
- ☐ Order any food and potable water from the Supply & Procurement Unit.

FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- Time Keeping Unit
- Cost Accounting Unit
- Financial Recovery Unit
- Compensation Claims Unit

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; and activates the Disaster Accounting System.

Time Keeping Unit

The Time Keeping Unit is responsible for tracking hours worked by paid staff, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliant to SRVUSD's time keeping policy. The Time Keeping Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location.

Personnel time and equipment use records should be collected and processed for each shift as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Cost Accounting Unit

The Cost Accounting Unit provides cost analysis data for the incident to help the planning and recovery efforts. They also ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

This Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. This Unit must maintain accurate information on the actual costs for the use of all assigned resources.

Financial Recovery Unit

The Financial Recovery Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with disaster assistance agencies. **Accurate and timely documentation is essential to financial recovery.**

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the SRVUSD arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

FINANCE/ADMINISTRATION SECTION COORDINATOR

SUPERVISOR: EOC Director

- Implement a Disaster Accounting System (See Disaster Accounting System in the Supporting Documentation).
- Maintain financial records of the emergency.
- Track and record of all SRVUSD staff time.
- Process worker's compensation claims received at the EOC.
- Handle travel and expense claims.
- Provide administrative support to the EOC.
- Keep the EOC Director updated on all significant financial developments.

PRIMARY RESPONSIBILITIES:

Supervise the financial support, response and recovery for the disaster/emergency; and activate the Disaster Accounting System.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ☐ Review Common EOC responsibilities on pages 34 and 35..

ACTIVATION:

- ☐ As appropriate, respond to the EOC.
- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for initial activation of the EOC.

START-UP:

- ☐ Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- ☐ Review financial and administration support needs and procedures. Determine (with input from EOC Director) the level of purchasing authority to be delegated to Logistics Section.
- ☐ Authorize the use of the Disaster Accounting System. Coordinate with the Financial Recovery Unit, if activated. (**See Disaster Accounting System in the Supporting Documentation**).

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Determine what Section positions should be activated and staffed.
- ☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Time Keeping Unit
 - Cost Accounting Unit
 - Financial Recovery Unit
 - Compensation & Claims Unit
- ☐ Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

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- ☐ Request additional personnel for the Section to maintain a 24-hour operation as required.
- ☐ Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- ☐ Notify EOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS:

- ☐ Brief new or relief personnel in your Section. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- ☐ Meet with other activated Section Coordinators.
- ☐ Attend periodic briefing sessions conducted by the EOC Director.
- ☐ Meet with assisting and partner agency representatives as required. (Agencies that provide essential goods and services that the District may depend on during a disaster).

ACTION PLANNING:

- ☐ Participate in the EOC Director's action planning meetings.
- ☐ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Finance Section objectives. (See Support Documentation – Action Planning.)
- ☐ Provide input in all planning sessions on finance and cost analysis matters.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- ☐ Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.
- ☐ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- ☐ Keep the General Staff apprised of overall financial situation.

ONGOING ACTIVITIES:

- ☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ☐ Ensure internal coordination between branch/group/unit leaders.
- ☐ Organize, manage, coordinate, and channel any donations of money received during and following the emergency.

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- ☐ Make recommendations for cost savings to the EOC Director and Section Coordinators.
- ☐ Interpret contracts/agreements and resolve claims or disputes within delegated authority.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

TIME KEEPING UNIT

If the Finance Section Coordinator assigns a Time Keeping Unit Leader, these tasks will be performed by that person. If a Time Keeping Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Finance Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each shift (include time reports from each school site). **(See Sample Disaster Labor Record in the Support Documentation).**
 - Ensure that time reports are accurate and prepared in compliance with SRVUSD policy.
 - Ensure that time reports identify scope of work and site-specific work location.
 - Ensure that time reports are signed.
 - Close out time reports prior to personnel leaving emergency assignment.
 - Maintain separate logs for overtime hours.
- ☐ Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track district-owned equipment separate from rented equipment.

ONGOING ACTIVITIES:

- ☐ Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- ☐ Track all travel requests, forms, and claims.
- ☐ Ensure that all employee identification information is verified to be correct on the time report.
- ☐ Ensure that all volunteers maintain detailed and accurate time cards.
- ☐ Establish and maintain a file for staff time records within the first shift for each person.
- ☐ Maintain records security.
- ☐ Keep records on each shift (*Twelve-hour shifts recommended*).

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- ☐ Coordinate with the Personnel Unit of the Logistics Section.
- ☐ Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

COST ACCOUNTING UNIT

If the Finance Section Coordinator assigns a Cost Accounting Unit Leader, these tasks will be performed by that person. If a Cost Accounting Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Finance Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Collect and record all cost data. (see Finance/Administration Support Documentation – Disaster Records and Forms)
- ☐ Maintain a fiscal record of all expenditures related to the emergency/disaster.
- ☐ Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director and Deputy EOC Director.
- ☐ Maintain cumulative emergency/disaster cost records.
- ☐ Ensure that all financial obligation documents are accurately prepared.

ONGOING ACTIVITIES:

- ☐ Prepare resources-use cost estimates.
- ☐ Maintain accurate information on the actual cost for the use of all assigned resources.
- ☐ With the Time Keeping Unit ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- ☐ Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- ☐ Make recommendations for cost savings to the Finance/Administration Section Coordinator.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

FINANCIAL RECOVERY UNIT

If the Finance Section Coordinator assigns a Financial Recovery Unit Leader, that person will perform these tasks. If a Financial Recovery Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Finance Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.
- ☐ Prepare all required documentation to recover all allowable disaster costs.
- ☐ Review the following list of items for documenting damage and repairs. These items will be needed for both insured losses and anticipated State and FEMA disaster recovery program eligible losses.
 - Photographs and sketches of damage and of completed work
 - Urgency of the project and reasons
 - Identification of all staff and equipment used in the response – time and expenses
 - Identification of all vended services used in the response – time, materials and expenses
 - Identification of all mutual aid services used in the response – time, materials and expenses
 - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
 - Other data including: hazard mitigation (upgrades so that damage will not occur in future events),
 - Co-pay by cooperating agencies, public/private partnerships, etc.
- ☐ Provide analysis, summaries and estimates of costs for the Finance/Administration Section Coordinator or the Cost Accounting Unit, if activated, and the EOC Director, as required.
- ☐ Work with EOC sections and appropriate departments to collect all required documentation.
- ☐ Organize and prepare records for final audit.

ONGOING ACTIVITIES:

- ☐ In coordination with the Finance Section Coordinator, activate/maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- ☐ Inform all sections/departments that the Disaster Accounting System is to be used.
- ☐ Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.
- ☐ Coordinate cost documentation with the school sites.
- ☐ Act as liaison disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- ☐ Receive and allocate payments.
- ☐ Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- ☐ At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.
- ☐ Prepare recommendations as necessary.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

COMPENSATION/CLAIMS UNIT

If the Finance Section Coordinator assigns a Compensation/Claims Unit Leader, that person will perform these tasks. If a Compensation/Claims Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.

- ☐ Review Common EOC responsibilities on pages 34 and 35.

ASSIGNMENTS/STAFFING:

- ☐ Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- ☐ Attend periodic briefing sessions conducted by the Section Coordinator.

ACTION PLANNING:

- ☐ Attend planning meetings at the request of the Finance Section Coordinator.

DOCUMENTATION:

- ☐ Review Documentation and Reports in Common EOC Responsibilities on page 34 and 35.
- ☐ Open and maintain an Activity Log (See Support Documentation, Activity Log).
- ☐ Maintain a log of all injuries occurring during the disaster/emergency.
- ☐ Develop and maintain a log of potential and existing claims.
- ☐ Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely
 - Work is in compliance with SRVUSD requirements and policies.
- ☐ Prepare claims associated with the disaster, notify and file the claims with the third party administrator, Sedgwick Claims Management Services, Inc.
- ☐ Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.

ONGOING ACTIVITIES:

- ☐ Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- ☐ Ensure the investigation of all accidents, if possible.
- ☐ Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- ☐ Provide report of injuries and coordinate with the District's Risk Manager for mitigation of hazards.
- ☐ Obtain all witness statements pertaining to claim and review for completeness.

RESOURCES:

- ☐ Review Resources in Common EOC Responsibilities on page 35.

MANAGEMENT SUPPORT DOCUMENTS

EMERGENCY NOTIFICATION SYSTEM (ENS)

The SRVUSD can access an emergency notification system (Messenger) to notify students, staff and faculty of emergency information. This communication system is administered by the Superintendent. The distribution of messages is jointly coordinated by the Superintendent and the Public Information Officer and the Logistics Section Coordinator.

MEDIA PHONE LIST - RADIO/TV/PRINT**TELEVISION****LOCAL - San Francisco/Oakland****KRON - Channel 4**

78 Division Street

San Francisco, CA 94103

General Information

415-593-7763

Email

assignmentdesk@kron.com

Phone Number/Desk

415-561-8905

KGO-TV - Channel 7

900 Front Street

San Francisco, CA 94111

General Information

415-954-7777

Email

kgotv.desk@abc.com

Phone Number/Desk

415-954-7321

KPIX - Channel 5

855 Battery Street

San Francisco, CA 94111

General Information/Tip

415-765-8601

Email

newsdesk@kpix.com

Phone Number/Desk.

415-760-6247 415.765.8610

KTVU- Channel 2

2 Jack London Square

Oakland, CA 94607

General Information

510-834-1212

Email

newstips@foxtv.com

Phone Number/Newsroom

(510) 874-0242

KNTV- NBC Bay Area2450 N 1st Street

San Jose, CA 95131

General Information

408-432-6221

Email

newstips@nbcbayarea.com

Phone Number/Newsroom

408-432-6221

RADIO**KQED Radio**

2601 Mariposa Street

San Francisco CA 94110

General Information

415-864-2000

Email

assignmentdesk@kqed.org

Contact

415-864-2000

KCBS Radio

General Information

415-765-4074

Email

kcbsnewsdesk@cbs.com

KGO Radio (ABC)

General Information

415-995-6800

Email

producers@kgoradio.com

KPOO Radio

General Information

415-346-5373

Email

news@kpoo.com

NEWSPAPERS**Bay Area News Group**

925-847-2111

Email:

breakingteam@bayareanewsgroup.com

Danville San Ramon Express

925-600-0840, ext. 111

Email:

jwalsh@embarcaderopublishing.com

Patch

Email:

autumn.johnson@patch.com

San Francisco Chronicle

415-777-1111

Email:

metrodesk@sfgchronicle.com

Bay City News Service

510-251-8100

Email:

bcndatebook@pacbell.net

MEDIA RELATIONS - DOS AND DON'TS

DO	DON'T
<ul style="list-style-type: none"> • Prepare • Assume you're being recorded • Respect their deadlines • Know the law regarding media • Speak officially - no opinions • Give the whole story • Treat them all equally • Highlight your priorities • Say "I don't know" • Be there for them – return calls • Prepare a fact sheet o frequently asked questions • Suggest interesting story ideas • Offer tours or support information • Think "soundbite" or quote • Listen to the question • Practice • Anticipate questions • Correct their mistakes • Remember you are the expert 	<ul style="list-style-type: none"> • Lie • Fake it • Go "off the record" • Say "no comment" • Use industry slang or terminology • Speculate • Make flippant remarks • Tell one news agency what another is doing • Wear sunglasses on camera • Fill the "pregnant pause" • Put down your detractors • Argue with the press • Try to say everything at once • Answer hypotheticals • Say "Ah" • Respond to emotional appeals with emotion • Send a news release unless it's newsworthy • Break the connection

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

SAMPLE DISASTER PRESS RELEASES

When a school is sheltering students

“This is _____ (your name) _____, _____ (your title) _____ at _____ (your site) _____. Because of today’s earthquake, school has been called off for today (and any additional times or days). However, all students of (school name) are being held there until an adult previously registered with the school picks them up. Please pick up your children at (directions to exact place) _____, where they will be released. Please bring identification with you so that we may establish that you are one of the adults eligible to pick up the student in question.”

When a school site has been evacuated and students have relocated

“This is _____ (your name) _____, _____ (your title) _____ at _____ (your site) _____. Because some of our buildings were damaged in today’s earthquake and some buildings were thought to be unsafe, students from the following schools: _____ (list schools) _____, have been relocated to a safe location. We will hold the students there until an adult, previously registered with the school, arrives to pick them up. Please note: we will release them only to a registered adult. The site at which the students can be picked up is (name of site) _____, at _____ (address site) _____. To reach the site, follow these directions: (give specific instructions) _____. Please bring identification with you so that we may establish that you are one of the adults eligible to pick up the student in question. Students will be sheltered and cared for at that site for three days or until they are picked up. Students that have not been picked up in three days will be moved to another location, which we will report at the time of their moving. Please listen for further announcements.”

To announce reopening of school when it has been closed

“This is _____ (your name) _____, _____ (your title) _____ at _____ (your site) _____. We are planning to reopen school and resume classes on (give date) _____. We have cleaned up the buildings and the campuses, inspected all the buildings for safety, and taken whatever precautions necessary in order to guarantee that the facilities are safe for students and staff members. Because there was some damage to (name building or parts of buildings) _____, it has been closed off until it is repaired, and classes will be held in (name location) _____ until the closed area is once again safe for use. School will begin at the usual time, _____ (give time) _____, on (give date again) _____.”

To announce reopening of school when a community shelter is still operating at school.

“This is _____ (your name) _____, _____ (your title) _____ at _____ (your site) _____. We are planning to reopen school and resume classes on _____ (give date) _____. The Red Cross shelter operating at the school will remain open for another week or two, but steps have been taken to assure that the shelter activities do not interfere with school business. The shelter population which is housed entirely within (name location) _____, will be kept separate from students and all class activities. The Red Cross and the school district both have security personnel on site making certain that everything runs smoothly. The school district will work closely with Red Cross officials to deal quickly with any problems that arise. We will inform parents regularly of any problems and keep them apprised of the schedule for shelter closing. We wish to thank everyone for their patience and cooperation in getting the schools up and running in spite of these very difficult circumstances. School will begin at the usual time, (give time) _____, on (give date again) _____.” _____

IMMEDIATE ACTION RESPONSES - (To be followed at each school site)

Drop, Cover, and Hold

This action is taken to protect students and staff from flying or falling debris.

➤ Description of Action

1. Upon the first indication of an earthquake, students and staff should immediately implement appropriate drop, cover and hold procedures.
2. If inside, school staff must instruct students to drop under their desks and cover their heads with their arms and hands, while holding onto the desk. For those students and staff who are physically unable to drop into a protected position under a table or desk, they should remain seated or, if possible, move to an interior wall away from windows and heavy objects, and cover their head with their arms and hands.
3. If outside, school staff must instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands. For those students and staff who are physically unable to drop to the ground, they should remain seated and cover their head with their arms and hands.
4. After the initial shaking has completely stopped, the School Administrator at each school site in the SRVUSD must make an announcement on the Public Address (PA) system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS AND STAFF SHOULD CONTINUE TO IMPLEMENT DROP, COVER, AND HOLD PROCEDURES IN THE EVENT OF ADDITIONAL SEISMIC ACTIVITY. PLEASE MAINTAIN A SAFE DISTANCE FROM WINDOWS AND HEAVY OBJECTS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

Shelter-In-Place

This action is taken in order to place and/or keep students indoors in the event that airborne contaminants are found in the outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutdown of classroom and/or building heating, ventilation, and air conditioning (HVAC) systems. During Shelter-in-Place, every precaution should be taken to avoid exposure to the outside air.

➤ Description of Action

1. If an emergency occurs that requires students and staff to Shelter-in-Place, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending

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messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY. WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. PLEASE REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

2. If inside, school staff should keep students in the classroom until further instructions are given.
3. If outside, students must proceed to their classrooms if it is safe to do so. If it is determined to be unsafe, staff should direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium). School staff and students who were exposed to outside air should congregate in indoor locations away from individuals who were not exposed to outside air. Anyone who is exhibiting symptoms must be treated.
4. School staff is responsible for securing individual classrooms and for completing the following procedures as needed: shut down the classroom/building HVAC system; turn off local fans in the area; close and lock doors and windows; and, if necessary, seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, and turn off sources of ignition, such as pilot lights.

Lock Down (See the Lockdown Communications Flow Chart in the Appendices of this Plan).

A school lock down is necessary when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lock down, students are to remain in the classroom or designated locations at all times.

➤ Description of Action

1. If a lock down situation is required, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED TO THE NEAREST CLASSROOM OR BUILDING. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

2. If inside, school staff should instruct students to lie on the floor, move away from doors and remain in the center of the room out of the line of fire, lock the doors (if possible), and close any shades or blinds if it appears safe to do so. Students and staff who are physically unable to lie on the ground should move away from doors and windows.
3. If outside, students should proceed to their classrooms if it is safe to do so. If it is not safe, staff must direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium).
4. School staff and students must remain in the classroom or secured area until further instructions are provided by the School Administrator or law enforcement.
5. Landline phones should not be used. School staff should use cell phones and speak quietly.
6. All campus entrances and exits must be locked, and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.

Campus Evacuation/Assembly Location

The need to evacuate a building on campus should occur after the decision has been made that it is unsafe to remain in the building.

➤ Description of Action

1. Once a building has been determined as unsafe, the School Administrator should initiate a fire alarm.
2. If a building has been identified as unsafe, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM”.

3. School staff must instruct students to evacuate the building, in accordance with the school site evacuation plan and using designated routes, and assemble in their assigned assembly area.
4. School staff must take their student rosters when leaving the building and take attendance once the class is assembled in a safe location.

5. Once assembled, school staff and students will stay in place until further instructions are given.

Relocation

This action is taken after a decision is made that it is unsafe to remain on campus and evacuation to an off-site assembly area is required.

➤ **Description of Action**

1. If an off-campus evacuation is necessary, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-CAMPUS RELOCATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE PRE-DESIGNATED OFF-CAMPUS ASSEMBLY AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE ROOM.”

2. The School Administrator will determine the safest method for evacuating the campus. Each school site is responsible for identifying appropriate evacuation routes.
3. School staff will secure the student rosters when leaving the classroom and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-campus, school staff and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the School Administrator may authorize students and staff to return to their classrooms.

All Clear

This action is taken to notify school staff that normal school operations should resume.

➤ **Description of Action**

1. Once the emergency event is over, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

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“YOUR ATTENTION PLEASE. IT IS NOW OKAY TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION.”

2. This action signifies the emergency is over.
3. If appropriate, school staff should immediately begin discussions and activities to address students’ fears, anxieties, and other concerns.

OPERATIONS SUPPORT DOCUMENTATION

PARENT-CHILD REUNIFICATION PROCEDURES - (To be followed at each school site)

In an effort to address all hazard incidents, the SRVUSD has developed short and long-term parent-child reunification procedures. Short-term procedures outline the appropriate steps to be taken at individual school sites. When reunification procedures exceed the scope of school site operations, SRVUSD will implement long-term procedures to consolidate resources and increase efficiency.

School Site Reunification: Short Term

Student Emergency/Medical Information Card

All students are required to have a Student Emergency/Medical Information Card on file at their school site. Student Emergency/Medical Information Cards must be updated every school year, and the school should be notified of any changes of information on the student emergency/medical information cards. Student Emergency/Medical Information Cards will be distributed to students on the first day of school and must be returned promptly. Student emergency cards require the following information:

- Parent/guardian/caregiver current address and phone number
- The student's doctor/health care provider and insurance information
- Any medication(s) or chronic illness(es) related to the student

Parent-Child Reunification

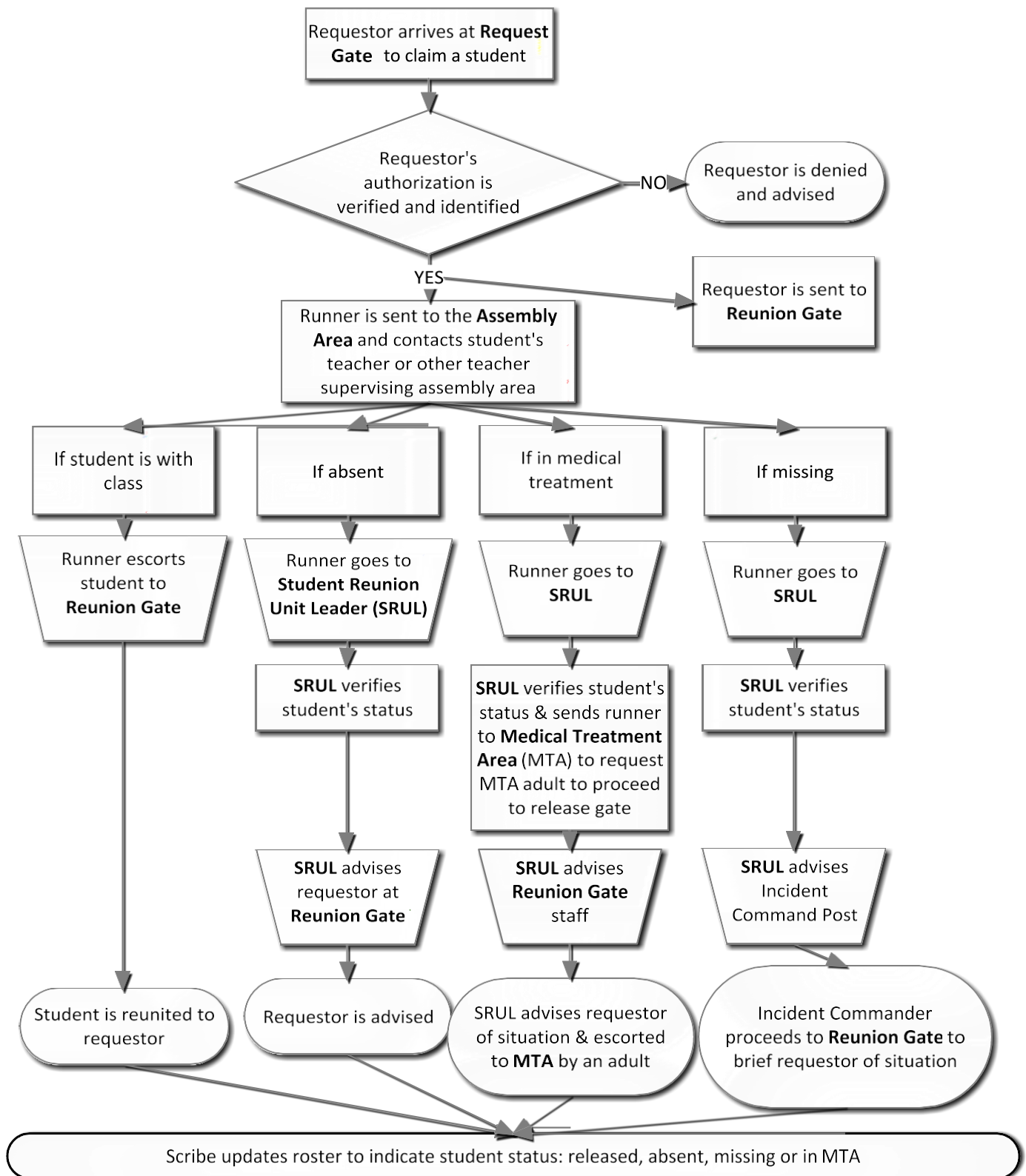
In the event that an emergency occurs on or near a school site, parents (or guardians) must report to the school site and adhere to the following procedures required for releasing a student. School sites must work in conjunction with the SRVUSD Emergency Operations Center (EOC) throughout the parent-child reunification process.

The following procedures provide a general guideline for parent-child reunification throughout SRVUSD. Each school site is responsible for adhering to the following three principles when implementing its reunification process:

1. Establishing a safe and secure check-in area for parents,
2. Establishing a separate area designated for the reunification of parents and children, and
3. Establishing a safe and secure exit for parents and children.

Refer to the Student Release Procedure Flowchart on the next page for details.

Student Release Procedure Flowchart



PLANNING SUPPORT DOCUMENTATION ACTION PLANNING

Action plans are an essential part of effective emergency response and recovery. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives
- A basis for measuring work and cost effectiveness, work progress and providing accountability

There are two kinds of action plans: Incident Action Plans and EOC Action Plans. The format and content for action plans at the incident level and at EOC levels will vary.

INCIDENT ACTION PLANS (School Site Level)

School sites will develop Incident Action Plans (IAP) that focus on the response and recovery activities for their particular school. Incident Action Plans may be either verbal or written.

The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?)
- Primary and alternative strategies (as appropriate) to achieve incident objectives (what are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy (Given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used)
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally)
- Overall support organization including logistical, planning and finance/administration functions
- A communications plan
- Safety messages
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

EOC ACTION PLANNING (District Level EOC)

The Action Planning process is an essential tool for the District, particularly in managing sustained emergency operations.

It is important that common District organizational goals are maintained and pursued as determined by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going.

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They need to know not only what has happened, but also what is likely to occur next and in the future shifts. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

Once the EOC Director has identified the goals and priorities for the response, each Section in the EOC (Operations, Planning, Logistics and Finance) will develop their Section objectives.

SUMMARY OF ACTIVITIES BY SECTION

- | | |
|----------------------------------|--|
| 1. PLANNING/INTELLIGENCE | Presents the verbal Action Report or the situation status report |
| 2. MANAGEMENT | Sets goals and priorities and develops Management Section objectives |
| 3. PLANNING/INTELLIGENCE | Posts goals for organization and develops Planning/ Intelligence section objectives |
| 5. OPERATIONS | Develops Operations Section objectives and determines how to achieve goals |
| 6. LOGISTICS | Develops Logistics Section objectives and determines how it will support operations |
| 7. FINANCE/ADMINISTRATION | Develops Finance Section objectives and determines how it will support operations |
| 8. PLANNING/INTELLIGENCE | Prepares Action Plan (document); continues collecting, analyzing and displaying information, and continues Action Planning process |

ACTION PLANNING AT EOC LEVELS

Action planning is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable period for accomplishing those actions.

EOC Action Plans should not be complex or create a time-consuming process. The EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions

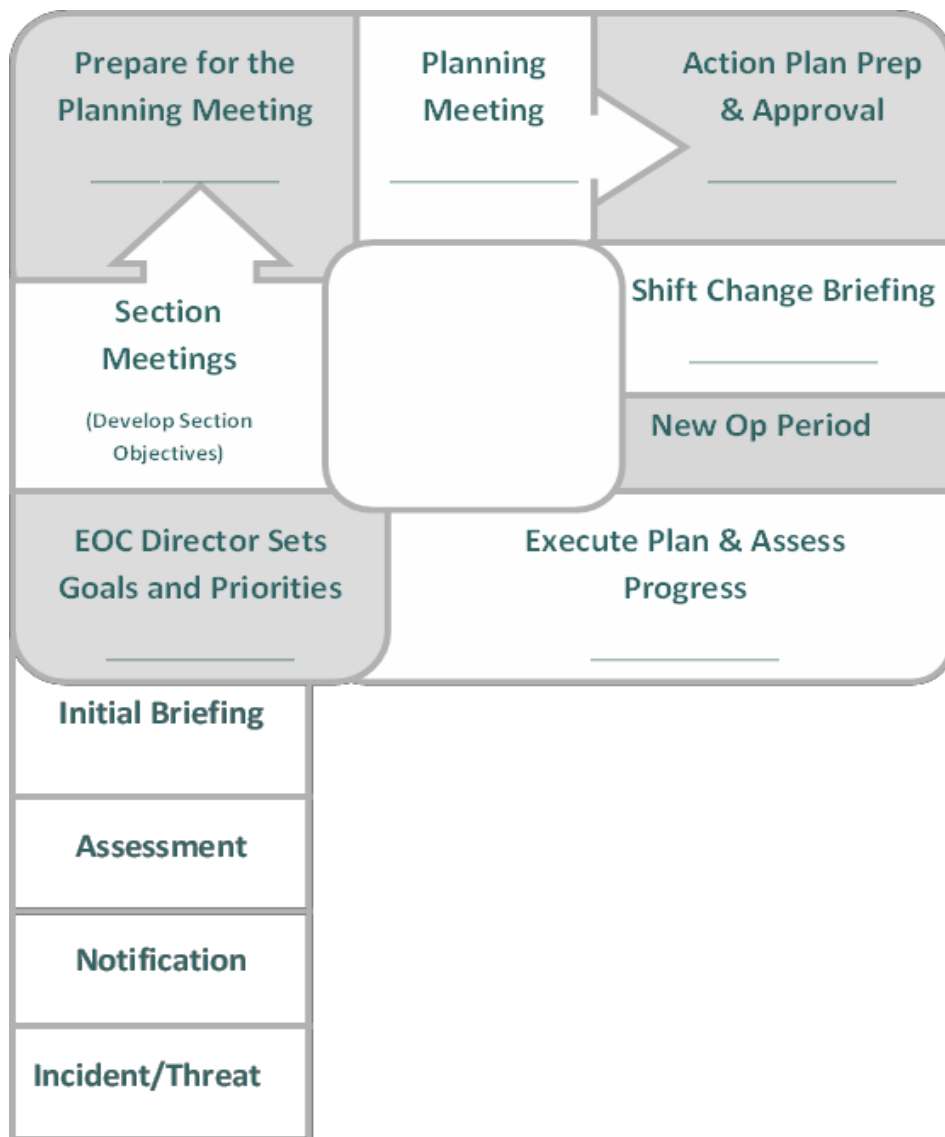
EMERGENCY OPERATIONS PLAN – 2019-20

- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

ACTION PLAN MEETING

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Coordinator is responsible for holding this meeting.

See the following Planning Cycle Diagram to assist with the planning process.

PLANNING PROCESS CYCLE - PLANNING “P”

LOGISTICS SUPPORT DOCUMENTATION FEEDING SUPPORT

- Coordinate all feeding operations for the EOC, support and school sites.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules.
- Set up and manage eating areas for EOC and staff.
- Support school sites with setting up and staffing eating areas.
- Notify workers of food schedules and locations.
- Arrange with local catering services or restaurants as needed.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets.
- Arrange for and coordinate cleanup of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support staff.
- Support school sites with provision of meals, snacks and water.
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Encourage all EOC staff to take regular meal and snack breaks.

REQUESTING CRISIS INTERVENTION TEAM (CIT) SERVICES

The District understands that any event, impending event or unstable condition will seriously impact the psychological well-being of students, staff, and parents and may exceed the resources and coping mechanisms of a person, group or community. Crisis Intervention Team services will be used to promote the psychological resolution of a crisis and restoration to the level of functioning that existed prior to the crisis event.

Crisis intervention is a most effective tool in responding to and reducing emotional trauma. This is accomplished by:

- Addressing safety and security concerns
- Allowing the traumatized an opportunity to ventilate and validate their thoughts and reactions
- Restoring the dominance of cognitive functioning over emotional reactions
- Facilitating the restoration of community and social connection
- Providing education on future expectations
- Providing opportunities for survivors to interpret the trauma event

SRVUSD has developed policies and procedures for counselor services in response to significant emergencies impacting the psychological well-being of students, staff, faculty and parents. If an emergency event occurs at a school site, CIT services may be activated to support counseling team activities. Once the EOC is activated, CIT Services can be supported and coordinated by the Medical/Health/CIT Branch of the Operations Section. If additional counseling support is needed, the Medical/Health/CIT Branch will make a mutual aid request via the Contra Costa County Operational Area EOC. The Medical/Health/CIT Branch will coordinate this request with the Logistics Section, Personnel Unit in the EOC.

During a large event or emergency, many counselors may be activated. The Medical/Health/CIT Branch of the Operations Section in the EOC will coordinate, communicate and support each counselor.

ACTIVATION OF CIT SERVICES

School site Principals bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for CIT services should be made as soon as possible to the District EOC.

AUXILIARY COMMUNICATION SERVICES (ACS)

The ACS is a national organization organized at the federal and state levels, and administrated at the local level. ACS was originally designed to be an auxiliary communications civil defense organization, to be activated in case of a national emergency such as war. However, the ACS function has expanded to include assistance during local emergencies to augment the County's communication capabilities.

The Contra Costa County RACES organization became the Auxiliary Communicators Service (ACS) and coordinates with the SO (op area). These ACS members have committed themselves, their experience and their capabilities to the communities in Contra Costa County.

Once ACS is activated at the District, ACS members will set-up in/or near the District's EOC and at appropriate school sites to assist with emergency communications. The Logistics Section, Communications Unit will oversee ACS operations.

FINANCE SUPPORT DOCUMENTATION

DISASTER/EMERGENCY ACCOUNTING RECORDS

Those employees who are assigned work directly associated with the disaster/emergency are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the District to collect, sort, and document costs associated with any disaster claim.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the District qualifies for reimbursement of these claims from insurance, Cal OES or FEMA.

Obtaining reimbursement for eligible claims requires the District to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- Use of District-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- Use of District-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

See sample forms in Forms Section.

FORMS SUPPORT

DOCUMENTATION ACTIVITY LOG

[illegible]

[illegible]

EMERGENCY OPERATIONS PLAN – 2019-20

SUMMARY SCHOOL SITE SITUATION STATUS REPORT

SUMMARY SCHOOL SITE SITUATION STATUS REPORT																				
1. School:																				
2. Report as of: (Date/Time)			3. Reported by:																	
4. Significant Damage: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																				
5. Deaths & Injuries: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1"> <tr> <td>Deceased</td> <td></td> </tr> <tr> <td>Immediate</td> <td></td> </tr> <tr> <td>Delayed</td> <td></td> </tr> <tr> <td>Minor</td> <td></td> </tr> </table>			Deceased		Immediate		Delayed		Minor											
Deceased																				
Immediate																				
Delayed																				
Minor																				
6. Fires: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
7. Damaged Buildings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1"> <tr> <td># Destroyed</td> <td></td> <td>% of damage assessment complete</td> <td></td> </tr> <tr> <td># Major Damage</td> <td></td> <td></td> <td></td> </tr> <tr> <td># Minor Damage</td> <td></td> <td></td> <td></td> </tr> <tr> <td># No Damage</td> <td></td> <td></td> <td></td> </tr> </table>			# Destroyed		% of damage assessment complete		# Major Damage				# Minor Damage				# No Damage					
# Destroyed		% of damage assessment complete																		
# Major Damage																				
# Minor Damage																				
# No Damage																				
8. Utilities: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1"> <tr> <td></td> <td>Outage</td> <td>Down/Leaking</td> <td>Other</td> </tr> <tr> <td>Water</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Power</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas</td> <td></td> <td></td> <td></td> </tr> </table>				Outage	Down/Leaking	Other	Water				Power				Gas					
	Outage	Down/Leaking	Other																	
Water																				
Power																				
Gas																				
9. Communications: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1"> <tr> <td></td> <td>Yes/No</td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Cellular</td> <td></td> </tr> <tr> <td>Data</td> <td></td> </tr> <tr> <td>Two-Way Radio</td> <td></td> </tr> </table>				Yes/No	Telephone		Cellular		Data		Two-Way Radio									
	Yes/No																			
Telephone																				
Cellular																				
Data																				
Two-Way Radio																				
10. Evacuations: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
11. Critical Issues: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																				
12. Overall Prognosis: <input type="checkbox"/> Worsening <input type="checkbox"/> Stable <input type="checkbox"/> Improving																				
13. Resources Needed:																				

LOCAL DISTRICT SITUATION STATUS REPORT

[illegible]

EOC ACTION PLAN

Disaster/Event Name:		Date	Time	Prepared:
Plan Prepared by:				
Plan Reviewed by: (Plans/Intel Coordinator)				
Plan Approved by: (EOC Director)				
Operational Period:	From:	To:	Page 1 of 7	
<p>The District's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of operations, provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; and coordinate operations with the emergency service organizations.</p>				
Current Situation Summary:				
•				
•				
•				
•				
•				
•				
•				
•				
Major Events/Incidents:				
•				
•				
•				
•				
•				
•				
•				
Safety Issues:				
Resources Needed:				
•				
•				
•				
•				

[illegible]

EMERGENCY OPERATIONS PLAN – 2019-20

EOC ACTION PLAN

Section Objectives for Period # _____

Date and Time) _____

#	Objective	Branch/Unit/ Position	Est Completed Date/Time
Management			
1			
2			
3			
4			
5			
Operations Section			
1			
2			
3			
4			
5			
Planning & Intelligence Section			
1			
2			
3			
4			
5			
6			
Logistics Section			
1			
2			
3			
4			
5			
Finance Administration			
1			
2			
3			

Attachments:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Organization Chart | <input type="checkbox"/> Telephone Numbers | <input type="checkbox"/> Weather Forecast | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Medical Plan | <input type="checkbox"/> Incident Map | <input type="checkbox"/> Safety Plan | <input type="checkbox"/> Transportation Plan |
| | <input type="checkbox"/> Operating Facilities Plan | <input type="checkbox"/> Communication Plan | <input type="checkbox"/> Other _____ |

Based on situation and resources available, develop an Action Plan for each Operational Period.

EMERGENCY OPERATIONS PLAN – 2019-20

ORGANIZATION ASSIGNMENT LIST

1. Incident Name		2. Operational Period (Date/Time) From:		ORGANIZATION ASSIGNMENT LIST SEMS/NIMS 203-OS	
3. Management	Section	4. Name	5. Operations Section Coordinator	6. Name	
EOC Director			Search & Rescue Branch:		
Public Information Officer:			Care/Shelter Branch:		
Liaison Officer			Security/Traffic Branch:		
Safety Officer			Medical/Health/ CIT Branch:		
Rep. at City EOC			Building and Safety Branch:		
			Special Needs Branch		
7. Planning Section Coord.		8. Name	9. Logistics Section Coord.	10. Name	
Resources Unit			Supplies/Procurement Unit:		
Situation Status Unit:			Communications Unit:		
Documentation Unit:			Facilities Unit:		
Demobilization Unit:			Personnel Unit:		
			Transportation Unit:		
11. Finance Section		12. Name	12. Agency Representatives	13. Name	
Purchasing Unit:					
Time Keeping Unit:					
Compensation/Claims Unit					
Cost Recovery Unit:					
14. Prepared By: (Resources Unit)			Date/Time		

ORGANIZATION ASSIGNMENT LIST

SEMS/NIMS 203-OS

EOC ACTION PLAN – RADIO COMMUNICATIONS PLAN

SEMS/NIMS 205
EOC Radio Communications Plan

Incident Name:	Date Prepared:	Time Prepared:
Operational Period Date: From: To:	Operational Period Time: From: To:	

Assignment	Function	System	Channel/Frequency	Designated Check-in Time	Remarks
Prepared By:		Title:			SEMS/NIMS Position: Communications Unit
Approved By:		Title:			SEMS/NIMS Position: Logistics Sections Coordinator
COMMUNICATIONS PLAN SEMS/NIMS 205					

EMERGENCY OPERATIONS PLAN – 2019-20

DAILY STUDENT SHELTER ACTIVITY REPORT- Report due into District EOC by 8:00 A.M. each day

School Site: _____ Date: _____

To: San Ramon Valley Unified School District From: _____

Shelter Capacity	Overnight Capacity	Breakfast	Lunch	Dinner

Report Period: _____ Shelter Phone: _____

	Day Shift	Evening Shift
Shelter Manager	_____	_____
Asst. Shelter Manager	_____	_____
Nurse	_____	_____
Workers	_____	_____

Narrative (Day Shift)
Narrative (Evening Shift)
Special Needs

[illegible][illegible]

STUDENT EMERGENCY RELEASE FORM

I/We request that (Print the names of the students you are authorized to pick up)

_____	_____
_____	_____
_____	_____

be released to me/us.

Print your name(s) _____

Relationship to student _____

California Driver's License Number _____

Our intended destination is _____

Location including address if possible _____

Signature _____ Date _____

Phone Number _____

.....
Bottom portion to be completed by School Release Team

_____ Requestor on emergency card - student released

_____ Requestor NOT on emergency card - Student released anyway.

Explanation: _____

_____ Requestor NOT on emergency card. Student not released.

Time of Release _____

Signature of Approval _____

Date of Release _____

EOC RESOURCE REQUEST**An attempt should be made to fill all resource requests through Operations Branches before sending to Logistics**

Resource Requested:

Priority:

Critical / Life Safety

Urgent

Routine

Incident Address:

Incident Type:

Resource Requested by:

Agency / Dept:

Duration Needed:

Phone:

Staging/Delivery Location:

Delivery Contact:

Form Prepared By:

EOC Position:

Latest Acceptable Delivery:
(Date / Time)

Purpose / Use:

Suggested Source(s):

Approval by Section Coordinator:

Signature:

Filled By Operations?

Send to Logistics?

Section below to be filled out by Logistics

Resource Ordered From:

Vendor/Agency Address:

Vendor/Agency Contact Person:

Phone:

Date Ordered:

Time Ordered:

Estimated Date/Time of Arrival:

Inv./ Resource Order #:

Comments:

Initialed By Operations:

Logistics:

Finance:

Originator: Any EOC position. Retain copy. Routing: Approval by Section Coordinator; then send to Logistics.	This form is used to request all resources, for school sites use and for EOC use.
---	--

Additional Notes:

[illegible]

SAMPLE LABOR RECORD

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										O.M.B. No. 1660-0017 Expires December 31, 2011		
APPLICANT		PAID NO.		PROJECT NO.		DISASTER		PAGE _____ OF _____				
LOCATION/SITE				CATEGORY		PERIOD COVERING						
DESCRIPTION OF WORK PERFORMED												
NAME		DATES AND HOURS WORKED EACH WEEK						COSTS				
JOB TITLE		DATE						TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME								\$ _____				
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME								\$ _____				
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED		TITLE						DATE				

FEMA Form 90-124, FEB 09

FEMA Form 90-127, AUG 10

FEMA Form 90-125, FEB 09

SAMPLE CONTRACT WORK SUMMARY RECORD

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD			O.M.B. No. 1660-0017 Expires December 31, 2011
APPLICANT		PAGE ____ OF ____	DISASTER
LOCATION/SITE	PA ID NO. CATEGORY	PROJECT NO.	PERIOD COVERING
DESCRIPTION OF WORK PERFORMED			
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT COMMENTS- SCOPE
GRAND TOTAL			
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.			
CERTIFIED		TITLE	DATE

Print Form

FEMA Form 90-126, FEB 09

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