

Pacific View Charter School

A California Public School and Nonprofit 501 (c)(3) Corporation

3670 Ocean Ranch Blvd., Oceanside, California 92056

Phone # (760) 757-0161

AGENDA

Board of Trustees' Meeting – Tuesday, December 13, 2011

Meeting begins at 5:00 pm

1.0 Call to Order/Roll Call

2.0 Approval of Agenda

Action

3.0 Pledge of Allegiance

4.0 Introductions

5.0 Public Comment

6.0 Director's Report

Information

7.0 Treasurer's Report

Information

8.0 Consent Calendar

These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.

8.1 Minutes from Board Meeting of November 15,2011

Minutes from Special Board Meeting of November 17, 2011

Minutes from Special Board Meeting of November 29, 2011

Action

9.0 Action/Discussion Items

9.1 Board Trustee Application

Action

9.2 By-laws – Article IV Section 2

Section 3 a & b

Section 4

Action

9.3 Crisis Response Plan

Action

10.0 Personnel

10.1 Education Coordinator Job Description

Action

11.0 Board/Staff Discussion

12.0 Adjournment

7.0

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

December 13, 2011

2011/12 TREASURER'S REPORT

FOR PERIOD ENDING November 30, 2011

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

December 13, 2011 Board Meeting

2011/12 - General Fund (Charter Schools Enterprise Fund) Statement of Activities for the Period Ending November 30, 2011

Revenues			2011/12	2011/12	Year-to-Date	Remaining	%
<u>Object</u>	<u>Resource</u>	<u>Description</u>	<u>Adopted</u>	<u>Revised</u>	<u>7/1 - 11/30/11</u>	<u>Budget</u>	<u>Budget</u>
			<u>Budget</u>	<u>Budget</u>	<u>Transactions</u>		<u>Remaining</u>
8015	0000	General Purpose Entitlement	2,459,564	1,938,183	411,869	1,526,314	79%
8096	0000	Transfer to Charter School Revenue Limit	982,321	939,078	308,828	630,250	67%
8290	3200	ARRA Fiscal Stabilization Funds	0	0	0	0	0%
8290	3205	Education Jobs Fund	0	0	0	0	0%
8550	0000	Mandated Cost Reimbursement	0	0	0	0	100%
8560	1100	Lottery	61,139	50,740	-110	50,850	100%
8560	6300	Restricted Lottery	9,639	8,006	-12	8,018	100%
8590	0000	Categorical Block Grant/Other State Funding	333,020	294,466	51,559	242,907	82%
8660	0000	Interest	2,000	1,800	192	1,608	89%
8699	0000	All Other Local Revenue	28,000	8,000	109	7,891	99%
8919	0000	Other Authorized Interfund Transfers	0	0	0	0	0%
Grand Total All Revenues:			<u>3,875,683</u>	<u>3,240,273</u>	<u>772,435</u>	<u>2,467,838</u>	<u>76%</u>

Expenditures

<u>Object</u>	<u>Certificated Personnel Salaries</u>					
1100	Teacher	1,256,793	1,167,701	501,736	665,965	57%
1300	Supervisors and Administrators	403,226	359,288	166,817	192,471	54%
1900	Other Certificated	0	0	0	0	0%
Total Certificated Personnel Salaries:		<u>1,660,019</u>	<u>1,526,989</u>	<u>668,553</u>	<u>858,436</u>	<u>56%</u>

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

December 13, 2011 Board Meeting

2011/12 - General Fund (Charter Schools Enterprise Fund) Statement of Activities for the Period Ending November 30, 2011

	<u>Description</u>	2011/12 Adopted Budget	2011/12 Revised Budget	Year-to-Date 7/1 - 11/30/11 Transactions	Remaining Budget	% Budget Remaining
Object	<u>Classified Personnel Salaries</u>					
2100	Instructional Aides	27,419	27,419	11,425	15,994	58%
2300	Supervisors and Administrators	178,846	178,846	74,990	103,856	58%
2400	Clerical, Technical and Office	30,761	34,863	14,526	20,337	58%
2900	Other Classified Salaries	59,411	56,559	22,937	33,622	59%
	Total Classified Personnel Salaries:	296,437	297,687	123,878	173,809	58%
	<u>Total Employee Benefits:</u>	419,736	388,234	163,031	225,203	58%
	<u>Books and Supplies</u>					
4100	Textbooks	7,209	3,209	203	3,006	94%
4200	Books and Other Reference Materials	0	0	0	0	0%
4300	Materials and Supplies	97,697	72,836	17,008	55,828	77%
4400	Non Capitalized Equipment	1,508	1,508	0	1,508	100%
	Total Books and Supplies:	106,414	77,553	17,211	60,342	78%
	<u>Services and Other Operating Expenditures</u>					
5200	Travel and Conferences	19,548	19,548	14,172	5,376	28%
5300	Dues and Memberships	11,693	11,693	3,239	8,454	72%
5500	Operations and Housekeeping Services	20,050	20,050	8,480	11,570	58%
5600	Rentals, Leases, Repairs, and Non capitalized Improvements	660	660	354	306	46%
5800	Professional Consulting Services & Operating Expenses	1,164,302	894,773	305,752	589,021	66%

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

December 13, 2011 Board Meeting

2011/12 - General Fund (Charter Schools Enterprise Fund)
Statement of Activities for the Period Ending November 30, 2011

<u>Description</u>			2011/12 Adopted Budget	2011/12 Revised Budget	Year-to-Date 7/1 - 11/30/11 Transactions	Remaining Budget	% Budget Remaining
Object	<u>Services & Other Operating Expenses (con't)</u>						
5900	Communications		8,251	9,251	3,163	6,088	66%
	Total Services & Other Operating Expenses:		<u>1,224,504</u>	<u>955,975</u>	<u>335,159</u>	<u>620,816</u>	<u>65%</u>
6XXX	<u>Capital Outlay</u>		160,237	160,237	66,765	93,472	58%
7XXX	<u>Other Outgo and Transfers Out</u>						
	Grand Total All Expenditures:		<u>3,867,347</u>	<u>3,406,675</u>	<u>1,374,597</u>	<u>2,032,078</u>	<u>60%</u>
	Beginning Fund Balance		425,519	596,222			
	Increase/Decrease		8,336	-166,402			
	Ending Fund Balance		433,855	429,820			
9711	000	Reserve for Revolving Cash	200	200			
9770	000	Designated for Economic Uncertainties	116,020	102,200			
9780	009	Facilities Maintenance Reserve	50,000	50,000			
9780	008	Erate/100 Laptops/Laptop Cart	13,996	13,996			
9780	007	Long Term Debt Reserve	150,000	160,237			
9780	000	Growth/Deferral Reserve	103,639				
9780	000	Mid-Year Cuts Reserve		103,187			

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

December 13, 2011 Board Meeting

2011/12 - Special Reserve/Capital Projects Fund

Statement of Activities for the Period Ending November 30, 2011

<u>Revenues</u>		2011/12	2011/12	Year-to-Date	Remaining	%
<u>Object</u>	<u>Description</u>	<u>Adopted</u>	<u>Revised</u>	<u>7/1/-11/30/2011</u>	<u>Budget</u>	<u>Budget</u>
		<u>Budget</u>	<u>Budget</u>	<u>Transactions</u>		<u>Remaining</u>
8660	Interest	5,000	5,000	-116	5,116	102.3%
8919	Other Transfers In - General Fund (CSEF)	0	0	0	0	0.0%
	Grand Total All Revenues:	<u>5,000</u>	<u>5,000</u>	<u>-116</u>	<u>5,116</u>	<u>102.3%</u>

Expenditures

<u>Object</u>	<u>Description</u>					
	<u>Services and Other Operating Expenditures</u>					
4400	Non-Capitalized Equipment	0	0	0	0	0.0%
5600	Rental, Lease and Repair	0	0	0	0	0.0%
5800	Professional Consulting Services & Operating	0	300	300	0	0.0%
	Total Services and Other Operating Expenditures:	0	300	300	0	0.0%
	<u>Capital Outlay</u>					
6200	Buildings and Improvements of Buildings	35,897	35,597	5,450	30,147	84.7%
6400	Equipment	0	0	0	0	0.0%
6500	Equipment Replacement	0	0	0	0	0.0%
		<u>35,897</u>	<u>35,597</u>	<u>5,450</u>	<u>30,147</u>	<u>84.7%</u>
7619	<u>Transfers Out</u>	0	0	0	0	0.0%
	Grand Total All Expenditures:	<u>35,897</u>	<u>35,897</u>	<u>5,750</u>	<u>30,147</u>	<u>84.0%</u>
	Beginning Fund Balance	387,809	389,569			
	Increase/Decrease	-30,897	-30,897			
	Ending Fund Balance	356,912	358,672			

9780	Funds Loaned for Payroll Due From Other Funds	300,000
		658,672

8.1

Pacific View Charter School

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3670 Ocean Ranch Blvd., Oceanside, CA 92056
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Minutes

Board of Trustees' Meeting – Tuesday, November 15, 2011
5:00 p.m.

1. Call To Order

President Brown called the meeting to order at 5:02 pm with all Board Trustees present.

2. Approval of Agenda

Moved by 1st Vice President Gleisberg and seconded by President Brown to pull the Closed Session from the agenda and approve.

AYES: Brown, Gleisberg

NOES: None

ABSTAINED: None

3. Pledge of Allegiance

The pledge was led by Dr. Duane Coleman.

4. Closed Session – pulled from agenda

5. Report Out To Public Action Taken In Closed Session

6. Introductions

Steve Bentley, Interim Associate Director, Philip Wolthausen, Catherine Stockwell, Jennifer Cauzza, Cameron Curry, Jody Miller, Nancy Spencer

7. Public Comment

None

8. Director's Report

- ✚ Steve and I went to the APlus Conference in Sacramento in October
- ✚ Researching Moreno Valley area for a satellite location, K12® may provide marketing to bring in the first 100 students
- ✚ RTI program – PLC's will begin meeting in January to review student data. PLC's will discuss appropriate interventions to be put into place for student
- ✚ Personnel – We have hired a teacher to replace one K-8 teacher leaving at the end of November

- ✚ One of our temporary high school teachers that was hired during the summer months was hired on as our employee
- ✚ We have hired two temporary teachers to accommodate high school students
- ✚ At Advisory it was decided to start another support room in the afternoon for the students starting in January. Students will need to attend four days a week
- ✚ Star Party- Family Night Under The Stars - The San Diego Astronomy Association is scheduled for January 20th beginning at 5:00pm with the sale of pizza slices, water, cookies and ending at 8:30pm. There will be a presentation and the association will bring their telescopes for students and parent to look at the stars.
- ✚ K12® is organizing and we are hosting our first annual Winter Wonderland Gingerbread House Contest on December 9th at 2:00pm
- ✚ We have a See's Candy fundraiser and Fresh and Easy fundraiser going on right now
- ✚ Our Science Fair this year is December 15th with judging starting at 12:30 and ending at 2:00pm. Students will arrive at 2:00pm to present their projects. Winner's this year will present their projects at the regional competition in San Diego in January – 1st Vice President Gleisberg graciously volunteered to be a judge
- ✚ Enrollment numbers- High School 318; K12® 9-12 38; K-8-113 for a total of 469

9. **Consent Calendar**

Moved by 1st Vice President Gleisberg and seconded by Trustee Brown to approve the Consent Calendar as presented.

AYES: Gleisberg, Brown

NOES: None

ABSTAIN:

10. **Action/Discussion Items**

10.1 Moved by 1st Vice President Gleisberg and seconded by President Brown to appoint the applicants as presented.

AYES: Brown, Gleisberg

NOES: None

ABSTAIN: None

Trustee Curry left at 6:07pm

10.2 Moved by Trustee Cauzza and seconded by Trustee Spencer to approve the First Interim Budget as presented.

AYES: Cauzza, Spencer, Miller, Stockwell, Brown, Gleisberg
NOES: None
ABSTAIN: None

10.3 Moved by Trustee Cauzza and seconded by Trustee Miller to approve the acceptance of the donation as presented.

AYES: Cauzza, Spencer, Miller, Stockwell, Brown, Gleisberg
NOES: None
ABSTAIN: None

10.4 SDCOE Uniform Complaint Quarterly Report
The Board was updated that the first quarter of the year shows that there are no complaints registered.

11. Curriculum

11.1 Moved by 1st Vice President Gleisberg and seconded by Trustee Cauzza to amend the Curriculum Policy #5 as presented.

AYES: Cauzza, Curry, Miller, Stockwell, Spencer, Brown, Gleisberg
NOES: None
ABSTAIN: None

11.2 Moved by Trustee Cauzza and seconded by 1st Vice President Gleisberg to amend the Curriculum Policy #7 as presented.

AYES: Cauzza, Curry, Miller, Stockwell, Spencer, Brown, Gleisberg
NOES: None
ABSTAIN: None

12. Board/Staff Discussion

The Board asked that the By-laws be reviewed and to bring them back to the next regular meeting.

13. Adjournment – President Brown adjourned the meeting at 7:00pm.

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Minutes

Board of Trustees' Special Meeting – November 17, 2011
4:00 p.m.

1. Call To Order

President Brown called the meeting to order at 4:05 pm with all Board Trustees present.

2. Approval of Agenda

Moved by Trustee Gleisberg and seconded by Trustee Spencer to approve the agenda as presented.

AYES: Brown, Gleisberg, Spencer, Miller, Stockwell, Cauzza, Curry
NOES: None
ABSTAINED: None

3. Pledge of Allegiance

The pledge was led by 1st Vice President Gleisberg

4. Introduction - None

5. Public Comment – None

6. Closed Session

The Board convened to Closed Session at 4:07pm
6.1 Public Employee Discipline Dismissal/Release (Gov.Code 54957)
6.2 Personnel Issues

7. Report to Public Action Taken In Closed Session

The Board reconvened to Open Session at 5:15 pm
6.1 No reportable action
6.2 The Board reported out that a letter will be sent to each of the complainants' stating that from the investigation the Independent Investigator found the claims to be unsubstantiated and that the Board considers the matter closed.
The attorney will write letters to the complainants.
The Board requested that the Executive Director, Associate Director, & Business Manager, continue with the Professional Development trainings and participate in a program(s) of choice.

The Board gave directive to the Executive Director to realign the Organizational Chart and Associate Director Job description and bring back to the board for approval

8. **Board/Staff Discussion** – None

9. **Adjournment**

President Brown adjourned the meeting at 5:45 pm

Pacific View Charter School

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Minutes

Board of Trustees' Special Meeting – November 29, 2011

5:00 p.m.

1. Call To Order

President Brown called the meeting to order at 5:03 pm with Board Trustees Jennifer Cauzza, Jody Miller, Cameron Curry, Martha Brown, Bob Gleisberg, Catherine Stockwell present.

2. Approval of Agenda

Moved by Trustee Gleisberg and seconded by Trustee Cauzza to approve the agenda as presented.

AYES: Brown, Gleisberg, Miller, Stockwell, Cauzza, Curry

NOES: None

ABSTAINED: None

3. Pledge of Allegiance

The pledge was led by 1st Vice President Gleisberg

4. Introduction - Steve Bentley

5. Public Comment – None

Trustee Spencer arrived at 5:07 pm

6. Action/Discussion Items

6.1 Moved by Trustee Gleisberg and seconded by Trustee Cauzza to approve the Organizational Chart inserting Program Manager and moving Technology Technician as a subordinate.

AYES: Brown, Gleisberg, Miller, Stockwell, Cauzza, Curry, Spencer

NOES: None

ABSTAINED: None

7. Personnel

7.1 Moved by Trustee Cauzza and seconded by Trustee Spencer to approve the newly created Education Coordinator Job description with changes to the description as discussed and striking bullet #8 under Essentials.

AYES: Brown, Gleisberg, Miller, Stockwell, Cauzza, Curry, Spencer

NOES: None

ABSTAINED: None

8. Adjournment

President Brown adjourned the meeting at 5:30 pm

9.1

9.2

Number of Trustees.

The number of trustees of the corporation shall be ~~seven to nine (7-9)~~ no less than three (3) and no more than five (5) unless and until changed by amendment of the Articles of Incorporation or by amendment of these bylaws.

Appointment and Election.

a. ~~The Oceanside Unified School District shall appoint one (1) individual to serve the board in an Advisory capacity.~~ The Oceanside Unified School District, at its discretion, may appoint one (1) individual to serve the board, as allowed under Education Code Section 47604(b).

b. ~~The Board shall appoint four (4) trustees, (i) at least one of whom may be a parent of one or more children who are actively enrolled in the School during such parent's entire term as a trustee, provided that such parent shall not be an employee of the corporation or the School ("Parent Trustee"); The remainder may be individuals living in the community, and/or a business person in the community served by the school.~~ All trustees (other than the District-appointed representative referred to in Section 3.a) shall be designated by the existing Board of Trustees. All Current and future members of the Board of Trustees shall complete, on an annual basis, mandatory governance training.

Terms of Office of Trustees.

In accordance with Section 5220(d) of the California Nonprofit Public Benefit Corporation Law, all trustees appointed under Section 3.b of this Article shall hold office until the person entitled to appoint the trustee removes or appoints a new trustee, or these bylaws are amended to provide otherwise or are repealed. ~~and all *ex officio* trustees shall hold office until such individual(s) no longer hold the position(s) described in Section 3.a and 3.b of this Article or these bylaws are amended to provide otherwise or are repealed.~~

Board Trustee One **President** (1) shall have a term of office of one (1) year.

Board Trustee Two **First Vice President** (2) shall have a term of office of *two (2) years*.

Board Trustee Three **Second Vice President** (3) and Four (4) shall have a term of office of three (3) years.

~~As seats become vacant, the incoming Board Trustees' terms of office will be for three (3) years.~~

9.3



PACIFIC VIEW CHARTER SCHOOL

A California Public School

Crisis Response Plan

Pacific View Charter School

Revised August, 2011

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Purpose of the Crisis Response Plan

The primary objective of the Pacific View Charter School's Crisis Response Plan is to prepare our students, employees, and visitors to respond in emergency situations. Our goal in crisis response is to minimize injury and loss of life to every Pacific View Charter School student, employee, or visitor. The plan has been revised in order to make it more operational and useful when a crisis is occurring.

Legal Issues/Laws

The moral responsibility during an incident at school often lies with the individual confronted with it. In addition to your moral obligations, you also have legal duties that you will be responsible to know and carry out. These are responsibilities you took on when you became a public employee.

The codes listed below are only a sampling of laws and are abbreviated. Refer to the Education Code for more laws and the complete reading of each specific law.

California Government Code 3100

Public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. Public employees include all persons employed by a public school district. The law applies to public employees in the following cases:

- 1) When a local or state emergency has been proclaimed
- 2) When a federal disaster declaration has been declared

California Government Code 8607

School districts must respond to disasters using the Standardized Emergency Management System (SEMS), of which the Incident Command System (ICS) is a part. Using SEMS also includes planning, training, and practicing drills.

California Government Code 820, 815.2

Schools have a duty to use reasonable care to protect students from known or foreseeable dangers. A school district and its employees can be held liable for failure to provide such care.

Pacific View Charter School
Statement of Acknowledgement and Responsibility

Explanation:

Acknowledgement of Government Code 3100

Statement of Purpose and Public Responsibility

In the event of a disaster during school hours, every employee has a specific duty to participate in a mobilized team effort to prevent injury and save lives. Every employee is to remain on campus and aid in the supervision of all students and assist in maintaining general safety and well being, per Government Code 3100.

Should a disaster strike during school hours, no employee will leave his/her assignment under any circumstance, unless officially released by the Superintendent, the Principal/Site Administrator, or his/her designee.

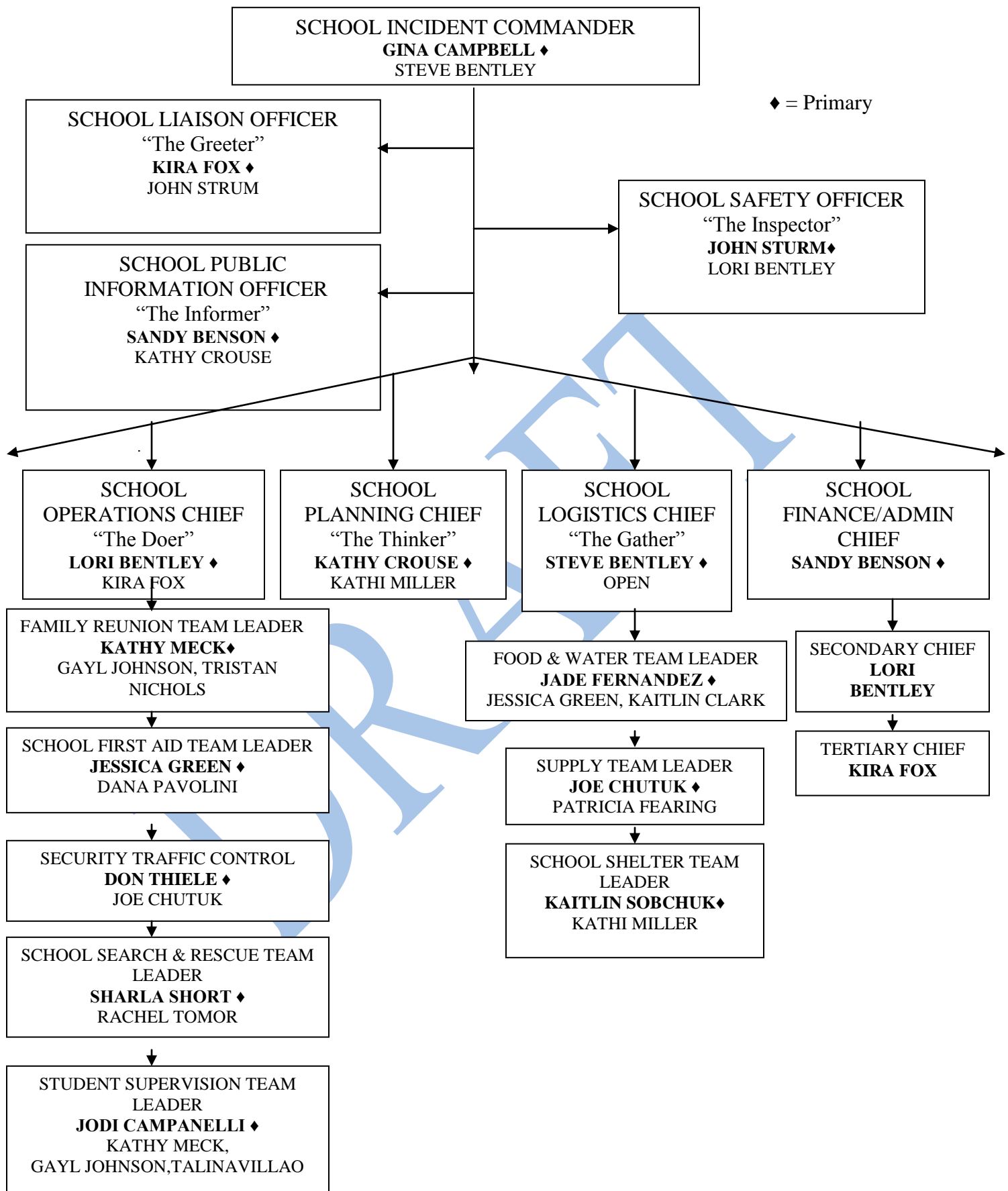
Specific duties will be assigned to all employees, depending on the type of emergency or drill.

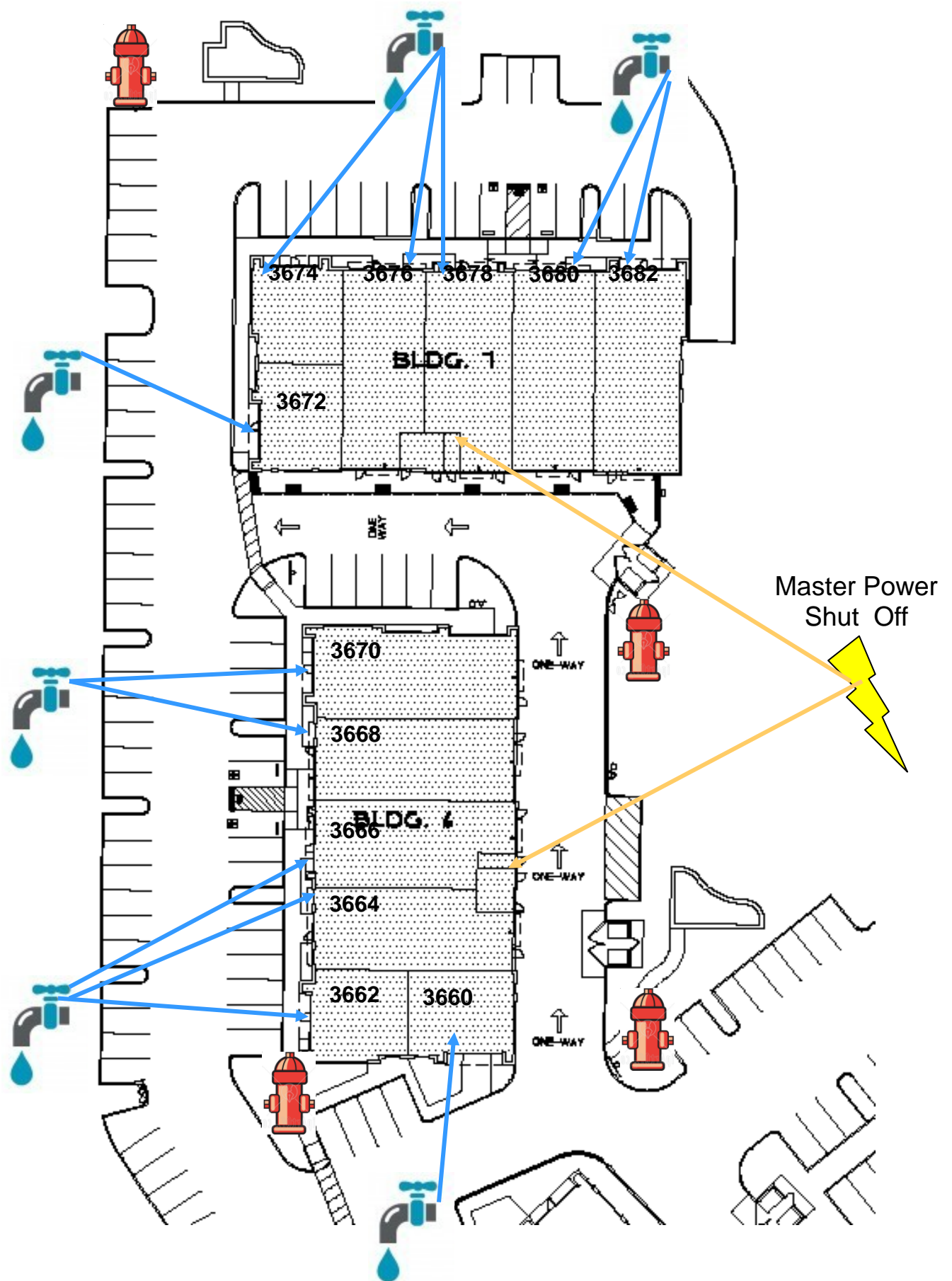
Statement of Acknowledgement & Responsibility

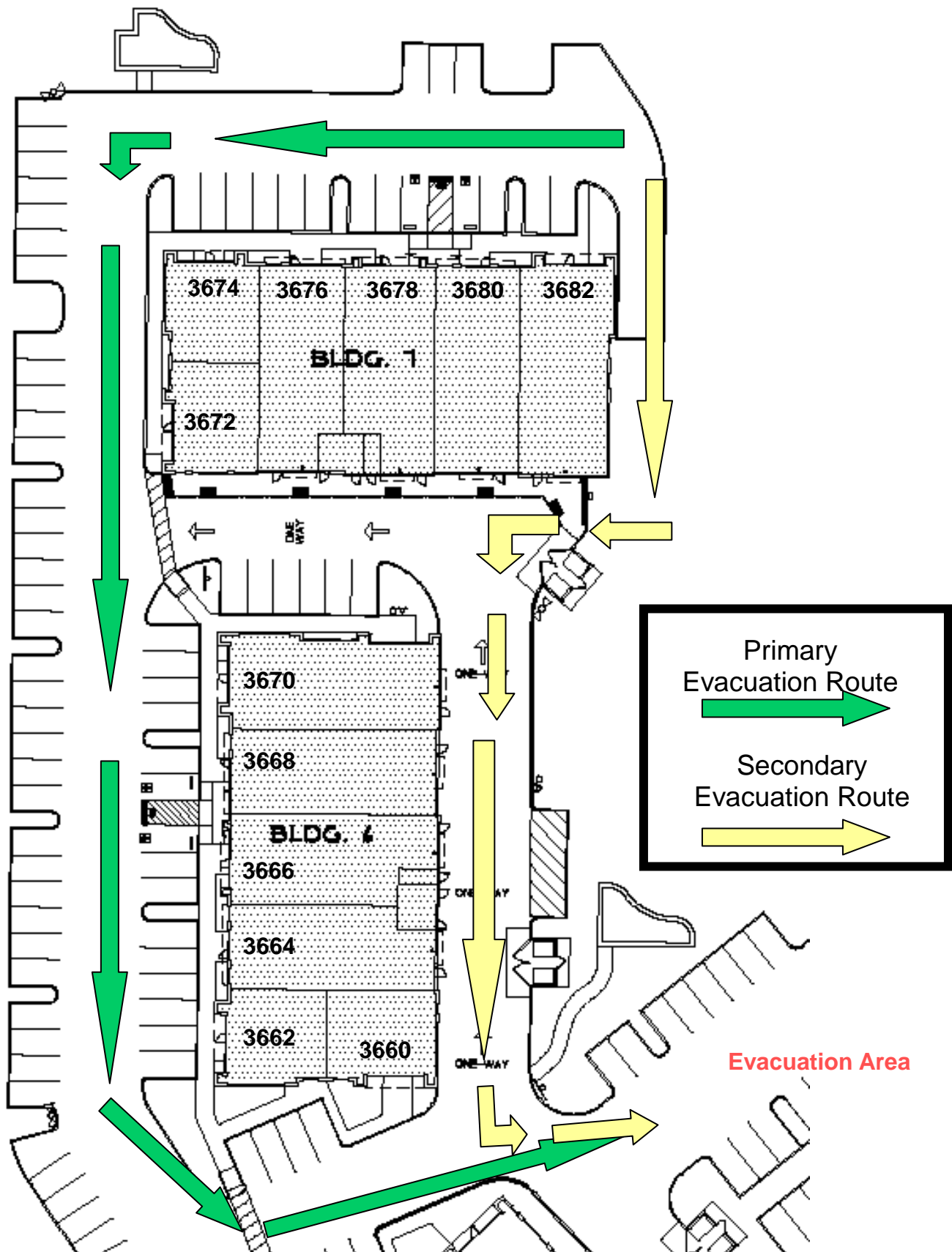
I have read the Crisis Response Plan and understand my responsibilities in relationship to the Pacific View Charter School Crisis Response Plan, as well as the responsibility to inform and educate the students under my charge, to efficiently respond during disaster emergencies and drills contained in the PVCS Crisis Response Plan. Additionally, I have read Government Code 3100 and understand my responsibility as a Disaster Service Worker.

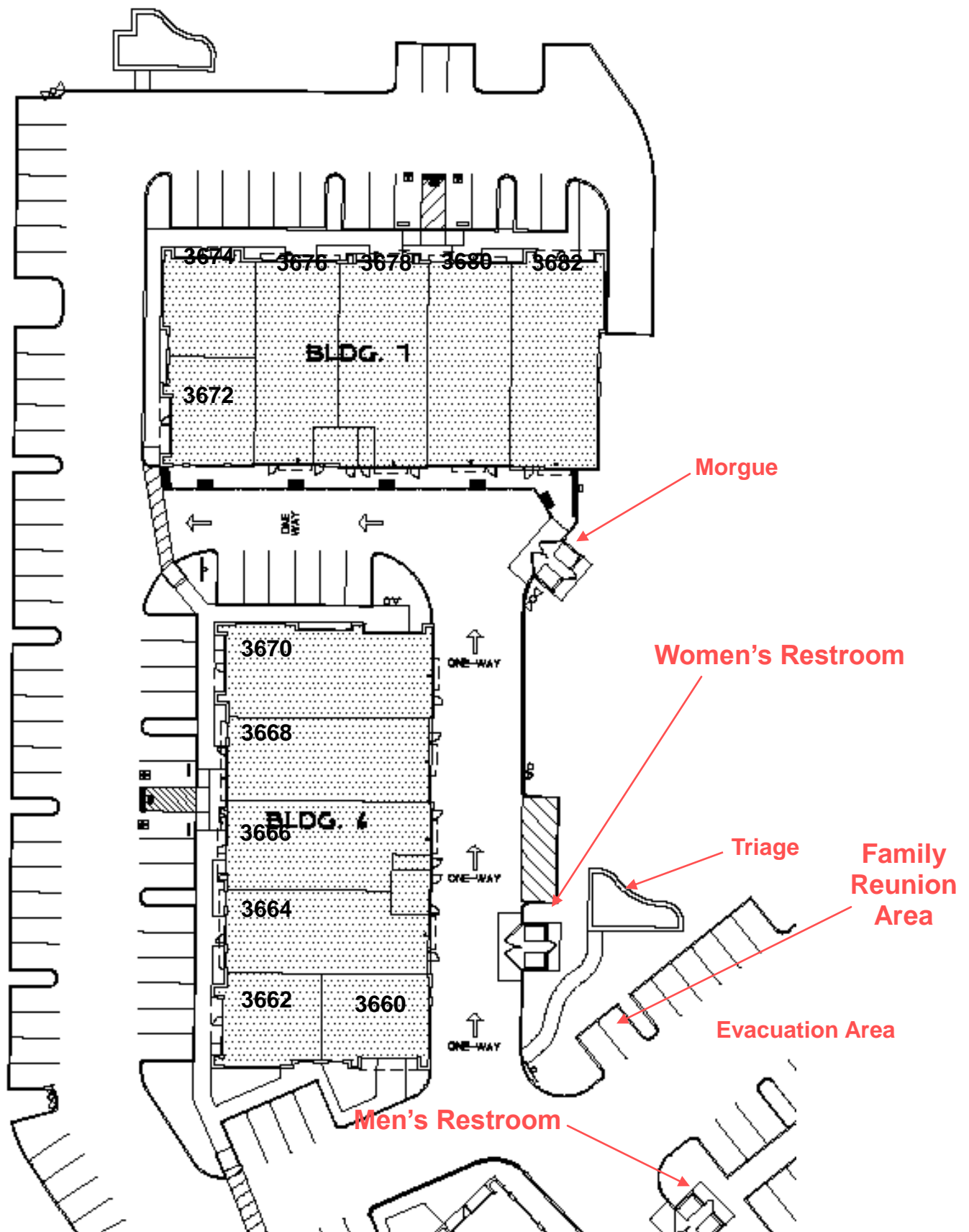
Employee's signature

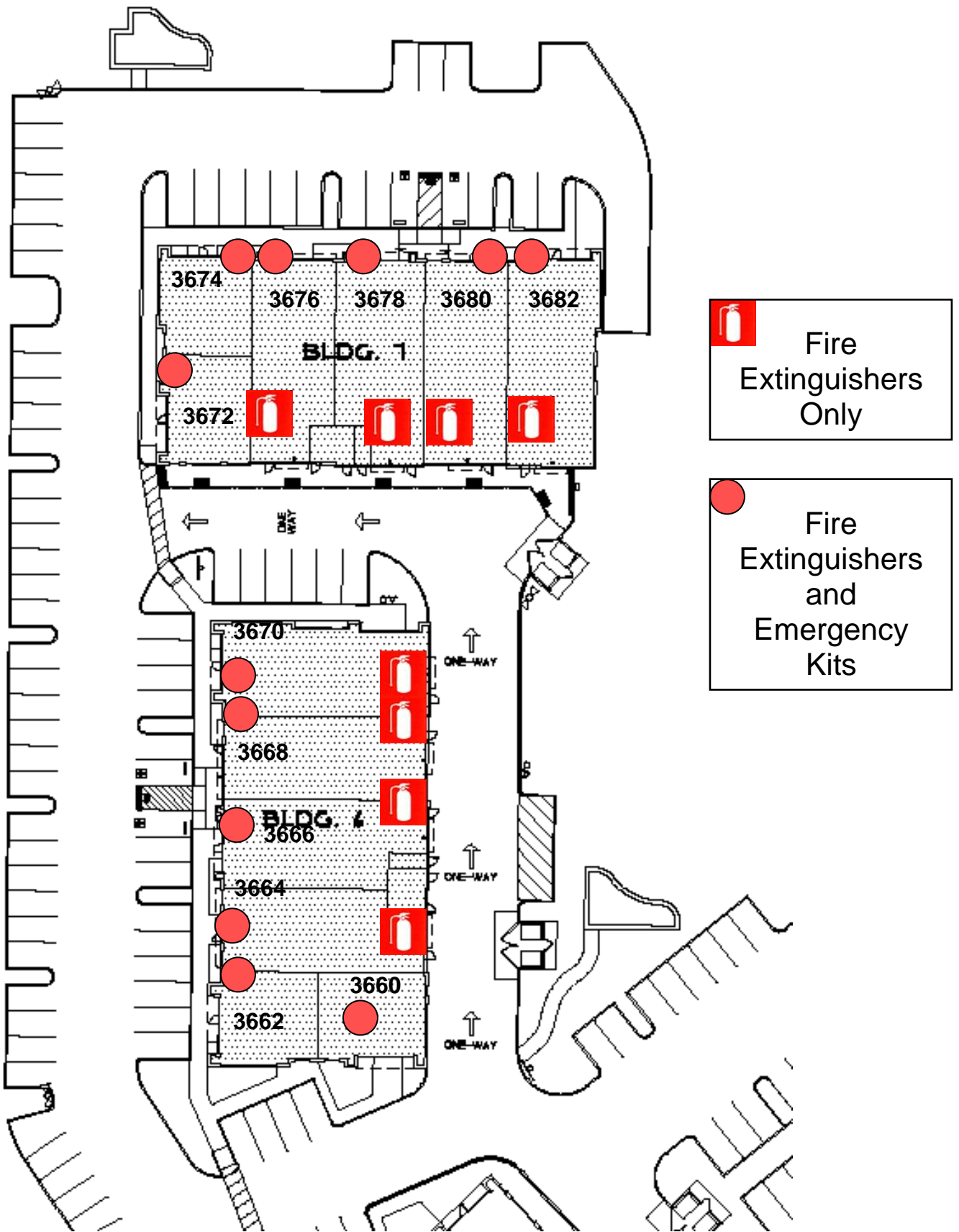
Date

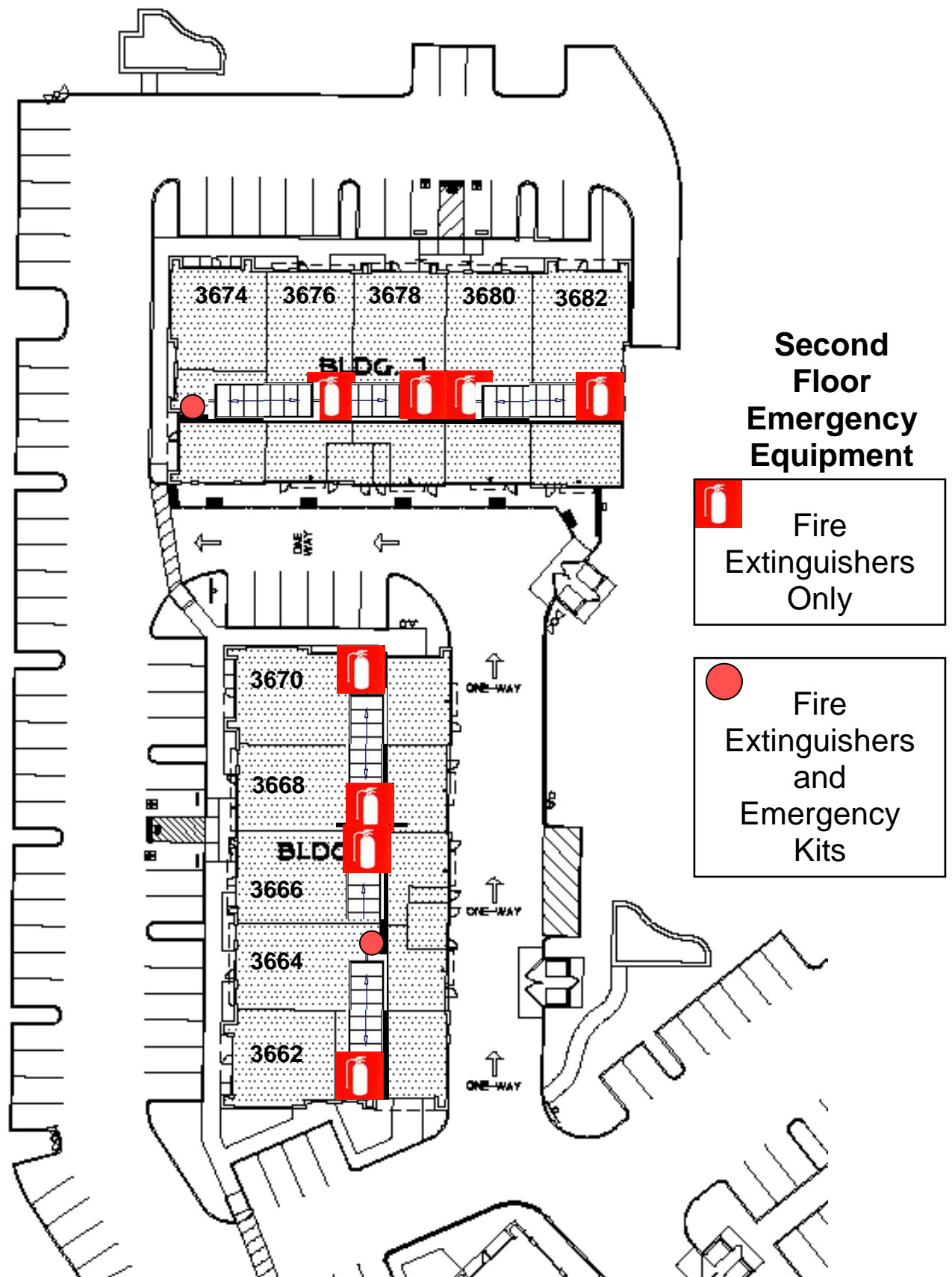












Staff Buddy List
Pacific View Charter School

- 3660/3662 Computer Lab & StudyHall
- 3664 HS Classroom, Computer Tech, Server Room
- 3666 HS Classroom, Business & Program Manager
- 3668/3670 Administration & Front Office
- 3672/3674 K-8 Classroom / HS English , K-8 Teachers & Special Ed/Resource
- 3676 HS Classroom & Resource
- 3678/3680/3682 Student Support Advisors, Biology, Support Room, PE, Ready-to-Learn, Middle School Muscle, Spanish

DRAFT

Bomb Threat Telephone Checklist

Pacific View Charter School

<u>Questions to Ask</u>	<u>Exact Wording of the Threat</u>
When is the bomb going to explode?	
Where is it right now?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your address?	
What is your name?	

Sex of Caller _____ Race _____ Age _____
 Number at which call was received _____
 Time _____ Date _____

<u>Caller's Voice</u>			
Calm		Nasal	
Angry		Stutter	
Excited		Lisp	
Slow		Raspy	
Rapid		Deep	
Soft		Ragged	
Loud		Clearing Throat	
Laughter		Deep Breathing	
Crying		Cracking Voice	
Normal		Disguised	
Distinct		Accent	
Slurred		Familiar	
Whispered		Childish	

<u>Background Sounds</u>		<u>Threat Language</u>	
Street		Factory	
Voices		Animal	
PA System		Long Distance	
Motor		Booth	
Static		Clear	
Office		Loud Music	
		Educated	
		Foul	
		Incoherent	
		Irrational	
		Taped	
		Being Read	

REPORT INFORMATION IMMEDIATELY TO DIRECTOR OR DESIGNEE.

Pacific View Charter School Student Accountability Log

Teacher: _____

Date: _____

Suite Number: _____

_____ (check here) ALL STUDENTS ARE PRESENT.

Print below the names of students absent (unaccounted for) at the time of incident. Do Not list the names of students who were absent from school on the day of the incident.

Students Absent:

Names:

Where You Think They Are:

List Students Visiting Your Classroom:

Name:

Teacher:

Pacific View Charter School
Family Reunion Log

DATE: _____

PAGE _____ **of** _____

Student Name Supervisory Teacher	Released to	Signature	ID Y/N	Time

Pacific View Charter School

First-Aid Activity Log

[illegible]

Pacific View Charter School

Injury/Damage Assessment Log

Team Lead: _____

DATE: _____

Team Member: _____

Team Member: _____

[illegible]

School Incident Commander

Duty Position Responsibilities: Serves as Chief of Staff for the entire school site. Initiates and manages the school site Incident Command System. Directs the School Command Staff and Section Chiefs.

Initial Steps:

1. **Confirm severity of event** based on initial reports.
2. Direct **call** to appropriate agency (law enforcement, fire dept., district office and/or 911).
3. **Give** appropriate **command** to entire school.
 - Containment
 - Lock down entire school
 - Shelter in Place
 - Evacuation
 - 1) On site
 - 2) Off site by foot
 - 3) Off site by transportation
4. Initiate Incident Command System.

Operational Steps:

1. Establish Incident Command Post.
 - 1) Access ICP Black Disaster & 1st Aid Supplies Kit.
 - 2) Read entire duty responsibilities checklist.
 - 3) Identify yourself as the School Incident Commander (vest/nametag).
 - 4) Establish site communication.
 - 5) Brief Command Staff.
 - Public Information Officer-(**only individual authorized to release information to parents and press**). (Business Manager)
 - Liaison Officer (Administrative Coordinator)
 - Safety Officer (Technology Technician)
 - 6) Plan periodic briefings (15-30-45-60 minutes).
 - 7) Brief Command Staff of situation assessment and develop an Incident Action Plan.
 - 8) Direct School Response Teams' Chief to deploy other response teams as needed:
 - Search & Rescue Team
 - Family Reunion Team
 - First Aid Team (classified staff, teachers)
 - School Security & Traffic Control Team (classified/teachers)
 - Student Supervision Team (teachers, Student Support Advisor)
 - 9) If students/staff have evacuated direct teachers to take class roll immediately after assembling at evacuation site.

Closure:

1. Submit Activity Log to Finance Chief.
2. Direct Finance Chief to gather all:
 - Incident Action Plans
 - Activity logs from each member of Command Staff and School Section Chiefs
3. Conduct debriefing with command staff, district office and support agencies.
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
4. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
5. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Liaison Officer

Duty Position Responsibilities: Contact for all off-site responders. Needs to know who is functioning in each leadership role of school's Incident Command System.

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire check list.
4. Identify yourself as School Liaison Officer (vest/nametag).
5. Select place of contact for meeting responding support agencies. (school parking lot, front of school, etc.)
6. Remind all team members to direct the media to the School Public Information Officer for official statements.
7. Know who the School Command Staff & Section Chiefs are during the incident:
 - School Incident Commander _____
 - Public Information Officer _____
 - Safety Officer _____
 - Liaison Officer _____
 - Operations Chief _____
 - Logistics Chief _____
 - Planning Chief _____
 - Finance Chief _____

Operational Steps

1. Maintain coordination with all responding agencies and direct them to appropriate Command Staff Officer and/or Section Chief.
2. Meet for periodic briefings with Command Staff.

Closure

1. Collect and submit Liaison Officer & Student Care activity logs to Finance Chief.
2. Debrief with Command Staff, Section Chiefs, District office and Support Agency.
Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and completion date(s).
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss complete status of remedial steps:

School Safety Officer

Duty Position Responsibilities: Monitor and assess hazardous and unsafe conditions and develop measures to assure the safety of all staff, campus visitors and volunteers.

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire School Safety Officer Duty Checklist.
4. Identify yourself as School Safety Officer (vest/nametag).
5. Designate an assistant if necessary.
6. Remind all team members to direct media to School Public Information Officer for official statements.

Operational Steps:

1. Maintain an Activity Log.
2. Identify and report accidents and/or hazardous situations to School Incident Commander.
3. Exercise authority to prevent or stop unsafe acts.
4. Meet for periodic briefings with School Command Staff.
 - Consult with Operations Chief and other School Command Staff regarding safety concerns.

Closure:

1. Collect and submit School Safety Officer Activity Log to School Finance Officer.
2. Debrief with School Command Staff, School Section Chiefs, and support agencies.

Discuss:

 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion of remedial step(s):

School Public Information Officer

Role and Responsibilities: Collects accurate and complete information regarding the incident at the school site for release to the news media and other appropriate agencies.

Initial Steps:

1. Access ICP Black Disaster & 1st Aid Supplies Kit
2. Read entire PIO duty check list.
3. Obtain briefing from School Commander.
4. Identify yourself as PIO (vest/nametag).
5. Designate a bilingual assistant if needed.
6. Remind all team members to direct the media to the School Information Officer for official statements.
7. Set up Information Center **away** from School Command Post.

Operational Steps:

1. Prepare incident summary report: (attached)
 - 1) Incident cause/time.
 - 2) Number/nature of injuries/damage. **(NO VICTIM NAMES)**
 - 3) School response:
 - Containment
 - Lockdown
 - Shelter in place
 - Evacuation
 - On site
 - Off site
 - 4) School requests to the public.
 - 5) Obtain authorization to release information.
2. Speaking to the media.
 - 1) Media members properly identifiable.
 - 2) Read/translate only approved incident summary report. **(No victim names).**
 - 3) Avoid “no comment”. Say “information unavailable”.
3. Keep Activity Log.
4. Attend periodic briefings with School Command Staff.

Closure:

1. Submit Activity Log to Finance Chief.
2. Debrief with the School Command Staff and support agencies.

Discuss:

 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

Public Information Officer's Incident Summary Report

Date: _____

Time: _____

1. Incident cause/time _____

2. Number/nature of injuries: (no victim names) _____

3. Nature of damage: _____

4. School Response:

- Containment
- Lockdown
- Shelter in place
- Evacuation location(s) _____

5. Parent/Student Reunification instructions: _____

6. Additional school information/request(s) to the public _____

Incident Commander Signature: _____

Title/Position: _____

Operations Chief

Duty Position Responsibilities: Coordinates and supervises efforts of school emergency response teams:

- Student Supervision Team
(teachers, counselors, psychologist, instructional aides)
- Search and Rescue Team
(teachers)
- Family Reunion Team
(office staff, teachers & Public Information Officer)
- School Security & Traffic Control Team
(Classified, Instructional Aides, teachers)
- First-aid Team
(Any first-aid certified staff)

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as School Operations Chief (vest/nametag).
5. Designate an assistant if necessary.

Operational Steps:

1. Maintain Activity Log.
2. Assign/deploy Response Teams as directed by School Incident Commander.
3. Receive and evaluate situation reports from response team leaders.
4. Meet for periodic reporting & briefing with School Incident Commander.
5. Frequently communicate with school response team leaders to determine any needs for assistance.
6. Assign other specific tasks to available school response leaders.
7. Communicate additional or anticipated needs to Logistics/Supply Chief

Closure:

1. Collect and submit all School Response Teams' Activity Logs to School Finance Officer.
2. Collect and submit School Operations Chief's Activity Log to School Finance Officer.
3. Debrief with School Incident Command Staff, School Section Chiefs, and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
4. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
5. Date of follow-up debriefing to completion status of remedial step(s): _____

Student Supervision Team Leader

Duty Position Responsibilities: Assume overall responsibility of student evacuation area including student and staff accountability check and Parent/Student Reunion Team/Site.

Initial Steps:

1. Obtain briefing from School Incident Commander or School Response Teams Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as the Student Control Team Leader.
5. Designate an assistant if necessary.
6. Remind all team members to direct the media to the School Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log.
2. Supervise assembly of teachers and students at prearranged positions in the evacuation area.
3. Once in position direct teachers to conduct roll call (attendance). Report the name(s) of any missing students on attendance form to the Response Teams Chief immediately.
4. Once roll call has been completed double up class supervision via teacher/buddy system so released teachers may report to their assigned Response Teams.
5. Deploy and record names of teachers assigned to the Parent/Student Reunification Team.
6. Record names of remaining teachers as the Student Control Team.
7. Direct remaining teachers to send completed attendance forms to Parent & Student Reunification Team Site via runners.
8. Meet for periodic briefings with Response Teams Chief or School Incident Commander.
9. Periodically direct teachers to retake roll (every 30 min.)
10. In the event of a prolonged evacuation communicate anticipated needs such as food, water, shelter, toilet needs to the Logistics/Supply Officer.

Closure:

1. Collect and submit all School Control Team Leader Activity Logs and submit to School Finance Officer.
2. Debrief with School Incident Command Staff, Response Teams Chief, school district office and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
 - 5) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

Student Supervision Team Managers

Duty Position and Responsibilities: Supervise students in the classroom, evacuation/assembly areas and other duties as assigned.

Initial Steps:

1. When directed or based upon best personal judgment lockdown or evacuate.
2. If evacuating access ICP Black Disaster & 1st Aid Supplies Kit.
3. If evacuating ascertain the need for assistance from neighboring teacher (“buddy system”). If a buddy is injured or missing report it to the Student Supervision Team Supervisor immediately after arriving at the evacuation/assembly area.
4. Remind all team members to direct the media to the School Public Information Officer for official statements.

Operational Steps at the evacuation/assembly area:

1. Read entire duty checklist.
2. Identify yourself as a Student Control Team Manager (vest/nametag).
3. Take roll when class reaches evacuation/assembly area. Identify any missing students. Ensure that all students have been visually identified.
4. Turn in roll (attendance) report to the Student Control Teacher Leader. Inform them of any missing students.
5. Periodically recount your students.
6. Keep track of released students.
7. Render first aid or send injured students to first aid station if conditions are safe.
8. Inform Student Control Team Leader of current or anticipated needs such as:
 - Drinking water
 - Food
 - Rest rooms
 - Shelter

Closure:

1. Submit activity logs to Student Control Team Leader.
2. Debrief with Student Control Team Leader. Discuss:
 - What went well?
 - Why did it go well?
 - What didn’t go well?
 - Why didn’t it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

Family Reunion Team Leader

Duty Position Responsibilities: Supervise the Family Reunion Team site and the release of students to authorized adults.

Initial Steps:

1. Access ICP Black Disaster & 1st Aid Supplies Kit before evacuating classroom.
2. Obtain briefing & directions from Operations Chief.
3. Read entire duty checklist.
4. Identify yourself as Family Reunion Team Leader (vest/nametag).
5. Designate assistants (other teachers, classified, instructional aides).
6. No team members should make statements to the media. Direct media to School Public Information Officer.
7. Access student emergency or locator cards from front office.
8. Establish the location and set up tables and chairs for the Family Reunion Team/Site.

Operational Steps:

1. Receive all class roll call (attendance) forms.
2. Report missing students and staff to Student Control Team Leader or Response Teams Chief immediately.
3. Maintain Family Reunion Log.
4. Individuals picking up students **must sign** Family Reunion Log.
5. Use runners (students) to locate and summon students.

Closure:

1. Collect and submit all Family Reunion Logs to school attendance clerk or School Finance Officer.
2. Debrief with School Incident Command Staff and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

School First-Aid Team Leader

Duty Position Responsibilities: Establish the school first-aid center for triage and treatment of injured/ill students and staff. Set up morgue if necessary.

Initial Steps:

1. Obtain briefing from School Response Teams Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as the Medical Team Leader (vest/nametag).
5. Designate an assistant if necessary.
6. Assemble your medical team with no more than 5 key members who report directly to you.

First-Aid Team Member duties:

- Triage _____
 - Treatment _____
 - Additional Staff if necessary
7. Establish location of first-aid center and confirm location with School Response Teams Chief. Pre-designated areas -- see emergency site map.
 8. Identify first-aid center so location can be seen from a distance.
 9. Gather all first-aid center supplies and take them to designated room(s)/area(s) if necessary. Use medical team members or students to help.
 10. Ensure that student emergency and health cards are at the first-aid center.
 11. Pre-designate a morgue area away and out of sight – see emergency site map.

Operational Steps:

1. Maintain First-Aid Activity Log.
2. Conduct triage.
3. Supervise treatment of injured by first-aid staff.
4. Make requests for additional supplies/personnel to School Response Teams Chief.
5. Periodically brief Schools Response Teams Chief (every 30 min.).
6. Remind all team members to direct the media to the School Public Information Officer for official statements.
7. If necessary, establish morgue away and out of sight. Cover any victims' bodies.

Closure:

1. Collect and submit all First-Aid Activity Logs to School Response Teams Chief.
2. Debrief with First-Aid Team then debrief with School Response Teams Chief. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and planned completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

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School Security & Traffic Control

Team Leader

Duty Position Responsibilities: Coordinates security throughout the school during a crisis. Establishes security perimeter around hazardous areas. Establishes security at the Family Reunion Site, school entrances/exits and parking lot.

Initial Steps:

1. Obtain briefing from Schools Response Teams Chief or School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as School Security & Traffic Control Team Leader (vest/nametag).
5. Remind all team members to direct the media to the School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log.
2. Assign School Security Team to establish safety perimeter around hazardous area(s) with yellow caution tape and monitor the area until help arrives.
3. Assign School Security Team to Family Reunion Site.
4. Assign Traffic Control Team to school entrances/exits and parking lot(s).
5. Attempt to maintain normal traffic pattern that is familiar to parents.
6. Guide/direct responding support agencies (law enforcement, fire protection) to School Liaison Officer.
7. Direct parents to Family Reunion Site.
8. Post legible traffic directions to guide motorists.

Closure:

1. Submit Activity Log to School Response Teams Chief.
2. Debrief with School Security & Traffic Control Team members and School Response Teams Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debrief meeting to discuss completion status of remedial steps: _____

School Search & Rescue Team Leader

Duty Position Responsibilities: Supervise a Search & Rescue Team. Search a predetermined area of the school site in an established pattern to find/rescue trapped or injured students/staff and extinguish fires if possible.

Initial Steps:

1. Obtain debriefing from School Response Teams Chief or School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as a Search & Rescue Team Leader (vest/nametag).
5. Access hard hats, safety goggles and gloves (ICS backpack).
6. Remind all team members to direct the media to the School Public Information Officer for official statements.

Operational Steps:

1. Maintain Damage/Injury Assessment Log. School map on reverse side (attached).
2. Access Search & Rescue Team Kit (special equipment).
3. Initiate search of assigned area(s).
4. Searches should be conducted in groups of 2 or 3 members.
5. Searches should be proximal, visual, vocal and auditory.
6. Proceed quietly in order to hear calls for help.
7. Mark each searched room door with the following:
 - Large "X" made from bright colored adhesive tape.
 - Time & date search was completed.
 - Team number
8. Stay within voice contact of your search & rescue members.
9. Request 911 assistance for seriously injured persons. If necessary remove seriously injured persons to the School First-Aid Center.
10. Assist less seriously injured persons toward School First-Aid Center.
11. Deceased victims should be covered and moved out of sight **unless the body is part of a crime scene.** Mark location on school map.
12. Mark unsafe areas using yellow caution tape. Mark location on school map.
13. Report to School Response Teams Chief when search is completed.

Closure:

1. Submit all Damage/Injury Logs to the School Response Teams Chief.
2. Debrief with other Search & Rescue Teams and the School Response Teams Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What didn't go well?
 - 4) Why didn't it go well?
3. Remedial steps and planned completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

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School Planning Section Chief

Duty Position Responsibilities: Collection, evaluation, dissemination and use of information about the development of the crisis and status of the school staff and site. Makes recommendations that addresses anticipated needs to the School Incident Commander.

Initial Steps:

1. Obtain briefing/instructions from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as Planning Section Chief (vest/nametag).
5. Designate an assistant if necessary.
6. Remind all team members to direct the media to the School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log.
2. Meet with each member of Command Staff and Section Chief.
3. Review and discuss maintenance of their Activity Logs. Identify their duty's current needs and priorities.
4. Help mitigate any concerns challenging the performance of their duty.
5. Make recommendations at periodic briefings with Command Staff and Section Chiefs.
6. Keep School Incident Commander briefed and advised.

Closure:

1. Submit Activity Log to Finance Chief.
2. Debrief with School Command Staff and Section Chiefs. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
3. Remedial Steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Logistics Section Chief

Duty Position Responsibilities: Manage the teams responsible for providing personnel, equipment, facilities, technical, nutritional and other support to personnel managing a school crisis.

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as the Logistics Chief (vest/nametag).
5. Designate an assistant if necessary.
6. Participate in the development of the Incident Action Plan.
7. Remind all team members to direct the media to School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log. Precise information is essential for reimbursement from state and federal governments.
2. Organize and deploy the following when directed by School Incident Commander:
 - Food/Water Team
 - Supply Team
 - Facilities Team
 - Feeding Area
 - Shelter Area
 - Facilities
 - Restroom set up
 - Policing (litter) Patrol
 - Lighting
 - Heating
3. Participate in periodic briefings with command staff and other section chiefs.

Closure:

1. Submit activity log to Finance Chief.
2. Debrief with team members and command staff. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What didn't go well?
 - 4) Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion remedial status: _____

Supply Team Leader

Duty Position Responsibilities: Before an emergency the School Supply Team Leader works with the Logistics Chief to prepare for a crisis by requesting, receiving and storing supplies and equipment. During an emergency the School Supply Team Leader provides supplies and equipment under the direction of the Logistics Chief.

Preparedness Steps:

1. Coordinate with the Finance Chief for the administration of all financial matters pertaining to purchasing supplies/equipment.
2. Working with the Logistics Chief the School Supply Team Leader anticipates staff/student needs in times of emergency:
 - 1) Food/Water
 - 2) Sanitation needs:
 - Antiseptic wipes or sanitizing lotion
 - 5-gallon toilet buckets
 - Black plastic garbage can liners
 - Additional toilet paper
 - 3) Shelter needs (tent covers, emergency blankets)
 - 4) ICP Black Disaster & 1st Aid Supplies Kit
 - 5) Emergency tools
 - 6) Power sources (generator, batteries)
 - 7) Student diversion materials (playing cards, games, coloring books, comics, etc.)
 - 8) Works with School Response Teams Chief to determine/address needs of all school response teams.
 - 9) Acquires adequate storage space for emergency supplies protected from theft and weather including extreme temperatures.

Initial Steps:

1. Obtain briefing from the Logistics Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify your self as Supply Team Leader
5. Designate an assistant if necessary.
6. Remind team members to direct the media to the School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. Coordinate sanitation & shelter needs with Shelter Team.
3. Coordinate rationing and distribution of foods with Food/Water Team.
4. Hold periodic briefings with the Logistics Chief.
5. Stand by for requests from Logistics Chief.

Closure:

1. Submit Activity Log to Logistical Chief.
2. Debrief with School Supply Team members and Logistics Chief.

Discuss:

- 1) What went well?
- 2) Why did it go well?
- 3) What did not go well?
- 4) Why did it not go well?

3. Remedial steps and completion dates:

- 1) _____
- 2) _____
- 3) _____

4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

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School Shelter Team Leader

Position Duty Responsibilities: Establish shelter to protect students/staff from environmental conditions and to establish shelter for sanitation/privacy needs.

Initial Steps:

1. Obtain briefing/instructions from Logistics Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as Shelter Team Leader (vest/nametag).
5. Designate an assistant if necessary.
6. Remind team members to direct the media to School Public Information Officer for statements

Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. As directed by Logistics Chief, use staff & students from the Student Control Area to establish shelter for protection from the weather and for sanitation/privacy purposes.
3. Assist American Red Cross if school is declared a community shelter.
4. Shelter for sanitation/privacy purpose can use 5-gallon buckets with a black plastic liner per individual. Once used each individual should tie each plastic liner with a knot and safely discard it far away, out of sight and down wind from the evacuation area.
5. Metal garbage dumpsters are preferred receptacle for knotted plastic toilet bags.
6. Hold periodic briefings with Logistics Chief.

Closure:

1. Submit Activity Log to Logistics Chief.
2. Disassemble and store shelter materials.
3. Ensure that toilet buckets are sanitized before storing again.
4. Debrief with School Shelter Team members and Logistics Chief.
Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
5. Remedial Steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
6. Date and follow-up debriefing meeting to discuss completion status of remedial Steps: _____

Food/Water Team

Position Duty Responsibilities: Provide food/water for all staff/students/volunteers at the school site for as long as necessary. May also provide food/water for the community should the school become a community shelter.

Initial Steps:

1. Obtain briefing from Logistics Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as member of Food/Water Team (vest/nametag).
5. Remind team members to direct media to School Public Information Officer for official statements.

Operational Steps:

1. Maintain activity log. Precise accounting is necessary for reimbursement from state and federal government.
 - Number of meals served?
 - Types of meals served?
 - Number of water units bottles served?
 - Amount of water per container?
2. Determine the number of staff needed to operate food/water team. Involve students if possible.
3. Estimate duration of crisis and ration food/water accordingly to staff/students still on site at time of serving.
4. Determine if food/water will be available from other schools or sources such as the Red Cross.
5. Keep all food/water secured in one area if possible.
6. Determine best method to serve food/water.
7. Establish feeding schedules.
8. Have disposable cups, plates, forks and spoons available.
9. Serve perishable foods first.
10. Purify all drinking water if not already done.
11. Wash hands before food preparation/contact.
12. Keep all garbage and trash in plastic bags away from staff/students.
13. Keep Logistics Chief periodically briefed.

Closure:

1. Submit activity log to Logistics Chief.
2. Debrief with Food/Water Team members and Logistics Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Finance/Administrative Chief

Position Duty Responsibilities: Collect all school incident Activity Logs. Determine & submit cost analysis to the School Incident Commander (administration) who then reports to the district office Finance Officer (Business Office).

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as the Finance Chief (vest/nametag).
5. Designate an assistant if necessary.
6. Remind all team members to direct media to School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. Collect any of the following in reference to the school crisis:
 - Report forms
 - Logs
 - Messages
 - Receipts
 - Accident/illness claims
 - Photographs/videos of damage or relevant details.
4. Hold periodic briefings with the School Incident Commander.
5. Participate in the development of the Incident Action Plan.

Closure:

1. Submit Activity Log to School Incident Commander.
2. Debrief with School Command Staff and support agencies. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

Specific Crisis Response Procedures

1. Air Pollution

When an air pollution emergency is declared, staff will be notified via email and/or telephone/radio. The severity of the emergency is distinguished by Levels and is usually issued Countywide. Level I is the first stage. The most serious is Level III. In the event of an air pollution emergency, the following will be accomplished:

LEVEL I

ALERT

This is directed to people with asthma, emphysema, and other breathing and cardiac problems.

ADVISORY

Schools should cancel all outdoor physical activities, such as physical education classes, intramural sports, and interscholastic contests.

RECOMMENDED SAFE GUARDS

1. Remain indoors whenever possible, keeping doors and windows closed.
2. Avoid dust, smoke, fumes, sprays, and other irritants.
3. If air conditioning is available, turn it on.
4. Avoid strenuous physical activities.
5. If under a physician's care, people are urged to contact a doctor for treatment of any respiratory problems.

LEVEL II

1. Same precautions as Level I.
2. In addition, SCHOOL CLOSES

LEVEL III

1. Same precautions and closures as Level II
2. In addition, all non-emergency facilities are to be SHUT DOWN

2. Animal Attack or Threat

In the City of Oceanside, there are wild animals (i.e. coyotes, opossums, raccoons, snakes, even an occasional mountain lion). It is possible that an animal could attack a child or staff member and cause serious injury or even death. All animals encountered on a school campus should be considered wild and dangerous. It is also possible a student or staff member could be attacked and bitten by a potentially dangerous loose pet. Faculty and staff should consider all animals observed on a campus as potentially dangerous. Every attempt should be made to keep all students away from animals observed on campus.

IF A POTENTIALLY DANGEROUS ANIMAL IS ON CAMPUS...

1. Move people away from the threat.
2. Students and staff should move to a safe location either inside or outside a building.
3. Do not try to scare the animal away. The animal may become alarmed, causing the animal to attack.
4. If safety permits, assign staff to observe the animal until it moves off school property or assistance arrives.
5. Call 911 and/or Administrative Coordinator (105), Business Services (128).
6. Initiate a "Modified Lockdown", if appropriate.

IF ATTACK OCCURS...

1. Follow the instructions above.
2. If someone is injured, administer first aid and contact emergency authorities.
3. If possible, move the injured person to safety and initiate a “Modified Lockdown”, if appropriate.

3. Bees - European Bees, Killer Honey Bees

“Killer” honeybees became established in Texas in 1990 and have spread throughout the Southern California area. “Killer” bees are closely related to the European honeybees and both look similar. “Killer” bees tend to be more aggressive. Caution and a safe distance should be maintained when encountering any type of bees on campus. The following are general safety rules recommended by the U.S. Department of Agriculture and the University of California:

1. Listen for buzzing indicating a nest or swarm of bees.
2. Stay away from all bee swarms and colonies (including nests).
3. If bees are encountered, get away quickly.
4. While running away, try and protect face and eyes as much as possible.
5. Take shelter in a classroom or building. Thick brush does not offer enough protection.
6. Do not stand and swat bees; rapid motions will cause them to sting.
7. Notify a teacher or administrator of the incident.

IF STUNG, THE FOLLOWING STEPS ARE RECOMMENDED...

1. Go quickly to a safe area (preferably a classroom, building, or vehicle).
2. Notify the Administrative Coordinator (105), Business Office (128), or Front Office (101) of the danger.
3. Remove the stinger as soon as possible. However, do not squeeze the stinger. Pressure will release more venom.
4. Scrape stinger out with fingernail, the side of a notebook, or non-sharpened credit card type item.
5. Wash wound with soap and water.
6. Apply ice pack to relieve pain and swelling.
7. Seek medical attention (Administrative Coordinator /Business Services Office).

4. Bomb Threats and Suspicious Packages

A bomb threat is often a hoax or prank. However, in this day and age, we have to take every precaution to keep our students, staff, and school safe. In order to do so, we **MUST** treat **ALL THREATS** as if they are **REAL** and a **DANGER** exists. By handling each threat quickly and effectively, we can reduce the threat of harm and enhance the stability and learning environment at our schools. The following will be accomplished when a threat is received:

THREAT BY PHONE:

1. The person receiving the threat should keep the caller on the line, using the “Bomb Threat Checklist” to obtain as much information as possible.
2. This individual should also notify/signal to a secondary person to call 911 and to notify the Director or designee.

THREAT BY NOTE:

1. If a threat is found or received by note, pay attention to the description of the person delivering the note, if possible.
2. Call the police immediately.
3. If the threat arrives by e-mail, save the e-mail and proceed appropriately.

FOR EVERY BOMB THREAT INCIDENT:

1. The Director or designee will designate a contact person member to direct/advise police/fire personnel, upon arrival.
2. All cell phones should be turned off and “non-cordless” (regular) telephones should be used. The use of radio transmissions, whether cellular, digital, or from a cordless phone, could detonate a bomb.
3. Do not turn on/off electrical equipment.
4. Do not use radio devices to alert personnel or students
5. If evacuation becomes necessary, or instructions need to be given campus wide, it can be accomplished using hard-wired or mechanical communication systems or human “runners”.
6. Searching is to be conducted by school personnel familiar with school grounds. **NOTE: DO NOT TOUCH OR APPROACH ANY OBJECT THAT APPEARS SUSPICIOUS.**
7. Teachers, when possible, should perform searches of their own classrooms.
8. Classified personnel will be responsible for searching the exterior portions of the campus and all remaining structures not already addressed.
9. It will be the decision of the Director or designee whether to evacuate prior to finding a suspicious object/suspected bomb. This decision should be based on the initial bomb threat information and any other pertinent information relating to the incident.
10. No report of a bomb should be ignored! The minimum response should be no less than a search followed by a report to the police and district officials.

WHEN A BOMB OR SUSPICIOUS DEVICE IS LOCATED:

1. The school grounds need to be evacuated immediately!
2. **Get at least 2000 FEET away from the bomb!**
3. Emergency Personnel are to be notified of the found device immediately!
4. **NO ONE is to touch or move the suspicious object for any reason!**
5. **BE AWARE: Just because one object is found does not mean there are not others!**
6. Evacuation is to be accomplished via fire/evacuation drill procedures.
7. Emergency personnel (i.e. police and fire) will advise when it is safe to return to the campus.
8. Teachers take roll book and fill out the “Student Accountability Log.”
9. Turn the “Student Accountability Log” into the Student Accountability Team.

5. Civil Disturbance

The school administration should be aware of circumstances that might create civil disturbances or public demonstrations within the school (i.e. student walkout, internal or external incidents, or an outside individual or group that incites student participation in an inappropriate activity). If a civil disturbance does occur, the safety of the students and staff is the first priority and the following should be accomplished:

1. Assess situation:
 - Identify who is involved
 - What is actually occurring?
 - When is it going to occur, if it is not currently ongoing?
 - Where is it occurring?
 - Why is it occurring?
2. Remove students and staff from any hazardous situation (If inside a building “lockdown” or if outside get to a safe area).
3. Contact the following:
 - Call 911 (Police)
 - School Administration – Executive Director /Associate Director/ Administrative Coordinator.
4. Do nothing to antagonize the demonstrators.
5. For a general “walkout” or uncontrolled disturbance (Do not attempt to stop students).
6. Assign a staff member to maintain observation of the group to keep track of the group’s location.
7. If appropriate and safe to do so, secure building entrances, utilities, fire alarms, furnace rooms, and school equipment rooms.
8. Use good judgment and remain calm. Stay in your office unless you are in an unsafe position or instructed to leave by the person in charge.
9. Stay off the telephone. After initial contacts communications systems could become overloaded.
10. Cooperate. Certain services may be limited during a disturbance. Access will be restricted. Withdraw from the area near the emergency until safe to return.

6. Crime Scenes

In the event of a crime on campus, a classroom, a large area of the school, or even an entire campus may become a crime scene. A crime scene is a location, designated by law enforcement, where a crime was committed and where evidence of the crime may be located. Preservation of the crime scene is very important to our judicial system. Every school employee has the responsibility to preserve a crime scene until law enforcement arrives. The following are steps that should be followed at a crime scene:

1. Make an informed decision about the need to evacuate or stay at the scene.
2. Watch for involved parties, witnesses, or suspects leaving the area.
3. Do not pick up, touch, or disturb in any way any potential evidence.
4. Keep in mind that a lot of evidence is very difficult or impossible to see due to its size or nature.
5. Do not allow anyone to enter or re-enter the crime scene.
6. Write down the name of any person entering the crime scene.
7. Guard any entrance or exit to the crime scene.
8. Relinquish control of the crime scene to law enforcement upon arrival.

7. Earthquakes

Because we live in California, we should not be asking “if it will occur”, but rather, “when will it occur!” Although technological advances have enabled us to learn more about earthquakes, accurate predictions are still in the distant future. If an earthquake should take place during school the following will be accomplished:

IF INSIDE...

1. If necessary - Call 911

2. Remain in the Drop, Cover, and Hold position until the person in charge gives instructions. Teachers use your best judgment.
3. Turn away from windows.
4. If inside get next to an inside wall.
5. Stay under shelter until shaking stops.
6. Listen for instructions.
7. Be prepared for aftershocks.
8. Avoid objects and areas that could cause injury.

DURING EVACUATION...

1. Evacuate to a predetermined assembly area away from buildings and overhead power lines, and away from underground gas and sewer lines.
2. Do a visual check and make sure your neighboring classrooms are evacuating as well.
3. Teachers fill out the “Student Accountability Log.”
4. Turn the “Student Accountability Log” into the Student Accountability Team.
5. Do not return to buildings until they have been deemed safe.
6. Designated staff will turn off gas, electricity, and water valves if necessary and feasible.
7. Stay off telephones.
8. If necessary turn over custody of your students to your buddy teacher and report for your team assignment.

IF OUTSIDE...

1. Follow the instructions listed above.
2. Move to an open space. Lie down or crouch low to the ground.
3. Watch for large objects (telephone poles, light posts, etc) that could fall on top of you.
4. Remain outside and unite with another teacher when they exit their classroom.

8. Fallen Aircraft

The City of Oceanside hosts a Municipal Airport. Planes fly above our city usually from east to west. If a plane should crash near or on a campus, immediate action is necessary to ensure safety of the students. All persons must be kept at a safe distance from the aircraft because of the great danger of explosion even after the plane comes to rest. The following will be accomplished:

1. CALL 911 immediately

2. When necessary, teachers will take immediate action to ensure the safety of students.
3. Unless obvious action is indicated, the Director or designee will determine the action to be taken.
4. The only warning you may have could be the sound of the crash or explosion.
5. Be aware that there may be secondary explosions or even explosives associated with the aircraft.
6. Be advised that 2-way radio transmissions give off a small spark during each transmission. This could trigger an explosion if fuel vapors are present.

IF THE DECISION IS MADE TO REMAIN ON CAMPUS:

1. Move all students and staff inside by initiating a “Modified Lockdown”.
2. Close window blinds.
3. Move away from windows and remain near an inside wall if on a lower floor.

IF AN EVACUATION IS INITIATED:

1. The evacuation site should be at least **2000 feet** and **upwind** from the crash site.
2. Depending on your evacuation alternatives and the potential danger of the plane crash, you will need to decide whether to initiate an “Evacuation on foot” (front or rear) or an “Evacuation on bus” (front or rear)

9. Fires

A fire can be mesmerizing to your students. A fire can spread quickly and surround victims within moments. It is imperative that students and staff act immediately in order to reduce the threat of injury or death. If a fire is detected in or near a school building, the following will be accomplished:

1. Call 911.

2. Initiate an evacuation to a safe location.
3. Alert all staff members as to the location and condition of the fire.
4. If time permits, close windows and close and **unlock the door** (This will help contain the fire).
5. Students and adults should evacuate buildings to the designated areas of safety in a quiet, orderly fashion. Your evacuation routes may vary given the nature and location of the fire.
6. Do a visual check and make sure your neighboring classrooms are evacuating as well.
7. Fill out the "Student Accountability Log".
8. Turn the "Student Accountability Log" into the Student Accountability Team.
9. Assigned staff will assist by directing evacuation routes away from the fire. Designated safety staff will also assist with **minor** firefighting duties.
10. The Incident Commander will designate someone to stand by at the site entrance to direct police and fire personnel to the fire.
11. If necessary, turn over custody of your students to your "buddy teacher" and report to the command post for team assignments.
12. Do not return to class until the fire department declares the area safe.
13. Each teacher shall be required to know the location of the fire extinguishers in their classroom.

10. Floods

In the mid-1990's, Oceanside experienced heavy rain. As a result, flooding occurred and the evacuation of multiple residences and people ensued. We are not exempt from another, possibly more serious occurrence. If flooding should occur on or near PVCS, the following will be accomplished:

1. Call 911

2. The Executive Director or designee will initiate any emergency actions ("Evacuation on foot" or "Evacuation on bus") deemed necessary.
3. Get all personnel to high ground
4. If an evacuation becomes necessary, mobilize the Evacuation Assistance Team and have them begin the preparations for the evacuation.
5. Fill out the "Student Accountability Log".
6. Turn the "Student Accountability Log" into the Student Accountability Team.

11. Hazardous Materials

The major threat from this type of situation is toxic fumes and/or skin contact. This type of emergency can range from a train wreck involving tanker cars, to a fire at one of our local chemical factories, to a small chemical spill in the Biology Lab. If such an emergency should occur, the following will be accomplished:

FOR BOTH ON & OFF CAMPUS ORIGINATION...

1. **Call 911.**
2. Teachers and students evacuate affected area.
3. Consider wind direction and evacuate **crosswind** if possible (staying a minimum of 2000 feet away).
4. If necessary, mobilize the Transportation Team to facilitate having school personnel and students bused crosswind out of the affected area.
5. Seal off the area if possible.
6. Identify contaminated personnel and keep them from having contact with others.
7. If necessary turn over custody of students to your “buddy teacher” and report to your designated responsibility positions.
8. Fill out the “Student Accountability Log”.
9. Turn the “Student Accountability Log” into the Student Accountability Team.
10. The Incident Commander should designate personnel to guide emergency crews to affected area.
11. Do not reenter a building or area until it has been cleared.

12. Armed Intruder / Active Shooter

Your **PRIMARY GOAL** during this incident is to **MINIMIZE DANGER** to yourself and to your students. Do not try to confront the subject as long as the weapon is not displayed in a threatening manner, but act immediately. The following will be accomplished:

UPON DISCOVERING THE INTRUDER...

1. **Call 911.**
2. Relay accurate information to the police dispatcher.
What does the intruder look like?
Where is the incident occurring?
How many are involved?
What demands, if any have been made?
What type(s) of weapons?
3. Stay on the line, if safe to do so, until the dispatcher tells you to hang up.
4. Try to give the dispatcher as much information as possible. As you are talking to the dispatcher, the information is being relayed to the responding police units.
5. When law enforcement arrives on scene, a contact person should immediately meet officers with vital intelligence of the incident, **if** possible.

ALERTING THE SCHOOL...

1. Use the phone/radio system to alert your campus of the need to Lockdown.
2. Make your instructions firm and clear. **Do not use code words!**
3. If your students are **inside** the classroom, use a command similar to this:
“Staff and students! This is a lockdown! Close and lock your doors and windows immediately! Lockdown Now!” (Repeat)
4. If your students are **outside** the classroom (recess, testing break, etc.), use a command similar to this:
“Staff and students! This is a lockdown! Close and lock your doors and windows! You have 60 seconds!” (Repeat)
(60 seconds later) ... **“Lockdown Now!”** (Repeat)
5. A siren or tone (which is used only in emergencies) can precede the Lockdown command to get the attention of students and staff. An emergency siren or tone is used to alert students and staff that the information immediately following is emergency information and is critical in nature.
6. Remain calm and speak with an authoritative voice.
7. Instructions should be given regularly every 5-15 minutes or as the situation warrants. Reassurance and information can have a calming effect during a crisis. Student and staff will know they have not been forgotten and will find comfort in the informational updates.

8. The Incident Commander, will not release the Lockdown until they have notified all the assisting agencies on your campus. This is easily accomplished at the “Unified Command” location.
9. If an evacuation is going to be necessary, this information should be communicated prior to the release of the lockdown, to avoid confusion.
10. Due to safety concerns, some specific information regarding the incident will not be given over the intercom. Doing so could jeopardize the safety of students, staff, and emergency personnel.

LOCKDOWN WHILE INSIDE SUITES...

1. Teachers should keep classroom doors locked **at all times**. Doorstops, wooden blocks, or rubber stoppers could be used to keep your locked door from closing. These “stoppers” or “blocks” should be removed at the first call for Lockdown. Suite doors should be immediately shut and locked.
2. Close all windows.
3. Turn off all lights.
4. Close all blinds and drapes.
5. Evacuate to the warehouses bring your ICP Black Disaster & 1st Aid Supplies Kit – lock the door.
6. Have all students lie face down on the floor.
7. Have students crawl to a position of “COVER” and/or “CONCEALMENT”.
8. Teachers should remain near the locked door to monitor students and/or suspects and to control those who enter. **DO NOT** jeopardize the safety of your students within your care by opening your locked door for anyone.
9. SET CELL PHONE TO VIBRATE.
10. Do not call the front office to ask questions. Updates will be sent to you over the radio system when possible.
11. Take out the “Student Accountability Log” and fill-out.
12. DO NOT chase any students if they run off. If possible document their name.
13. Remain with the rest of your class/group.

LOCKDOWN PROCEDURE FOR CLASSROOM (3672)/COMPUTER LAB (3660)/ STUDY HALL (3662)/ SUPPORT ROOM (3682) ...

1. Teachers/Instructional Aides should keep classroom doors locked at all times. Doorstops, wooden blocks, or rubber stoppers could be used to keep your locked door from closing. These “stoppers” or “blocks” should be removed at the first call for Lockdown. Suite doors should be immediately shut and locked.
2. Close all windows.
3. Turn off all lights.
4. Close all blinds and drapes.
5. Evacuate to **NEAREST** adjoining warehouse. Pass through adjoining suite upstairs and enter warehouse (**bring your keys**) bring your ICP Black Disaster & 1st Aid Supplies Kit – lock the door.
6. Have all students lie face down on the floor.
7. Have students crawl to a position of “COVER” and/or “CONCEALMENT”.
8. Teachers should remain near the locked door to monitor students and/or suspects and to control those who enter. **DO NOT** jeopardize the safety of your students within your care by opening your locked door for anyone.
9. SET CELL PHONES TO VIBRATE.

10. Do not call the front office to ask questions. They will be busy with law enforcement and will be updating you over the intercom system when possible.
11. Take out the “Student Accountability Log” and fill-out.
12. DO NOT chase any students if they run off. If possible document their name.
13. Remain with the rest of your class/group.

LOCKDOWN WHILE OUTDOORS...

1. Teachers should go to their assigned classrooms, **if** it is safe to do so. If it is **not safe**, teachers should proceed to the nearest classroom.
2. Students should proceed to the nearest available lockable room.
3. Avoid “bunching up” gives the shooter an easy target.
4. A moving target is difficult to hit, even for an experienced gunman. **KEEP MOVING** if you are out in the open.
5. Move away from the sounds of gunfire.
6. Teachers must monitor the activity in front of their classrooms from a position very close to their doorway (1st 60 seconds only) to prevent the “suspect(s)” from entering, as students are entering their classroom for safety. Leave your classroom door unlocked for approximately 60 seconds before securing your room. If you see a threat coming toward your classroom, you may need to secure your room sooner.
7. Evacuate to the warehouse.
8. Keep television off. This will keep potentially disturbing news from creating unnecessary difficulties amongst the students and staff. **SET CELL PHONES TO VIBRATE.**
9. Do not call the front office to ask questions. They will be busy with law enforcement and will be updating you over the intercom system when possible.
10. Take the roll book and fill out the “Student Accountability Log”.

13. Severe Windstorm

The United States Weather Bureau usually forecasts severe windstorms very accurately. If time and conditions permit, emergency dismissal may be implemented prior to an emergency. If high winds develop prior to dismissal, the following will be implemented:

1. Students and staff should assemble inside suites.
2. Close windows, blinds, and drapes.
3. Implement action “Drop, Cover, Hold” if needed.
4. Remain near an inside wall and avoid second stories.
5. Avoid auditoriums, gymnasiums, and other structures with large roof spans.
6. If possible, avoid or evacuate suites bearing the full force of the wind.
7. Maintain control and fill out the “Student Accountability Log”.
8. The Incident Commander will direct further action as required.

14. Shelter in Place

It may be necessary to protect students and staff from environmental problems which do not require an evacuation.

1. Activate Incident Command System
2. Student/staff stay indoors.
3. Shut windows
4. Secure doors
5. Turn off air-conditioning and heating units if applicable to emergency.
6. Minimize student activity.
7. Take roll. Inform Command Post of any missing students.
8. Stay indoor until Shelter in Place is ended.

15. Sudden Flash of Light/Explosions

In case of an explosion, the first evidence may be a sudden extremely intense light. A blast wave may and should be anticipated almost immediately. Act immediately and take a protective position by dropping to your knees, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close your eyes, and cover your ears with your forearms. This is called “DROP, COVER, and HOLD.”

INSIDE SCHOOL BUILDINGS...

1. “**Drop**” immediately to the floor beneath a desk, chair, table, or bench, if it is close to you.
2. “**Cover**” your head with your hands, coat, sweater, or notebook if handy.
3. “**Hold**” onto the object you are beneath or bury your face in your arms.
4. If there is nothing to get under, get close to an inside wall away from windows.
5. Stay in the “Drop, Cover, and Hold” position until instructions are given. Teachers or persons in charge must use your best judgment.
6. If it has been determined that the explosion is within the building, the fire alarm should be sounded and all persons are to leave the building and proceed to areas of safety. The Incident Commander will decide whether an evacuation is necessary, and if so, what kind of evacuation it will be.

OUTSIDE SCHOOL BUILDINGS...

1. Lie down behind the nearest building, bench, curb, or in the gutter if such protection is within a step or two.
2. If there is no such protection, drop to the ground upon your abdomen and lie as flat as possible.
3. Stay in this position until instructions are given to move or until it is safe to do so.
4. After the explosion, listen for instructions from whoever takes charge.

16. Suicide Attempts & Threats

Suicide is one of the leading causes of death among school age children. Any discussion of suicide or attempt by a student is a strong indication of a problem. Your immediate actions during this time can impact the situation immensely. The following will be accomplished:

1. When a student or staff member is advised that someone on campus has indicated, either verbally or otherwise, that they intend to commit suicide, the Executive Director and/or police need to be immediately notified.
2. **The suicidal individual should not be left alone. Preferably the individual should be escorted to the Executive Director's office or another somewhat private location where further observation and evaluation can occur.**
3. The Executive Director or designee should perform a brief assessment. If the threat appears to be credible, the police department needs to be contacted.
4. The background of the individual needs to be explored to determine if a professional is already treating them. That professional should be contacted for input and assistance in possible placement.
5. If an individual attempts suicide, the school staff needs to call 911 immediately!
6. If any individual is attempting suicide with a weapon, a Lockdown will be initiated. This will help with limiting the crowds around the incident. It will also keep the suicidal individual from taking hostages in an act of desperation. **(Never underestimate the abilities of someone who is despondent. Students who intended to destroy themselves have committed many of the worst school tragedies).**

10.1



Administration Job Description

Associate Director **~~Education Coordinator~~**

Description:

The ~~Education Coordinator~~ **Associate Director** will collaborate on short and long range planning, goals, and the implementation and periodic evaluation of progress on the established annual organizational goals. The ~~Education Coordinator~~ **Associate Director**, following policy and established procedures, will make recommendations regarding all School programs, policies, students and staff to the Executive Director. The ~~Education Coordinator~~ **Associate Director** shall assist the Executive Director with tasks necessary for the efficient operation of the school. The ~~Education Coordinator~~ **Associate Director** will be part of the Executive Director's Advisory Team.

Job Functions:

Essentials:

- Coordinate school activities.
- Assist with development, evaluation and implementation of programs.
- Coordinate and facilitate the planning and implementation of the school's staff development program.
- Attend Board meetings and other meetings as assigned by the Executive Director
- Assist in the preparation and implementation of School Policies and procedures.
- Serve as a resource to the Executive Director in the area of educational goals and trends that could affect the educational program.
- Assist with research, analysis and implementation of Response to Intervention programs.
- Assist the Executive Director in identifying student needs and developing plans to help students solve health, attitude and learning problems.

- Develop and implement school restructuring programs, consensus and team building models, and support and implement Executive Director's decisions.
- Assist in developing and maintaining sound fiscal practices.
- Oversee the safety, conduct and general welfare of students.
- Monitor and assess student achievement and participate in outcomes with appropriate data collection and analysis.
- Support the Executive Director in the process of continuous school improvement.
- Plan, organize and facilitate SST process for all stakeholders. Maintain and systematize SST related paperwork and/or recordkeeping
- Prepare, organize and review distribution of Newsletter
- Coordinate and organize testing in close collaboration with the Executive Director

Other:

Perform other duties as requested by the Executive Director
Work toward team and school goals

Requirements:

Education and Experience:

Bachelors and/or Master's Degree with California Teaching Credential
Minimum of five years teaching experience and other adjunct duties of increasingly responsible and varied administrative tasks in a school district or charter school environment.

Knowledge, Skills, and Abilities (including tests):

An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard
Sitting or standing for extended periods of time
Hearing and speaking to exchange information and making presentations
Seeing to read a variety of materials
The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however standing breaks are encouraged

Work Environment:

School office environment
Constant interruptions
Evening or variable hours

Reasoning Ability:

Prioritize, organize, and multi task. Set high-level goals, develop long-range plans, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals. Interpret, apply and explain rules, regulations, policies and procedures. Prepare comprehensive narrative and statistical reports. Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

Work Year: 199 Days

Supervisor: Executive Director

Approved: November 29, 2011

Amended:

