

2.2 Incident Command Team

The Incident Command Team is responsible for directing school emergency response activities.

2.2.1 Assignments

The Incident Command Team is led by the Principal (Incident Commander) and also includes the school's Public Information Officer and the Safety Coordinator.

Incident Commander: Michael Olivo

Public Information Officer: Gwen Lockhart

Safety Coordinator: Maurice Bryant

The Incident Commander also set goals and objectives for the activities of all other teams.

2.2.2 Roles and Responsibilities

2.2.2.1 Incident Commander

The Incident Commander (Principal) is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. Specific duties of the Incident Commander may include:

- Setting goals and objectives for the response team as a whole.
- Periodically assessing the situation.
- Directing the Incident Command Team and all other emergency teams.
- Determining the need for, and requesting, outside assistance.
- Communicating with the Local District Superintendent and central staff.

2.2.2.2 Public Information Officer

The Public Information Officer (PIO) is the official spokesperson for the

school site in an emergency and is responsible for communicating with the media and delivering public announcements. Specific duties of the Public Information Officer may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Maintaining a log of PIO actions and all communications.
- Periodically interacting with the media and District Communications.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news broadcasts about the incident and correcting any misinformation.

2.2.2.3 Safety Coordinator

The Safety Coordinator is responsible for ensuring that all emergency activities are conducted in as safe a manner as possible. Specific duties of the Safety Coordinator may include:

- Stopping any and all unsafe activities.
- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use appropriate safety equipment.

2.2.3 Team Supplies and Equipment

- Copy of the school's Emergency Procedures and contact information
- Campus map
- Master keys - Note: These must be kept in a very secure location or with specific authorized individuals
- Copies of staff and students rosters
- Hand-held radios
- Bullhorn
- Battery-operated AM/FM radio.

- First Aid kit
- Clipboard, Paper, Pens
- Hard Hat
- Vest or position identifier
- Large campus map
- Copy of Safe School Plan Volumes I and 2

2.2.4 Team Assembly Location

Inside: P.E. Black top and grass field

Outside: Harvard Park

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.3 First Aid/Medical Team

The First Aid/Medical Team is responsible for ensuring that first aid supplies are available and properly administered during an emergency.

2.3.1 Assignments

First Aid/Medical Team Leader: R. Stallworth

Alternate Team Leader: I. Aladiume

First Aid/Medical Team Member: H. Thomas / E. Heard

First Aid/Medical Team Member: M. Walzberg

First Aid/Medical Team Member: X. Estrada

School Nurse: R. Stallworth

2.3.2 Roles and Responsibilities

First Aid/Medical Team Leader

The First Aid/Medical Team Leader is responsible for directing team activities by periodically interacting with Operations to determine medical needs and planned actions. Specific duties of the First Aid/Medical Team Leader may include:

- Assigning First Aid personnel and assessing available inventory of supplies & equipment.
- Designating and setting up First Aid/Medical treatment areas, with access to emergency vehicles.
- Determining the need for skilled medical assistance, and overseeing care, treatment, and assessment of patients.
- Periodically keeping Operations informed of overall status.
- Completing the Injury Report (Form DI, Appendix A).

First Aid/Medical Team Members

The members of the First Aid/Medical Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency. It is very helpful if these people have had First Aid/CPRIAED training. Specific duties of the members of the First Aid/Medical Team may include:

- Setting up first aid area, triage and/or temporary morgue.
- Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment rendered.
- Reporting deaths immediately to First Aid/Medical Team Leader.

2.3.3 Supplies and Equipment

- Vest or position identifier
- First aid supplies
- AED (if school has one on campus)
- Triage tags
- Hand-held radios
- Stretchers
- Blankets
- Wheelchairs
- Patient record forms
- Site map
- Injury Report (Form DI, Appendix A)

Much of these materials can be found in the Emergency First Aid Kit Warehouse Code # 345-32-48275

2.3.4 Team Assembly Location

Inside: Health Office

Outside: First Aid Center

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.4 Psychological First Aid Team

The Psychological First Aid Team, or Crisis Team, is responsible for the caring and safety of all students on campus during an emergency. It provides psychological first aid as needed during and after an emergency, pursuant to the District's Crisis Intervention Handbook.

2.4.1 Assignments

Psychological First Aid Team Leader: M. Ek

Alternate Team Leader: Ms. Dix

Psychological First Aid Team Member: Mr. Vera

Psychological First Aid Team Member: P. Roberts

Psychological First Aid Team Member: M. Chew

3.4.2 Roles and Responsibilities

Psychological First Aid Team Leader

The Psychological First Aid Team Leader is responsible for directing team activities and periodically interacting with Operations to identify problems and report status. The Psychological First Aid Team Leader is also responsible for assigning personnel as needed.

Psychological First Aid Team Members

The members of the Psychological First Aid Team are responsible for monitoring the safety and well-being of the students and staff in the Assembly Area and First Aid Area. Specific duties of the members of the Psychological First Aid Team may include:

- Administering minor first aid and psychological first aid as needed
- Supporting other teams as needed.
- Coordinating with Operations to provide water and food to student and staff when necessary.

- Providing reassurance to students.
- Updating records of the number of students and staff.
- Documenting students or staff who may need additional support.

2.4.3 Supplies and Equipment

- Vest or position identifier
- Hand-held radio
- Ground Cover, tarps
- First aid kit
- Paper, pens, pencils

2.4.4 Team Assembly Location

Inside: Health Office

Outside: First Aid Center

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.5 Search and Rescue Team

The Search and Rescue Team is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams.

2.5.1 Assignments

Search and Rescue Team Leader: R. Kojis

Alternate Team Leader: C. Angwin

SAR Team 1 Members: C. Martinez, ■ Blackman, T Coleman

SAR Team 2 Members: C. Fuentes, T. Evans, A. Walker

SAR Team 3 Members: R. Jacobs, I Sackett, ■ Alvarez

SAR Team 4 Members: ■ Kovach, II. Thomas, D. Owens

2.5.2 Roles and Responsibilities

Search and Rescue Team Leader

The Search and Rescue Team Leader is responsible for directing team activities and keeping Operations informed of overall status. Specific duties of the Search and Rescue Team Leader may include:

- Obtaining briefings from Operations and Assembly Area Team, noting missing students and any other situations requiring response.
- Assigning and recording teams based on available manpower, minimum 2 persons per team.
- Updating teams' reports on site map and recording exact location of damage and triage tally.

Search and Rescue Team Members

The members of the Search and Rescue Team are responsible for performing search and rescue operations during an emergency. Specific duties of the members of the Search and Rescue Team may include:

- Searching assigned area, reporting gas leaks, fires, or structural damage to Team Leader upon discovery.
- Working with the Utilities Team and Fire Suppression Team in shutting off gas or extinguishing fires as appropriate.
- Periodically reporting to the Team Leader on location, number, and condition of injured or missing students.
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium and other rooms.
- Sealing off and posting areas where hazardous conditions exist.
- Contacting Security/Utilities Team to secure the building from reentry after the search.

2.5.3 Supplies and Equipment

- Vest or position identifier
- Hard hat

- Work and latex gloves
- Whistle with master keys on neck lanyard
- 2-way radio
- Clipboard with job duties
- Map indicating search plan
- Fire extinguishers
- Hoses
- Water bib keys
- Blankets
- Bolt cutters
- Shovels
- Ropes
- Triage tags
- Bucket or duffel bag
- Goggles
- Flashlight
- Dust masks
- Pry bar
- Grease pencil
- Pencils
- Duct tape
- Caution tape
- Masking tape
- One member wears first aid backpack
- Master keys

Much of these materials are found in the search and rescue kit.

2.5.4 Team Assembly Location

Inside: Main Hallway

Outside: Command Center

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.6 Security/Utilities Team

The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with Operations as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be essential to protect students and staff and to minimize damage to school facilities. This team includes participation by the school police officer or SSO, and members of the custodial and cafeteria staff.

2.6.1 Assignments

Security/Utilities Team Leader: Maurice Bryant

Alternate Team Leader: Ramos /Perales

Security/Utilities Team Member: Officer Mociuzuma

Security/Utilities Team Member: I. Rappin

Security/Utilities Team Member: E. White

2.6.2 Roles and Responsibilities

Security/Utilities Team Leader

The Security/Utilities Team Leader is responsible for directing team activities and interacting with Operations to identify problems and report status. The Security/Utilities Team Leader is also responsible for contacting the Planning and Intelligence Section that will in turn notify local utilities (water, electricity, gas, sewer) as needed.

Security/Utilities Team Members

school and reporting that the campus is in "lock-down" or "shelter-in-place" to Operations. They are also responsible for surveying all utilities and taking appropriate actions to shut-off, as needed, HVAC, gas, water and electricity.

Specific duties of the members of the Security/Utilities Team may include:

- Locking all external gates and doors; unlocking some gates when appropriate.
- Stationing one team member at the main entrance to the school to direct emergency vehicles to area(s) of need and to greet parents.
- Keeping students and staff out of buildings, as necessary.
- Assisting at Reunion Gate as appropriate.
- Assessing and reporting damage to school facilities.
- Checking gas meter and, if gas is leaking, shutting down gas supply.
- Shutting down electricity only if building has clear structural damage or advised to do so by Command Post.

2.6.3 Supplies and Equipment

- Vest or position identifier
- Master keys
- Hand-held radio
- Copy of the school's Emergency Procedures
- Large durable signs for providing direction and information
- Utility shut-off tools
- Notebook containing site maps

2.6.4 Team Assembly Location

Inside: Main Hallway

Outside: Command Center

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. The team will then survey the entire campus to determine areas of need.

2.7 Supply/Equipment Team

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency. The team members should be familiar with the supplies cached in the emergency bin and cafeteria storage room.

2.7.1 Assignments

Supply/Equipment Team Leader: D. Rivero

Alternate Team Leader: V. Ventura

Supply/Equipment Team Member: A. Walker

Supply/Equipment Team Member: O. Kennedy

Supply/Equipment Team Member: T. Stevenson

2.7.2 Roles and Responsibilities

Supply/Equipment Team Leader

The Supply/Equipment Team Leader is responsible for directing team activities and keeping the Logistics Coordinator informed of overall status. Specific duties of the Supply/Equipment Team Leader may include:

- Reporting equipment and supply needs.
- Estimating the number of persons requiring food, care or shelter and determining the length of time shelter will be needed.
- Inventorying supplies on hand.

Supply/Equipment Team Members

The members of the Supply/Equipment Team are responsible for assessing the adequacy of available water, food and other supplies and organizing the

distribution of resources for immediate use (water, food, power, radios, telephones, and sanitary supplies). Specific duties of the members of the Supply/Equipment Team may include:

- Distributing emergency water and food supplies.
- Establishing a list of all persons in shelter and determining any special needs.
- Controlling conservation of water.

2.7.3 Supplies and Equipment

- Hand-held radios
- Keys
- Bullhorn
- Emergency water supplies
- Emergency food supplies
- Temporary power supplies
- Portable phones
- Sanitary supplies

2.7.4 Team Assembly Location

Inside: Main Hallway

Outside: Storage Bin

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

- Assisting the Reunion Gate Team as required.

2.8.3 Supplies and Equipment

Copy of Site Plot Plan and Vicinity Map showing designated on and off site
Assembly Areas

Injury Reports and Missing Persons Reports (Forms D1 and D2, Appendix A)

2.8.4 Team Assembly Location

Inside: Main Office

Outside: Command Center

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.9 Request Gate Team

The Request Gate Team is responsible for processing parent requests for student release during an emergency.

2.9.1 Assignments

Request Gate Team Leader: W. Richardson

Alternate Team Leader: A. Vera

Request Gate Team Member: Ms. Dyson

Request Gate Team Member: Ms. Montgomery

Request Gate Team Member: K. Harrison

2.9.2 Roles and Responsibilities

Request Gate Team Leader

The Request Gate Team Leader is responsible for directing team activities and periodically interacting with Operations to identify problems and report status. The Request Gate Team Leader will refer all outside requests for information to the Public Information Officer.

Request Gate Team Members

The members of the Request Gate Team are responsible for greeting parents, guardians, or designees and providing them with identifications authorizing the holders to reunite with their students at the Reunion Gate. Specific duties of the members of the Request Gate Team may include:

- Greeting and directing parents, guardians, or designees to the counselors as appropriate.
- Providing reassurance to parents, guardians, or designees and maintaining order. The use of large signs showing the school status in all languages is suggested. Example: "All Students Are OK", or "Only 1 Injured Student and

his Parent has been notified".

- Issuing a tag or other identifications only to an authorized person.
- Directing parents or guardians to the Reunion Gate.
- Dispatching runner to find student.
- Dispatching Student Runners to Assembly Area to escort students whose parents have come to claim them.
- Providing reassurance to parents, guardians, and designees and directing them to the Reunion Area to wait for their children.

2.9.3 Supplies and Equipment

- Keys to Main Gate
- Bullhorn
- Tags or other identifications

2.9.4 Assembly Location

Outside: 59th Street gate

The Request Gate team is to assemble at the main entrance.

2.10 Reunion Gate Team

The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed that their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus. Members of the Psychological First Aid Team and Security Team may be asked to assist the Reunion Gate Team. Reunion gate personnel should have a plan in place to notify parents about injured or deceased students. It is recommended that the parents be invited to a private or secluded location and, away from others, be informed of their child's condition. It is suggested that a member of the Psychological First Aid team then stay with the parent and assist them.

2.10.1 Assignments

Reunion Gate Team Leader: Ray Williams

Alternate Team Leader: E. McDufJie

Reunion Gate Team Member: Ms. Tapia

Reunion Gate Team Member: CM Lindgren

Reunion Gate Team Member: Ms. Wang

2.10.2 Roles and Responsibilities

Reunion Gate Team Leader

The Reunion Gate Team Leader is responsible for directing team activities and periodically interacting with Operations to identify problems and report status. The Reunion Gate Team Leader will refer all requests for information to the Public Information Officer. The Reunion Gate Team Leader is also responsible for collecting the Student Release Log (Form E Appendix A) from the Team Members and have them readily available to Operations.

Reunion Gate Team Members

The members of the Reunion Gate Team are responsible for greeting parents, guardians, and designees and reuniting them with their students at the designated Reunion Gate. Specific duties of the members of the Reunion Gate Team may include:

- Greeting parents, guardians, and designees at the Reunion Gate.
- Verifying the authenticity of the tags or other identifications.
- Confirming students recognize the authorized adults who come to claim them and requiring adult to sign student out of school.

Completing Student Release Log (Form E, Appendix A) and submitting them to the Reunion Gate Team Leader.

2.10.3 Supplies and Equipment

- Hand-held radios
 - Tables and chairs (from nearby classrooms)
 - Keys to Reunion Gate
 - Materials for sign-out log
- Student Release Log (Form E, Appendix A)

2.10.4 Assembly Location

Outside: 59th Street gate

The team is to assemble at the Reunion Area.

2.11 Fire Suppression and HazMat Team

The Fire Suppression and HazMat Team is responsible for extinguishing fires and evaluating the potential release of chemicals during an emergency. It is also responsible for evaluating the damages to school property in an emergency. This team will coordinate with Operations. The Fire Suppression and HazMat Leader is also responsible for gathering the Damage Assessment Report Form (Form F, Appendix A) from the Team Members and have them readily available to Operations. Also, see Appendix D for Training Material.

2.11.1 Assignments

Fire Suppression and HazMat Team Leader: Maurice Bryant

Alternate Team Leader: C. Byrne

Fire Suppression and HazMat Team Member: W. Judson

Fire Suppression and HazMat Team Member: S. Coolican

Fire Suppression and HazMat Team Member: I Alvarez

2.11.2 Roles and Responsibilities

Fire Suppression and HazMat Team Leader

The Fire Suppression and HazMat Team Leader is responsible for directing team activities and periodically interacting with Operations to identify problems and report status. The Fire Suppression and HazMat Team Leader is also responsible for gathering the Damage Assessment Report Forms (Form F, Appendix A) from the Team Members and have them readily available to Operations.

Fire Suppression and HazMat Team Members

The members of the Fire Suppression and HazMat Team are responsible for

extinguishing fires, evaluating the potential release of chemicals during an emergency, observing the campus, logging and reporting any damage by radio to the Command Post during an emergency. Copies of the Damage Assessment Report Form (Form F, Appendix A) will be submitted to the Team Leader. Specific duties of the members of the Fire Suppression and HazMat Team may include:

- Evaluating potential release of chemicals.
- Identifying damaged areas on the Damage Assessment Report Form (Form F, Appendix A). Reporting will be supplemented by pictures if appropriate.
- Locating and extinguishing small fires as appropriate.
- Posting yellow caution tape around damaged or hazardous areas.

2.11.3 Supplies and Equipment

- Vest or position identifier
- Fire fighting equipment
- Hand-held radio
- Master keys
- Clipboard with job duties
- Fire fighting equipment
- Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and utility shutoff tools
- Notebook containing site maps
- Damage Assessment Report Form (Form F, Appendix A)

2.11.4 Team Assembly Location

Inside: Main Hallway

Outside: Command Center

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.12 Documentation Position (Optional)

The Document position is responsible for maintaining a log of all emergency developments and response actions, and other necessary documentation. These records will become extremely important to document what action was taken by the school in response to the emergency.

2.12.1 Assignments

Documentation Staff Member: S. Young

Alternate Documentation Staff Member: L. Pruitt

2.12.2 Roles and Responsibilities

The Documentation Staff Member will maintain a log of the incident, noting all actions and reports, and filing them for reference. Specific duties may include:

- Periodically communicating with the P&I for status updates.
- Documenting all communications with District Emergency Operations Center (EOC) and outside agencies. EOC fax 213-743-9749 or call 213-743-9713.
- Recording the number of students, staff and others on campus and updating it periodically.
- Reporting missing persons, and documenting site damage and first aid needs with the Incident Commander.
- Ensuring that accurate records are kept of all staff members, indicating hours worked.
- Supporting the Incident Commander in making any purchases and keeping track of the cost.
- Filing, maintaining and securing all emergency documentation.

2.12.3 Supplies and Equipment

- Hand-held radios
- File boxes
- Paper, pens
- AM-FM battery radios / Portable TV
- DAR's
- Maps of event by the hour

The Documentation Staff Member will report to the Command Post.

2.13 Communications Position (Optional)

The Communications position is responsible for the analysis of emergency information, identifying potential changes in emergency conditions, and maintaining the "status board."

2.13.1 Assignments

Communications Staff Member: S. Young

Alternate Communications Staff Member: L. Pruitt

2.13.2 Roles and Responsibilities

The Communications Staff Member will collect, organize and analyze situation information and provide periodic updates. Specific duties may include:

- Listening to District AM/FM/Ham radios for information.
- Updating site maps as reports and other information are received.
- Preserving maps as legal document.
- Using area-wide map to record information on major incidents such as road closures, utility outages, etc.
- Developing situation reports for the Incident Command Team.

2.13.3 Supplies and Equipment

- Hand-held radios
- AM-FM battery radios / Portable TV
- Paper, pens, dry-erase pens
- File box(es)
- Large site map of campus, laminated or covered with Plexiglas,
- Map of county or local area

2.13.4 Assembly Location

The Communications Staff Member will report to the Planning and Intelligence Chief.