Emergency Operations Plan

INDEPENDENCE HIGH SCHOOL

385 Pleasant Valley Road
Diamond Springs, Ca 95619
530-622-7090

El Dorado Union High School District

El Dorado Union High School District
4675 Missouri Flat Road
Placerville, CA   95667
530-622-5081

CONTENTS

Section 1
Introduction

1.1 Purpose, Scope and Relationship to Other Plans

This emergency operations plan details how the school district will operate during critical incidents affecting students, faculty, staff or facilities. It is designed to provide guidance for personnel who discover or are notified of any emergency situation. The plan also aids in the resolution of the events by structuring levels of potential responses, each designed to address a corresponding level of threat. The emergency operations plan does not replace existing contingency plans. Rather, it supplements those plans by providing a means for "operationalizing" them quickly and efficiently.

1.2 Incident Command System

The emergency operations plan is based on the nationally-recognized Incident Command System (ICS). ICS provides flexibility and adaptability to a wide variety of situations. It does this by establishing common standards in organization, procedures, communications and terminology. The system calls for the appointment of an Incident Commander (IC), a person responsible for management of the scene. An Incident Management Team (IMT) is also appointed at site level to help manage a response. The IMT serves under the direction of the IC.

Dependent upon the size, scope and seriousness of the incident an Emergency Operations Center (EOC) may be set up under the direction of an Emergency Manager at District level. The EOC shall coordinate the response between multiple sites and manage the impact of an incident on District wide operations.

The plan is consistent with NIMS regulations and recognizes that outside resources (Public Safety) may be needed to resolve an incident. When such a situation exists, a unified command structure will be set under the joint command of those agencies with jurisdiction. The concept of unified command means that all agencies and organizations having jurisdictional responsibility, major resources and legal authority at an incident will contribute to the process of

- Determining overall response objectives
- Selecting response strategies
- Ensuring joint application of tactical activities
- Maximizing the use of available resources

1.3 How Incidents will be Managed

Generally, emergency incidents will be managed and progress through the following steps:

- A faculty or staff member discovers or is notified of an incident and takes appropriate immediate action. One such action is to notify a person authorized to be an IC.
- The IC determines the <u>Threat Severity Level</u> and sets proper response actions into motion. The IC notifies the members of the Incident Management Team (IMT) and consults with them as the situation and time permit.
- The IC directs faculty and staff on-scene to take additional steps in line with the Threat Severity Level .
- Faculty and staff follow the directives of the IC.
- When other agencies are involved, a Unified Command structure is employed.

1.4 Role and Authority of Incident Commander and Incident Management Team

By adopting this emergency operations plan, the District empowers the site
level Incident Commander and Incident Management Team to set up a Command Post and take action as appropriate to protect students faculty, staff, visitors, facilities and equipment during all critical incidents. The IC and IMT are authorized representatives of the Superintendent; their directives are to be followed.

1.5 Role and Authority of the Emergency Manager and the Emergency Operations Center (EOC)

During a major incident involving multiple sites or direct District impact, an Emergency Operations Center is established at District level under the direction of an Emergency Manager to oversee incident consequences, ensure continuity of operations, and provide support to the site based teams and Incident Commanders. The functional sections in the EOC are similar to the Command Post sections but are represented under distinct titles. The EOC will have an Emergency Manager with similar staff positions as the Incident Commander has in the Command Post. The main sections in the EOC will be Operations Coordination, Planning and Analysis, Resource Coordination, Finance and Administration.

Section 2
Classifying the Level of Threat

2.1 "All Hazards" Approach

This emergency operations plan uses an "all hazards" approach, allowing it to be effective in any emergency situation. An "all hazards" approach calls for an initial response based on the threat posed by the event, not the event itself. This is possible because many events, though widely different in nature, create similar risks to lives and property. As such, planning for potential levels of threat is often more effective than planning for the multitude of situations that could conceivably happen. Once an initial protective action has been taken, more detailed strategies and plans for resolving a particular situation can be implemented.

2.2 Levels of Threat

The emergency operations plan uses three levels of threat to structure the district's response. Characteristics of each level are discussed below. Examples are also given, although they are not meant to be a complete listing of possible situations that could occur.

Level I--Monitor/Standby

The Monitor Level situation is one where a minor event occurs or may occur that could negatively affect one or more district facilities, students, faculty and staff. It is characterized by the following:

- No immediate danger or emergency exists, but the potential is present.
- A minor incident occurs that appears to be of short duration.
- The situation is limited in scope and can be managed by the appropriate administration.

Examples of a Monitor Level situation include:

- A severe storm watch issued by the National Weather Service
- A fire or hazardous materials incident within the district or within two (2) miles of a district facility
- A minor building system problem
- A local power outage

Level II--Alert

An Alert Level situation is one where a risk exists or is about to occur that will impact one or more District facilities, students, faculty or staff. This risk requires that a preparatory status be adopted. An Alert Level situation is characterized by the following:

- The potential danger is real; district personnel should be prepared to react.
- The situation has the potential for expanding beyond a limited area.
- The situation may continue for an extended duration.
- Resolving the situation may require resources in excess of those available locally.

Examples of an Alert Level situation include:

- A major fire or hazardous materials incident within one-half (1/2) mile of a district facility
- A bomb threat
- A major building system failure
- An incident at a district facility that, although being handled by the appropriate administration, may need additional district resources such as personnel, transportation, supplies, notifications, etc.
- A severe storm warning issued by the National Weather Service

Level III--Emergency

Emergency Level recognizes that a risk is real and requires a response by the District. It is characterized by the following:

- Students, faculty or staff are in danger; facilities are at risk. Immediate action is necessary.
- The incident is on district property, or it is off district property but close enough to affect a facility or involves district students or personnel.
- The situation requires the coordination of district resources or coordination with outside agencies.

Examples of an Emergency Level situation include

- A fire or hazardous materials incident occurring at a district facility
- A major earthquake
- A presence of an intruder (potentially violent and/or armed) who disrupts school operations, threatens the health and safety of students or staff, and/or causes property damage
- A drive-by shooting
- A traffic accident involving students and/or district personnel
- Notification by competent authority that action is required due to a fire, hazardous materials incident or other emergency near a district facility
- A major storm or weather event that is causing or has caused injury/damage

El Dorado Union High School District   4   Independence High School

2.3 Determining the Threat Severity Level

The process for determining the **Threat Severity Level** for any incident will be as follows:

- The IC, upon being notified of an incident, will determine the level of threat.
- The IC, either personally or through the IMT, will communicate the Threat Severity Level to those who need to know.
- The IC may modify the classification up or down as more information becomes available or as the situation changes.
- Any reclassification of the Threat Severity Level will be communicated by the IC, either personally or through the IMT.

Section 3
General Response Options

3.1 Limited Options Rationale

The nature of any response taken by the school district will be limited. This is because the ones who will be responsible for resolving the most serious incidents are police, fire, emergency medical, emergency management and utilities personnel. The district's primary responsibility is to protect students, faculty and staff.

3.2 Options

There are six general response options available to the district in a critical incident. These options can be modified to fit the parameters of a particular event and the needs of a specific site. The options are discussed individually on the next few pages, addressing issues, priorities and procedures.

Cancel School prior to Start

Cancelling school prior to start means notifying students, faculty, staff, transportation and facility managers that school will not be open on a specific day. A variation of this option is to notify students and personnel that reporting times for a specific day have been changed. This option is available whenever district buildings are unoccupied and the time of day allows sufficient time for notifications. Procedures are as follows:

- The District IC, with the concurrence of the Superintendent, will notify the IMT that school is to be canceled or that reporting times have been changed.
- The District IC and/or IMT will contact local media.
- All students, parents, faculty and staff should monitor local radio and television stations for announcements.

Early Dismissal

Early dismissal refers to releasing students, faculty and staff prior to normal dismissal times. This option assumes there is a need to clear buildings while school is in session. The coordination of transportation needs will be important. Early dismissal should be used only when it is safe to do so.

Students, faculty and staff should not be released if they will be exposed to more danger by leaving school facilities than they would if they remained under the district's control. Procedures are as follows:

- The District IC, either personally or through the IMT, will notify on-site administrators that school is to be dismissed early and of the time the dismissal should take place.
- The District IC and/or IMT will notify local radio and television stations of the early dismissal.
- The District IC and/or IMT will notify bus drivers and other general transportation personnel of the early dismissal.
- On-site administrators will be responsible for communication with parents.
- Attendance accounting of students will be completed preceding the dismissal.

Shelter-in-Place

Shelter-in-place refers to protecting students, faculty and staff within the buildings where they currently reside. This option can be used in two types of situations. First, there is no immediate threat to the structure of the facility itself, so all people can remain safe by staying inside. Second, the threat is such that an attempt to move students, faculty and staff from the building would expose them to more danger than they would face by staying put. This option would most likely be used during a hazardous materials incident, such when an escaping gas could cause harm to those who inhale it. It might also be used if releasing students and personnel could interfere with law enforcement or fire fighting activity in the area. Procedures are as follows:

- The IC or public safety authorities will direct on-site administration to implement the shelter-in-place option.
- On-site administrators will determine whether sheltering should take place in classrooms or pre-determined shelters within the confines of the buildings.
- Take steps to isolate students and personnel from the external environment during environmental or hazardous materials incidents. This should include closing all outside doors and windows and turning off A/C and air handling systems.
- All students, faculty and staff should seek shelter by moving away from outside windows and doors as well as all air ducts and ventilation systems.
- A 100% accounting of students will be completed and verified.
- The IC or public safety authorities will notify on-site administrators when it is safe to resume normal operations.
- Use this bullet for site specific shelter.

Lockdown

Lockdown is protecting students, faculty and staff from an internal or exterrnal threat, such as a violent person, by executing or isolating that threat. This option requires the ability to quickly secure classrooms, exterior doors and the physical plant. Movement of students and school personnel should be limited; protective cover should be sought. Procedures are as follows:

- The IC or public safety authorities will order the lockdown, specifying the scope, i.e. exterior doors and windows only, classrooms only, specific sections, etc.
- On-site administrators will oversee the lockdown and notify the IC when the procedure is completed.
- All students, faculty, and staff should move into sections of buildings and classrooms that will reduce exposure to outside windows and doors.
- Attendance accounting of students will be completed and verified.
- The IC and/or IMT will inform public safety authorities of the lockdown and ensure that appropriate public safety personnel have keys to access the secured areas.
- The IC or public safety authorities will notify on-site administrators when it is safe to resume normal operations.

Evacuation

Evacuation is the removal of all students, faculty and staff from district facilities. Designated safe areas for each facility should be pre-established, with primary and secondary sites being identified. Routes to those designated safe areas should also be pre-established. Procedures are as follows:

- A directive to evacuate can be issued by the IC or public safety authorities.
- Evacuate students to the primary safe area unless directed to go to a secondary location or to a congregate care center established by public safety authorities.
- All persons will leave the facilities by moving along assigned routes.
- Remain calm and keep students as calm as possible.
- Close all doors behind you. DO NOT LOCK DOORS.
- Attendance accounting of students, faculty and staff will be completed and verified.
- All students shall remain under the control and authority of the school district.
- All buses and cars will be moved as necessary to allow the access of emergency equipment.
- All persons will remain in a safe area until receiving verbal notification from on-site administrators to return to the facility. DO NOT ASSUME THE BELL IS A SIGNAL TO RETURN; IT MIGHT BE A MALFUNCTION.

Relocation

Relocation is very similar to evacuation in that it calls for vacating district facilities. It could occur during an incident that does not directly threaten the school but where public safety authorities wish to use the premises as an emergency center. Procedures are as follows:

- A directive to relocate can be issued by the IC only. (All public safety requests for relocation must go through the IC.)
- The IC will determine the location to where students will be moved.
- Moving procedures are the same as for evacuation.

Section 4
Faculty/Staff
Initial Actions and Response

4.1 Initial Actions: "What to Do if You Discover an Incident"

Typically, incidents involving schools will come to the attention of a faculty or staff member by observation or telephone notification. The first faculty/staff member discovering or receiving information about an incident will do the following:

1. Call police, fire or EMS if needed. The local emergency number is   911
2. Activate the emergency system--Notify the IC, providing the following information:

- Your name
- Nature of incident
- Location of incident
- Severity of injuries or property damage
- Telephone number (as a call back)

3. Take action to protect students, faculty, staff and property. This might include

- Moving people away
- Isolating and securing the area
- Providing assistance as needed to students and personnel
- Directing public safety responders to the scene

The district recognizes that catastrophic events can occur with little or no warning. Events such as earthquakes, tornados and explosions may require taking action to protect lives prior to notifying the IC. Among the actions that might be taken is Duck & Cover.

Procedures for Duck & Cover

- If inside, use a desk or piece of furniture as a shield.
  - Drop to knees with your back to the window.
  - Make body as small as possible.
  - Bury face in arms.
  - Keep eyes closed and ears covered.
- If outside, try to get behind any solid object.
  - Lie prone with face away from source of event.
  - Cover head, face and as much skin surface as possible.
  - Keep eyes closed and ears covered.

4.2 Executing Decisions of IC and/or IMT

The school district has empowered and authorized the Incident Commander and Incident Management Team to direct the district's response to emergency situations. The IC will classify the levels of threat for all incidents and determine the appropriate actions based on the level assigned. On-site administrators may be notified of actions to take by either the IC or another member of the IMT, most likely the person serving as Operations. District personnel will follow and execute all directions and orders from the IC and/or IMT.

Section 5
Incident Commander/Emergency Manager

5.1 Authorized Personnel and Responsibilities

The role of the Incident Commander (IC) is to manage and coordinate the school district's response to incidents affecting students, faculty, staff and facilities. In that capacity, the IC may direct personnel, take actions and implement procedures as necessary to resolve issues related to the incident. At District level in a large incident an EOC may be set up under the direction of an Emergency Manager to coordinate CP acivities. The following individuals are authorized to assume the position of IC:

- Primary IC: Alison Gennai 530-622-7090 x7130; 530-409-0488(cell)

- Backup IC: Susana Mayfield 530-622-7090 x7131; 619-395-4250(cell)

Once a person has assumed command of an incident, that person will remain the IC until relieved by choice or by the Superintendent. The responsibilities of the IC are as follows:

- Assume command.
- Classify level of threat by matching situation facts to threat criteria.
- Take protective action to stabilize the scene.
- Select and establish an appropriate command post.
- Activate appropriate ICS functions.
- Establish a unified command structure with responding agencies, if necessary.
- Conduct initial briefing of the IMT.
- Set specific objectives and direct that incident action plans be developed.
- Brief all command post personnel on incident action plans.
- Continually review and update incident action plans with the IMT.
- Approve all incident information released to the news media.
- Set objectives and approve plans for returning to normal operations.

5.2 Initial Steps upon Notification

Upon being notified of an event, the IC will take the following initial actions:

1. Assume command.
    ○   State that you will serve as IC.
    ○   Gather all available information.
    ○   Ensure that emergency notifications have been made.
    ○   Ensure that initial protective actions have been taken.
2. Classify level of threat by matching the situation facts to threat criteria.
3. Direct additional actions based on threat level and enhance protective actions already taken.

5.3 Build and Maintain a Command Organization

As the incident continues and becomes more complex, the IC will need to delegate duties to others. This is done by activating the ICS functions that comprise the Incident Management Team. Which functions are activated and when that takes place will depend on the nature of the event confronting the district. Specific actions to be taken by the IC are as follows:

- Level I--Monitor

    1. Identify the command post (CP).
    2. Notify the IMT, directing them to keep a 10 minute response capability to the CP.
    3. Monitor the situation, updating the IMT as necessary and others as appropriate.

- Level II--Alert

    1. Identify the command post (CP).
    2. Notify the IMT, directing them to report to the CP.
    3. Activate positions and assign duties as needed.
    4. Develop incident action plans.
    5. Take action as conditions dictate.

- Level III--Emergency

    1. Identify the command post (CP).
    2. Notify the IMT, directing them to report to the CP.
    3. Activate positions and assign duties as needed.
    4. Evaluate initial response options.
    5. Order and execute actions.
    6. Develop and implement action plans for Incident Resolution

5.4 Change of Command Procedures

As stated earlier, once a person has assumed command of an incident, that person will remain as IC until he/she requests that another person take that role or until the Superintendent directs that another person will become the IC. Should either of those events occur, the change of command procedures for the Incident Commander will be as follows:

- The IC will remain in command until relieved, either by choice or the Superintendent.
- The person being relieved will brief the person assuming command (face-to-face if possible) and address at least the following issues:
  - Incident conditions
  - Safety considerations
  - Status of incident action plans
  - Deployment of personnel and equipment
  - Progress toward completion of tactical objectives
  - Need for additional resources

5.5 Unified Command

The district recognizes the need to ensure direction and control for an incident involving more than one site or school district and involving multiple responding agencies. When such a situation exists, a unified command structure will be used. A unified command structure means that all agencies and organizations that have responsibility and authority at an incident will contribute to its resolution. The process for a unified command structure is as follows:

- All authorized response agencies and organizations will contribute to
  - Determining overall response objectives
  - Selecting response strategies
  - Ensuring joint planning and application of tactical activities
  - Maximizing use of available resources
- There will be only one IC. When public safety agencies are on-scene, one will assume command. The school district's IC will brief public safety authorities in the same manner as a district change of command.
- The school district will be a valuable resource and will assist public safety authorities wherever possible.
- The school district will retain authority over students, faculty and staff.

Section 6
Incident Management Team

6.1 Role of the Incident Management Team

The Incident Management Team (IMT) will be responsible for carrying out the directives of the IC. The principal IMT functions are listed below, along with the contact numbers for the people designated to fill them. Additional functions can be created and activated as needed.

- Operations: Alison Gennai 530-622-7090 x7130/Susana Mayfield 530-622-7090 x7131

- Logistics: Felix Puente

    530-622-7090 x7139

- Plan & Intel: Susana Mayfield 530-622-7090 x7131; 619-395-4250(cell)

- Finance/Adm: Teri Watson

    530-622-7090x7100

- Public Information: Alison Gennai 530-622-7090 x7130

    Susana Mayfield 530-622-7090x7131

- Safety: Camille Alliguie 530-647-6617; SRO Turnage 530-919-6635; SRO Stelz 530-919-9529

- Liaison: Steve Volmer 916-220-2966; Stephen Wehr 916-804-6927

- Incident Log/Scribe: Rebecca Woodbeck;530-622-7090 x7132

6.2 Operations Section

   Operations manages all tactical operations of the incident, directing the implementation of action plans and strategies developed by the IC and IMT. The responsibilities of Operations are as follows:

- Supervise and direct the activities of all personnel assigned to the Operations Section.
- Participate in planning sessions, concentrating on tactical objectives and operational strategies.
- Select or recommend perimeter assignments, staging area locations and resource requirements/availability to the IC.
- Advise the IC of the readiness for tactical deployment of resources.
- Issue operational orders to implement directives of the IC.
- Supervise and direct tactical operations, utilizing available resources as required.
- Make expedient changes to incident action plans based on field developments (with the concurrence of the IC.)
- Provide the IC with frequent incident status updates.
- Ensure an activity log is maintained and after-action reports are prepared and submitted.

   Operations will carry out these responsibilites by performing the following activities for each level of threat:

- Level I--Monitor

    1. Get briefing from the IC.
    2. Maintain a 10 minute response capability to the command post (CP).
    3. Get periodic updates.

- Level II--Alert

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Provide input on operation needs of incident action plans.
    4. Be prepared to initiate tasks if directed by IC.

- Level III--Emergency

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Provide input on the evaluation of options.
    4. Execute actions as directed by the IC.

6.3 Logistics Section

Logistics provides personnel, facilities, services and other resources required for the incident. The responsibilities of Logistics are as follows:

- Supervise and direct the activities of all personnel assigned to the Logistics Section.
- Participate in planning sessions, concentrating on obtaining required resources and advising on their availability.
- Provide, maintain and control selected equipment, supplies, facilities and services required by the Operations section.
- Establish and maintain communications.
- Stage resources so that they are readily available.
- Coordinate and process requests for additional resources.
- Assign security for command post, staging areas and other sensitive areas as required.
- Maintain a visible chart of resources requested and advise the IC and Operations when resources are available for deployment.
- Direct that meals and refreshments be provided as needed for all incident personnel.
- Ensure an activity log is maintained and after-action reports are prepared and submitted.

Logistics will carry out these responsibilities by performing the following activities for each level of threat:

- Level I--Monitor

    1. Get briefing from the IC.
    2. Maintain a 10 minute response capability to the command post (CP).
    3. Get periodic updates.

- Level II--Alert

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Check communications capabilities.
    4. Provide input on logistical issues of incident action plans.
    5. Be prepared to initiate tasks if directed by IC.

- Level III--Emergency

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Operationalize full emergency communications system.
    4. Stage resources.
    5. Call up resources as needed for tactical operations.

6.4 Planning & Intelligence Section

Planning & Intelligence collects, evaluates and disseminates the information needed to measure the size, scope and seriousness of the incident and to plan an appropriate response. The person serving in this function should be prepared to tap resources both inside and outside the school district. The responsibilities of Planning & Intelligence are as follows:

- Provide briefing on incident size and scope to all personnel.
- Deploy and supervise personnel as needed to gather and assess intelligence information.
- Participate in planning sessions, concentrating on obtaining the information needed for decision making.
- Prepare estimates of incident escalation or de-escalation.
- Report to Safety any condition observed which may cause danger or be a safety hazard to personnel.
- Ensure an activity log is maintained and after-action reports are prepared and submitted.

Planning & Intelligence will carry out these responsibilities by performing the following activities for each level of threat:

- Level I--Monitor

    1. Get briefing from the IC.
    2. Maintain a 10 minute response capability to the command post (CP).
    3. Get periodic updates.

- Level II--Alert

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Assess incident information.
    4. Be prepared to collect, evaluate and disseminate any additional information needed for incident action planning.

- Level III--Emergency

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Activate all planning & intelligence functions.
    4. Collect, evaluate and disseminate information as the situation dictates.

6.5 Finance/Administration Section

Finance/Administration handles the cost and financial matters of the incident. This generally includes overseeing the district's emergency procurement policy so that the essential resources for an effective response are available. It also encompasses managing the process of filing claims for loss, compensation, etc. The responsibilities of Finance/Administration are as follows:

- Participate in planning sessions, concentrating on financial and cost analysis Issues.
- Assist Logistics with procurement of equipment, supplies and other resources needed for incident resolution.
- Ensure that all personnel time records are maintained.
- Prepare incident-related cost analysis as requested by the IC.
- Respond to and evaluate incident-related compensation claim requests.
- Ensure an activity log is maintained and after-action reports are prepared and submitted.

Finance/Administration will carry out these responsibilities by performing the following activities for each level of threat:

- Level I--Monitor

    1. Get briefing from the IC.
    2. Maintain a 10 minute response capability to the command post (CP).
    3. Get periodic updates.

- Level II--Alert

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Assess potential cost/financial impact of incident action plans.
    4.

- Level III--Emergency

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Provide cost/financial input on the evaluation of options.
    4. Document all procurement, compensation, claims and other costs of operations.

6.6 Public Information

Public Information is responsible for the formulation and release of information regarding the incident to the news media and other appropriate agencies and personnel. The person serving in this function will represent the district in the eyes of the public and should be the only one authorized to release information to the media. All information and briefing material should be approved by the IC prior to being released. The responsibilities of Public Information are as follows:

- Establish a media information center.
- Obtain copies of all media releases and post them in the CP for review.
- Prepare information summary on media coverage for command post personnel.
- Obtain approval from the IC for release of information to the news media.
- Provide press briefings and news releases as appropriate.
- Arrange for meetings between news media and incident personnel as directed by the IC.
- Provide escort service for the media and other officials as necessary.
- Maintain a log of all activities.

Public Information will carry out these responsibilities by performing the following activities for each level of threat:

- Level I--Monitor
    1. Get briefing from the IC.
    2. Maintain a 10 minute response capability to the command post (CP).
    3. Get periodic updates.

- Level II--Alert
    1. Get briefing from the IC.
    2. Report to the CP.
    3. Assess information needs of the media and other appropriate agencies.
    4. Be prepared to release information as directed by IC.

- Level III--Emergency
    1. Get briefing from the IC.
    2. Report to the CP.
    3. Activate media information center.
    4. Prepare press releases.
    5. Coordinate and release information as directed by the IC.

6.7 Safety

Safety's mission is to help prevent injuries from occurring to anyone involved in the incident. The person serving in this function is the only person other than the IC who has the authority to stop an authorized plan from being put into action. Safety must be prepared to intercede to protect lives at any time, in whatever manner is necessary. The responsibilities of Safety are as follows:

- Participate in planning sessions, concentrating on issues of safety for both those caught up in the incident and those responding to it.
- Monitor operational activities to assess potential danger and unsafe conditions.
- Correct unsafe acts or conditions through regular lines of authority when possible.
- Invoke EMERGENCY AUTHORITY to immediately correct unsafe acts when time is of the essence.
- Monitor stress levels of personnel involved in the response.

Safety will carry out these responsibilities by performing the following activities for each level of threat:

- Level I--Monitor

  1. Get briefing from the IC.
  2. Maintain a 10 minute response capability to the command post (CP).
  3. Review applicable safety regulations and procedures.
  4. Get periodic updates.

- Level II--Alert

  1. Get briefing from the IC.
  2. Report to the CP.
  3. Be prepared to provide input on safety issues related to incident action plans.

- Level III--Emergency

  1. Get briefing from the IC.
  2. Report to the CP.
  3. Assist in formulation of incident action plans.
  4. Monitor activities, assessing potential danger and unsafe acts.
  5. Exercise EMERGENCY AUTHORITY to stop unsafe acts when necessary.

6.8 Liaison

Liaison serves as the point of contact for responding agencies (law enforcement, fire, emergency medical, utilities, etc.) and other school districts that may be involved in the incident. This includes initiating and negotiating mutual aid agreements with these agencies and districts. Liaison usually manages the Agency Representatives, coordinating personnel assigned to the district's command post by responding agencies. He/she also manages any Agency Representatives activated by the district and sent to other command/operations posts to coordinate activities there. The responsibilities of Liaison are as follows:

- Identify representatives from and maintain contact with each responding agency, including communication links and locations of all assisting personnel.
- Handle requests from command post personnel for inter-organizational contacts.
- Monitor operations to identify current/potential inter-organizational problems.
- Provide information to appropriate governmental agencies.
- Maintain an activity log.

Liaison will carry out these responsibilities by performing the following activities for each level of threat:

- Level I--Monitor

    1. Get briefing from the IC.
    2. Maintain a 10 minute response capability to the command post (CP).
    3. Cross-check contact names and numbers of anticipated agencies that may respond.
    4. Get periodic updates.

- Level II--Alert

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Verify contact information as potential responding agencies are identified.

- Level III--Emergency

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Identify agency representatives from each responding organization.
    4. Coordinate with IC and Operations on implementation of incident action plans.
    5. Handle requests for inter-organizational contacts.
    6. Monitor operations to identify current/potential inter-organizational conflicts.

6.9 Incident Log/Scribe

Incident Log/Scribe is charged with keeping a written log of all incident events and updating appropriate command post personnel on significant developments. This function is crucial as it serves as the basis of documenting the information needed to effectively manage an incidentand to prepare the after-action reports and claims needed for the district to resume normal operations. The information captured by the Incident Log/Scribe also serves as the cornerstone for analysis and training that will aid the district's response to future events. The responsibilities of Incident Log/Scribe are as follows:

- Maintain a command post journal, including minutes from command post briefings.
- Periodically distribute "situation reports" to command post personnel.
- Refer pertinent information to Public Information.
- Maintain and display an updated map of the incident location.

Incident Log/Scribe will carry out these responsibilites by performing the following activities for each level of threat:

- Level I--Monitor

    1. Get briefing from the IC, recording initial assessment of situation and times.
    2. Maintain a 10 minute response capability to the command post (CP).
    3. Gather appropriate logs, forms and supplies that could be used.
    4. Get periodic updates, recording current assessment, activities and times.

- Level II--Alert

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Maintain a journal of significant events and decisions, including times and other important data.
    4. Make pertinent information available to command post personnel as they arrive.

- Level III--Emergency

    1. Get briefing from the IC.
    2. Report to the CP.
    3. Maintain a journal of significant events and decisions, including times and other important data.
    4. Distribute a "situation report" at the direction of the IC to other CP personnel.
    5. Refer pertinent information to Public Information.
    6. Maintain custody of important documents and resources that are used in the CP.

6.10 Change of Command Procedures for the IMT

The change of command procedures for the Incident Management Team will be as follows:

- A person serving in an IMT function will continue to do so until the IC directs a change of command.
- The person being relieved will brief the individual assuming command, face-to-face, if possible. This briefing should address at least the following issues:
  - Incident conditions
  - Safety conditions
  - Status of incident action plans
  - Assignment and deployment of personnel and equipment under the direction of that IMT function
  - Appraisal of need for additional resources
  - Any other issue applicable to that IMT function