



Emergency Team Duties and Supply Lists

Incident Command System

The Incident Command System (ICS) is used by first responders, government agencies, private sector business, and non-profit groups to manage emergencies, crises, and disasters nation-wide, as well as planned events. LAUSD also uses ICS, which is a system that groups people are grouped by functions according to aptitude and skills, instead of rank/title. Every position reports to someone (see the School ICS Organization Chart), which greatly facilitates the flow of information and resources among the multiple teams participating in response to an emergency. ICS consists of the following five (5) functions:

- Command (Management in the LAUSD EOC)
- Operations
- Planning & Intelligence
- Logistics
- Finance & Administration

The organization depicted on the School ICS Organization Chart can be expanded or abridged to meet the scope of the emergency/planned event. Not every emergency/planned event will require (activate) all of the teams or positions listed on the chart.

ICS can be adapted for schools with limited personnel. If no one is assigned to an ICS position, it is understood that the person who manages that position is keeping, and performing, the responsibilities of the unfilled position. For example, in some emergencies/planned events, the Incident Commander may not assign a person to oversee finance. In that case, the Incident Commander is still responsible for all applicable Finance and Administration responsibilities, such as financial documentation for potential recovery. Note that to optimally fulfill some of the emergency team duties, members should have training, preparation opportunities, and practice through drills.

Local District Operations Center (LDOC), now known as Region Operations Centers (ROC): During some emergencies, crises or planned events, the Region Operations Center (ROC) may be activated to provide immediate support to the schools. In such cases, the school is expected to maintain open and ongoing communications with the ROC, typically through their Operations Coordinator. Refer to the [LAUSD Local District Operations Center \(LDOC\) Guide](#) for more information.

Emergency Operations Center (EOC): When the emergency or crisis or planned event impacts a great geographical portion of the District and/or has numerous significant operational impacts beyond a school's or ROC's ability to manage, the L.A. Unified Emergency Operations Center (EOC) may be activated. The EOC is responsible for coordinating resources and maintaining situational awareness Districtwide. For more information regarding the EOC, access the [LAUSD EOP Handbook for Emergency Operations Center Responders](#). The school's Incident Commander will keep the EOC updated, in most cases through their Region and/or through the School Emergency Status Report (SESR). Schools will be notified if the SESR is activated and if schools are expected to update their status through the SESR. More information regarding SESR can be found at: <https://sesr.lausd.net>.



All District employees, and especially those staff members assigned to an ICS team, are highly encouraged to download the LA Unified Emergency Plan app. It is also recommended that team members and other District employees take [Community Emergency Response Team \(CERT\)](#) training, offered by local fire departments. LA Unified personnel can learn more about ICS by taking online video training courses STEPS 400,420 and 421, available through MyPLN. Additional online emergency management classes appropriate for District employees are offered by the Federal Emergency Management Agency (FEMA) and are linked at: <http://achieve.lausd.net/fema>.

Command Team

The Command Team is responsible for directing school emergency response activities. The Command Team is led by the principal or designee, who is the Incident Commander. The Command Team includes the school's Public Information Officer, the Safety Coordinator, and the team leaders for each of the other four (4) functions (Operations, Planning & Intelligence, Logistics, and Finance & Administration). The Incident Commander sets goals and objectives for the activities of all other teams.

Incident Commander

The Incident Commander (principal or designee) is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. The only role of this person is to make decisions. Specific duties of the Incident Commander may include:

- Setting goals and objectives for the response team as a whole
- Assessing the situation periodically
- Directing the Command Team
- Determining the need for, and requesting, outside assistance
- Communicating with the Region Administrator of Operations and Central Office staff
- Working with the Region regarding messaging about the incident to internal and external stakeholders

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:

- Receiving updates and official statements periodically from the Incident Commander
- Posting approved messages to parents via Blackboard Connect
- Maintaining a log of PIO actions and all communications
- Updating/consulting with the Region PIO or central Communications office
- Interacting periodically with the media (with prior review/approval from the Region/District Communications Office)
- 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



- Monitoring social media for rumor control and misinformation (may be supported by documentation position)

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
- Checking periodically 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 team members use appropriate safety equipment

Supplies and Equipment for Command Team

- School Emergency Response Boxes ([REF-5450 School Emergency Response Boxes](#))
- Copy of the [Integrated Safe School Plan](#) and contact information
- Campus maps
- Staff cell phone lists
- Staff email lists
- Master keys – Note: Keys must be kept in a very secure location or with specific authorized individuals.
- Copies of staff and student rosters
- Hand-held two-way radios
- Bullhorn
- Battery operated AM/FM radio
- First Aid kit
- Clipboard, paper, pens
- Hard hat for each team member
- Vest or other position identifier
- Large campus map

Triage Team

The Triage Team is responsible for ensuring supplies are accessible, evacuating, and staging supplies, performing triage and providing medical aid.

Triage Team Leader

The Triage Team Leader is responsible for oversight and communication related to triage and disaster first aid training, preparation, and planning. The leader will also direct team activities and, in the event of a large-scale emergency impacting the school community, periodically interacting with the Operations Section lead to determine medical needs and planned actions. Specific duties of the Triage Team Leader may include:

- Ensuring triage areas are set up
- Supporting team members to ensure adequate triaging of the injured
- Ensuring all medical supplies are available for the team
- Ensuring Triage Team performs secondary assessments and appropriate disaster medical care after triage is complete



- Periodically keeping Operations Section Lead informed of overall status
- Ensuring designated school site staff are trained in triage and disaster first aid techniques and priorities

Triage Team Members (Triage, Disaster Medical Assistance)

The members of the Medical Emergency Team are responsible for:

- Designating and setting up triage areas, including access for emergency vehicles
- Assessing injuries/performing triage and administering necessary disaster medical aid during a large-scale emergency impacting the school community
- Ensuring that disaster first aid supplies are available
- Setting up triage stations and the temporary morgue, ensuring that all medical supplies/equipment are accessible, including taking these items out during evacuations
- Keeping accurate records of care given and triage tagging each of the injured with name, address, injury, and any treatment rendered
- Reporting critical injuries or deaths immediately to the Triage Team Leader
- Recording ambulance transport to hospital information
- Completing the [Injury Report](#)

In a large-scale disaster/emergency, it may be a while before patients can be transported for medical care. When possible, have students transported to the nearest emergency department approved for pediatrics (up to age 22) as listed in STEP 4, under Additional Contacts of the online [ISSP](#). It is best to have a staff member accompany each transported student; during an incident with many injuries, that may not be possible. Always note the name and transport destination for each person when they are transported. It is recommended that all Triage Team members have first aid, cardiopulmonary resuscitation (CPR)/AED, and Epi-Pen training. Online training course STEPS 213, offered through MyPLN. Training and information regarding CPR/AED and Epi-Pen is available from the school nurse. Some information CPR/AED information can be found at: <https://achieve.lausd.net/aed>; [First Aid \(and CPR\)](#) information is also available.

Supplies and Equipment for the Triage Team

Note: Staff/team members cannot re-enter buildings to retrieve supplies/equipment that are not stored in the emergency bin. Ensure that equipment is evacuated when students and staff evacuate.

- Vest or position identifier
- First aid supplies
- Non-latex disposable exam gloves
- Triage tags
- Hand-held two-way radios
- Stretchers
- Blankets
- Wheelchairs
- Ground covers, tarps
- Patient record forms
- Site map
- [Injury Report](#)
- Automated External Defibrillators (AED)
- Epi-Pen
- Biohazard bag
- Sharps container
- Student medications



School Site Crisis Team

The School Site Crisis Team is responsible for addressing the mental health needs and social-emotional well-being of all students on campus during an emergency by providing Psychological First Aid (PFA) as needed, in the immediate aftermath of a critical incident or emergency, pursuant to the District's BUL- 5800 Crisis Preparedness, Response, and Recovery policy.

Crisis Team Leader

The Crisis Team Leader is responsible for directing crisis responders and periodically interacting with Operations to identify problems and report status. The Crisis Team Leader is also responsible for assigning personnel as needed, such as the Psychological First Aid Team Members, and ensuring that appropriate training is provided.

Information is available in the District's [BUL-5800 Crisis Preparedness, Response and Recovery](#). Supplemental online training courses STEPS 212 and 409 are offered through MyPLN.

Psychological First Aid Team Members

The members of the Psychological First Aid Team, with the guidance of the Crisis Team Leader, are responsible for monitoring the safety and well-being of the students and staff in designated areas, such as, the Assembly Area and Triage Area. Specific duties of the members of the Psychological First Aid Team may include:

- Assessing needs and providing Psychological first aid
- Providing reassurance and support to students
- Documenting the number of students and staff in need of support
- Documenting students or staff who may need additional support in the days to weeks following the incident
- Coordinating with Logistics to provide water and food to students and staff when necessary
- Supporting other teams, as needed

Supplies and Equipment for the Psychological First Aid Team

- Vest or position identifier
- Hand-held two-way radio
- Ground cover, tarps
- First aid kit
- Paper, pens/pencils

Search and Rescue Team

The Search and Rescue Team is responsible for preparing and performing search and rescue operations during an emergency when the fire department is delayed due to the nature of the disaster. There may be two (2) or more SAR teams at a school depending on the size and layout of the site. Each team must have four (4) members as they work in pairs for safety reasons. Supplemental online training course STEPS 214 is offered through MyPLN.



Search and Rescue Teams Coordinator

The Search and Rescue Teams Coordinator assigns each SAR team their specific areas and duties, records findings on maps and in logs, keeps the Operations Section Lead informed of overall status, and coordinates appropriate training. Specific duties of the Search and Rescue Teams Coordinator may include:

- Ensuring that each responding SAR team has four (4) members and that those four (4) members work in pairs for safety reasons
- Obtaining briefings from the Operations Section Lead and the Assembly Area Team, noting missing students, identified damage and site hazards, and any other situations requiring SAR response
- Assigning and recording SAR teams based on available team members, maintaining four (4) persons per team
- Updating teams' reports on site map and recording exact location of damage and triage tally

Search and Rescue Team Leads

Each Search and Rescue Team Lead is responsible for directing the activities of their assigned SAR team and appraises the SAR Teams Coordinator of the team's status and their findings throughout the search and rescue process. Supplemental online training course STEPS 214 is offered through MyPLN. Specific duties of the Search and Rescue Team Leads may include:

- During disaster, ensuring each SAR team has four (4) members and that those four (4) members work in pairs for safety reasons
- Obtaining briefings from the SAR Coordinator
- Directing search and rescue operations for their assigned team
- Reporting findings to the SAR Teams Coordinator during search and rescue operations

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 SAR Team may include:

- Searching assigned area
- Reporting gas leaks, fires, or structural damage to SAR Team Lead upon discovery
- Rescuing trapped survivors on campus, if it is safe to do so
- Evacuating survivors who need assistance
- Working with the Security/Utilities Team and Fire Suppression/HazMat Team to shut off gas or extinguish fires as necessary
- Reporting periodically to the Team Lead the location, number, and status/condition of injured or missing survivors
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium, other rooms, and outdoor areas which may have survivors
- Sealing off and posting areas where hazardous conditions exist
- Contacting Security/Utilities Team to secure the building from reentry after the search



Supplies and Equipment for Search and Rescue Teams

- Vest or position identifier
- Hard hat
- Work and non-latex gloves
- Eye protection
- Dust mask
- Whistle with master keys on neck lanyard
- Hand-held two-way radio
- Clipboard with job duties
- Map indicating search plan
- Fire extinguisher
- Water bib key
- Blankets
- First aid backpack/fanny pack (one team)
- Evac+ Chair (applies to multiple story schools and not to be stored in emergency bin)
- Bolt cutters (for cutting security screens from around windows)
- Shovel
- Rope
- Triage tags
- Bucket or duffel bag
- Flashlight
- Pry bar
- Grease pencil
- Pencils
- Duct tape
- Caution tape
- Masking tape (member wears it)

Many of these materials are found in the search and rescue kit, which can be purchased through the LA Unified Warehouse.

Access and Functional Needs Position

The AFN position is responsible for ensuring the safety of students and adults with access and functional needs during drills and emergencies and facilitates the planning and preparation for appropriate support. The AFN position directs assistance activities and coordinates with the Operations Section to identify specific disabilities, access, and functional needs of the school population, and also considers the potential needs of visitors. The position is responsible for ensuring that these individuals are safely evacuated and supported during drills and emergencies.

Planning efforts by this position include ensuring the availability of any necessary supplies and equipment and sharing plans and equipment locations with emergency teams and other staff who will further support the individuals with these needs during an emergency. Resources to support this position's work are available at <http://achieve.lausd.net/afn>.

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 the Operations Section as needed. The Security/Utilities Team shuts down heating and air conditioning units, gas, power, and water utilities as necessary to protect students and staff and to minimize damage to school facilities. The team must also coordinate closely with the Reunion Gate Team for gate access to safely reunite students with their



parents or lawful guardians. This team may include campus aides, and members of the custodial and cafeteria staff.

Security/Utilities Team Leader

The Security/Utilities Team Leader is responsible for directing team activities and interacting with the Operations Section lead to identify problems and report status, and coordinates appropriate training. The Security/Utilities Team Lead is also responsible for checking with the Operations Lead to ensure that local utility companies (water, electricity, gas, and sewer) are notified of outages and issues as needed.

Security/Utilities Team Members

The members of the Security/Utilities Team are responsible for securing the school and reporting that the campus is secured. They are also responsible for surveying all utilities and taking appropriate actions to shutoff utilities, as needed. 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 water lines and shutting down water supply lines if leaking
- Checking gas meter/lines 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

Supplies and Equipment for Security/Utilities Team

- Vest or position identifier
- Hard hat, gloves, and any personal protective equipment
- Master keys
- Hand-held two-way radio
- Copy of the school's emergency procedures
- Large durable signs for providing direction and information
- Utility shut-off tools
- Site maps
- Diagrams of shut-off valves and switches

Fire Suppression/HazMat Team

The Fire Suppression and Hazardous Materials (HazMat) Team is responsible for extinguishing small fires and evaluating the potential release of chemicals during an emergency evaluating the potential release of chemicals during an emergency, observing the campus for damage and hazardous conditions, logging and reporting any damage by radio to the Command Post during an emergency. This team will coordinate with the Operations Section. Team members complete the [School/Site Preliminary Damage Reports](#). Operating a fire extinguisher is covered in STEPS 201, available through MyPLN, and is strongly recommended training for this team.



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 [School/Site Preliminary Damage Reports](#) from the team members and having forms readily available to Operations.

Fire Suppression and HazMat Team Members

The members of the Fire Suppression and HazMat Team are responsible for extinguishing small fires, evaluating the potential release of chemicals during an emergency, observing the campus for damage and hazardous conditions, logging and reporting any damage by radio to the Command Post during an emergency. Copies of the [School/Site Preliminary Damage Report](#) 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
- Maintaining list of chemicals on site with map/storage location specifics
- Identifying damaged areas on the [School/Site Preliminary Damage Report](#); reporting can be supplemented by pictures, if appropriate
- Locating and extinguishing small fires, as necessary; ensuring the use of proper type of extinguishers:
 - Class A, B, or C for ordinary combustibles
 - Class B or C for fires involving flammable liquids
 - Class C only for fires involving electrical equipment
- Posting yellow caution tape around damaged or hazardous areas

Supplies and Equipment for the Fire Suppression and HazMat Team

- Vest or position identifier
- Hard hat, work gloves and personal protective equipment
- Fire extinguishers and other firefighting equipment
- Hand-held two-way radios
- Master keys on lanyard
- Clipboard with job duties and [School/Site Preliminary Damage Report](#)
- Carry bucket or duffel bag with eye protection, flashlight, dust masks, yellow caution tape, and utility shut-off tools
- Site maps
- Absorbent materials
- Broom
- Dustpan
- Neutralizer
- Hazardous waste labels

Assembly Area Team

The Assembly Area Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to Operations. Operations will then relay reports of missing students to the Search and Rescue Team.



Assembly Area Team Leader

The Assembly Area Team Leader is responsible for directing team activities and periodically interacting with the Operations Section Lead to identify problems and report status. The Assembly Area Team Leader is also responsible for collecting the Missing Persons Report from team members and providing the report to the Incident Commander.

Assembly Area Team Members

The members of the Assembly Area Team are responsible for performing the safe evacuation and accounting of students, staff, and visitors during an emergency.

Specific duties of the members of the Assembly Area Team may include:

- Obtaining reports of missing students/adults from teachers or other personnel
- Ensuring that students are orderly, stay with their class and are supervised so that they can be found quickly when parents arrive
- Gathering [Missing Persons Report](#) from each teacher and other designated personnel and submitting forms to the Assembly Area Team Leader
- Assisting the Reunion Gate Team as required

Supplies and Equipment for Assembly Area Team

- Copy of Site Plot Plan and Vicinity Map showing designated on and off-site Assembly Areas
- [Injury Reports](#) and [Missing Persons Reports](#)
- Bullhorn
- Clipboard and pens for forms
- List of employees who were on campus (when incident took place)

Request/Reunion Gate Teams Request Gate Team

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

Request Gate Team Leader

The Request Gate Team Leader is responsible for directing team activities and periodically interacting with the Operations Section Lead to identify problems and report status, coordinating appropriate training and ensuring order is maintained at the Request Gate. The Request Gate Team Leader will refer all outside requests for information to the Public Information Officer. Supplemental online training course STEPS 419 is offered through MyPLN.

Request Gate Team Members

The members of the Request Gate Team are responsible for greeting parents/guardians/designees,



providing them with the paperwork authorizing the holders to reunite with their students at the Reunion Gate, and checking identification. Specific duties of the members of the Request Gate Team may include:

- Greeting and quickly directing parents, guardians, or designees to the Request Gate
- Providing reassurance to parents, guardians, or designees and maintaining order; the use of large signs showing the school status and student pick up protocol in all languages is suggested
- Checking identification of those requesting to pick up students
- Directing parents or guardians to the Reunion Gate
- Dispatching student runners to Assembly Area to escort students whose parents have come to claim them

Supplies and Equipment for Request Gate Team

- Keys to the Request Gate
- Student lists
- Office supplies –pens, paper, clipboards, and summons forms, etc.
- Signage for parents specifying the process and information needed for pick-up in the languages appropriate for the school
- Sign-making materials, including zip ties and tape
- Bullhorn
- Reunification forms (blue slips)
- Yellow caution tape, student runner I.D. lanyards, extra school radios, chalk, etc.

Mass Reunion Planning

The Request and Reunion Gate Teams need to have an expansion plan for a massive influx of parents. The following activities should be part of every school’s Request/Reunion Gate preparedness program:

- Cross-train other teams to assist when the Search and Rescue Team members are done with their assignment, they may be reassigned by the Operations Section Lead to assist the Request or Reunion Gate Team
- Ensure that there are enough supplies (pens, forms, clipboards, etc.) for the additional Request Gate Team members so that additional stations can be opened
- Have a plan to reorganize the Request Gate to divide the parents into smaller groups; they can be organized by grade level, small learning community, or any other criteria that makes sense for the school
- Ensure that there are sign-making supplies to allow for reorganization

Reunion Gate Team

The Reunion Gate Team is responsible for compassionately reuniting parents or guardians with students. Reunion Gate personnel should have a plan in place to notify parents about injured or deceased students, a highly sensitive issue. The team checks identification and will keep accurate records of students leaving the campus. Members of the School Site Crisis Team and Security/Utilities Team may be asked to assist the Reunion Gate Team. In the event that a child is injured, 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 School Site Crisis Team then stay with the parent and assist them.



Reunion Gate Team Leader

The Reunion Gate Team Leader is responsible for directing team activities and periodically interacting with the Operations Section to identify problems, request additional personnel, report status, and ensure order is maintained at the Reunion Gate. The Reunion Gate Team Leader will refer all media or other outside requests for information to the Public Information Officer. The Reunion Gate Team Leader is also responsible for collecting the [Student Release Log](#) from the Team Members and should have the forms 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 and maintaining order
- Verifying identification and authenticity of reunification forms
- Confirming students recognize the authorized adults who come to claim them and requiring adult to sign student out of school
- Completing [Student Release Log](#) and submitting them to the Reunion Gate Team Leader

Supplies and Equipment for Reunion Gate Team

- Hand-held two-way radios
- Tables and chairs
- Office supplies –pens, paper, clipboards, release forms, yellow tape, hanging clips, etc.
- Student rosters with class schedules
- Flashlights
- Keys to the Reunion Gate
- [Student Release Log](#) and materials

Supply/Equipment Team

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during an emergency. The team members should be familiar with the supplies cached in the emergency bin and any other campus location.

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/shelter/care
- Working with Planning & Intelligence Coordinator to determine the length of time care will be needed
- Conducting periodic inventory of emergency supplies, before and during a disaster
- Advocating for additional supplies before a disaster, as needed



Supply/Equipment Team Members

The members of the Supply/Equipment Team are responsible for assessing the adequacy of available water, food, sanitation, and other supplies and organizing the distribution of resources for immediate use. Specific duties of the members of the Supply/Equipment Team may include:

- Distributing emergency water and food supplies
- Supporting the hygiene team as necessary, to set up and maintain sanitation stations
- Confirming supply/equipment needs for any persons with disabilities, access and functional needs is fulfilled
- Controlling conservation of water

Supplies and Equipment for Supply/Equipment Team

- Hand-held two-way radio
- Keys
- Bullhorn
- Emergency water supplies - water carriers, cups, hand pumps, etc.
- Emergency food supplies
- Temporary power supplies
- Sanitation supplies
- Care and shelter supplies, including mylar blankets and pop-up canopies

Hygiene Team

The Hygiene Team will oversee and maintain overall cleanliness during emergencies. Specific duties may include:

- Monitoring and resupplying handwashing stations
- Emptying and cleaning bucket toilets
- Disinfecting equipment

Transportation Support Position

The Transportation Support position is responsible for coordinating transportation assets and planning for an off-site relocation from the school. Specific duties may include:

- Periodically communicating with the Logistics Section Lead to provide updates as needed
- Communicating to the Transportation Division the total number of students and staff to transport, number of people needing wheelchair tie-downs, lifts, or other specialized support, if space is needed to transport necessary supplies and the exact pick-up and drop-off locations
- Working with the receiving site and providing details about the number of people relocating and any assistance needed with supplies and services that the evacuating school cannot provide
- Acquiring from the receiving site the specific location on campus where the evacuated school will be housed, where buses should drop-off, and what gate will be used for reunification
- Ensuring that a plan is in place and carried out to transport the School Emergency Response Box containing emergency cards and other essential records, first aid kits, food from the cafeteria, and other necessary items
- Assist with the plan for systematic loading and unloading of students and supplies
- Assist with clearing the campus as needed



- Maintaining documents related to off-site evacuation

Supplies and Equipment for the Transportation Support Position

- Landline and/or cell phone
- Handheld two-way radio
- Map of area showing school and off-site relocation site(s)
- Student rosters showing attendance, classes, and emergency information assigned to a bus number

Documentation/Communications Support Position

The Documentation/Communication support position will maintain a log of the incident, noting all actions and reports, and filing them for reference. This position will also collect, organize, and analyze situation information and provide periodic updates. Specific duties may include:

- Periodically communicating with the Planning and Intelligence Section Lead for status updates
- Documenting all communications with the Region Operations Center (ROC) and outside agencies
- Recording the number of students, staff, and others on campus and updating it periodically
- Reporting missing persons, and documenting site damage, injuries, and medical 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
- Monitoring email, internet, radio, and television news (as available) for general information about the emergency
- Monitoring social media for information, including rumor control, and misinformation
- Sending Blackboard Connect messages to parents and staff
- Sending updates on social media accounts maintained by the school
- Updating site maps as reports and other information are received
- Preserving maps as legal documents
- Using area map to record information on major incidents such as road closures, utility outages, etc. that may impact the campus
- Developing situation reports for the Incident Command Team

Supplies and Equipment for the Documentation/Communications Support Position

- Hand-held two-way radios
- File boxes
- Paper, pens, markers
- Chart paper and/or mobile white board
- AM-FM battery/solar radios
- [School/Site Preliminary Damage Report](#)
- Maps of event by the hour
- Access to Blackboard Connect, internet, cell phones, etc.
- Laptop, tablet, and/or cell phone with internet access
- Large site map of campus, laminated, or covered with plastic
- Map of county or local area



Staff Accounting Support Position

The Staff Accounting support position will maintain time records for site-based and itinerant employees and file them for reference. Specific duties may include:

- Periodically communicating with the Finance and Administration Section Lead to provide updates as needed
- Keeping accurate time records of all staff members, indicating employee name, employee number, and hours/times worked specifically to address the disaster
- Ensuring that District employees who are on site but do not usually time report to the school are accurately accounted for
- Periodically communicating with Reunion Gate staff for records of all staff leaving or returning to campus
- Filing, maintaining, and securing staff accounting documentation

Supplies and Equipment for the Staff Accounting Support Position

- File boxes
- Paper, pens, clipboards
- Employee timecards
- [Blank timecards for certificated and classified staff](#)
- Staff off-campus sign-in/out log
- [Supplemental Attendance Report Forms](#)
- [Time Reporting Instructions for Emergency Work](#)
- List of Disaster Overtime Program Codes

Cost Accounting Support Position

The Cost Accounting support position works under the Finance & Administration Section Lead and is responsible for maintaining a fiscal record of all school expenditures related to the disaster. Records include any supplies and equipment used, purchased, or rented by the school during the disaster as well as donations to the school during the disaster. The Cost Accounting position will maintain records for supplies and equipment and site-based and itinerant employees and file them for reference. Specific duties may include:

- Periodically communicating with the Finance and Administration Section Lead to provide updates as needed
- Maintaining cumulative site disaster cost records
- Collecting and recording all cost data
- Ensuring that inventory of expended emergency supplies is maintained
- Periodically communicating with the Supply/Equipment Team and Cafeteria Manager for updated inventory
- Maintaining inventory and receipts of all items donated to the school during the disaster
- Filing, maintaining, and securing cost accounting documentation



Supplies and Equipment for the Cost Accounting Support Position

- File boxes
- Access to spreadsheet software and laptop
- Paper, pens, clipboards, calculators
- Emergency supplies inventories