

# LTUSD Emergency Procedures

1

**HOW PARENTS CAN HELP WITH  
THE SAFETY OF THEIR CHILD.**



# Terminology to help you understand.



- **NIMS:** National Incident Management System.
- **IMT:** Incident Management Team (who is in charge at your site).
- **ICS:** Incident Command System (flow of communication).
- **CP:** Command Post at the site.
- **DOC:** District Operation Center (at the school district level).
- **EOC:** Emergency Operation Center (at the city or county level).

# LTUSD is trained in the Incident Command System



- **Incident Commander (Receives ALL communications)**
  - Safety: Checks on the welfare of the team.
  - PIO: Public Information Officer
  - Liaison: Communication link.
  - Log/Scribe: Records event.
- **Operations: “Doers”**
  - Accountability, first-aid, shelter.
- **Logistics: “Getters”**
  - Transportation, food, water, supplies, volunteers.
- **Planning and Intelligence: “Thinkers”**
- **Administration and Finance: “Record Keepers”**

# LTUSD Staff Responsibilities



All school personnel are required by law to remain on site until released by the Incident Commander (IC) or designee. Teachers will be responsible for the supervision of students in their charge. In discharging this responsibility, they will be governed by the specific directions or guidelines issued by the principal or designee of their school. Classified personnel will remain on site and perform the duties assigned to them by the Incident Commander or designee as guided by **Government Code 3100.**

# To ensure your child's safety:



- Update your child's **emergency card** information throughout the school year. Any changes, contact the site.
- **Sign-in** and **sign-out** of the front office. Knowing who is on our campuses is for your safety as well as the children.
- Wear a “**Visitors**” badge throughout your stay.
- If you are on campus and you see someone who is not wearing any kind of identification, please approach them and inquire who they are.

## How will you know what's going on during an emergency?



- **Wait for a NTI Connect-Ed call to your home or cell phone. Whatever you list on the emergency card goes into our system.**
- **Listen to Local Radio and Local Television Stations.**
- **Use your computer to go to websites that post “current news” such as the Tahoe Tribune, or KCRA.**
- **Turn on the television for news breaking events on national television such as KCRA.**
- **Subscribe to email alerts from newspaper and television in our area.**

# Please follow these Dos and Don'ts



- **Do**

- Keep your child's emergency card information updated. It's how the NTI Connect-Ed call out system can stay accurate.
- Be familiar with the emergency procedures at your child's school.
- Follow all instructions by school staff and agencies during an event. The safety of all is at stake.

- **Don't**

- Go to the school site. Your child is being kept safe and you coming may tie up needed space on the roads.
- Contact your child by cell phone. You could be tying up the needed cell phone lines available to emergency personnel and school staff.

# LTUSD practices for Multi-Hazard Responses



**Overall goal: Safety and Accountability of all individuals on our campus.**

- **Evacuation**
- **Lock-down**
- **Shelter-in-Place**
- **Duck/Cover/Hold**
  - Evacuation
  - Shelter-in-Place



# Evacuation Initial Procedures

9

## IC/Ops/Custodian

- Site IC Calls 911 & evacuates the campus.
- Site IC establishes radio contact with IMT, and establishes where CP is.
- Site IC establishes contact with District Operation Center's IC.
- Site IC meets arriving emergency agencies at CP.
- Site IC initiates IMT if needed.
- Operations go to CP.
- Custodian initiates duties.

## Staff

- Evacuate to primary location taking emergency clipboards and personal items.
- Conducts accountability process and indicates status.
- Waits for a face-to-face meeting with the Safety to provide information.
- Maintains students/adults in their care and waits for further instructions.

# Collection of Information

10

## IC / Ops

- Site IC Establishes communication with the Safety.
- Site IC / Ops. works with Safety to compile and cross-reference information on accountability. Checks against sign-in books and student release books.
- Site IC Works with Safety to establish status of drill / event. Site IC officially ends drill / event.

## Safety

- Establishes communication with the IC / Ops.
- Using the Safety worksheet, collects information from staff.
- Communicates that information to CP.
- At the end of the drill/event, hand collects all Accountability forms from staff.
- Communicates conclusion of drill / event to staff.

# Lockdown/Shelter-in-place Initial Procedures

11

## IC / Operations

- Site IC initiates emergency status and calls 911.
- Establishes contact with IMT / District Office.
- Compiles accountability information provided by Wing Leader.
- Provides information to Law Enforcement and DOC.

## Staff

- May initiate emergency status and calls 911.
- Conducts account ability process.
- Communicates status to the designated Wing Leader.
- Waits for further instructions.

# Collection of Information

12

## IC / Ops

- Establishes communication with the Wing Leaders.
- Works with Wing Leader to compile and cross-reference information on accountability. Checks against sign-in books and student release books.
- Works with Wing Leader to establish status of drill / event. IC officially ends drill / event.
- During a real event, rooms will be unlocked by IC or Law Enforcement

## Wing Leader

- Establishes communication with the IC / Ops.
- Using the Wing Leader worksheet, collects information from staff they are assigned to.
- Communicates that information to CP.
- At the end of a drill, may be directed by CP to collect all Accountability forms from staff.

# Duck/Cover/Hold Initial Procedures

13

## Staff

- Initiate the Duck / Cover / Hold position with all individuals in your area.
- Wait for indication of an **Evacuation** or **Shelter-in-place** and follow the process indicated.
- Wait for further instructions.

## IC and Custodian/Maintenance

- Communicate a Duck/Cover/Hold if possible.
- Determine the safety of the building and initiate an evacuation or shelter-in-place.
- Establish communication with DOC and follow process indicated.
- Wait for further instructions.

# Area-wide Events

14

## School Site IMT

- Establishes/Maintains contact with the DOC and their status.
- Focus: safety and accountability of all on the campus.
  - Updating accountability on a regular basis.
  - Initiating IMT to develop an IAP (Incident Action Plan).
    - ✦ Shelter, food, arriving parents, public coming to campus.

## DOC IMT

- Establishes/Maintains contact with all sites and city/county EOC.
- Focus: providing the sites with all intell and support needed for the event.
  - District level PIO and large scale notification assistance.
  - Procurement of supplies.
  - Procurement of needed personnel/agencies.
  - IAP for entire school district.

# Release of Students

15

- Establish a “Parent” area using signs.
- Release requires:
  - Current ID of individual.
  - Individual is listed on the Emergency Card.
  - Signature of individual taking the child and time.
- Establish a “final sign out and pick-up location”.
- No individuals should approach the general area of the students.

**LTUSD**  
Parent/Guardian Reunification Process

Authorized Adult (s)

\_\_\_\_\_  
\_\_\_\_\_

Student Name(s) Teacher

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

# How can you become more involved?



- Ask your child about the procedures they follow during a drill. The more they talk about it, the more they remember the process.
- Get involved in your school site's Site Safety Committee. They meet once a month and you can be a tremendous assistance.
- Create your own "Family Plan" that includes things to take care of before an emergency occurs and emergency procedures to follow during an event.
- Be present at your site's emergency drills. Your principal can give you a schedule.



# Thank you for your time!



## Useful Websites



<http://www.fema.gov/>

<http://www.meganslaw.ca.gov/>

<http://www.co.el-dorado.ca.us/>