



California**School**ofthe**Arts**

San Gabriel Valley

Emergency Manual

2025 - 2026

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Emergency Procedures

This information is provided as a guideline for actions in the event of an emergency. Understand that all situations in a critical incident cannot be predicted. Always remember that the first priority is the safety and protection of life.

- Police Department: Call 911 (Dial 8 first for an outside line)
- Fire Department: Call 911 (Dial 8 first for an outside line)
- Temple Sheriff's Station: (626) 285-7171 (non emergency)
- Metro Non-Emergent Concern: (323) 563-5000
- Los Angeles County Metropolitan Transportation Authority Security: (888) 950-7233
- LA Metro App: <https://www.metro.net/riding/transitapp/>
- Los Angeles County Fire Dept., Station 44: 626-358-3118 (non emergency)
- CSArts-SGV Security Cell: (626) 205-4001
- SRO: (626) 786-1408
- Text-a-Tip Line (240) 847-4483 / (240) TIP-GIVE

Security

Campus security is an important aspect of daily operations at school. Security personnel are present to help ensure student, staff, and visitor safety, as well as to support the Schoolwide Behavior Standards. The CSArts-SGV Campus Security and Safety Plan is made up of several components:

Text-a-Tip Line (240) 847-4483 / (240) TIP-GIVE

CSArts-SGV utilizes a confidential reporting number for students, staff, and parents to communicate concerning behavior, or suspicious and dangerous activities. All messages sent to the CSArts-SGV Text-a-Tip Line are received by the CSArts-SGV Administrative Team and School Resource Officer, reviewed, and evaluated for additional investigation. Those individuals who report information on the Text-a-Tip Line may be asked to provide additional information or speak directly with school officials based on the nature or severity of the information provided.

School Police/School Resource Officer (SRO)

The School Resource Officer (SRO) works on DUSD campuses to ensure a safe and orderly school environment in and around CSArts-SGV and to establish positive relationships with students. The Los Angeles sheriff is a sworn peace officer of the State of California with all powers and authority associated with this position. The SRO also serves as a resource to students, staff, and parents for guidance, support, and advice.

Campus Security (626) 205-4001

Security officers are on duty Monday-Friday from 7:00 AM until 9:30 PM and are also on duty for all evening and weekend performances. They are responsible for patrolling the CSArts-SGV campus, traffic control, and supporting the School-Wide Behavior Standards. These officers are present to act as the eyes and ears during school hours and performances so that students and staff can stay focused on their studies and duties. Students, staff, parents and visitors are expected to follow all directions of campus security officers in the performance of their job duties. They can be reached at (626) 205-4001.

Access Control Systems, Security Cameras, Surveillance Equipment

CSArts-SGV utilizes access control to all campus buildings to monitor who is accessing the facility throughout the day. If a student encounters a locked door, they should not repeatedly pull on the door until it opens as this will cause damage. Students may be held financially responsible for damage caused to campus facilities.

To support a safe and secure environment, CSArts-SGV utilizes video and audio surveillance equipment throughout the campus. Students need to be aware that these systems are in use at all times when at school.

Emergency Preparedness

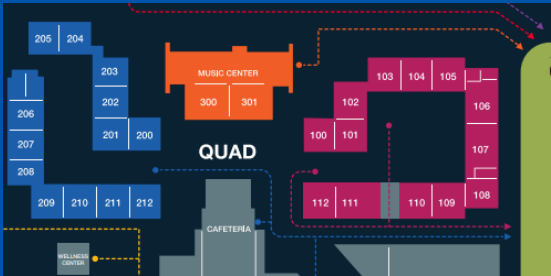
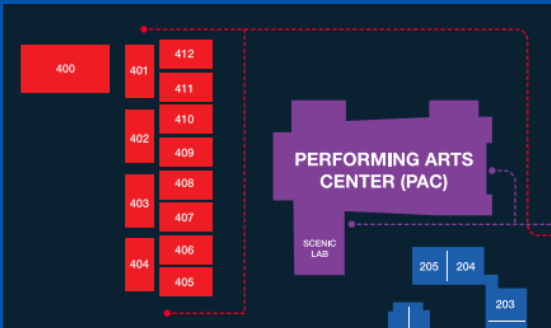
CSArts-SGV has a comprehensive Evacuation and Emergency Plan in place that all staff members know and practice during the school year. Staff members are trained to assist with search and rescue, first aid, student safety, and procedures for releasing students. Teachers are prepared to stay on campus for as long as their assistance is needed.

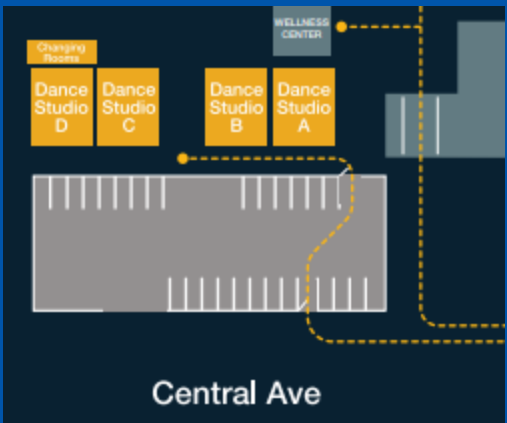
Potential Emergencies

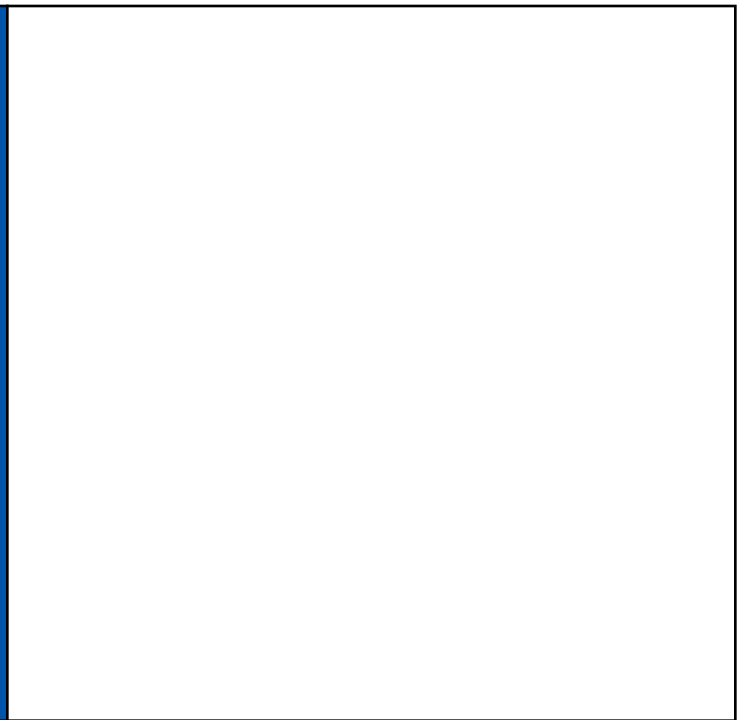
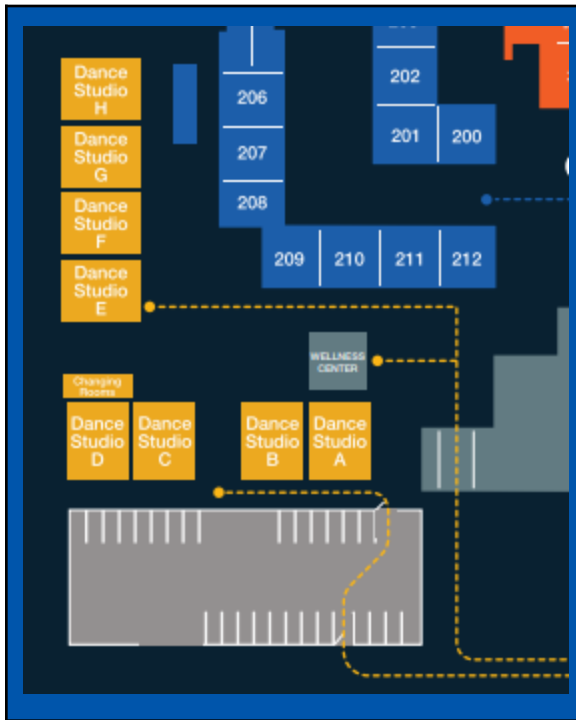
Situation	Signal	Action
FIRE	<ul style="list-style-type: none"> • Intermittent bell 	<ul style="list-style-type: none"> • Evacuate
EARTHQUAKE	<ul style="list-style-type: none"> • Building shaking • Intermittent bell • No bell sounds 	<ul style="list-style-type: none"> • Duck and cover • Evacuate when intermittent bell sounds • Use best judgment to evacuate if bell fails
INTRUDER	<ul style="list-style-type: none"> • PA announcement: “There is an intruder. This is a lockdown. This is not a drill.” 	<ul style="list-style-type: none"> • Lock down all rooms, and keep students away from doors and windows - employ run, hide, fight training
SECURE CLASSROOM	<ul style="list-style-type: none"> • PA announcement due to neighborhood police/public/local activity or situation: During class: “Due to [insert situation], please lock classroom doors until further notice. Do not leave campus. Teaching may resume. Students in bathrooms should lock the main door until the all clear is given.” During break: “Due to [insert situation], please calmly proceed to the nearest classroom and lock doors until further 	<ul style="list-style-type: none"> • Lock doors and stay inside • Wait for an administrator to announce that the campus is clear from any threat.

	notice. Do not leave campus.”	
LOSS OF POWER	<ul style="list-style-type: none"> • Lights shut off • Phones/electrical equipment do not work 	<ul style="list-style-type: none"> • Remain in classroom for further instructions
CLASSROOM INCIDENT	<ul style="list-style-type: none"> • Various actions will indicate a classroom emergency in progress - this could include a student altercation, a medical crisis, etc. 	<ul style="list-style-type: none"> • Call Health Office or Front Desk (use buttons on phone) • CALL 911 if a student has a head injury, is unconscious, or not breathing • Move students away from emergency
OVERDOSE	<ul style="list-style-type: none"> • Spot an overdose: <ul style="list-style-type: none"> ○ Blue/grey nails and lips ○ Slow breathing or absence of breathing ○ Rattling / snoring sounds ○ Unresponsiveness ○ Pinpoint pupils 	<ul style="list-style-type: none"> • Call Health Office or Front Desk (use buttons on phone) • CALL 911 if the person is unresponsive • Retrieve Naloxone / Narcan <ul style="list-style-type: none"> ○ Music Center Office ○ 111 ○ 205 ○ Studio G ○ 400 ○ Wellness Center ○ Gym ○ PAC ○ Cafeteria ○ Health Office • Use Naloxone / Narcan <ul style="list-style-type: none"> ○ Follow instructions on the box ○ There are two doses per box ○ Use one dose in one nostril first and wait 2-3 minutes ○ If still unresponsive, use the other dose in the other nostril

Evacuation Routes Out of Buildings

Rooms/Buildings	Direction to Evacuate the Building
<p>Music Center</p> 	<p><u>Exit north gate to Highland parking lot, head east, and use the field's northwest corner gate to access the field</u></p> <p>Classrooms will line up at their number with teachers at the top of the line closest to the command center. Command center is located center field.</p>
<p>100 Wing (pink)</p>	<p><u>Utilize breezeway between gym and 100s to access the field</u></p>
<p>200 Wing (blue)</p>	<p>Classrooms will line up at their number with teachers at the top of the line closest to the command center. Command center is located center field.</p>
<p>Gym</p>	
<p>Administrative Offices and Cafeteria</p>	
<p>400 Wing</p> 	<p><u>Go around the PAC, head east, and use the field's northwest corner gate to access the field</u></p> <p>400s classroom split:</p> <ul style="list-style-type: none"> • 400 - 402 and 409 - 412 exit north gate to PAC sidewalk, head east, and use the field's northwest corner gate to access the field • 403 - 408 exit south and then north up the alleyway to join the other exiting rooms from the 400s

	<p>Classrooms will line up at their number with teachers at the top of the line closest to the command center. Command center is located center field.</p>
<p>Performing Arts Center (PAC) and Scenic Lab</p>	<p><u>Exit to PAC sidewalk, head east, and use the field's northwest corner gate to access the field</u></p> <p>Classrooms will line up at their number with teachers at the top of the line closest to the command center. Command center is located center field.</p>
<p>Dance Portables A - D</p>  <p>The diagram shows a layout of dance studios and a wellness center. At the top, there are four yellow boxes labeled 'Dance Studio D', 'Dance Studio C', 'Dance Studio B', and 'Dance Studio A' from left to right. To the right of these is a grey box labeled 'WELLNESS CENTER'. Below the studios is a grey rectangular area representing a field with vertical lines. A dashed yellow line starts from the Wellness Center, goes south, then west, then south again, ending at the field. The text 'Central Ave' is written at the bottom of the diagram.</p>	<p><u>Exit Central staff parking gate to Central Ave, head east, and use the field's southwest corner gate to access the field</u></p> <p>Classrooms will line up at their number with teachers at the top of the line closest to the command center. Command center is located center field.</p>
<p>Dance Portables E - H and Wellness Center</p>	<p><u>Exit breezeway to Central Ave, head east, and use the field's southwest corner gate to access the field</u></p> <p>Classrooms will line up at their number with teachers at the top of the line closest to the command center. Command center is located center field.</p>



CaliforniaSchooloftheArts
San Gabriel Valley

EVACUATION ROUTES TO NORTHVIEW FIELD

During class, evacuate with your **CURRENT CLASSROOM AND TEACHER**. Teachers, bring red emergency folder and classroom roster.

EXCEPTIONS: If evacuation takes place before school, during Office Hours, between classes, or during Lunch, proceed to your **BLOCK 5** evacuation location on Northview Field. Teachers, make sure to have rosters in your emergency folder.

If evacuation takes place after the academic part of the day, but prior to conservatory starting, proceed to the evacuation location on Northview Field for your **NEXT CLASS**.

Classroom Lineup

**NORTHVIEW FIELD
COMMAND POST**

★

Teachers, man the front of the line closest to the Command Post

1. Leave the room calmly.
2. Teachers: Bring your Emergency Folders. Lock your classroom door behind you.
3. Once you have arrived at your designated location:
 - a. Have students line up single file at your classroom's number
 - b. Take attendance and verify that students with you in your room have joined you on the field
 - c. If **ALL STUDENTS ARE PRESENT** (meaning all students who were with you previously in class):
 - i. Stand at the top of your line, closest to the command post, and have a student helper hold up the **green card** from your Emergency Folder to signal "all students present" to the command post
 - ii. Fill out the Emergency Accountability Form indicating that all students who were with you previously in your classroom are still with you. If you have students who are absent today (they were never with you), record their names on the form under "absent individuals."
 - iii. Submit completed form to roaming command post personnel
 - d. If you are **MISSING A STUDENT** who was previously with you in your classroom:
 - i. Stand at the top of your line, closest to the command post, and have a student helper hold up the **red card** from your Emergency Folder to signal "missing student" to the command post
 - ii. Fill out the Emergency Accountability Form indicating who you are missing under "missing individuals."
 - iii. Submit completed form to roaming command post personnel

Emergency During Non-Instructional Time

Students and Teachers: If an emergency takes place before school, during Office Hours, between classes, or during Lunch, proceed to your **Block 5** evacuation location. Teachers, make sure to have your rosters in your emergency folders. If evacuation takes place after the academic part of the day, but prior to conservatory starting, proceed to the evacuation location for your **next class**.

CSArts-SGV Emergency Preparedness Plan states:

No matter what the disaster or emergency, we will never send students home mid-day. If conditions appear safe at the end of the students' regular school day, they will be sent home in their normal manner. If conditions are not considered safe, students will be held until a responsible adult can pick them up.

In the case of an emergency, students will be released to ANY adult if the student answers "yes" to the following three questions and provides an answer to the fourth:

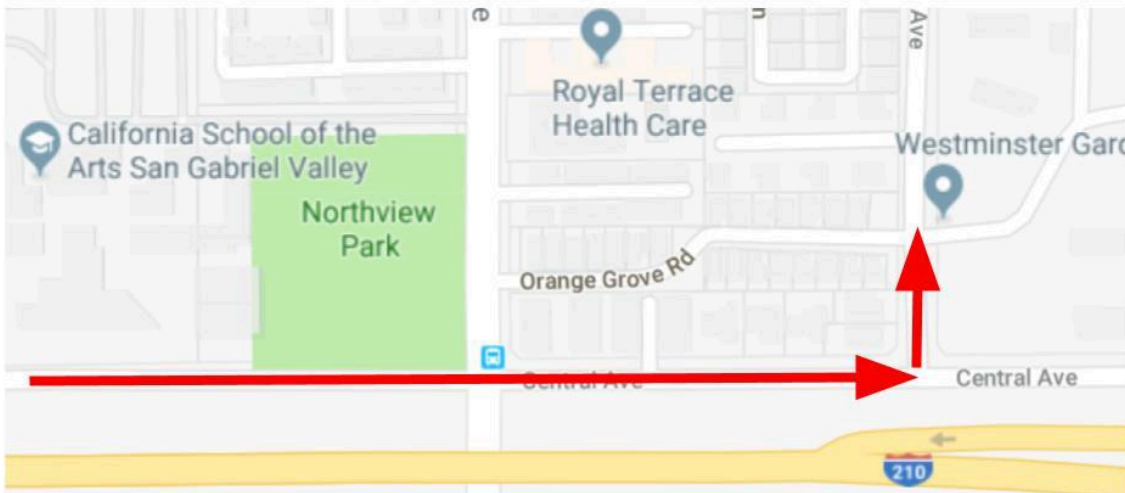
1. Do you know this person?
2. Do you want to go with this person?
3. Would it be all right with your parents if you went with this person?

4. Where are you planning to go? (Take address down)

The adult taking the student will show a photo ID and sign the student out and indicate the time and location of where they are going. Students who drive to school will be released if road conditions are deemed safe.

Off-site Evacuation Location

Should the LASD or LACFD order CSArts-SGV to evacuate the campus and move off-site, CSArts-SGV will evacuate to the Westminster Gardens grounds. Students and staff will walk east on Central Ave and then left (north) on Santo Domingo Avenue. There is a pick up lane that parents would utilize to pick up students from this location.



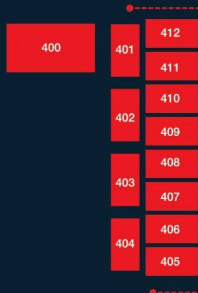
Maps

EVACUATION ROUTES TO NORTHVIEW FIELD

During class, evacuate with your **CURRENT CLASSROOM AND TEACHER**. Teachers, bring red emergency folder and classroom roster.

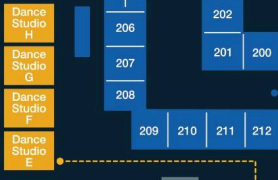
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If evacuation takes place after the academic part of the day, but prior to conservatory starting, proceed to the evacuation location on Northview Field for your **NEXT CLASS**.



PERFORMING ARTS CENTER (PAC)

SCENIC LAB



QUAD

CAFETERIA


LOBBY

ADMIN OFFICES



Classroom Lineup

**NORTHVIEW FIELD
COMMAND POST**



Teachers, man the front of the line closest to the Command Post



Central Ave

Central Ave

Accident, Injury, Sudden Illness

Action Step	Primary Person Responsible	If Primary Not Available
Contact Health Office (60401) or Front Desk (50001)	Instructor	Student
Apply First Aid	Instructor	Health Office or Security
Contact 911/LACFD (626-358-3118) if injury becomes life threatening	Administrator	Health Office
Contact parents or significant other	Administrator	Health Office
Complete an Incident Report	Health Office	Administrator

Stay calm and disperse the crowd, if necessary. Remain with the injured person to provide comfort and reassurance. If a criminal act has caused injuries, identify and detain witnesses.

Secure the scene.

If the injury is serious or life threatening, dial 911 and be prepared to:

- State the nature of the emergency.
- State your name and a phone number at your location.
- State the building address and room number or area of the building.
- Remain on the phone until told to hang up.
- Contact the Front Desk (50001) to notify security that emergency personnel are responding or send a runner to notify them.

If the injury is not serious or life threatening:

- Locate a CPR or First Aid certified person to assist (School Nurse, Principal, Assistant Principals, Counselors)
- Send another individual to Health Office or call Health Office from your phone (60401)
- Administer first aid, if indicated.
- Avoid handling bodily fluids or clothing stained by them.

Report the incident as soon as possible to the Front Desk or Health Office (press buttons on phone). Submit an Incident Report.

Biological Hazard

Action Step	Primary Person Responsible	If Primary Not Available
Evacuate room/building effected	Teachers	Campus Security
Gather information on scope and extent of damage, hazard	Maintenance/Custodial	Campus Security
Seal and isolate location of emergency	Maintenance/Custodial	Campus Security
Contact 911/LACFD (626-358-3118) to report address, building, floor, room, campus location (compass directions)	Administrator/Receptionist	Administrator/Receptionist
Radio security to inform them of response by LACFD	Office Manager	Registrar
Shutdown electricity and gas to affected building if safe to do so and if necessary	Maintenance/Custodial	Campus Security
Ensure orderly evacuation of students and staff	Teachers	Campus Security
Establish command post	Administrative Team	Administrative Team
Contact arts staff to report to command post for support	Office Manager	Registrar
Verify attendance of all classes	Registrar/Attendance Clerk	Counselors
Report missing students and staff to command post and fire department	Registrar/Attendance Clerk	Counselors
Establish perimeter around school campus; designate teachers for facility security	School Police/Campus Security	Maintenance/Custodial

Establish action plan	Administrative Team	Administrative Team
Communicate action plan to section leaders	Office Manager	Registrar
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager
Establish medical triage location for possible injuries	Health Office	Administrative Team
Establish biohazard, chemical detox location	LACFD	LACFD
Formulate parent reunification plan	Registrar	Administrative Team
Update staff every 15 minutes until conclusion of incident	Office Manager	Lead teachers
Update CSArts-SGV ParentSquare Smart Alert every 30 minutes	Assistant Principal	Office Manager

If you encounter any suspicious mail or package (one with handwritten or poorly typed address; oily stains, discoloration or odor; excessive tape or string; protruding wires or aluminum foil) or you encounter a substance you think may be biological in nature:

- Do not touch, shake, open, move around or allow other staff or individuals to handle the Item.
- Evacuate and isolate the area or room that contains the suspected substance.
- Immediately notify Security, who will evaluate the situation and call 911 and/or notify the FBI and/or County Health Department. Dial 911 to report the incident.
- Mark the room or area “DO NOT ENTER.”
- Contain and isolate any individuals that may have been contaminated.
- Wear protective gloves, if available; then wet lightly any potentially contaminated area or person. Remove and triple bag any potentially contaminated clothing.
- Do not eat or drink while handling suspicious mail, package or substance.
- Wash hands with soap and warm water. It is safest to assume that all blood and bodily fluids contain bloodborne pathogens such as HIV and Hepatitis. Avoid contact with bodily fluids, if possible. If contact is unavoidable:
 - Wear protective gloves if available.
 - Wash all exposed skin with soap and water.
 - Flush eyes with water.

- Do not eat, drink, smoke, apply cosmetics or handle contact lenses in the area in which the exposure occurred.
- Arrange to inspect and decontaminate any equipment or furnishings in the area, before it is reused.

Report the incident as soon as possible to the Front Desk or Security (press buttons on phone). Submit an Incident Report.

Bomb or Terrorist Threat

Action Step	Primary Person Responsible	If Primary Not Available
Contact SRO/School Police (626) 786-1408 to report bomb threat	Administrative Team	Counselors
Communicate to campus security to lock all exterior doors for all buildings	Administration/Director of IT	Administration/Director of IT
Establish command post	Administrative Team	Administrative Team
Contact arts staff to report to command post for support	Office Manager	Counselors
Establish Action Plan	Administrative Team	Administrative Team
Gather information on location, floor, room, etc.	School Resource Officer/Maintenance & Operations Staff	Campus Security
Gather floor plans for law enforcement use	Administration/School Resource Officer	Maintenance Staff
Establish perimeter around school campus; designate teachers for facility security	Police/Campus Security	Maintenance/Custodial
Communicate the prohibition to use electronic equipment	Office Manager	Administration Team
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager
Monitor media coverage of incident	Arts Office	Administration Team
Establish medical triage location for possible injuries	Health Office	Health Office

Formulate parent reunification plan	Registrar	Administrative Team
Update staff every 15 minutes until conclusion of incident	Office Manager	Lead teachers
Update CSArts-SGV ParentSquare Smart Alert every 30 minutes	Assistant Principal	Office Manager
Maintain facility security and student supervision	Police/Campus Security	Maintenance/Custodial

Although most bomb threats are hoaxes, all threats must be treated as if they are real. Whether in person or by telephone, remain calm and permit the person to talk without interruption. Ask questions:

- Where is the bomb?
- When is it going to go off?
- What kind is it?
- What does it look like?
- What will cause it to go off?
- What is the intended target?
- Take actual or mental notes on everything said and your observations: time; description of person; voice characteristics, background noise (if a telephone threat)

For all bomb threats:

- Call Administrative Staff in order to call 911.
- Prohibit any radio frequency transmissions and use of cell phones, student devices, etc.
- Evacuate any suspected area and alert other staff.
- Advise all individuals not to touch, move or disarm any object or item.
- Advise all individuals not to change any equipment or electrical switches.
- All action regarding disposal or handling of the bomb or device will be handled by the local police agency or fire department.

If you have a written threat:

- Handle the note carefully and minimally – just enough to make a copy.
- Protect the original note from further handling or loss.
- Wait for further instructions from emergency personnel.

Report the incident as soon as possible to the Front Desk or Security (press buttons on phone). Submit an Incident Report.

Disaster

Action Step	Primary Person Responsible	If Primary Not Available
Signal alarm or PA announcement to evacuate all buildings	Administrative Team	Administrative Team
Ensure orderly evacuation of students and staff	Teachers	Campus Security
Establish command post	Administrative Team	Administrative Team
Contact arts staff to report to command post for support	Office Manager	Registrar
Gather information on scope and extent of damage (locations, rooms, etc.)	Maintenance & Operations Staff	SRO/Campus Security
Utility check for damages; all utilities, all buildings	Maintenance & Operations Staff	Custodial/Security
Shutdown utilities if necessary	Maintenance & Operations Staff	Custodial/Security
Verify attendance of all classes	Registrar/Attendance Clerk	Counselors
Backup all data on servers and shutdown	IT Staff	Webmaster
Mobilize search and rescue team; organize supplies, search locations	Instructional Staff	Instructional Staff
Report missing students and staff to command post and fire department	Registrar/Attendance Clerk	Counselors
Establish perimeter around school campus; designate teachers for facility security	School Police/Campus Security	Maintenance/Custodial
Establish action plan	Administrative Team	Administrative Team

Communicate action plan to section leaders	Office Manager	Registrar
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager
Establish medical triage location for possible injuries	Health Office	Administrative Team
Custodial organization of supplies, food, water	Maintenance & Operations Staff	Food Service Staff
Formulate parent reunification plan	Registrar	Administrative Team
Update staff every 15 minutes until conclusion of incident	Office Manager	Lead teachers
Update CSArts-SGV ParentSquare Smart Alert every 30 minutes	Assistant Principal	Office Manager
Maintain facility security and student supervision	Police/Campus Security	Maintenance/Custodial

Remain calm and be patient. Remain in your work area unless instructed otherwise. Heed the instructions of emergency officials or command and evacuation personnel.

- Check for fires, smoke, fumes, electrical hazards, gas leaks or other potential hazards.
- If there are injuries, give first aid.
- Do not attempt to move seriously injured people.
- Call your prearranged family contact.
- Do not use the telephone again, except to dial 911 to report a life-threatening Emergency.
- Report all injuries and hazards to the Health Office and/or command personnel.
- Site emergency personnel will dial 911 to report the disaster, if the incident seems to be isolated to this location. If the disaster seems to be widespread, site emergency personnel will assume control of the situation until emergency officials arrive.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- Assist people with accessibility needs and anyone with manageable injuries.
- Do not attempt to move anyone who is severely injured.
- DO NOT run or close doors behind you.
- DO NOT smoke, light matches or activate any equipment or electrical switches.

- STAY AWAY from any structures, debris or utility lines.
- Bring Emergency Folders with you when evacuating.
- Report attendance and injuries to command personnel.
- Assemble with your class in the designated area and remain there until instructed.
- Do not attempt to reenter the building until it has been officially declared safe.
- Keep radios/cellphones on for information and updates.

If officials are not present, assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

In the event of instructions to “secure classrooms” or “lockdown” the facility, all entrances will be locked and no one will be permitted to exit or enter the building(s) until emergency officials determine that it is safe to do so. Keep a radio or cell phone on for information and updates.

Report the incident as soon as possible to the Front Desk or Security (press buttons on phone). Submit any requested documentation immediately.

Earthquake

Action Step	Primary Person Responsible	If Primary Not Available
Signal alarm or PA announcement to evacuate all buildings	Administrative Team	Administrative Team
Ensure orderly evacuation of students and staff	Teachers	Campus Security
Establish command post	Administrative Team	Administrative Team
Contact arts staff to report to command post for support	Office Manager	Registrar
Gather information on scope and extent of damage (locations, rooms, etc.)	Maintenance & Operations Staff	SRO/Campus Security
Utility check for damages; all utilities, all buildings	Maintenance & Operations Staff	Custodial/Security
Shutdown utilities if necessary	Maintenance & Operations Staff	Custodial/Security
Verify attendance of all classes	Registrar/Attendance Clerk	Counselors
Backup all data on servers and shutdown	IT Staff	Webmaster
Mobilize search and rescue team; organize supplies, search locations	Instructional Staff	Instructional Staff
Report missing students and staff to command post and fire department	Registrar/Attendance Clerk	Counselors
Establish perimeter around school campus; designate teachers for facility security	School Police/Campus Security	Maintenance/Custodial

Establish action plan	Administrative Team	Administrative Team
Communicate action plan to section leaders	Office Manager	Registrar
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager
Establish medical triage location for possible injuries	Health Office	Administrative Team
Custodial organization of supplies, food, water	Maintenance & Operations Staff	Food Service Staff
Formulate parent reunification plan	Registrar	Administrative Team
Update staff every 15 minutes until conclusion of incident	Office Manager	Lead teachers
Update CSArts-SGV ParentSquare Smart Alert every 30 minutes	Assistant Principal	Office Manager
Maintain facility security and student supervision	Police/Campus Security	Maintenance/Custodial

If you are inside,

- Move away from windows, mirrors, tall bookcases, file cabinets or high stacked items and out from under beams, architectural elements and suspended light fixtures.
- Drop to the floor and, if possible, crawl under a sturdy table or desk.
- If not possible, stand in a corner or against a solid wall.
- Close eyes, clasp both hands behind neck, and cover ears and head with forearms.
- Do not move or evacuate the building unless instructed to do so by emergency personnel.
- If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit, bring Emergency Folder, and report to the designated assembly area for your site.
- Assist people with accessibility needs and anyone with manageable injuries.
- Do not attempt to move anyone who is severely injured.
- Take your identification with you. Do not take time to collect all belongings or to shut down computers.
- DO NOT run or close doors behind you.
- DO NOT smoke, light matches or activate any equipment or electrical switches.
- STAY AWAY from any structures, debris or utility lines.

- Bring Emergency Folders with you when evacuating.
- Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- Report attendance and injuries to command personnel.
- Assemble with your division in the designated area and remain there until instructed otherwise.
- Do not attempt to reenter the building until it has been officially declared safe.
- Be prepared for aftershocks.

If you are outside,

- Move away from buildings/areas subject to falling debris, glass, electrical wires, poles or trees.
- The safest place is in the open. Take cover in a doorway or archway if you cannot get to a clear area.
- Stay low, close eyes, and cover ears and head with forearms.
- Do not enter buildings until they have been officially declared safe.
- Be prepared for aftershocks.

Report the incident as soon as possible to the Front Desk or Security (press buttons on phone). Submit any requested documentation immediately.

Explosion, Hazmat, Chemical Spill

Action Step	Primary Person Responsible	If Primary Not Available
Evacuate room/building effected	Teachers	Campus Security
Gather information on scope and extent of damage, hazard	Maintenance/Custodial	Campus Security
Seal and isolate location of emergency	Maintenance/Custodial	Campus Security
Contact 911/LACFD (626-358-3118) to report address, building, floor, room, campus location (compass directions)	Administrator/Receptionist	Administrator/Receptionist
Radio campus supervisors to inform them of response by LACFD	Office Manager	Registrar
Shutdown electricity and gas to affected building if safe to do so and if necessary	Maintenance/Custodial	Campus Security
Ensure orderly evacuation of students and staff	Teachers	Campus Security
Establish command post	Administrative Team	Administrative Team
Contact arts staff to report to command post for support	Office Manager	Registrar
Verify attendance of all classes	Registrar/Attendance Clerk	Counselors
Report missing students and staff to command post and fire department	Registrar/Attendance Clerk	Counselors
Establish perimeter around school campus; designate teachers for facility security	School Police/Campus Security	Maintenance/Custodial

Establish action plan	Administrative Team	Administrative Team
Communicate action plan to section leaders	Office Manager	Registrar
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager
Establish medical triage location for possible injuries	Health Office	Administrative Team
Establish biohazard, chemical detox location	LACFD	LACFD
Formulate parent reunification plan	Registrar	Administrative Team
Update staff every 15 minutes until conclusion of incident	Office Manager	Lead teachers
Update CSArts-SGV ParentSquare Smart Alert every 30 minutes	Assistant Principal	Office Manager

For an explosion,

- Remain calm.
- Immediately drop to the floor, close eyes, clasp both hands behind neck, and cover ears and head with forearms.

When the explosion(s) have stopped,

- Keep everyone inside the location unless instructed to evacuate.
- Close windows, shut off vents, turn off fans, seal gaps at windows and doorways.
- Do not smoke, light matches or activate any electrical or equipment switches.
- Avoid inhaling toxic fumes if possible.
- Monitor individuals for any signs of injury and report as soon as possible to command or emergency personnel.

For hazardous materials or chemical spill,

- Stay away from the hazard source. Do not touch or step in any of the material.
- Do not eat or drink anything; it may be contaminated.
- Isolate any individuals that may have become contaminated.
- Monitor individuals for any signs of medical distress and report as soon as possible to command or emergency personnel.

If evacuation is indicated,

- Proceed uphill, upstream or upwind of the material, fumes or smoke.
- Bring Emergency Folders with you when evacuating.
- Quickly assemble in an area away from the exit door and any emergency operations.
- Do not return to the building unless instructed to do so.

Dial 911 as soon as possible and report the incident to the Front Desk or Security (press buttons on phone) and/or supervisor. Submit any requested documentation immediately.

List of Hazardous Materials Locations

Building	Room	Description
Cafeteria	Custodial Closets	Industrial Cleaning Supplies
Math/Science Wing	108, 109	Biological Science Supplies
Math/Science Wing	107	Chemistry Science Supplies

Fire

VERIFIED FIRE ALARM		
Action Step	Primary Person Responsible	If Primary Not Available
Evacuate room/building effected	Teachers	Campus Security
Gather information on scope and extent of damage (location, ignition point, etc.)	Maintenance/Custodial	Campus Security
Call 911/LACFD (626-358-3118) to report address, building, floor, room, campus location (compass directions)	Administrator/Receptionist	Administrator/Receptionist
Radio campus supervisors to inform them of response by LACFD	Office Manager	Registrar
Shutdown electricity and gas to affected building if safe to do so and if necessary	Maintenance/Custodial	Campus Security
Ensure orderly evacuation of students and staff	Teachers	Campus Security
Establish command post	Administrative Team	Administrative Team
Contact arts staff to report to command post for support	Office Manager	Registrar
Verify attendance of all classes	Registrar/Attendance Clerk	Counselors
Report missing students and staff to command post and fire department	Registrar/Attendance Clerk	Counselors
Establish perimeter around school campus; designate teachers for facility security	School Police/Campus Security	Maintenance/Custodial

Establish action plan	Administrative Team	Administrative Team
Communicate action plan to section leaders	Office Manager	Registrar
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager
Establish medical triage location for possible injuries	Health Office	Administrative Team
Establish biohazard, chemical detox location	LACFD	LACFD
Formulate parent reunification plan	Registrar	Administrative Team
Update staff every 15 minutes until conclusion of incident	Office Manager	Lead teachers
Update CSArts-SGV ParentSquare Smart Alert every 30 minutes	Assistant Principal	Office Manager

FALSE FIRE ALARM		
Action Step	Primary Person Responsible	If Primary Not Available
Evacuate room/building effected	Teachers	Campus Security
Gather information on scope and extent of damage (location, ignition point, etc.); verify false alarm	Maintenance/Custodial	Campus Security
Call LACFD (626-358-3118) and alarm company to verify false alarm	Administrator/Receptionist	Administrator/Receptionist
Establish command post	Administrative Team	Administrative Team
Ensure orderly evacuation of students and staff	Teachers/Support Staff	Teachers/Custodial

Verify attendance of all classes	Registrar/Attendance Clerk	Counselors
Reset alarm panels and pull stations	Maintenance/Custodial	Maintenance/Custodial
Ensure orderly return to building for all classes	Teachers/Support Staff	Teachers/Custodial

If you smell smoke or see flames, contact the Front Desk or Security (press buttons on phone). An administrator or campus security officer will assess the situation and take appropriate action. If the situation is already out of hand and assistance is not available, dial 911 and be prepared to:

- State the nature of the emergency.
- State your name and a phone number at your location.
- State the building address and room number or area of the building.
- Remain on the phone until told to hang up.
- Ask someone to meet emergency officials at the street.
- Use the fire extinguisher nearest you, if personal safety permits.
- DO NOT USE A FIRE EXTINGUISHER ON AN ELECTRICAL FIRE. EVACUATE IMMEDIATELY.

Use nearest designated evacuation route exit and assembly area unless otherwise instructed.

- If smoke is present, stay close to the floor.
- Cover your mouth and nose with a wet cloth.
- Do not open hot doors. Before opening a door, touch it near the top to see if it is warm.
- Close doors behind you as you exit.
- If no broken glass, remove high heels to avoid tripping.
- Bring Emergency Folders with you when evacuating.
- Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- After exit, quickly assemble in an area away from the exit door and any emergency operations.
- Report attendance and injuries to command personnel.
- Do not return to the building until you are instructed to do so.
- Keep building entrances and access roads clear for emergency personnel and vehicles.

If evacuation is not possible:

- Put closed doors between yourself and the smoke and heat.
- Stay close to the floor.
- Cover your mouth and nose with a wet cloth.
- Seal cracks around windows and doors.

Report the incident as soon as possible to the Front Desk or Security (press buttons on phone). Submit any requested documentation immediately.

Intruder

Action Step	Primary Person Responsible	If Primary Not Available
PA announcement: "There is an intruder. This is a lockdown. This is not a drill."	Administrative Team	Counselors
Lockdown all rooms and keep students away from windows and doors. If possible, blockade doors, gather materials to fight.	Teachers	Teachers
Contact 911/Police (626-285-7171) to report the lockdown situation and reason for it.	Administrative Team	Counselors
Communicate with Campus Security to check and lock all external doors for all buildings	Administrative Team	Counselors
Establish command post	Administrative Team	Administrative Team
Establish action plan	Administrative Team	Administrative Team
Gather information on location, room, etc.	Police	Campus Security
Gather floor plans for law enforcement use	Assistant Principal	Custodial
Establish perimeter around school campus	Police	Campus Security/Custodial
Communicate with all classrooms via email or phone	Office Manager	Assistant Principal
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager
Monitor media coverage of incident	Administrative Team	Administrative Team

Establish medical triage location for possible injuries	Health Office	Administrative Team
Formulate parent reunification plan	Registrar	Administrative Team
Update staff every 15 minutes until conclusion of incident	Office Manager	Lead teachers
Update CSArts-SGV ParentSquare Smart Alert every 30 minutes	Assistant Principal	Office Manager

Secure Classroom

Action Step	Primary Person Responsible	If Primary Not Available
<p>PA announcement due to neighborhood police/public/local activity or situation:</p> <p>During class: “Due to [insert situation], please lock classroom doors until further notice. Do not leave campus. Teaching may resume. Students in bathrooms should lock the main door until the all clear is given.”</p> <p>During break: “Due to [insert situation], please calmly proceed to the nearest classroom and lock doors until further notice. Do not leave campus.”</p>	Administrative Team	Counselors
Secure all rooms and keep students away from windows and doors.	Teachers	Teachers
Communicate with Campus Security to check and lock all external doors for all buildings	Administrative Team	Counselors
Establish command post	Administrative Team	Administrative Team
Establish action plan	Administrative Team	Administrative Team
Gather information on location, room, etc.	Police	Campus Security
Gather floor plans for law enforcement use	Assistant Principal	Custodial

Establish perimeter around school campus	Police	Campus Security/Custodial
Communicate with all classrooms via email or phone	Office Manager	Assistant Principal
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager
Monitor media coverage of incident	Administrative Team	Administrative Team
Establish medical triage location for possible injuries if necessary	Health Office	Administrative Team
Formulate parent reunification plan if necessary	Registrar	Administrative Team
Update staff every 15 minutes until conclusion of incident	Office Manager	Lead teachers
Update CSArts-SGV ParentSquare Smart Alert every 30 minutes	Assistant Principal	Office Manager

Intruder v. Secure Classroom

An *intruder* alert is called when there is a need to shelter in place and/or employ “run, hide, fight” tactics for all students and staff, such as with a violent intruder. A *secure classroom* is the phrase used to indicate local police activity or other evolving local situation and the need to stay indoors. This is called when there is a potential threat in the area, and all students and staff should be kept inside.

If an intruder or a threat to safety is identified in the building or in the immediate area, the PA system will be employed immediately and police notified. Additionally, loud pops or firecracker-type noises could indicate an intruder on campus. In this situation, immediate action is required.

If in a building,

- Lock all doors.
- Keep students and staff away from doors and windows.
- Move to a secure (concealed or walled) area of the building.
- If gunshots or an explosion is heard, drop to the floor and seek cover.

- Move a telephone into the secure area and call 911 as soon as possible.
- Account for all students and staff. Notify police to cover or contain students and staff who may be outside the building.
- If a medical emergency arises, render first aid and report to command or emergency personnel.
- Maintain a calm environment.
- Update locked down personnel at regular intervals, as information is received from command or emergency personnel. If possible, monitor email and listen for announcements over PA.

If outside,

- Proceed immediately to a secure area, which may mean running off site to safety.
- Remain there until instructed otherwise by command or emergency personnel, even if the school/work day is over.

Report the incident as soon as possible to the Front Desk (press buttons on phone). Submit any requested documentation immediately.

Power Outage

Action Step	Primary Person Responsible	If Primary Not Available												
Communicate with classrooms and direct teachers and students to wait for further instructions	Assistant Principal	Office Manager												
Check/verify extent of loss of power for campus and surrounding buildings	Custodial	Campus Security												
Designate a staff member to check bathrooms in each campus building	<table border="1"> <tr> <td>North Wing (Dance Center)</td> <td>Dean of Arts</td> </tr> <tr> <td>East Wing</td> <td>Custodian</td> </tr> <tr> <td>South Wing (Admin/Caf)</td> <td>Assistant Principal</td> </tr> <tr> <td>West Wing</td> <td>Security</td> </tr> <tr> <td>Dance Ports</td> <td>Chair of Dance</td> </tr> <tr> <td>PAC</td> <td>Director of PD</td> </tr> </table>	North Wing (Dance Center)	Dean of Arts	East Wing	Custodian	South Wing (Admin/Caf)	Assistant Principal	West Wing	Security	Dance Ports	Chair of Dance	PAC	Director of PD	Counselors/Office Staff
North Wing (Dance Center)	Dean of Arts													
East Wing	Custodian													
South Wing (Admin/Caf)	Assistant Principal													
West Wing	Security													
Dance Ports	Chair of Dance													
PAC	Director of PD													
Shutdown servers and backup data for all critical systems at school	IT Director	Webmaster												
Designate building leads to communicate with teachers and students in each building	<table border="1"> <tr> <td>North Wing (Dance Center)</td> <td>Director of IM</td> </tr> <tr> <td>East Wing</td> <td>Director of VA</td> </tr> </table>	North Wing (Dance Center)	Director of IM	East Wing	Director of VA	<table border="1"> <tr> <td>North Wing (Dance Center)</td> <td>Director of Voc Arts</td> </tr> <tr> <td>East Wing</td> <td>Director of CW</td> </tr> </table>	North Wing (Dance Center)	Director of Voc Arts	East Wing	Director of CW				
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South Wing (Admin/Caf)	Director of IA																	
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South Wing (Admin/Caf)	Office Manager																	
West Wing	Counselor																	
Dance Ports	Counselor																	
PAC	Registrar																	
Contact Southern California Edison to report loss of power (800-611-1911)	Custodial	Campus Security																
Establish command post and action plan for incident	Administrative Team	Administrative Team																
Communicate action plan to building leads	Office Manager	Registrar																
Contact arts staff to report to command post for support	Office Manager	Registrar																
Communicate notice on CSArts-SGV ParentSquare Smart Alert	Assistant Principal	Office Manager																
Communicate with building leads every 15 minutes	Office Manager	Registrar																
Communicate with SoCal Edison every 30 minutes	Custodial	Campus Security																
Evacuate buildings if situation requires	Administrative Team	Administrative Team																

During power outage,

- Use public or cell phones to communicate.
- Keep students calm and in your classroom for further instructions. If students need to leave, send students in pairs..

For suspected or actual utility break or water/gas leak,

- Evacuate the immediate area.

- Do not touch fallen wires.
- Check circuit breakers, pilot lights and other potential sources of the problem.
- Do not return to the area until instructed to do so.

Incident Command Structure Job Descriptions

Campus Operations Director

The Principal, referred to as the Campus Operations Director, is responsible for:

- Establishing the basic policies which govern the Emergency Management Organization
- Declaring an emergency when required
- Functioning as the highest level of authority during an emergency

Incident Commander

The Assistant Principal over safety, referred to as the Incident Commander, has complete authority and responsibility for the overall operations of the incident. This includes activating, directing, and managing the Command Post; establishing objectives and strategies; approving action plans developed by Command Post staff to implement objectives and strategies; and approving requests for ordering or releasing resources through mutual aid. The Incident Commander directs the emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegates tasks, and provides the Campus Operations Director with current information on the status of the emergency response.

The Incident Commander is responsible for:

- Ensuring the emergency organization follows established policies and procedures
- Establishing priorities for the use of personnel and resources
- Authorizing deviations of procedures for implementing the emergency plan
- Adjudicating conflicting demands for support
- Managing the recovery process
- Developing strategies and tactics
- Ordering and/or releasing resources
- Assessing the situation and/or obtain a briefing from the prior Incident Commander
- Determining incident objectives and strategies
- Establishing immediate priorities
- Establishing an Incident Command Post
- Establishing an appropriate organization
- Ensuring planning meetings are scheduled as required
- Approving and authorizing the implementation of Incident Action Plans
- Ensuring that adequate safety measures are in place
- Coordinating activities for all Command and General Staff
- Coordinating with key people and officials
- Approving requests for additional resources or for the release of resources
- Keeping the Campus Operations Director informed of the incident status
- Authorizing the release of information to the news media

- Ordering the demobilization of the incident when appropriate
- The Incident Commander is assisted by the following staff.

Public Information Officer (PIO)

Another Assistant Principal, referred to as the Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the emergency. The PIO, with the assistance of the Personnel Unit (Student and Personnel Accountability) provides information to employees, students, parents, and the general campus community. The PIO is the point of contact for the public and the news media, coordinating releases for the school and with other agencies, and holding news conferences as necessary. The PIO is responsible for establishing a Rumor Control Center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means.

The PIO shall:

- Determine from the Incident Commander if there are any limits on information release
- Run communication and notifications via ParentSquare to the school-wide community
- Establish “news center” site as a media reception area, away from Command Post
- Develop materials for use in media briefings
- Obtain the Incident Commander’s approval of media releases
- Inform media and conduct media briefings
- Arrange for tours and other interviews or briefings that may be required
- Obtain media information that may be useful to incident planning
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel
- Maintain a log of activities

Liaison Officer

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Dean of Arts, referred to as the Liaison Officer is the contact person for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. The Liaison Officer functions as the point of contact for the supporting agencies and mutual aid agency representatives. The Liaison Officer assists with intergovernmental communications and liaison. This may include representatives from other law enforcement agencies, fire services, emergency medical providers, city and county agencies, and private organizations.

The Liaison Officer shall:

- Determine an operating area with necessary supplies and equipment
- Be a contact point for Agency Representatives
- Maintain a list of assisting and cooperating agencies and Agency Representatives
- Assist in establishing and coordinating inter-agency contacts

- Keep agencies supporting the incident aware of incident status
- Monitor incident operations to identify current or potential inter-organizational problems
- Participate in planning meetings, provide current resource status, including limitations and capability of assisting agency resources
- Maintain a log of activities

Safety Officer

The School Counselor over Safety, referred to as the Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring student and personnel safety. The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be outside the scope of the incident action plan. The Safety Officer is the point of contact for coordinating the response and deployment of counseling and psychology personnel for critical incident stress management.

The Safety Officer's function is to develop and recommend measures for assuring student and personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety Assistants may have specific responsibilities such as assessing hazardous materials incidents.

The Safety Officer shall:

- Participate in planning meetings
- Identify hazardous situations associated with the incident
- Review the Incident Action Plan for safety implications
- Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the Incident Action Plan
- Investigate accidents that have occurred within the incident area
- Assign assistants as needed
- Review and approve the medical plan
- Maintain a log of activities

Command Post Scribe

The Office Manager, referred to as the Command Post Scribe, is responsible for maintaining a log and time record of all activities within the Command Post. The Scribe will record time and description of all communications, Incident Action Plans, mobilization/demobilization of units and maintain all records for the Command Staff.

Operations Chief

The appropriately designated teacher, referred to as the Operations Chief, is responsible for overseeing and managing the tactical operations of the various response elements involved in the disaster/emergency.

The Operations Chief will:

- Assist in the development of the Operations portion of the Incident Action Plan
- Supervise the execution of the Incident Action Plan
- Ensure safe tactical operations
- Request additional resources to support tactical operations
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary
- Maintain close communication with the Incident Commander
- Coordinate units within the Operations Section
- Maintain a log of activities

Student Counseling Unit

Staffed by the School Counselors, the Student Counseling Unit is responsible for:

- Assisting students with stress management
- Responding to student grief situations
- Maintaining a log of activities

Medical Unit

Staffed by the School Nurse, the Medical Unit is responsible for:

- Developing a Medical Aid Plan
- Coordinating and obtaining medical aid for students, employees, and visitors during the emergency/disaster
- Preparing reports and records
- Maintaining a log of activities

Student Transportation Unit

Staffed by the Inclusion Specialist, the Student Transportation Unit is responsible for:

- Coordinating and providing transportation for evacuations as necessary
- Coordinating and providing vehicles to transport critical supplies and emergency workers as necessary
- Maintaining a log of activities

Student/Staff Accountability Unit

Staffed by the appropriately designated teacher, the Student/Staff Accountability Unit is responsible for:

- Maintaining an updated list of class sections each semester with student totals for each section
- Maintaining an accurate list of enrolled students at the school
- Receiving and verifying all emergency attendance sheets
- Coordinating with the Attendance Clerk for known student absences

- Communicating with the Search and Rescue Unit for students known to still be inside campus buildings
- Developing a plan for student supervision until reunification can take place
- Preparing reports and records
- Assisting the Student Reunification Unit with student-parent reunification
- Maintaining a log of activities

Student Reunification Unit

Staffed by the Registrar and/or Attendance Office, the Student Reunification Unit is responsible for:

- Maintaining an accurate record of student attendance each day
- Maintaining emergency cards for each student
- Assisting the Registrar and Director of Human Resources in receiving and verifying emergency attendance sheets during an emergency/disaster
- Developing a Student-Parent Reunification Plan
- Preparing reports and records
- Maintaining a log of activities

Operations Section Scribe

Staffed by an Administrative Assistant, the Operations Section Scribe is responsible for maintaining a log to record the activities of the Operations Section.

Search and Rescue Unit

Staffed by the Chair of Theatre, the Search and Rescue Unit is responsible for:

- Organizing search and rescue teams
- Searching predetermined areas of the campus, in established patterns, after a disaster
- Locating endangered, trapped, disabled and/or isolated persons.
- Coordinating with the Student/Staff Accountability Unit to determine known absences and/or missing individuals
- Rescuing any trapped or injured persons according to established rescue plans
- Assisting injured persons with first aid
- Sending for help if the person cannot be safely moved
- Extinguishing small fires

Planning and Intelligence Chief

The Assistant Principal over safety, referred to as the Planning and Intelligence Chief, is responsible for collecting, evaluating and disseminating the incident information needed to measure the size, scope, and seriousness of an incident, and to plan an appropriate response.

The Planning and Intelligence Chief will:

- Assist in the development of the Incident Action Plan

- Supervise the execution of the Incident Action Plan
- Gather intelligence on the incident for use in planning meetings
- Develop a plan of action that will last for the duration of the incident
- Anticipate necessary materials and resources needed for the incident
- Maintain close communication with the Incident Commander
- Coordinate units within the Planning and Intelligence Section
- Maintain a log of activities

The Planning and Intelligence Section includes the following units:

Damage Assessment and Utilities Check Unit

Staffed by the Maintenance personnel , is responsible for:

- Checking all facilities for damage
- Checking all utilities and disconnecting or shutting down if necessary
- Maintaining communication with the Planning and Intelligence Chief
- Coordinating with the Search and Rescue Unit to locate injured students and staff
- Maintaining a log of activities

Situation Status Unit

Staffed by the appropriately designated teacher, the Situation Status Unit is responsible for:

- Disseminating the status of the incident to all units at regular intervals
- Maintaining communication with the Planning and Intelligence Chief
- Developing reports that can be approved by the Planning and Intelligence Chief for distribution
- Developing reports that can be read by the Public Information Officer during media briefings
- Maintaining a log of all activities

Facility Security Unit

Staffed by Campus Security and Teachers/Instructors, the Facility Security Unit is responsible for:

- Preventing unauthorized individuals from entering campus buildings during a disaster/emergency
- Reporting individuals trying to access buildings during an incident
- Assisting law enforcement to provide perimeter security

Logistics Chief

The Director of Integrated Arts, referred to as the Logistics Chief, is responsible for overseeing and managing the supply and staffing needs of the disaster/emergency.

The Logistics Chief will:

- Assist in the development of the Logistics portion of the Incident Action Plan
- Supervise the execution of the Incident Action Plan

- Acquire the resources needed to assist emergency responders
- Develop a long range plan for needs like food, water, and bathroom facilities
- Maintain close communication with the Incident Commander
- Coordinate units within the Logistics Section
- Maintain a log of activities

The Logistics Section includes the following units:

Staging Unit

Staffed by the Custodial staff, the Staging Unit is responsible for gathering and preparing supplies needed for campus operations and emergency responders.

The Staging Unit will:

- Accessing Emergency Kits, located in classrooms
- Respond to requests for additional materials from the Logistics Chief
- Maintain communication with the Logistics Chief
- Maintain a log of all activities

Resource Status Unit

Staffed by the Custodian, the Resource Status Unit is responsible for gathering intelligence on quantities of supplies necessary for the Operations Section and emergency responders.

The Resource Status Unit will:

- Establish a list of available resources and quantities of each resource
- Maintain communication with the Logistics Chief
- Respond to requests for additional materials from the Logistics Chief
- Work in conjunction with the Staging Unit to gather and prepare resources for the Operations Section and emergency responders
- Prepare reports and records

Information Technology Unit

Staffed by the Director of Information Technology, the Information Technology Unit is responsible for establishing and maintaining necessary IT systems during an emergency/disaster.

The Information Technology Unit will:

- Secure the software and database systems for the school.
- Ensure that school information has been backed up and archived appropriately
- Reestablish internet connections in the school and the Command Post
- Provide the Command Post with 2 work stations and a printer when ICS is activated
- Maintain communications with the Logistics Chief
- Maintain a log of all activities

Volunteer Unit

Staffed by an appropriate designated teacher, the Volunteer Unit is responsible for coordinating volunteers who arrive at the school during an emergency/disaster.

The Volunteer Unit will:

- Develop an action plan for registering volunteers and their capabilities
- Maintain a record of all volunteers and their abilities when they arrive at the school
- Maintain communication with the Logistics Chief
- Assign volunteers to necessary jobs requested from the Logistics Chief
- Maintain a log of all activities

Food and Shelter Unit

Staffed by the Director of Food Services, the Food and Shelter Unit is responsible for:

- Implementing the Care and Shelter plan
- Providing emergency shelter, food, water, and basic necessities for students, employees, and visitors following an emergency/disaster

Finance Chief

The Director of Finance, referred to as the Finance Chief, is responsible for tracking incident related costs, personnel records, requisitions, and administering procurement contracts required by the Logistics Section.

The Finance Chief will:

- Develop a plan for acquiring necessary materials required for the disaster/emergency
- Develop a plan to maintain fiscal solvency during the disaster/emergency
- Track all purchases and expenditures related to the disaster/emergency
- Maintain communications with the Incident Commander
- Maintain a log of all activities

The Finance Section includes the following units:

Time Keeper Unit

Staffed by the Office Manager, the Time Keeper Unit is responsible for recording the events that are a part of the disaster/emergency.

The Time Keeper Unit will:

- Record the times of all events that occur during the disaster/emergency
- Maintain communication with the Finance Chief
- Maintain communication with the section scribes

- Develop reports of all events
- Create a “master log” of all activities from all sections for incident debrief once the disaster/emergency is concluded

Accounts Payable Unit

Staffed by the Controller, the Accounts Payable Unit is responsible for paying for all necessary materials needed during the disaster/emergency. In addition, the Accounts Payable Unit will take steps to ensure that all staff members are paid on their normal schedule.

The Accounts Payable Unit will:

- Provide the funding in order to purchase the necessary equipment and resources for emergency responders and the overall disaster/emergency
- Work closely with the Purchasing Unit to acquire necessary resources
- Develop a plan to maintain fiscal solvency for future purchases
- Develop a plan to maintain the payroll for staff
- Maintain communication with the Finance Chief
- Develop reports of all items/resources purchased during the incident
- Maintain a log of all activities

Purchasing Unit

Staffed by the Business Office Administrative Assistant responsible for Purchasing, is responsible for purchasing the necessary materials and resources during the disaster/emergency.

The Purchasing Unit will:

- Purchase all materials and resources necessary for emergency responders and the overall disaster/emergency
- Work closely with the Accounts Payable Unit to acquire the necessary funding
- Receive direction from the Finance Chief on purchases necessary
- Develop a plan for purchasing and acquiring materials when necessary
- Maintain communication with the Finance Chief
- Develop reports of items purchased
- Maintain a log of all activities

Finance Section Scribe

Staffed by the Parent Liaison, the Finance Section Scribe is responsible for maintaining a log to record the activities of the Finance Section.