Cecilia A. Massetti, Ed.D.
Superintendent of Schools

8.4.2

Board of Education Action Item
October 13, 2020

Topic:
Consideration/Annual Review of the Emergency Preparedness Plan for Madera County Superintendent of Schools.

Background:
Updates have been made to the 20/21 Madera County Superintendent of Schools Emergency Preparedness Plan. The Incident Command System staffing information for the administration building, countywide response, and other MCSOS program sites, have been updated to current staff. Additionally, revisions were made to several evacuation maps of MCSOS programs. These updated pages are attached.

Our programs continue to update their site plans to be in alignment with the plan for the Superintendent of Schools as a whole. The updated pages from the site plans are attached.

A complete Emergency Preparedness Plan binder will be available to review at the meeting.

Financial Impact:
None.

Resource:
Kim Linderholm
Senior Business & Administrative Services Assistant
Business & Administrative Services

Recommendation:
Approval of changes made to the 2020/21 Emergency Preparedness Plan for the Madera County Superintendent of Schools.

1105 South Madera Avenue • Madera, CA 93637 • (559) 673-6051 • FAX (559) 673-5569
www.mcsos.org

Emergency Preparedness Plan for Madera County Superintendent of Schools

2020-2021

Date Adopted by Board: October 13, 2020

October 13, 2020

Subject: MADERA COUNTY SUPERINTENDENT OF SCHOOLS EMERGENCY PREPAREDNESS PLAN

The Emergency Preparedness Plan (EPP) has been designed specifically to follow our own Standardized Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS) compliant plans. The basic structure of the plan is in compliance with the requirements of both SEMS and NIMS and should not be significantly modified. A key component to this plan is the Incident Command System (ICS). There are five basic functions of the Incident Command System: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration.

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this EPP has been developed.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This EPP has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 13, 2020

MADERA COUNTY SUPERINTENDENT OF SCHOOLS
INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART

For the MCSOS COUNTYWIDE Response—9/22/2020

MANAGEMENT
EOC Director/IC

1. Dr. Cecilia Massetti, County Superintendent
2. Tricia Protzman

Command Staff
PIO—Incident Commander
Safety Officer—Joe Casarez
Liaison Officers—
Jennifer Pascale

Operations Section Chief
1. Dennis Lingo
2. Jessica Drake

Communications Team Leader
1. Hugh Levine
2. Sam Pedersen
3. Irwin Pena

Light Search & Rescue Team Leader
1. Chris Lopez
2. Hugo Sanchez
3. Dil Patel

First Aid Team Leader
1. Dolores West
2. Cynthia Bostick
3. Ashlie Carrillo

Maintenance/Fire/Site Security Team Leader
1. Antonio Olivera
2. Jason Peterson
3. Scott Sweazy

Crisis Intervention Team Leader
1. Dani Little
2. Gabriela Murillo
3. Susie Verduzco-Samanc

Assembly/Shelter Team Leader
1. Kirk Delmas
2. Edgar Dayuday
3. Angel Reyes

Staff & Visitor Accounting Team Leader
1. Angelica Perez
2. Carrie Dennis
3. Laura Rodriguez

Logistics Section Chief
1. Opie Riar
2. Kim Linderholm
3. Jim Sargent

Supplies Team Leader
1. Stephanie Daffron
2. Eva De La Cerda
3. Rhonda Harner

Staffing Team Leader
1. Kelly Kline
2. Kristen Andersen
3. Alyssa Dorado

Transportation Team Leader
1. Alex Manriquez
2. Vicki Palmer
3. Justin Korte

ICS Staff Support Team Leader
1. Jacklyn Jones
2. Marisa Etheridge

Planning/Intelligence Section Chief
1. Dianna Marsh
2. Fred Cogan

Situation Status Team Leader
1. Luz Barragan
2. Yolanda Lua
3. Kathy Condren

Documentation Team Leader
1. Brenda Plausen
2. Sandra Solis
3. Jose Espinoza

Finance/Administration Section Chief
1. Julie DeWall
2. Sonia Ramos

Recordkeeping Team Leader
1. Marisol Verduzco
2. Leticia Gallegos
3. Rhonda Yohman

Staff not assigned as a Section Chief or Team Leader will be given support assignments as necessary through Logistics Section Chief.

Emergency Telephone Numbers

In an *EMERGENCY*, dial 9-1-1 for:

- **Fire Department/Ambulance - Police Department - Sheriff's Office / Highway Patrol**

OFFICE OF EMERGENCY SERVICES:			
Madera Co. Office of Emergency Services	Joseph Wilder		24 HR: 675-7770 1-800-560-4911
California State Warning Center	CSWC Manager, Ronald DeMayo		(916) 845-8911
Madera Co. Director of Emergency Services (Sheriff's Office)	Interim Chief Tyson Pogue, Sheriff		24HR: 675-7770
FIRE:			
Madera Co. Fire – CALFIRE			661-5190
Madera, Mariposa, Merced Unit			24 HR Dispatch: (209) 966-3622
Madera City Fire Department			661-3699
COUNTY DEPARTMENTS:			
Administrative Management			675-7703
Agricultural Commissioner/Weights & Measures			675-7876
Animal Services (COUNTY)			675-7891
Behavioral Health Services			675-7926
California Highway Patrol	Madera Office		675-1025
Public Health			675-7893
Social Services			675.2300
MADERA & CHOWCHILLA CITY:			
Animal Control (CITY)			675-4220
Chowchilla Police Department			665-8600
Madera Police Department			675-4200
RED CROSS:			
Central Valley – Fresno/Madera Co.	Katrina Poitras, Director of Emergency Services		455-1000 x115
HOSPITALS:			
Madera Community Hospital	1250 E. Almond Ave., Madera		675-5555
Chowchilla District Memorial	1104 Ventura Ave., Chowchilla		665-3781
Oakhurst Community Med. Center	48677 Victoria Lane, Oakhurst		683-2992
Children's Hospital Central CA	9300 Valley Children's Place, Madera		353-3000
Clovis Community Medical Center	2755 Herndon Ave., Clovis		324-4000
Community Regional Medical Center – Fresno	2823 Fresno St., Fresno		324-4030
Kaiser Permanente Clovis	2701 Herndon Ave., Clovis		324-1500
Kaiser Permanente Fresno	7300 North Fresno St., Fresno		448-4500
Kaiser Permanente Oakhurst	40595 Westlake Drive, Oakhurst		(800) 262-6663
St. Agnes Medical Center	1303 E. Herndon, Fresno		450-3205
University Medical Center	445 S. Cedar Ave., Fresno		459-4000
VA Hospital – Fresno	2615 E. Clinton Ave., Fresno		225-6100
PG&E UTILITIES:			
24 HR Emergency/Customer Srvc. 24HR Information on Outages			(800) 743-5000 (800) 743-5002
POISON CONTROL:			
24 HR Hotline			(800) 222-1222
CRISIS INTERVENTION:			
Madera Co. Child Welfare Services	675-7829	Madera Victim Srvcs.	661-1000
Madera Co. Behavioral Health	675-7850	Victim Srvcs. Crisis Line	(800) 355-8989
CA Missing Children Hotline	(800) 222-3463	Eastern Madera Co. Victim Services	658-8588
Deaf & Hard of Hearing Svcs. Fresno	225-3323		
CA Youth Crisis Hotline	(800) 843-5200		
National Domestic Violence Hotline	(800) 799-7233		

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Administration Building and addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, gas and electric lines, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools Office of Education Administration Building.

All the material contained herein will be reviewed at least once annually and updated as legislation, legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 13, 2020

MADERA COUNTY SUPERINTENDENT OF SCHOOLS
INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART
For the MCSOS Administration Building—9/22/2020

MANAGEMENT
EOC Director/IC

1. Dr. Cecilia Massetti
County Superintendent
2. Tricia Protzman
Assistant Superintendent

Command Staff
PIO—Incident Commander
Safety Officer—Joe Casarez
Liaison Officers—
Jennifer Pascale

Operations Section Chief
1. Dennis Lingo
2. Jessica Drake

Communications Team Leader
1. Hugh Levine
2. Sam Pedersen
3. Irvin Pena

Light Search & Rescue Team Leader
1. Jason Mercier
2. Donnie Gray
3. Dil Patel

First Aid Team Leader
1. Chris Lopez
2. Kristen Andersen

Staff & Visitor Accounting Team Leader
1. Natalie Gomez
2. Graciela Daza
3. Angelica Perez

Maintenance/Fire/Site Security Team Leader
1. Antonio Olivera
2. Edgar Dayuday
3. Scott Sweazy

Crisis Intervention Team Leader
1. Marisa Etheridge
2. Rebecca Simko
3. Jason Peterson

Logistics Section Chief
1. Opie Riar
2. Kim Linderholm
3. Jim Sargent

Supplies Team Leader
1. Stephanie Daffron
2. Eva De La Cerda
3. Ana Gonzalez

Staffing Team Leader
1. Kelly Kline
2. Laura Rodriguez
3. Adriana Pompa

Planning/Intelligence Section Chief
1. Dianna Marsh
2. Kirk Delmas

Situation Status Team Leader
1. Kathy Condren
2. Luz Barrigan
3. Michelle Brewer

Documentation Team Leader
1. Brenda Plauson
2. Sonia Ramos
3. Yvette Torres

Finance/Administration Section Chief
1. Julie DeWall
2. Marisol Verduzco

Recordkeeping Team Leader
1. Rhonda Yohman
2. Sandra Solis
3. Leticia Gallegos

Staff not assigned as a Section Chief or Team Leader will be given support assignments as necessary through Logistics Section Chief.

APOLLO 20/21 Updates

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Apollo Campus that addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools Apollo Campus.

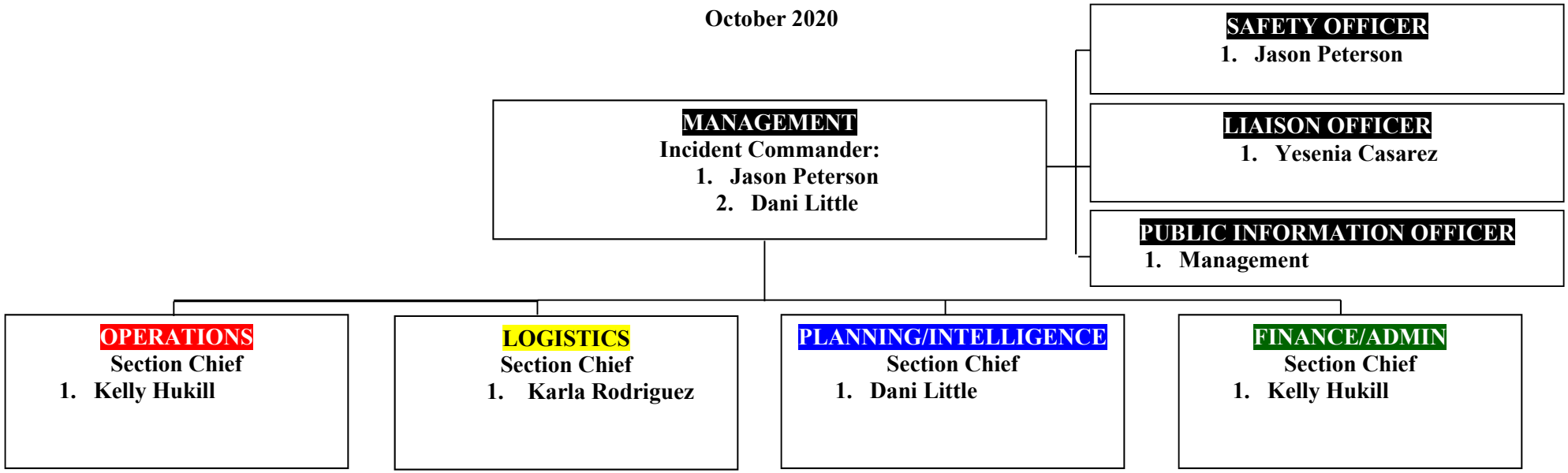
All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 13, 2020

Madera County Superintendent of Schools Apollo Campus, Mental Health Services
INCIDENT COMMAND SYSTEM (ICS) Organization Chart

October 2020



The Crisis Intervention Team

The School Site Crisis Intervention Team is comprised of designated staff members and MCSOS support personnel who are able to assist with the identification, assessment and intervention of students and staff affected by a traumatic event such as a natural disaster, sudden death, suicide, bus accident, drive-by, shooting, etc.

Apollo Campus Crisis Intervention Team Members:

	Name	Work Phone	Cell Phone
Program Coordinator	Dani Little	662-4647	906-9227
*School Psychologist	Rita Sepulveda	662-4649	
*School Nurse	Cynthia Bostick	662-4841	706-0272

Activation of the Crisis Team and MCSOS Support Staff

In response to notification of an emergency or disaster, sudden death, suicide, school bus accident, etc., the site administrator immediately notifies the Superintendent, the immediate supervisor and assembles the Crisis Intervention Team to help plan the response and prepare for the following day. Plans should include:

- Requesting assistance from the Associate Superintendent, Human Resources to prepare a written statement and to direct other staff as to how to handle phone calls and requests for information about the emergency or disaster.

- Establishing a crisis center on campus where crisis team members will be available to meet with students/staff/parents.

- Promptly sharing factual information with staff, students, parents and community.

- Planning staff meetings or other communications as soon as possible to share information.

- Providing an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.

- Providing a written statement which teachers may use to announce the event to students/parents.

- Requesting teachers to refer students who seem especially upset to the school's crisis center for individual counseling.

Crisis Intervention Team Responsibilities

I. Initial Crisis Planning

A. Identify problem/event and determine degree of impact on school.
B. Determine if additional support is needed and notify MCSOS offices for assistance.
C. Review facts and determine what information is to be shared with:
    1. Faculty
    2. Students
    3. Parents/Community
    4. Media liaison
D. Determine how the information is to be shared with staff/students/parents in order to control factual information.

Apollo Campus
Phone Contact List

Jason Peterson, Program Director
Office: 662-4611
Cell: 559 917-5446

Dani Little, Program Coordinator
Office: 662-4667
Cell: 559 806-9227

Cynthia Bostick, School Nurse
Office: 662-4841
Cell: 706-0272

Madera County Superintendent of Schools
Phone Contact List
559-673-6051

Jessica Drake, Executive Director, Student Programs and Services
662-4669

Kim Linderholm, Senior Administrative Assistant, Operations
662-6295

Our phone system is the most effective communication on campus through the #700 all-call. This is the most efficient way to contact all staff if emergency situation occurs.

CAES 20/21 Updates

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Career & Alternative Education Services school sites and addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, gas and electric lines, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools Career & Alternative Education Services school sites.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 13, 2020

Madera County Superintendent of Schools PIONEER TECHNICAL CENTER CHOWCHILLA
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2020

MANAGEMENT
Incident Commander:
Alan Macedo, Program Director Career and Alternative Education Services

SAFETY OFFICER
1. Debra Haworth

LIAISON OFFICER
1. Jose Espinoza

PUBLIC INFORMATION OFFICER
1. Management

OPERATIONS
Section Chief
1. Alan Macedo

OFFICE COMUNICATIONS TEAM
1. Donna Gilstrap

STAFF and VISITOR ACCOUNTING TEAM
1. Marisol Mendez

STAFF COMMUNICATIONS TEAM
1. Alan Macedo
2. Jennifer Neely

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Jennifer Neely
2. Alan Macedo

CRISIS INTERVENTION TEAM
1. Rita Sepulveda
2. Maya Falcón

LOGISTICS
Section Chief
1. Fred Cogan

PLANNING/INTELLIGENCE
Section Chief
1. Fred Cogan
2. Alan Macedo

SITUATION STATUS TEAM
1. Jennifer Neely

DOCUMENTATION TEAM
1. Marisol Mendez

FINANCE/ADMIN
Section Chief
1. Fred Cogan
2. Alan Macedo

RECORDKEEPING TEAM
1. Marisol Mendez

Madera County Superintendent of Schools PIONEER TECHNICAL CENTER
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2020

MANAGEMENT
Incident Commander:
Scott Ellingson, Principal

SAFETY OFFICER
1. Karl Diaz

LIAISON OFFICER
1. Jose Espinoza

PUBLIC INFORMATION OFFICER
1. Management

OPERATIONS
Section Chief
1. Scott Ellingson

OFFICE COMUNICATIONS TEAM
1. Diane Romero
2. Rita Navarro

STAFF and VISITOR ACCOUNTING TEAM
1. Diane Romero
2. Rita Navarro

STAFF COMMUNICATIONS TEAM
1. Laura Montoya
2. Sue Steinmetz

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Marcial Ocampo
2. Marianna Domokos

CRISIS INTERVENTION TEAM
1. Rita Sepulveda
2. Myrtha Torres

LOGISTICS
Section Chief
1. Scott Ellingson
2. Diane Romero
3. Rita Navarro

PLANNING/INTELLIGENCE
Section Chief
1. Scott Ellingson
2. Fred Cogan

SITUATION STATUS TEAM
1. Jose Espinoza
2. Cheryl Clawson

DOCUMENTATION TEAM
1. Rita Navarro
2. Diane Romero

FINANCE/ADMIN
Section Chief
1. Fred Cogan
2. Scott Ellingson

RECORDKEEPING TEAM
1. Rita Navarro
2. Diane Romero

Madera County Superintendent of Schools MADERA COUNTY INDEPENDENT ACADEMY
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2020

MANAGEMENT
Incident Commander:
Hugo Sanchez, Program Director Career Technical and Alternative Education Services

SAFETY OFFICER
1. Holly Rodriguez

LIAISON OFFICE
1. Jose Espinoza

PUBLIC INFORMATION OFFICER
1. Management

OPERATIONS
Section Chief
1. Hugo Sanchez

OFFICE COMUNICATIONS TEAM
1. Elizabeth Sanchez

STAFF and VISITOR ACCOUNTING TEAM
2. Ruby Horta

STAFF COMMUNICATIONS TEAM
1. Maya Falcon
2. Karla Guevara

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Angel Reyes
2. Jose Espinoza

CRISIS INTERVENTION TEAM
1. Rita Sepulveda
2. Elizabeth Rodriguez

LOGISTICS
Section Chief
1. Maya Falcón

PLANNING/INTELLIGENCE
Section Chief
1. Fred Cogan
2. Hugo Sanchez

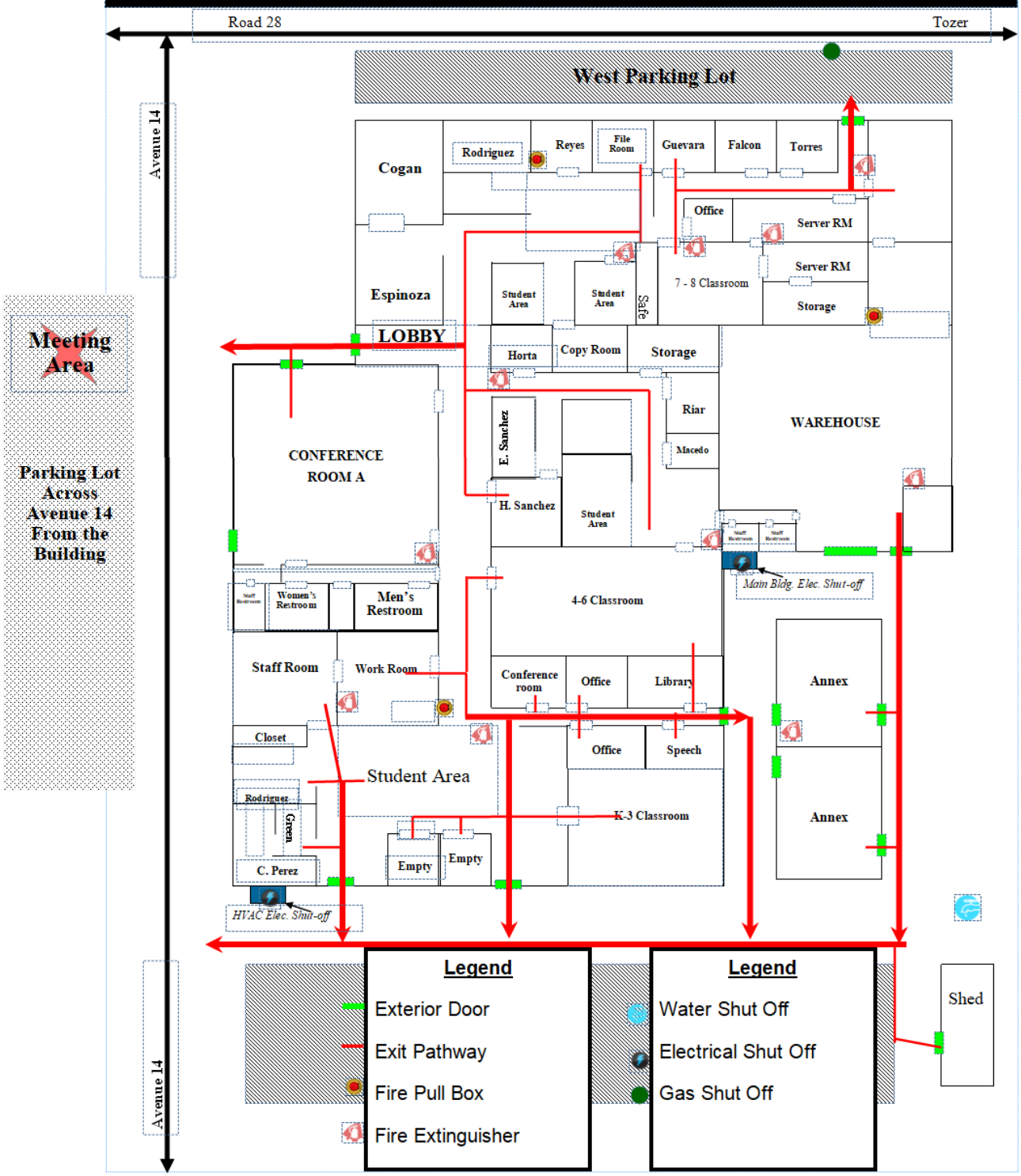
SITUATION STATUS TEAM
1. Corry Perez
2. Sharon Green

DOCUMENTATION TEAM
1. Elizabeth Sanchez

FINANCE/ADMIN
Section Chief
1. Fred Cogan
2. Hugo Sanchez

RECORDKEEPING TEAM
1. Ruby Horta

FIRE EVACUATION ROUTES
Madera County Independent Academy
28123 Avenue 14—Madera, CA 93638
October 2020



EARLY EDUCATION CENTER 20/21 Updates

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EARLY EDUCATION CENTER
1105 S. Madera Avenue, Madera, CA 93637

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INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Early Education Center that addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

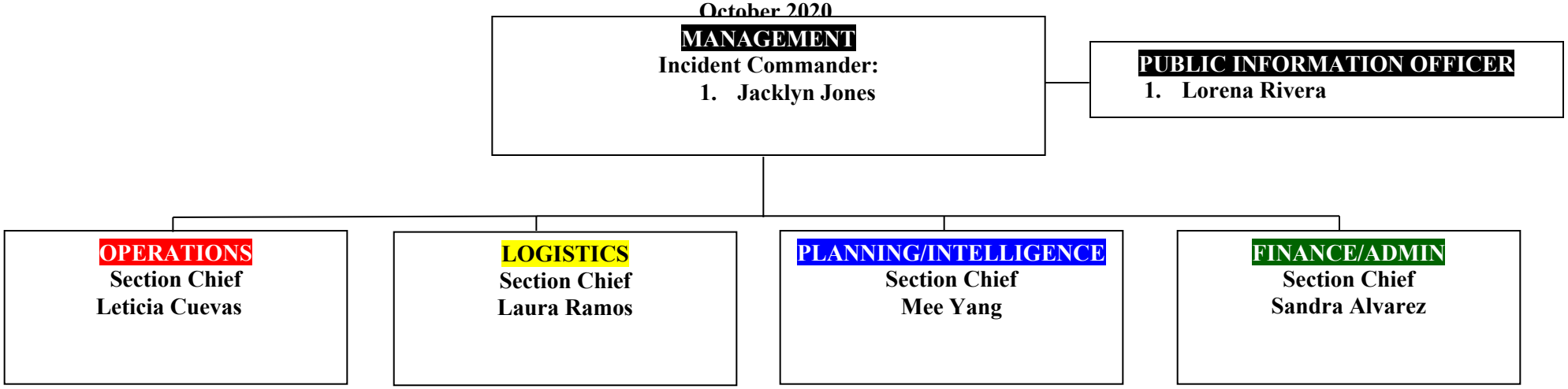
Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools Early Education Center.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 13, 2020

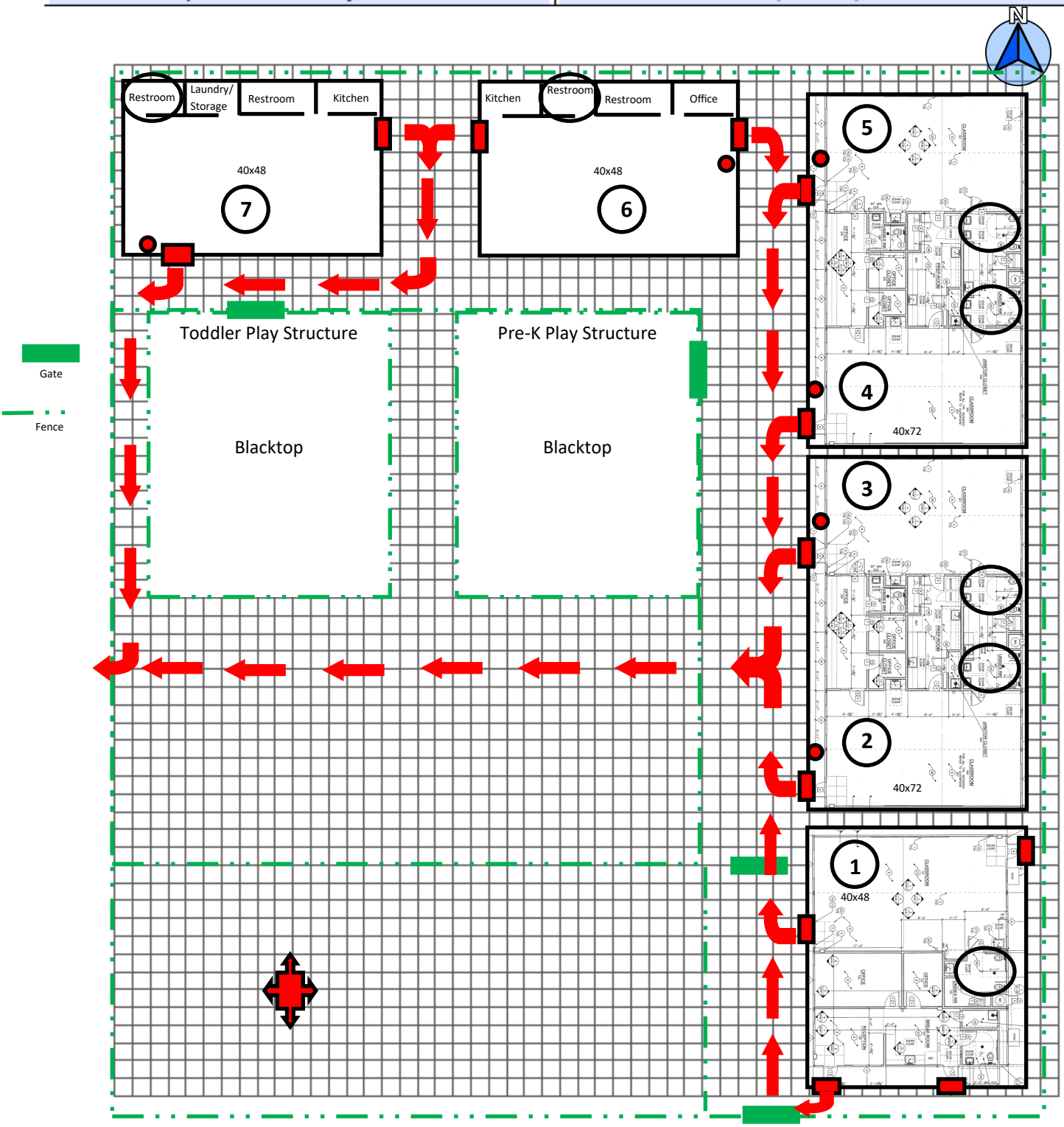
Madera County Superintendent of Schools Early Education Center
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2020



FACILITY SKETCH (Yard)

The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Show any potential hazardous area such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

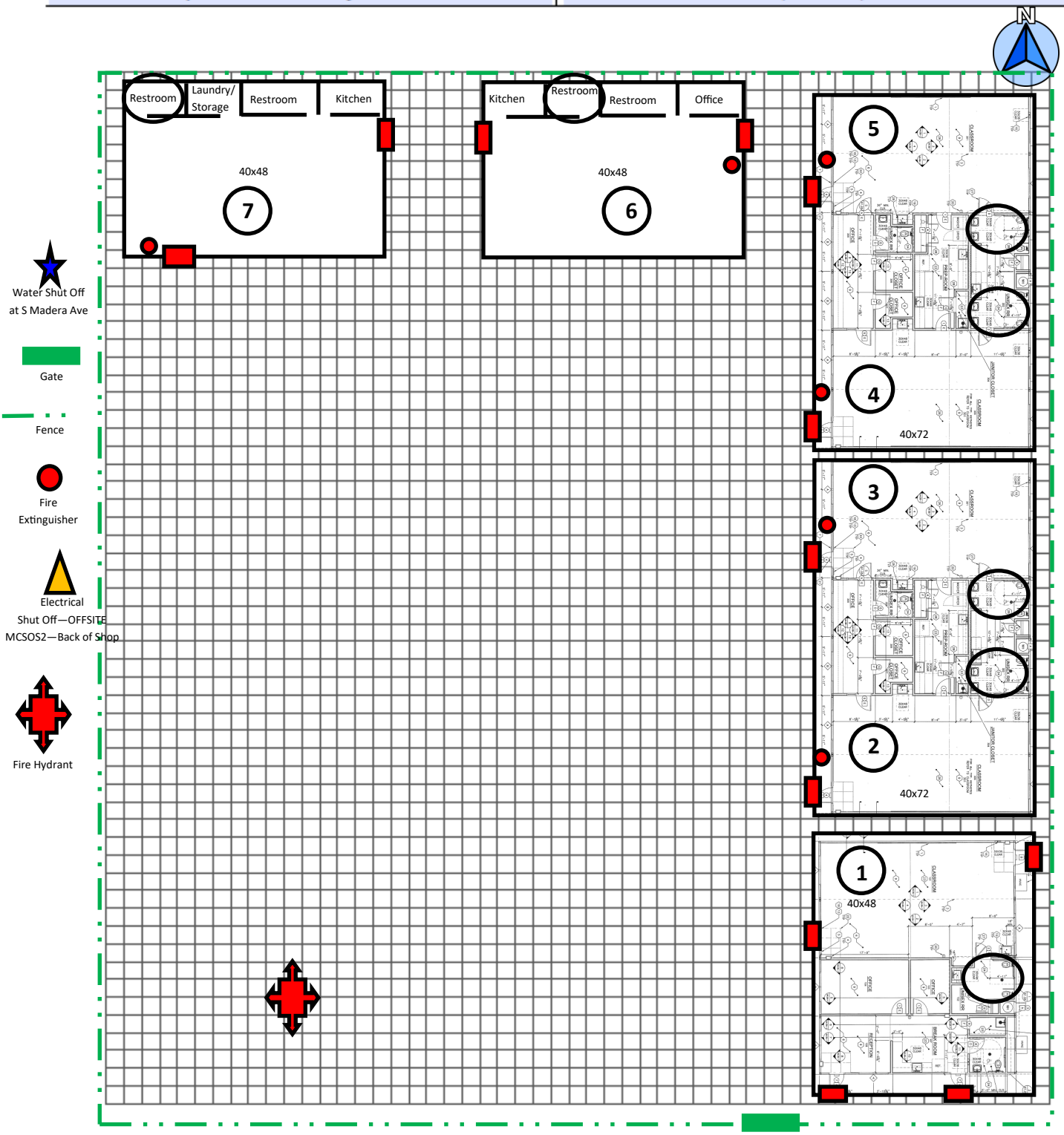
FACILITY NAME:	ADDRESS:
Madera Co. Supt. of Schools Early Education Center	1105 S. Madera Avenue, Madera, CA 93637



FACILITY SKETCH (Floor Plan)

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Circle the names of the rooms that will be used by staff/residents/clients/children. Door and window exits from the rooms must be shown in case of an emergency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.

FACILITY NAME:	ADDRESS:
Madera Co. Supt. of Schools Early Education Center	1105 S. Madera Avenue, Madera, CA 93637



Gould Educational Center 20/21 Updates

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with Gould Educational Center and addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, gas and electric lines, and electrical power main shutoff switches as they apply to the Gould Educational Center.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Gould Educational Center in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 13, 2020

Madera County Superintendent of Schools

GOULD EDUCATIONAL CENTER

INCIDENT COMMAND SYSTEM (ICS) Organization Chart

October 2020

MANAGEMENT
Incident Commander:
1. Tanya Hill
2. Alex Manriquez

SAFETY OFFICER
1. Chrystina Alejandre
2. Jessica Amezola

PUBLIC INFORMATION OFFICER
1. Management/IC

LIAISON OFFICER
1. Helia Dabiran-Zohori
2. Vicki Palmer

OPERATIONS
Section Chief
1. Tanya Hill
2. Alex Manriquez
3. Helia Dabiran-Zohori

LOGISTICS
Section Chief
1. Alex Manriquez
2. Chrystina Alejandre

PLANNING/INTELLIGENCE
Section Chief
1. Tanya Hill
2. Helia Dabiran-Zohori

FINANCE/ADMIN
Section Chief
1. Marisol Taylor
2. Leticia Gallegos
3. Chantal Garcia

FIRST AID TEAM
1. Helia Dabiran-Zohori
2. Dolly West
3. Cynthia Bostick

STAFF and VISITOR ACCOUNTING TEAM
1. Jessica Amezola
2. All teachers (roll)

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Mark Parrott
2. Angela Davis
3. Jaime Nungaray

CRISIS INTERVENTION TEAM
1. Serina Hernandez
2. Susie Verduzco-Samanc

EVACUATION

Evacuating the classrooms consists of the orderly movement of staff, students and visitors from inside buildings to an outside area of safety. This emergency response activity is initiated when it is determined that it is not safe to remain in the buildings or to stay on site. In this situation, staff, students and visitors are moved to a safer location either on or off site. The command to *Evacuate* will be given by sounding the fire alarm or notification through the telephone paging system. Press "#" button, then dial 600 after the bell chime state "evacuate students to the _____ area.

When to Evacuate

1. Civil Unrest
2. Dam Failure
3. Explosion
4. Fire on site
5. Flood
6. Gas Leak
7. Hazardous Materials Incident/Chemical Accident
   NOTE: When evacuating the building or grounds, move crosswind to avoid fumes. Never move up or downwind. Provide First Aid if necessary.
8. Landslide
9. Major Earthquake
10. National Security Emergency
11. Terrorism
12. Transportation Accident
13. Wildland/Urban Interface Fire
14. Severe Weather
    NOTE: The National Weather Service has developed a system of "watches" and "warnings" that are issued when severe weather conditions may exist.
    IF WATCHES AND WARNINGS HAVE BEEN ISSUED:
    1. Remain Alert for additional weather advisories. If a watch is issued during working hours, you will be notified and will be kept up-to-date on the latest developments.
    2. If a warning is issued during working hours, students/staff may be directed to *Evacuate* if there is sufficient time before the anticipated arrival of the storm, or may be directed to remain at work if it would be dangerous to leave.

    IF THERE IS NO ADVANCE WARNING:
    1. Take cover immediately in interior rooms or along an inside wall. Try to find a place away from large, heavy objects and windows.
    2. Open doors, if possible.
    3. Remain calm.
    4. Wait for instructions.
15. Bomb Threat
16. Post-Earthquake
17. Other similar occurrences which makes the building uninhabitable

Procedures:

GENERAL Evacuation Procedures

1. The command to *Evacuate* will be provided through the Principal/designee(s) by sounding the fire alarm or notification through the telephone paging system.
   a. Make an announcement over the phone intercom system (to be used for emergency purposes only). From any office phone – Press "#" button, then dial 600 after the bell chime: "Your attention please. Your attention please. Due to the_____

FALLEN AIRCRAFT

Warning of a fallen aircraft may be the accident itself, or may be received through a messenger or phone call. In the event of such an accident, take the following actions:

a. Take the action directed by the Principal/designee(s). When necessary, Administrators may take immediate action to protect the safety of students and staff without instruction from the Principal/designee(s).
b. Keep students and staff at a safe distance from the accident, taking into consideration the possibility of explosion of fuel tanks. A distance of at least 300 feet should be maintained. NOTE: The Principal/designee(s) shall attempt to determine the type of aircraft - military, commercial or private plane.
c. Notify the Fire Department by calling 9-1-1.
d. Keep access roads open for emergency vehicles.
e. Take further action as directed by the Principal/designee(s).

All Situations

It should be noted that regardless of local site plans, it is the responsibility of the Principal to order or decide to evacuate Madera County Superintendent of Schools students. This must be communicated to the Madera County Superintendent of Schools (Superintendent or Associate Superintendent, Student Programs and Services) as soon as possible or feasible so that this office may assist or direct as appropriate to insure safety and well-being of students and staff who are part of the Madera County Superintendent of Schools programs.

Classroom Emergency Folders

The Principal will ensure that each classroom have a Classroom Emergency Folder, appropriately labeled and located in a prominent place near the door.

Purpose -- To provide emergency information and materials for the regular classroom teacher, substitutes, and other MCSOS staff to ensure the identification and safety of students, and to facilitate appropriate pupil release procedures.

Contents to include **–**

1. Fire evacuation route map
2. School map/floor plan
3. Designated large-group assembly areas
4. Emergency action signals, and procedures to follow for each
5. Pupil Release forms
6. Attendance registers

Pupil Release/Evacuation Procedures

Certain actions may involve releasing students from school or relocating them from one school site to another at a time when parents expect their children to be in school. **The Superintendent will authorize such actions only in extreme emergency, and all possible attempts to notify parents as to the situation will be made as soon as possible.** In any case, pupils shall be released by Madera County Superintendent of Schools staff only. Daily attendance is a critical component in preparing for any emergency or disaster.

The Principal/designee(s) will assess the situation in any given emergency and, based on the safety of students and the condition of the school and neighborhood, will make recommendations to the Superintendent.
Alternatives include:

1. Students remain in classrooms with their teachers until they are released to their parents or are transported home via regular bus routes and times.

The Crisis Intervention Team

The School Site Crisis Intervention Team is comprised of designated staff members and MCSOS support personnel who are able to assist with the identification, assessment and intervention of students and staff affected by a traumatic event such as a natural disaster, sudden death, suicide, bus accident, drive-by, shooting, etc.

Gould Educational Center Crisis Intervention Team Members:

	Name	Work Phone	Cell Phone
Program Director	Tanya Hill	662-4803	908-1685
*School Psychologist	Serina Hernandez	662-4609	481-5972
*School Psychologist	Susie Verduzco-Samanc	662-4837	706-0285
*School Nurse	Helia Dabiran-Zohori	662-4843	
Transportation Manager	Alex Manriquez	662-4804	416-0761

Activation of the Crisis Team and MCSOS Support Staff

In response to notification of an emergency or disaster, sudden death, suicide, school bus accident, etc., the site administrator immediately notifies the Superintendent, the immediate supervisor and assembles the Crisis Intervention Team to help plan the response and prepare for the following day. Plans should include:

- Requesting assistance from the Associate Superintendent, Human Resources to prepare a written statement and to direct other staff as to how to handle phone calls and requests for information about the emergency or disaster.
- Establishing a crisis center on campus where crisis team members will be available to meet with students/staff/parents.
- Promptly sharing factual information with staff, students, parents and community.
- Planning staff meetings or other communications as soon as possible to share information.
- Providing an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.
- Providing a written statement which teachers may use to announce the event to students/parents.
- Requesting teachers to refer students who seem especially upset to the school's crisis center for individual counseling.

Crisis Intervention Team Responsibilities

I. Initial Crisis Planning

A. Identify problem/event and determine degree of impact on school.
B. Determine if additional support is needed and notify MCSOS offices for assistance.
C. Review facts and determine what information is to be shared with:
   1. Faculty
   2. Students
   3. Parents/Community
   4. Media liaison

D. Determine how the information is to be shared with staff/students/parents in order to control factual information.
   1. Provide referral processes, including procedures for self-referral.

Gould Educational Center
Phone Contact List
559-674-0915

Tanya Hill, Program Director
Office: 662-4803
Cell: 908-1685

Helia Dabiran-Zohori, School Nurse
Office: 662-4843
Cell:

Alex Manriquez, Transportation Manager
Office: 662-4804
Cell: 416-0761

Madera County Superintendent of Schools
Phone Contact List
559-673-6051

Jessica Drake, Executive Director, Student Programs and Services
662-4669

Kim Linderholm, Senior Administrative Assistant, Operations
662-6295

Our phone system is the most effective communication on campus through the #600 all-call. This is the most efficient way to contact all staff if emergency situation occurs.

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Building 2 and addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, gas and electric lines, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools to Building 2.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 13, 2020

Madera County Superintendent of Schools

Building 2

INCIDENT COMMAND SYSEM (ICS) Organization Chart

October 2020

MANAGEMENT

Incident Commander:

1. **Camille Edmunds**

SAFETY OFFICER

1. **Sofia Padilla**
2. **Elizabeth Gonzalez**

PUBLIC INFORMATION OFFICER

1. **Management/IC**

LIAISON OFFICER

1. **Sofia Padilla**
2. **Elizabeth Gonzalez**

OPERATIONS

Section Chief

1. **Camille Edmunds**
2. **Dolly West**

LOGISTICS

Section Chief

1. **Camille Edmunds**
2. **Sofia Padilla**

PLANNING/INTELLIGENCE

Section Chief

1. **Camille Edmunds**
2. **Dolly West**

FINANCE/ADMIN

Section Chief

1. **Marisol Taylor**
2. **Leticia Gallegos**
3. **Chantal Garcia**

FIRST AID TEAM

1. **Dolly West**
2. **Lagina Martinez**

STAFF and VISITOR ACCOUNTING TEAM

1. **Elizabeth Gonzalez**
2. **All teachers (roll)**

MAINTENANCE/FIRE/SITE SECURITY TEAM

1. **Camille Edmunds**
2. **Sofia Padilla**
3. **Elizabeth Gonzalez**

CRISIS INTERVENTION TEAM

1. **Gabriela Murillo**

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MCSOS Building 2 Early Start Intervention Team Members:

	Name	Work Phone	Cell Phone
Program Director	Camille Edmunds	662-4827	240-4535
*School Psychologist	Gabriela Murillo	662-4649	
*School Psychologist	Susie Verduzco-Samanc	662-4837	706-0285
*School Nurse	Helia Debiran-Zohori	662-4841	760-2279
*School Nurse	Dolly West	662-4842	417-7701

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