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

8.4.2

BOARD OF EDUCATION ACTION ITEM

October 8, 2019

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

Background:
Updates have been made to the 19/20 Madera County Superintendent of Schools Emergency Preparedness Plan. The Incident Command System staffing information for the central administration building, as well as a countywide response, 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 2019/20 Emergency Preparedness Plan for Madera County Superintendent of Schools

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

MCSOS Emergency
Operations Plan
(Countywide Response)
19/20 Updates

Emergency Preparedness Plan for Madera County Superintendent of Schools

2019-2020

Date Adopted by Board: October 8, 2019

October 8, 2019

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 8, 2019

MADERA COUNTY SUPERINTENDENT OF SCHOOLS
INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART
For the MCSOS COUNTYWIDE Response 9/10/19

MANAGEMENT
EOC Director/IC

1. Dr. Cecilia Massetti
County Superintendent
2. Steve Carney
Deputy Superintendent, BAS

Command Staff
PIO—Incident Commander
Safety Officer—Trish Protzman
Liaison Officers—
Jennifer Pascale/Kim Linderholm

Operations Section Chief
1. Dennis Lingo
2. Jessica Drake

Communications Team Leader
1. Larry Lara
2. Hugh Levine
3. Sam Pedersen

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

First Aid Team Leader
1. Delores West
2. Cynthia Bostick
3. Susan Valenzuela

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

Crisis Intervention Team Leader
1. Dani Little
2. Angela Tollison
3. Susie Venduzco-Samanc

Assembly/Shelter Team Leader
1. Angel Reyes
2. Reny Francisco
3. Kirk Delmas

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 Mandriguez
2. Porsha Lacy
3. Justin Korte

ISC Staff Suport Team Leader
1. Jacklyn Jones
2. Marisa Ethridge

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

Situation Status Team Leader
1. Luz Barragan
2. Yolana Lua
3. Joe Casarez

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.

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.

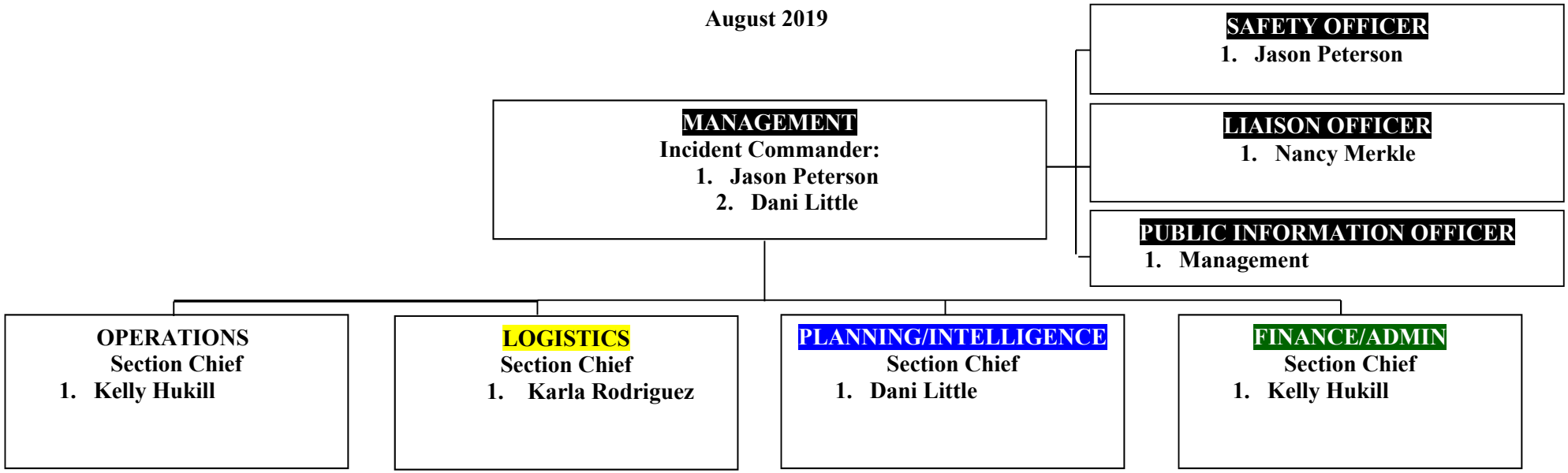
All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

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 8, 2019

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

August 2019



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	Gabriela Murillo	662-4649	706-0201
*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

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.

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 8, 2019

Madera County Superintendent of Schools PIONEER TECHNICAL CENTER CHOWCHILLA
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2019

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

SAFETY OFFICER
1. Debra Haworth

LIAISON OFFICER
1. Jose Espinoza

PUBLIC INFORMATION OFFICER
1. Management

OPERATIONS
Section Chief
1. Hugo Sanchez

OFFICE COMUNICATIONS TEAM
1. Donna Gilstrap

STAFF and VISITOR ACCOUNTING TEAM
1. Rocio Diaz

STAFF COMMUNICATIONS TEAM
1. Hugo Sanchez
2. Jennifer Neely

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Jennifer Neely
2. Hugo Sanchez

CRISIS INTERVENTION TEAM
1. Gabriela Murillo
2. Maya Falcón

LOGISTICS
Section Chief
1. Fred Cogan

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

SITUATION STATUS TEAM
1. Jennifer Neely

DOCUMENTATION TEAM
1. Rocio Diaz

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

RECORDKEEPING TEAM
1. Rocio Diaz

Madera County Superintendent of Schools PIONEER TECHNICAL CENTER
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2019

MANAGEMENT
Incident Commander:
Alan Macedo, Principal

SAFETY OFFICER
1. Karl Diaz

LIAISON OFFICER
1. Jose Espinoza

PUBLIC INFORMATION OFFICER
1. Management

OPERATIONS
Section Chief
1. Alan Macedo

OFFICE COMUNICATIONS TEAM
1. Diane Romero
2. Rita Navarro

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

STAFF COMMUNICATIONS TEAM
1. Sharon Green
2. Marcial Ocampo

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Debra Haworth
2. Todd Gamble

CRISIS INTERVENTION TEAM
1. Gabriela Murillo
2. Myrtha Torres

LOGISTICS
Section Chief
1. Alan Macedo
2. Diane Romero
3. Rita Navarro

PLANNING/INTELLIGENCE
Section Chief
1. Alan Macedo
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. Alan Macedo

RECORDKEEPING TEAM
1. Rita Navarro
2. Diane Romero

Madera County Superintendent of Schools MADERA COUNTY INDEPENDENT ACADEMY
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2019

MANAGEMENT
Incident Commander:
Fred Cogan, Executive 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. Fred Cogan

OFFICE COMUNICATIONS TEAM
1. Norma Orozco

STAFF and VISITOR ACCOUNTING TEAM
1. Elizabeth Sanchez

STAFF COMMUNICATIONS TEAM
1. Myrtha Torres
2. Karla Guevara

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

CRISIS INTERVENTION TEAM
1. Gabriela Murillo
2. Elizabeth Rodriguez

LOGISTICS
Section Chief
1. Maya Falcón

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

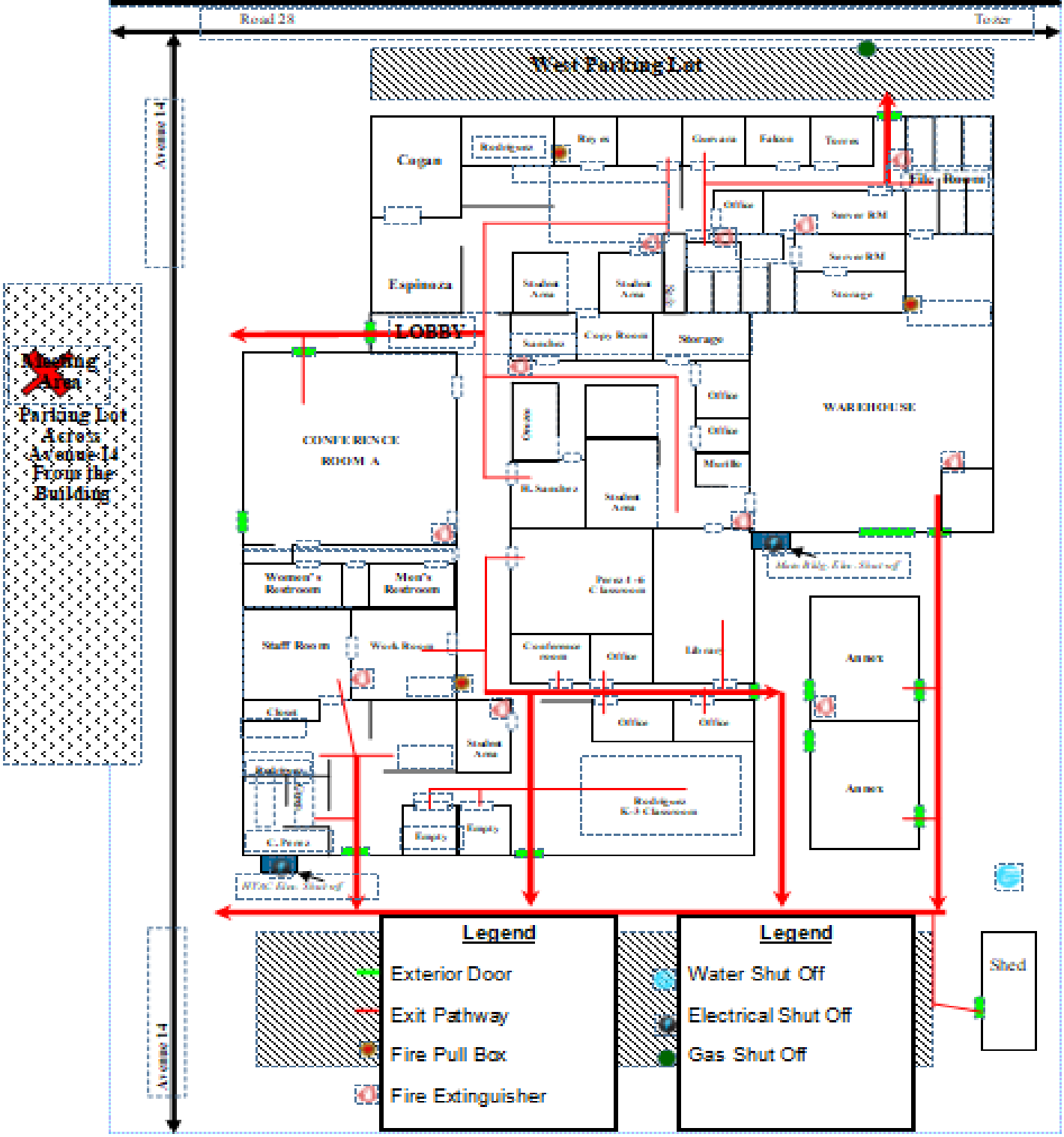
SITUATION STATUS TEAM
1. Corry Perez
2. Sharon Green

DOCUMENTATION TEAM
1. Norma Orozco

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

RECORDKEEPING TEAM
1. Elizabeth Sanchez

FIRE EVACUATION ROUTES
Madera County Independent Academy
28123 Avenue 14—Madera, CA 93638
October 2019



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.

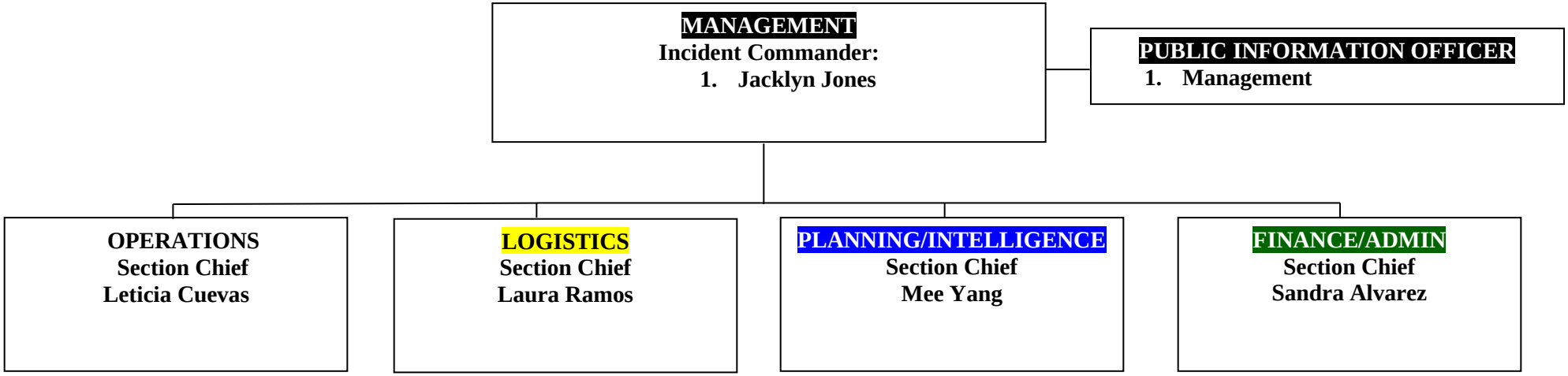
Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, and electrical power main shutoff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

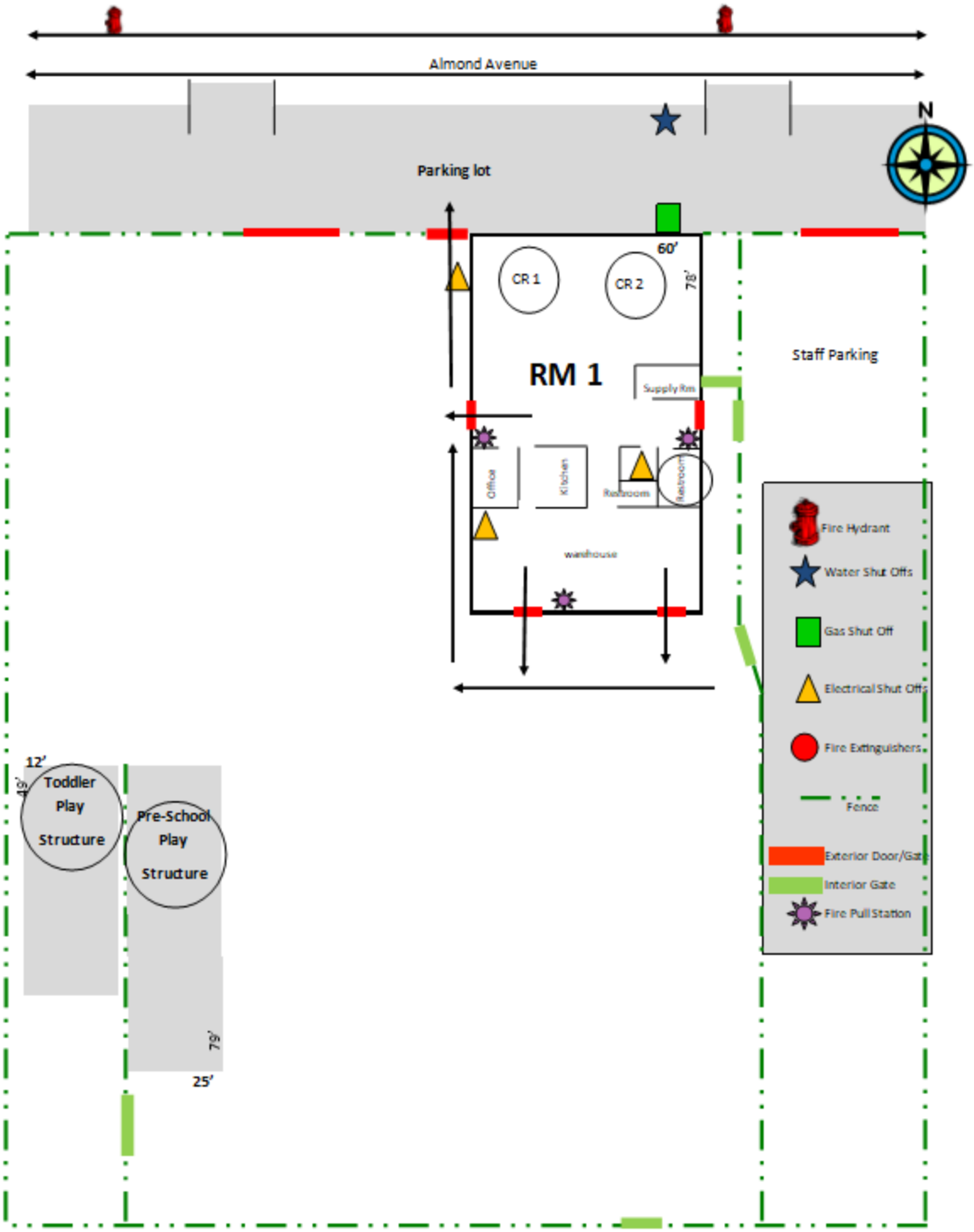
Madera County Board of Education
Annual Review and Update: October 8, 2019

Madera County Superintendent of Schools Early Education Center
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2019



EMERGENCY EVACUATION ROUTES

Early Education Center - 220 E. Almond, Madera, CA 93637



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 8, 2019

Madera County Superintendent of Schools

GOULD EDUCATIONAL CENTER

INCIDENT COMMAND SYSTEM (ICS) Organization Chart

September 2018

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

SAFETY OFFICER
1. Chrystina Murillo
2. Jessica Amezola

PUBLIC INFORMATION OFFICER
1. Management/IC

LIAISON OFFICER
1. Susan Valenzuela
2. Vicki Palmer

OPERATIONS
Section Chief
1. Tanya Hill
2. Alex Manriquez
3. Susan Valenzuela

FIRST AID TEAM
1. Susan Valenzuela
2. Dolly West
3. Cynthia Bostick

LOGISTICS
Section Chief
1. Alex Manriquez
2. Chrystina Murillo

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

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Mark Parrott
2. Victoria Sanchez
3. Jaime Nungaray

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

PLANNING/INTELLIGENCE
Section Chief
1. Tanya Hill
2. Susan Valenzuela

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

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	Susan Valenzuela	662-4843	706-0215
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

Susan Valenzuela, School Nurse
Office: 662-4843
Cell: 706-0215

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.

MCSOS Admin. Bldg
19/20 Updates

- **ICS Team(s) Activated**

Drop, Cover and Hold……20
- **When to Drop, Cover and Hold**
- **Procedures**
  - o **Earthquake**
  - o **Explosion/Threat of Explosion**
    - ▪ **Bomb Threat Checklist**
  - o **Nuclear Emergencies**
- **ICS Team(s) Activated**

Death of Staff Member..... 24
- **Procedures**

Suicide……. 24
- **Procedures**

Emergency Medical Procedure and/or
Emergency Procedure in Case of Injury…… 24
- **Procedures**

Fallen Aircraft..... 24
- **Procedures**

All Situations…….
25 - **Procedures**

Sites Used as a Mass Care & Welfare Shelter Facility in an Emergency by Public Agencies ……. 25
- **Procedures**

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 8, 2019

MADERA COUNTY SUPERINTENDENT OF SCHOOLS
INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART
For the MCSOS Administration Building - 9/10/19

MANAGEMENT
EOC Director/IC

1. Dr. Cecilia Massetti, County Superintendent
2. Steve Carney, Deputy Superintendent, BAS

Command Staff
PIO—Incident Commander
Safety Officer—Trish Protzman
Liaison Officers—
Jennifer Pascale/Kim Linderholm

Operations Section Chief
1. Dennis Lingo
2. Jessica Drake

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

Light Search & Rescue Team Leader
1. Kirk Delmas
2. Scott Ellingson
3. Dil Patel

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

Staff & Visitor Accounting Team Leader
1. Natalie Gomez
2. Susan Horsley
3. Angelica Perez

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

Crisis Intervention Team Leader
1. Paige Sanders
2. Rebecca Simko
3. Jason Peterson

Logistics Section Chief
1. Opie Riar
2. Kim Linderholm

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

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

Planning/Intelligence Section Chief
1. Joe Casarez
2. Jim Sargent

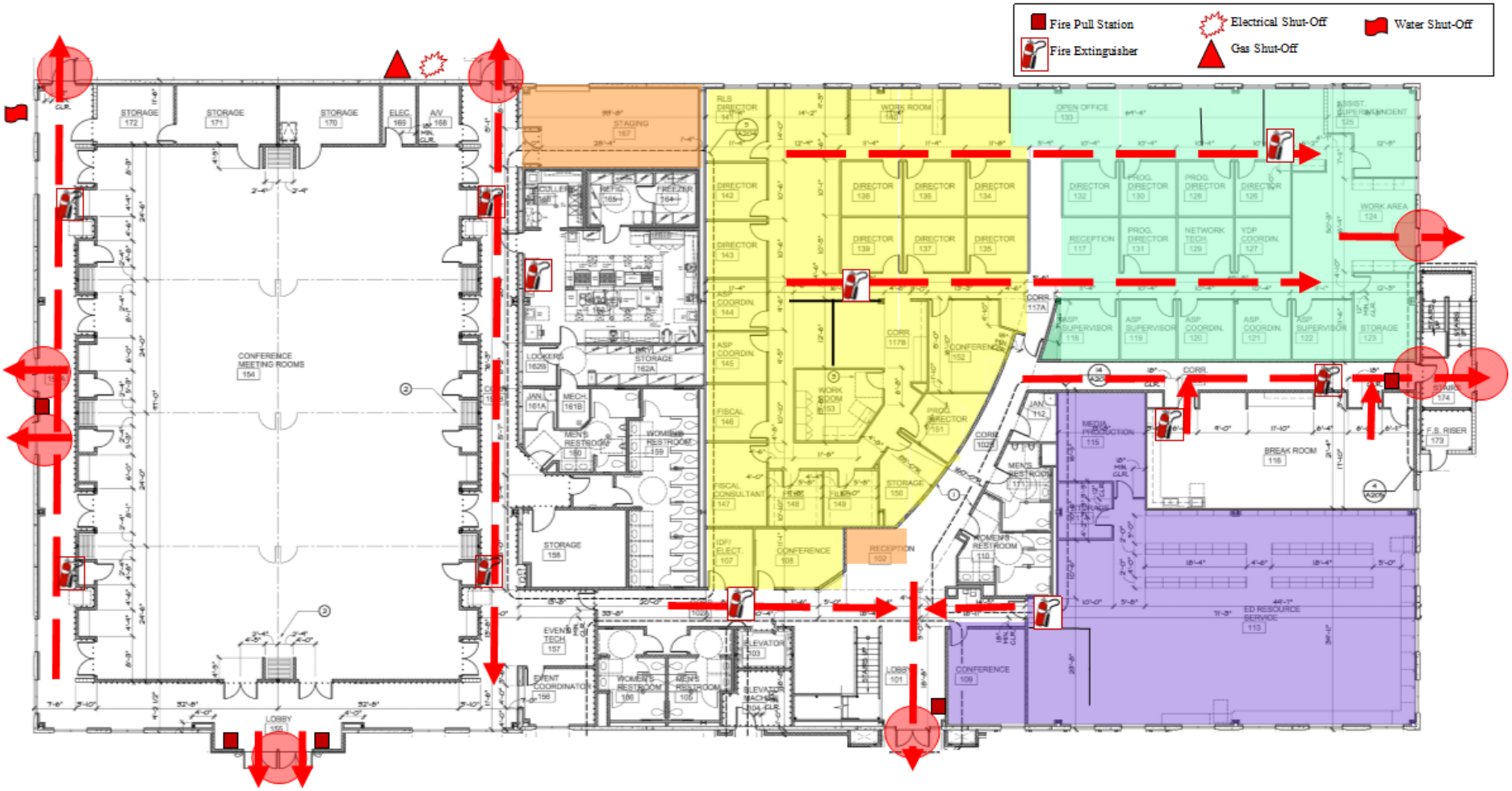
Situation Status Team Leader
1. Dianna Marsh
2. Luz Barrigan
3. Michelle Brewer

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

Finance/Administration Section Chief
1. Julie De Wall
2. Mariol 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.



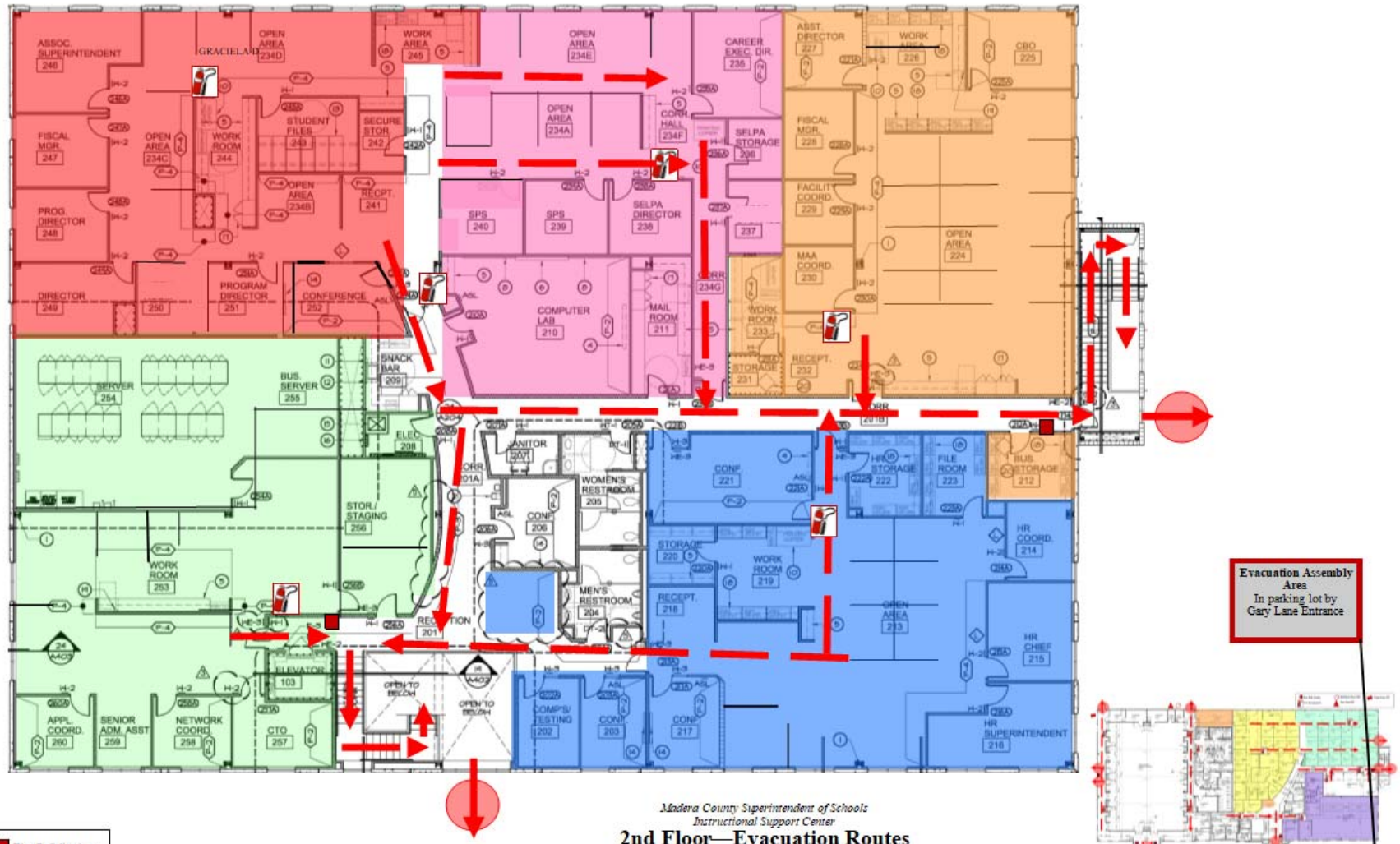
MCSOS 2

Madera County Superintendent of Schools
Instructional Support Center

1st Floor—Evacuation Routes

1105 S. Madera Avenue, Madera, CA 93637

Evacuation Assembly Area
In parking lot by Gary Lane Entrance



Fire Pull Station

Fire Extinguisher

Madera County Superintendent of Schools
Instructional Support Center

2nd Floor—Evacuation Routes

1105 S. Madera Avenue, Madera, CA 93637

All Situations

It should be noted that regardless of local site plans, it is the responsibility of Madera County Superintendent of Schools staff housed at any site to communicate to Madera County Superintendent of Schools any emergency situation which has arisen and indicate what action was taken and under whose authority. Any order or decision to evacuate Madera County Superintendent of Schools students must be communicated to the Madera County Superintendent of Schools (Superintendent/designee) 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.

Sites Used as a Mass Care & Welfare Shelter Facility in an Emergency by Public Agencies

In the event of an emergency situation, MCSOS may be asked to provide a location for care and shelter for citizens of the county and/or the responders and their families. This section addresses procedures to request MCSOS facilities:

MCSOS will be contacted by a County Agency, or American Red Cross to request use of facilities.

- The requesting agency will work with MCSOS to establish requirements for shelter operations.
- In the event of an earthquake emergency, the requesting agency and MCSOS, shall conduct a structural inspection of potential shelters to ensure the building's stability prior to selecting a shelter location.
- American Red Cross/County Agency shall complete a Facilities Use Agreement, and provide appropriate insurance coverages and fulfill insurance requirements.
- American Red Cross/County Agency and MCSOS will conduct a turn-over inspection prior to opening the facility.
- American Red Cross/County Agency and MCSOS will conduct an after use inspection and agreements for reimbursement and/or repair will be referenced as needed.

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 8, 2019

Madera County Superintendent of Schools

Building 2

INCIDENT COMMAND SYSEM (ICS) Organization Chart

October 8, 2019

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. **Angela Tollison**

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.

MCSOS Building 2 Early Start Intervention Team Members:

	Name	Work Phone	Cell Phone
Program Director	Camille Edmunds	662-4827	240-4535
*School Psychologist	Angela Tollison	662-4806	474-9560
*School Psychologist	Susie Verduzco-Samanc	662-4837	706-0285
*School Nurse	Open	662-4841	760-2279
*School Nurse	Dolly West	662-4842	417-7701

Activation of the Crisis Team and MCSOS Support Staff

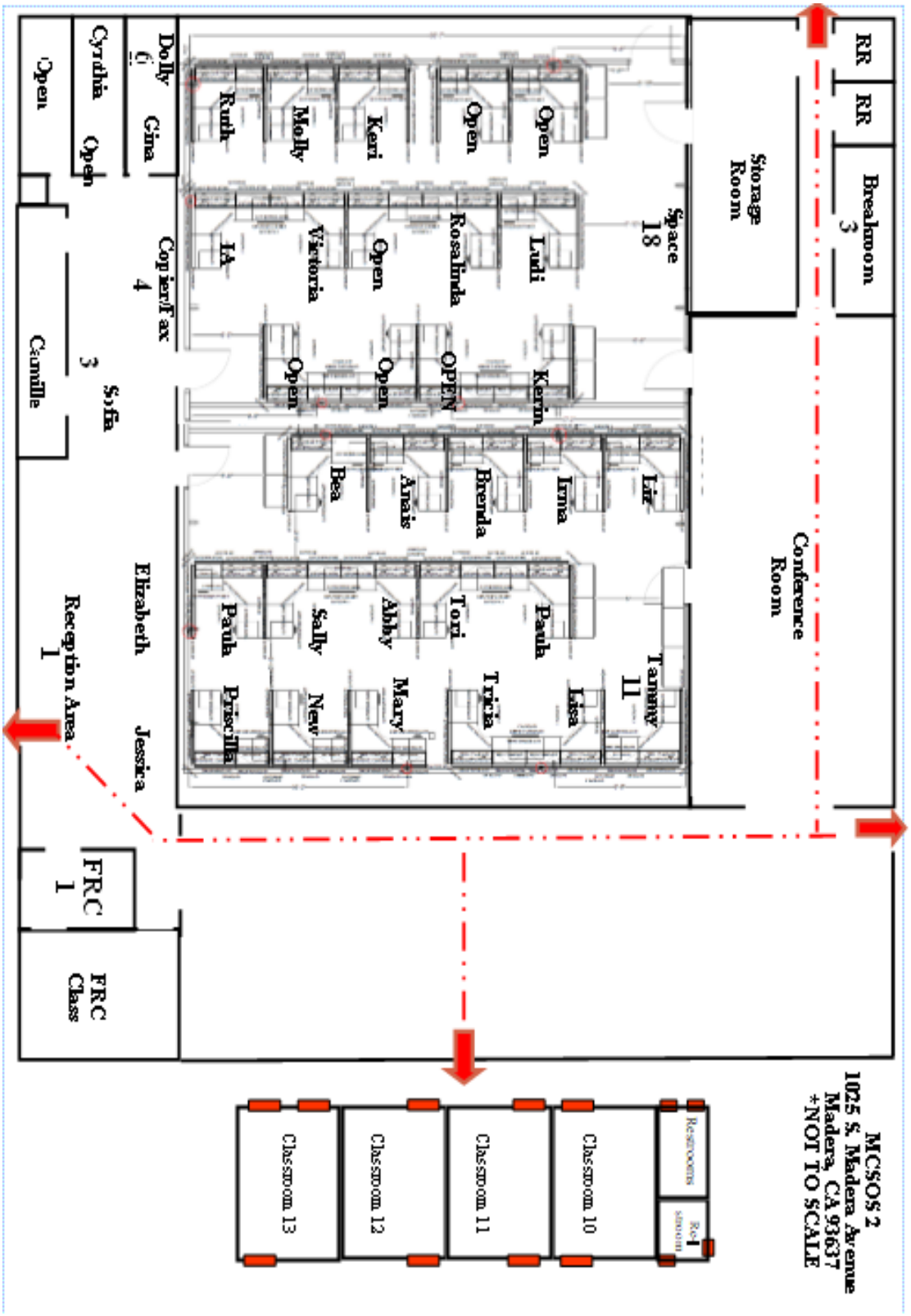
In response to notification of an emergency or disaster, sudden death, suicide, school bus accident, etc., the site administrator immediately notifies the Superintendent, the immediate supervisor and assembles the Crisis Intervention Team to help plan the response and prepare for the following day. Plans 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.
    2. Maintain student's referral list. Designate where list will be maintained and by whom.


MCSOS 2
1025 S. Madera Avenue
Madera, CA 93637
*NOT TO SCALE
Restrooms
Classroom 10
Classroom 11
Classroom 12
Classroom 13
Conference Room
Storage Room
Breakroom 3
RR
RR
Space 18
Tammy 11
Liz
Lisa
Paula
Tricia
Irma
Tori
Brenda
Mary
Luli
Abby
Anais
New
Kerm
Sally
Bea
Priscilla
Open
Open
Rosalinda
OPEN
Open
Keri
Open
Molly
Victoria
Open
Ruth
IA
Copier/Fax 4
Dolly 6
Gina
Cynthia
Open
Open
Sofa 3
Camille
Elizabeth
Jessica
Reception Area 1
FRC 1
FRC Class

Madera County Superintendent of Schools
Building 2
Phone Contact List

Camille Edmunds, Program Director
Office: 662-4827
Cell: 240-4535

Dolly West, School Nurse
Office: 662-4843
Cell: 917-7701

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