

SANTA CRUZ COUNTY OFFICE OF EDUCATION
SAFE SCHOOLS CONSORTIA



***Emergency Response/
Crisis Management***

MANUAL

School Emergency Response/Crisis Management Procedures

INTRODUCTION

Public Schools in California are mandated under Education Code 32280 to develop a comprehensive school safety plan that is updated annually to meet emerging needs and legislative requirements. The components of a school safety plan include policies and procedures to ensure a safe and orderly campus, specialized instructional programs that promote equity, tolerance, safety, health and well-being, and a stand alone emergency crisis response plan.

A school's emergency crisis response plan must align with the Standardized Emergency Management System (SEMS) as required by the Petris Bill, California Government Code Section 8607 as well as the National Incident Management System (NIMS), established in the wake of 9/11 as part of the Homeland Security Act.

To assist schools in meeting the new requirements, the US Department of Education, Office of Safe and Drug Free Schools, established the Emergency Response and Crisis Management Grant in 2004, which was awarded to the Santa Cruz County Office of Education in the fall of 2005. Through this grant the County Safe Schools Consortia was created.

The Safe Schools Consortia is comprised of local fire and law enforcement agencies, Office of Emergency Services Health Services Agency, the Red Cross, Emergency Communications Center (911), and representatives from the ten Santa Cruz County school districts and the Santa Cruz County Office of Education (SCCOE).

During the first 18 months of the grant cycle the ERCM Grant Management Team worked with all local schools to assess the vulnerability and needs of school sites and personnel to respond to a variety of natural and man-made threats that could impact our students, families and communities. In addition, the County Office of Emergency Services and the various County Emergency Management Council's sub-committees assisted in the approval and development of uniform county response plans for large-scale events such as earthquakes, severe weather, flooding, flu outbreaks, and a variety of other hazardous conditions that could impact our county schools.

Through these collaborative efforts, the Safe Schools Consortia has established updated procedures in four critical areas of school emergency management: mitigation, preparedness, response, and recovery.

The coordinated countywide school emergency response procedures and protocols have taken over two years of research, identification of best practices, creation of new locally accepted practices/protocols and numerous reviews and revisions by consortia members from all disciplines – fire, police, Red Cross, schools, mental health, and health. The information contained within this manual is the culmination of these efforts.

The manual format was designed to be user-friendly, with easy to follow directions. Supplemental materials for classrooms, teachers and staff responding to a school emergency are included in the enclosed CD. These include wall charts, booklets, checklists, and the annual school site emergency plan template.

Through the use of these materials schools will be even more prepared for any large-scale emergency or disaster under the Unified Emergency Response System. The School Emergency Response Plan template is to be completed by each school site in the county, updated annually and forwarded to the District Office and the Santa Cruz County Office of Education's Safe Schools Department. The SCCOE will then forward each plan to the County Netcom 911 center to ensure the continuity of coordinated emergency response services.

School Emergency Response/Crisis Management Procedures

INTRODUCTION (continued)

Although emergencies cannot be predicted, it is the vision of the County Safe School Consortia that they can be effectively managed. The Consortia will continue to meet to debrief on the implementation of the response protocols contained within this manual, identify emerging issues, and continue to pool resources to meet the safety needs of our school community.

Alan Lankein once wrote “Planning is bringing the future into the present so that you can do something about it now.” It is a simple concept, but one that resonates profoundly in our time.

We at the Santa Cruz County Office of Education take great pride in providing services to our community. Our goal is to endow our students with every opportunity to reach their full potential. It is the firm conviction of the Safe Schools Consortia that we must maintain safe learning environments that meet the challenges of any emergency. Educators, parents, and students alike will then have the peace of mind necessary to succeed in the educational environment.

Thank you for your patience and support in the arduous process of creating uniform emergency response procedures and protocols for all of our county schools. Designated school, responder and community members have provided valuable input and insight into the various sub-committees and coordinated planning efforts. The final product incorporates best practices from local school districts, the county, the state and the national emergency management centers.

Jo Ann Allen, Manager
Student Support Services
Safe School Consortia

Santa Cruz County Emergency Response/Crisis Management Project Research and Development Committee Members

Special thanks to the following individuals for their dedication, patience and undying support in creating uniform emergency response procedures and protocols for all of our county schools.

The following SCCOE staff, school district personnel, first responders and community members have provided valuable input and insight into the research and development of this project. Thousands of hours of hard work and tireless devotion have gone into the production of this document. This is not the end but the beginning of our continued collaborative partnership to ensure the safety of everyone at our collective school sites.

Project Administrative Team

JoAnn Allen, Manager Student Support Services

Francisco Estrada, Project Specialist

Doug Evers, Loss Control,
Santa Cruz/San Benito Counties School Insurance Group

Beth Goodsell, UCSC Student Intern

Angela Irvine, Ceres Policy Research

Ron Kinninger, Consultant/Coordinator, South County Schools

Suzan Mark, Graphic Design

Dick Wood, Consultant/Coordinator, North County Schools

Safe School Consortia Committee Members

District Representatives

John Armstrong, Assistant Principal, San Lorenzo Valley High School

Craig Broadhurst, Assistant Principal, New Brighton Middle School, Soquel Union
Eileen Brown, Co-Director Student Services, Santa Cruz City Schools

Peggy Bumatay, Risk and Safety Manager, Pajaro Valley Unified School District
Marilee Davila, Facility Use Director, Live Oak Elementary School District

Jerry Figueras, Environmental Health and Safety Manager PVUSD

Eric Gross, Principal Soquel Elementary School, SUESD

Pat Kelban, Chief Business Officer, Scotts Valley Unified School District

Sandy Lansdale, Communications and Development Assistant, Pacific Collegiate
Charter School

Gail Levine, Superintendent Bonny Doon Elementary School

George Lopez, Supervisor Maintenance and Operations, Santa Cruz County
Chris McGriff, Superintendent Happy Valley Elementary School

Brian Mercer, Assistant Principal, San Lorenzo Valley High School

Ken Miller, Superintendent Mountain Elementary School

Cheryl Samios, Teacher, Pacific Collegiate Charter School

Sharon Smith, Pacific Elementary School

Jade Taylor, Family Services Counselor, Alternative Education Office of Education

Maryanne Tong, Co-Director Student Services, Santa Cruz City Schools
Elementary School District (SUESD)

Special thanks to the following individuals for their dedication, patience and undying support in creating uniform emergency response procedures and protocols for all of our county schools

(continued).

***Teachers/Administrators/
School Staff
– Special Committees***

Annette Barr, Teacher, Mountain Elementary School
Susy Bombaci, Teacher, Mountain Elementary School
Jim Caton, Resource Teacher, Live Oak Elementary School
Pat Christie, School Nurse PVUSD
Diane Deese, School Nurse, Santa Cruz City Schools
Patty Durkee, School Nurse SVUSD
Les Forster, Principal, Cypress Charter
Doug Fritsch, Principal Green Acres Elementary School, LOSD
Greg Gunkel, Principal, Scotts Valley High, SVUSD
Colleen Rastatter, Assistant Principal, Shoreline Middle School - LOSD
Bytheal Ratcliff, Shoreline Middle School
Debra Wilson, Principal Live Oak Elementary School - LOSD

***Community Agencies and
Emergency Responder
Representatives***

Lisa Angel, Nurse and Coordinator Pre-Hospital Care,
Watsonville Community Hospital
Kim Austin, Captain, Watsonville Police Department WPD
Diane Bridgeman, American Red Cross Disaster Mental Health Coordinator
Bruce Clark, Chief, Center Fire Protection District
Mike Conrad, Captain, Aptos/La Selva Fire Department, CERT Trainer
Andy Daily, Officer, Capitola Police Department
Mike Dever, Santa Cruz County Emergency Services Administrator/Regional
Planner, Bay Area Super Urban Area Security Initiative (SUASI)
William Gazza, Sergeant, Santa Cruz County Sheriff's Department
Patsy Hernandez, Emergency Services Director, American Red Cross
John Hohmann, Lieutenant, Scotts Valley Police Department
Paul Horvat, Santa Cruz County Emergency Services Manager
Tony Jack, Sergeant, Santa Cruz County Sheriff's Department
Bob Kennedy, Chief of Public Health
Mike Krakowiak, NETCOM, Santa Cruz Consolidated Emergency Communications
Center
Laurie Lang, Senior Health Educator ALPHA - All Hazards Public Health Authority,
Health Services Agency
Jeffree Lee, Board Member, Santa Cruz American Red Cross
Jeff Marsh, Lieutenant, Santa Cruz County Sheriff's Department
Todd Mayer, Captain, Capitola Police Department
Mike McCarthy, Watsonville Police Department

**Community Agencies and
Emergency Responder
Representatives** *(continued)*

Rosanna McKinney, Santa Cruz Consolidated Emergency Communications Center

Mike McMurry, Chief, Scotts Valley Fire Department SVFD

Steve Schneider, Division Director, Santa Cruz County Environmental Health

Lee Sepulveda, Lieutenant, Santa Cruz Police Department

Cliff Sloma, Sergeant, Capitola Police Department

Ray Soler, Felton Fire, Community Emergency Response Team Trainer

Brett Taylor, Captain, Santa Cruz Fire Department

Jeff Terpstra, Battalion Chief, Aptos/La Selva Fire Department

Debbie Wechsler, Supervising Public Health Nurse, Health Services Agency

John Weiss, Chief, Scotts Valley Police Department

Cheryl Wong, Emergency Preparedness Manager, Health Services Agency HSA

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Boulder Creek Fire Department

California Department of Forestry and
Fire Protection

Capitola Police Department

Central Fire Protection District

Denver Public Schools

Felton Fire Department

Happy Valley School

Live Oak School District

Mountain Elementary School

Pacific Elementary School District

Pajaro Valley Fire Protection District

Pajaro Valley Unified School District

Redwood Empire School's Insurance
Group

San Lorenzo Valley Unified School District

Santa Cruz City Fire Department

Santa Cruz City Police Department

Santa Cruz City Schools District

Santa Cruz County Chapter of the American
Red Cross

Santa Cruz County Consolidated
Emergency Communications Center

Santa Cruz County Health Services Agency

Santa Cruz County Mental Health

Santa Cruz County Office of
Emergency Services

Santa Cruz County Office of Education

Santa Cruz County Sheriff Department

Scotts Valley Fire District

Scotts Valley Police Department

Scotts Valley Unified School District

Soquel Union Elementary School District

Sonoma County Office of Education

U.S. Department of Education's (USDOE)
Office of Safe and Drug-Free Schools

USDOE Readiness and Emergency
Management for Schools (REMS) Technical
Assistance Center

Watsonville Fire Department

Watsonville Police Department

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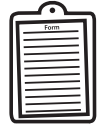
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Resources Available for Schools

Santa Cruz County Emergency Response and Crisis Management

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10 School Site Specific Information



Santa Cruz County Safe Schools Consortia
 Emergency Management Plan for Schools