



NAPA COUNTY OFFICE
OF
EDUCATION

**EMERGENCY
OPERATIONS
PLAN**

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INTRODUCTION

EMERGENCY OPERATIONS PLAN (EOP)

This Emergency Operations Plan (EOP) has been developed for the Napa County Office of Education (NCOE). The purpose of the EOP is to provide NCOE staff with commonly accepted procedures for response in order to save lives, prevent injuries, and protect property in the event of an emergency. It will be used in conjunction with the Napa County Office of Education's Emergency Response Protocols flipbooks.

The information provided in this document contains references to both NIMS (National Incident Management System) and SIMS (Standardized Incident Management System). This plan will provide guidance and protocols to support staff in understanding how to respond effectively to an emergency should it occur.

ACKNOWLEDGEMENTS

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Julie McClure, Associate Superintendent, Planning Lead

Johana Navarro, Safe Schools & Prevention Services Manager, Training/Support Lead

Barbara Thorsen, Assistant Director of Community Programs

Yuliana Moreno, Safe Schools & Prevention Services Coordinator

Josh Schultz, Deputy Superintendent, Incident Commander

John Zikmund, Administrator of Human Resources, Incident Command Support

Seana Wagner, Director of Communications & Special Projects, Public Information Officer

Jeremy Smith, Director of General Services, Operations/Logistics Lead

Kelly Bucy, Director of Fiscal Services, Finance & Administration Lead

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Thank you for your assistance in helping ensure the safety of our students and staff.



SAFE SCHOOLS &
PREVENTION SERVICES



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

FOUR PHASES OF EMERGENCY PREPAREDNESS

The Napa County Office of Education has organized this Plan utilizing the four phases of emergency management: **Prevention**, **Preparedness**, **Response**, and **Recovery**. Although not all emergencies can be prevented, the “Emergency Preparedness Cycle” below allows NCOE to maximize prevention while creating organization-wide strategies to plan ahead for an effective response should an emergency occur.



PREVENTION

NCOE is committed to taking actions to prevent and reduce the cause, impact, and consequences of emergencies/disasters. This includes:

- Identifying and addressing possible vulnerabilities in the organization
- Creating an organization specific emergency operations plan with emergency management protocols
- Conducting training and exercises before an emergency or disaster occurs to exercise the plan through drills and tabletop exercises

SAFE SCHOOLS & PREVENTION

NCOE's Safe Schools & Prevention Services provides support and programming for safety and emergency response within the organization, as well as guidance and support to Napa County school districts, and the community. Safe Schools & Prevention Services conducts vulnerability assessments throughout the organization and the community, and provides training to all staff. This includes training on utilizing the Emergency Operations Plan (EOP) and the [Emergency Response Protocols Flipbook](#).

COMMAND & CONTROL

NCOE Command & Control has been established through the appointment of a team to run the Incident Command System. All members of the Incident Command System have completed FEMA [IS-100.C, Introduction to the Incident Command System \(ICS\)](#) and [IS-700.B, An Introduction to the National Incident Management System](#) courses. The team meets bi-monthly to prepare necessary emergency management needs for the organization including reviewing procedures, evacuation plans, and other preventative measures.

SAFETY & HEALTH

The NCOE Safety & Health Committee includes representatives from every department in the organization and meets bi-monthly. Every meeting includes emergency response tabletop exercises, resource sharing, and emergency planning. The representatives then disseminate information gained from the Committee to their staff ensuring communication of procedures to all NCOE employees.

PREPAREDNESS

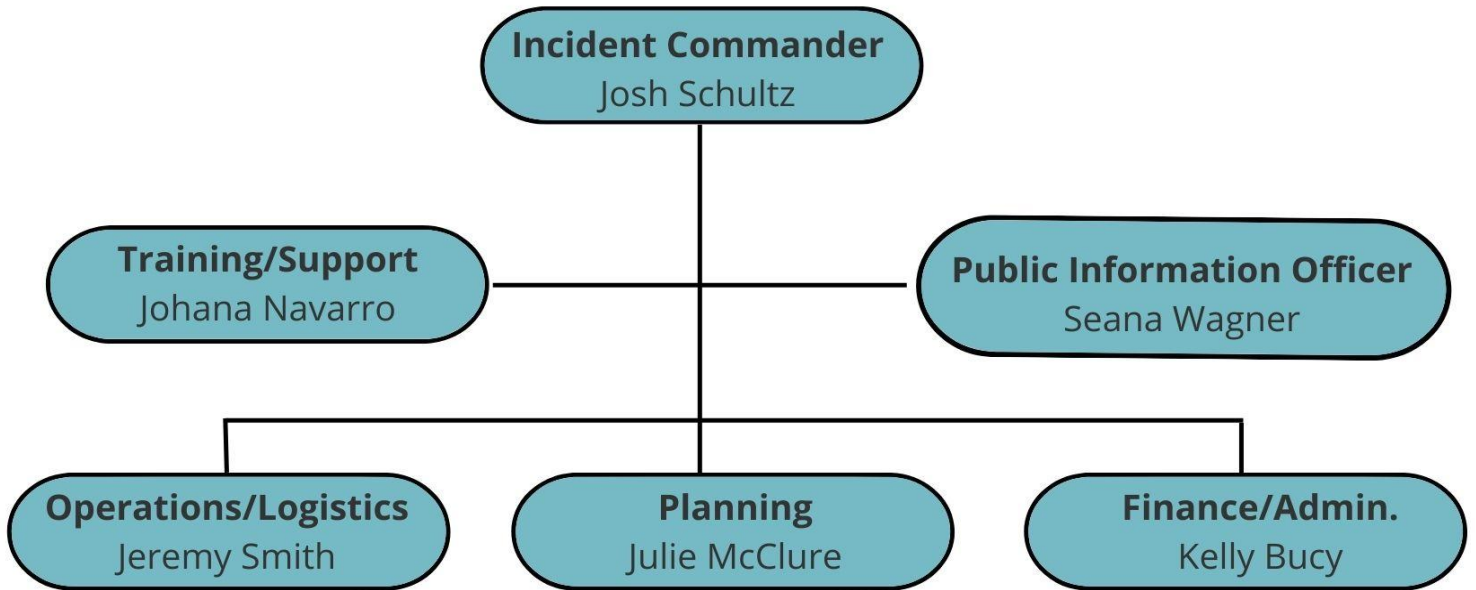
Preparedness focuses on readiness in responding to emergencies. This section focuses on NCOE's Incident Command System (ICS) structure, including key roles and responsibilities during emergencies.

NCOE'S INCIDENT COMMAND SYSTEM (ICS)

NCOE uses an Incident Command System (ICS) structure to respond to emergencies. ICS represents organizational "best practices" and is a part of the National Incident Management System (NIMS) which guides all levels of government, non-government, and private sector to prevent, prepare, respond, and recover from emergencies. ICS is a standardized approach used for complex emergencies of all sizes, allowing better coordination and use of resources.

ICS consists of an organizational structure with functional elements. Depending on the complexity of the emergency, the structure is flexible and elements are activated by the Incident Commander as needed. Please see the chart that follows for NCOE's ICS structure, followed by a detailed description of the roles for each function. Once an emergency occurs and the Incident Commander activates each function, the assigned person reports and receives work assignments from the Incident Commander.

NCOE'S ICS ORGANIZATIONAL CHART



NCOE'S ICS ROLES AND RESPONSIBILITIES

INCIDENT COMMANDER (IC)

Primary: Josh Schultz

Backup: (1) Julie McClure (2) John Zikmund

Responsibilities: The Incident Commander function is typically staffed by the organization's leader or designee. In the absence of the primary designee, the Incident Commander role can be filled by an assigned alternate designated in the chain of command. When multiple jurisdictions are involved in emergencies, the Incident Commander will work as part of a Unified Command (UC) which will allow agencies with different legal, geographic, and functional authorities to work together effectively. During an emergency, the Incident Commander is responsible for the overall management of the incident. To effectively direct response actions, the Incident Commander must constantly assess the situation and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources (law enforcement, fire department, etc.), ensure accurate documentation of all response actions, and effectively communicate response strategies to others participating on the response team.

- Assess the incident and ensure welfare and safety of personnel.
- Establish the scope of the Incident Command System (ICS) and delegate functional responsibilities, including the Safety and Liaison roles if needed, and expand or contract the ICS based on the needs resulting from the incident.
- Establish and determine the time and location of planning meetings.
- Coordinate with related first responders/emergency personnel. Review the current situation status and initial incident objectives. Ensure that all local, State, and Federal agencies impacted by the incident have been notified.
- Supervise Incident Command and general staff response to the emergency.
- Brief staff and identify incident objectives and any policy directives for the management of the incident. Authorize protective action statements (i.e. evacuation order, shelter in place, etc.) as necessary.
- Determine the status of disaster declaration and delegation of authority.
- Authorize changes in standard operating procedures if necessary.
- Establish parameters for resource requests and releases, including requests for critical resources. Confirm who has ordering authority within the organization.
- Work with the Public Information Officer and authorize release of information to media.

PUBLIC INFORMATION OFFICER (PIO)

Primary: Seana Wagner

Alternate: Julie McClure (Johana Navarro support backup)

Responsibilities: Responsible for the formulation and release of information about the incident, as well as serving as the point of contact for news media.

- Obtain briefing from Incident Commander:
 - Determine the current status of the incident.
 - Determine the point of contact for the media.
 - Establish an area for media presence (if needed).
- Obtain current incident status reports from Planning.
- Obtain approval for the release of information from IC. Observe constraints on the release of information imposed by the IC and Policy Group. Confirm the process for the release of information concerning incident-related injuries or deaths.
- Confirm details to ensure no conflicting information is released.
- Coordinate information releases with other impacted agencies.
- Prepare an initial information summary as soon as possible after activation. If no information is available, consider the use of a general statement. See sample statements in the [“NCOE Crisis Communications Procedures” document](#).
- Assess the need for special alert and warning efforts, including the hearing impaired and non-English speaking populations.
- Establish a schedule for media briefings if needed.
- Establish contact with local and national media representatives as appropriate.
- Monitor and record all media interviews.
- Correct erroneous or misleading information being provided to the public via the media.
- Establish a schedule for staff updates.
- Post information in Incident Command Post (ICP) and other appropriate locations for Command and General Staff.
- Order necessary resources for equipping and staffing the communication function from Logistics.
- Coordinate with Planning for the activation and staffing of a phone/email bank to handle “rumor control”, receive requests, and answer questions from the public.
- Provide IC-approved general statements to be read. Inquiries should be tracked, and follow-up noted.
- Track and retain copies of all media coverage. Provide all media releases, bulletins, and summaries to Planning to be included in the final incident package.
- Attend planning meetings and be prepared to discuss communication issues.

OPERATIONS/LOGISTICS LEAD

Primary: Jeremy Smith

Alternate: Mikhael Florez

Responsibilities: Under the supervision of the Incident Commander, the Operations/Logistics Lead provides immediate response and guidance during an emergency. Tasks can include performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of staff.

- Check-in with the Incident Commander for a situation briefing.
- Assess, identify and mitigate hazards during and immediately following an on-site disaster/emergency.
- Responsible for security for the duration of the incident, or until the arrival of first responders that assume responsibility.
- Obtain necessary equipment and supplies.
- Assign staff and team leaders to operational duties, brief them on the situation and supervise their activities ensuring they are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- As information is received from Operations staff, update the Incident Commander regarding tasks and priorities.
- Secure facilities and identify the location of existing and potential hazards:
 - Verify the shut-off of utilities as necessary.
 - Facilitate emergency vehicle access to the site.
 - Oversee/Monitor campus security/perimeter control.
 - Secure site and buildings from unauthorized access.
 - Check radios and flashlights.
 - Check the gas meter and, if gas is leaking, shut down the gas supply.
 - Survey buildings for potential hazards, post warning signs/yellow caution tape.
 - Lock gates and major external doors.
 - Facilitate the orderly distribution of food and water.
 - Set-up sanitary facilities.
- No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
- Make arrangements to provide shelter for staff.
- Track who is responsible in each department for ensuring emergency procedures are followed and staff are accounted for in the case of an emergency.
- Serves as the Safety Officer (monitors incident operations and matters relating to operational safety, including the health and safety of incident personnel) if appointed by the Incident Commander.

FINANCE / ADMINISTRATION LEAD

Primary: Kelly Bucy

Alternate: Aaron Johnson

Responsibilities: The Finance/Administration Lead is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. The Finance/Administration role is responsible for the maintenance of financial records. This position reports directly to the Incident Commander.

- Maintain continuity of day-to-day business, including payroll processing, Accounts payables processing, purchase orders, and CalCard information.
- Obtain briefing from Incident Commander:
 - Anticipate duration/complexity of the incident and determine the level of the fiscal process required.
 - Assess the potential for legal claims arising out of incident activities.
 - Identify applicable financial guidelines and policies, constraints and limitations.
 - Identify financial requirements for planned and expected operations.
 - Determine agreements are in place for land use, facilities, equipment, and utilities.
 - Determine agency/local guidelines and processes needed for recovery.
- Attend planning meetings and be prepared to discuss:
 - Financial and cost-analysis input.
 - Financial summary on labor, materials, and services.
 - Forecasts on costs to complete operations.
 - Cost benefits analysis, as requested.
 - Obtain information on the status of the incident, planned operations, changes in objectives, use of personnel, equipment, and local agencies.
- Gather continuing information on:
 - Equipment time and Personnel needed.
 - Incident and Injury reports.
 - Potential and existing claims.
 - Status of supplies.
- Meet with assisting and cooperating agencies, as required.
- Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel.
- Assist Operations/Logistics in resource procurement.

PLANNING LEAD

Primary: Julie McClure

Alternate: John Zikmund

Responsibilities:

Under the supervision of the Incident Commander, during an emergency, the Planning function involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This knowledge and understanding about the situation at hand is vital to the effective management of a response.

- Check in with the Incident Commander for a situation briefing.
- Prepare and document [Incident Action Plan \(IAP\)](#)
- Assume duties as needed until staff is available and assigned.
- Collect, organize and analyze situation information.
- Collaborate with Incident Command to track area-wide information on major incidents, road closures, utility outages, etc. to inform next steps.
- Consider possible scenarios and plan accordingly.
- Maintain a time log of the incident, noting all action and reports.
- Log in all written reports and maintain for reference.
- Collaborate with Operations/Logistics to check staff roster and ensure everyone is accounted for on all impacted campuses and update periodically.
- Report missing persons to the Incident Commander.
- Coordinate with Incident Command and Human Resources staff to determine the need for temporary employees and resources.
- Work with Incident Commander and Operations to ensure work/rest guidelines are being met, as applicable.
- Coordinate personnel/volunteers in response and recovery efforts.
- Advise in decisions to close a school/office. Work with the Incident Commander and PIO to evaluate community factors, including an understanding of the circumstances of other local School Districts.
 - For example, by default, if any District closes where we have programs, programs on those campuses will close.
 - A site closing does not automatically mean that staff will be off. In some situations staff will report to an alternative site or be assigned remote work.
- Serves as the Liaison Officer (point of contact for external organizations) if appointed by the Incident Commander.

TRAINING/SUPPORT LEAD

Primary: Johana G. Navarro

Alternate: Yuliana Moreno

Responsibilities: This function is staffed by the Safe Schools and Prevention Services Program Manager. During an emergency, they will assist all ICS functions as needed.

- Check in with the Incident Commander for a situation briefing.
- Assume the duties as needed until staff is available and assigned.
- Provide training for NCOE staff on EOP procedures and other emergency readiness training as needed.

DEPARTMENT DIRECTORS

Department Directors have an important role in their department's emergency readiness.

Directors are responsible for the following:

- Assign a staff member from their department to be the department's primary contact for emergency response.
- Maintain a ["GRAB & GO" BAG](#) for the department and any additional sites, in case of emergency.
- Develop a process to encourage staff to check their contact information in Escape so information is up-to-date in case of an emergency.
- Develop a roster which includes work schedules to account for staff members during an emergency.
- Ensure a system is in place to swiftly contact staff and student families (if applicable) in the event of an emergency.
- Ensure defined evacuation route(s) clear from any obstacles (boxes, furniture, etc.) in case of an emergency.
- Ensure department staff are receiving training and participating in drills.
- Follow up with department staff to ensure they understand the process for emergency communication when a situation occurs.
- Communicate with the ICS system during an emergency situation through Cabinet.
- Remind employees that as public employees, they are declared to be disaster service workers subject during emergencies and may be assigned to duty by their superiors. (Government Code, Chapter 8, Division 4, Title 1, Sections 3100 and 3101).
- Identify staff who have CPR/First Aid training.

In addition, Department Directors in charge of programs housed at other NCOE sites will communicate with the Incident Commander to make decisions about those sites, unless it is an immediate emergency at sites off the NCOE main campuses.

ICS CONTACT INFORMATION

Role	Name	Cell
Incident Commander	Josh Schultz	707-484-3723
Incident Commander Alt.	Julie McClure	707-318-1363
Incident Commander Alt.	John Zikmund	707-294-7011
Training/Support	Johana G. Navarro	707-738-8828
Training/Support Alt.	Yuliana Moreno	707-812-9184
Public Information Officer	Seana Wagner	707-483-1274
Operations/Logistics Lead	Jeremy Smith	707-590-5324
Operations/Logistics Alt.	Mikhael Florez	707-365-1341
Planning Lead	Julie McClure	707-318-1363
Finance & Administration	Kelly Bucy	707-331-8964

NCOE Facility Contacts by Program	Name	Cell
Camille Creek	Nancy Dempsey	707-363-6111
College & Career Readiness	Gillie Miller	707-372-8603
Community Programs	Sara Sitch	707-321-5061
Early Childhood Services	Kelsey Petithomme	707-253-6932
RPDC	Connie Silva	707-738-9616

INCIDENT COMMAND POST (ICP) LOCATION

The ICP is the location from which the Incident Commander oversees all incident operations. The activated ICP will be located at NCOE's Central Office, 2121 Imola Ave., Napa, CA in **Conference Rooms A/B/C**.

Alternative ICP Location: To be determined as appropriate under the circumstances of the emergency.

ORGANIZATIONAL COMMUNICATIONS/ NOTIFICATIONS DURING EMERGENCIES

NIXLE/EVERBRIDGE ALERT SYSTEM

NCOE will utilize the Nixle/Everbridge Alert System to provide mass notification as well as threat-specific notifications to its onsite buildings. This will serve as the primary source of immediate notification.

NCOE STATUS INFORMATION

In the event of an emergency situation or severe weather event, NCOE employees will be notified of the status of work sites, as soon as possible. Decisions affecting sites, such as closures or evacuation, will be made with the most up-to-date information available.

The Public Information Officer is responsible for sending email notifications to employees (see NCOE EMERGENCY/CRISIS COMMUNICATION PROCEDURES pages 56-61).

To receive additional up-to-date information on events affecting NCOE due to a local, regional, or national event, employees should:

- Check email, voicemail, and/or text messages from NCOE.
- Contact their department heads directly for status updates related to their department.

2-WAY RADIOS

To maintain communications in all circumstances, General Services staff will have access to two-way radios and will activate the radios once the emergency situation is called.

RESPONSE

Response consists of actions aimed at saving lives, reducing economic losses, and alleviating suffering.

IMMEDIATE ACTION RESPONSES DURING EMERGENCIES

When an emergency occurs, it is critical those impacted are familiar with immediate action response steps to protect themselves and others. The following are potential immediate response actions that may be employed depending on the type of emergency occurring.

Action	When	What
SHELTER IN PLACE	EARTHQUAKE, STRUCTURE FIRE, WILDFIRE, POOR AIR QUALITY, LOSS/FAILURE OF UTILITIES, BIOLOGICAL ATTACK, CHEMICAL INCIDENT, CHEMICAL ATTACK, RADIATION EMERGENCY, EXTREME TEMPERATURES, FLOOD, SEVERE STORM, PANDEMIC	Stay inside the building. Close all doors, windows, air vents, and shut down HVAC if needed.
EVACUATE	ACTIVE VIOLENCE, EARTHQUAKE, STRUCTURE FIRE, WILDFIRE, EXPLOSION, LOSS/FAILURE OF UTILITIES, BIOLOGICAL ATTACK, BOMB THREAT, CHEMICAL INCIDENT, CHEMICAL ATTACK, FLOOD	If there is an accessible escape path, employees should evacuate the premises.
LOCKOUT	BOMB THREAT	Lockout procedures require securing all exterior doors to the buildings.
LOCKDOWN	ACTIVE VIOLENCE	Go inside, lock and barricade all doors. Cover windows and turn off the lights. Remain quiet and alert. Nobody is allowed to enter or exit unless directed by law enforcement.

EMERGENCY RESPONSE PROTOCOLS

SHELTER IN PLACE

1. The signal “**SHELTER IN PLACE**” will be announced over the phone OR other forms of communication (Nixle/Everbridge) depending on the severity of the event.
2. Go quietly and quickly to the assigned indoor location and get down on your knees facing the wall, bend over and cover your head with your hands.
3. Use a current staff list to account for everyone in the building or site.
4. After all clear has been sounded, report any missing staff to the Incident Command Post located in the Conference Room.

EVACUATE

1. The signal for fire evacuation will be the **Fire Alarm Bell**.
2. Evacuate by pre-designed primary or alternative evacuation routes to the assembly area.
3. Take a staff roster with you.
4. Leave the building in an orderly manner. Do not rush or crowd each other.
5. Evacuate at least 300 feet or the recommended 1,000 feet from building and out of the way of emergency vehicles.
6. Take attendance when staff are reassembled.
7. Report any missing staff to the Incident Command Post, located in the Conference Room.

LOCKOUT

1. Notify Incident Commander or any safety designee immediately if you learn there is a threat in the community.
2. Bring staff who are outside into the building.
3. Close and lock all exterior windows and doors.
4. Close window shades, if possible.
5. Take attendance and report any missing staff to the Incident Command Post, located in the Conference Room.
6. Maintain normal daily operations, if possible.

LOCKDOWN

1. Quickly check the hall for stray staff and direct them to enter a secure room.
2. Lock all room doors immediately.
3. Turn off lights in the room.
4. Keep all out of view behind cover/concealment, away from doorways/windows.
5. Cover windows/doors that are accessible to the hallway.
6. Take attendance and prepare a list of missing staff from the room or extra staff in the room. Take this list with you if you are directed to leave the building.
7. Ignore any fire alarm; the building will not be evacuated using this method.
8. If the staff is moved out of the building by Law Enforcement, move in an orderly manner as quietly and quickly as possible.

EMERGENCIES

ACTIVE VIOLENCE

INTRUDER IN THE BUILDING

An incident of Active Violence can happen quickly and depending on the situation, can require different responses. The Incident Commander or police officers will issue directions when possible, but because of the urgency, you may need to rely on your own resources. Important responses to remember:

1. REMAIN CALM.
2. CALL 911.
3. HIT THE DECK and lie flat on the ground or floor.
4. AVOID EYE CONTACT with persons holding guns.
5. **EVACUATE** if there is an accessible escape path, attempt to evacuate the premises.
6. **LOCKDOWN** if evacuation is not possible, find a secure place to hide where the active assailant is less likely to find you or be able to directly engage you.
7. CONFRONT if it is not possible to LOCKDOWN or EVACUATE and you are confronted face-to-face with an active ASSAILANT. You may choose to distract or try to incapacitate the ASSAILANT long enough to increase survivability chances for yourself and others. Follow these recommendations:
 - Act aggressively as possible against the assailant.
 - Yell, create confusion, and distract the assailant in any way possible.
 - Throw items at the assailant.
 - Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block, or hit with chairs and desk).
 - Help others when possible if you see them attempting to incapacitate the assailant.
 - Ensure everyone evacuates as rapidly as possible from the active engagement area.
 - Once started, commit yourself to the defensive physical actions.

INTRUDER OUTSIDE OF THE BUILDING

If intruders are not in the building but threats or gunfire is heard from a distance, the following actions are advised:

1. REVERSE EVACUATION
 - Go inside the building. Assemble in a designated area.
2. **LOCKDOWN**
 - Keep students/personnel inside the building. Secure building from intruders.

CYBERATTACKS

Cyberattacks are malicious attempts to access or damage computer or network systems. They can occur in many ways including accessing someones' personal computer, mobile devices and other internet and Bluetooth-connected devices. The consequences could lead to blocking access or deleting personal information and accounts, loss of money or the theft of personal, financial and medical information.

During a Cyberattack

1. Report to the [INCIDENT COMMANDER](#).
2. Limit the damage. Check accounts for unrecognizable activity, social media accounts for posts that were not made by the organization, and people receiving emails not sent by the organization.
3. Immediately change passwords on all online accounts.
4. Consider turning off devices.
5. Follow NCOE's Information Technology (IT) and Technology Training & Support Services' (TTSS) instructions.

EARTHQUAKE

Earthquakes occur without warning. The initial tremor is usually the most severe, however aftershocks may also be severe. During the earthquake, it may be safer to **SHELTER IN PLACE** inside the building until instructed by the **INCIDENT COMMANDER**. Refer to **PROPERTY LOSS REPORT** for any damage or loss to NCOE owned property.

Inside Building

DROP - COVER - HOLD

1. DROP to the floor.
2. Take COVER under a sturdy desk or table, or against an interior wall. Avoid windows, tall furniture or hanging objects.
3. HOLD onto the furniture and HOLD your position until it is safe to move.
4. **EVACUATE** the building after the tremor stops. Do not run.
5. ASSEMBLE without delay in your designated area.
 - Report all absences to the Staffing Deployment Team.
 - Report for duty if you are a member of an emergency team.
6. WAIT FOR INSTRUCTIONS from the **INCIDENT COMMANDER**.
7. DO NOT return to the building before it has been declared safe. Don't light matches, candles or other fires.

Outside Building

1. MOVE away from buildings, trees and other hazards.
2. DROP to the ground.
3. COVER your head and neck with your arms.
4. HOLD your position until the earthquake is over.
5. Follow steps 5-7 from "Inside Building" instructions.

In a vehicle

1. PULL OFF to the side of the road away from buildings, overpasses and power lines.
2. SET THE BRAKES AND TURN OFF IGNITION.
3. WAIT until the quake is over. Do not leave the car unless unsafe conditions warrant. Never leave a car if power lines are down nearby or have fallen over the vehicle.
4. CHECK the road and surrounding terrain for safe conditions.
5. PROCEED when conditions are safe.

FIRE

STRUCTURE FIRE

Become familiar with the locations of fire alarm pull boxes, fire extinguishers and building exits. Refer to [PROPERTY LOSS REPORT](#) for any damage or loss to NCOE owned property.

Fire Within Building

1. **EVACUATE** the building. Do not use the elevator.
2. ASSEMBLE without delay in your designated area.
 - Report all absences to [PLANNING LEAD](#).
 - Report for duty if you are a member of an emergency team.
3. WAIT FOR INSTRUCTIONS from the [INCIDENT COMMANDER](#).
4. DO NOT return to the building before it has been declared safe.

Fire Near Building

1. **SHELTER IN PLACE** and wait for instructions from the [INCIDENT COMMANDER](#).
2. DO NOT LEAVE THE BUILDING unless instructed to do so.

WILDFIRE

Awareness and preparedness can save lives and reduce property damage during a wildfire. Leaving early can give everyone the best chance of surviving a wildfire and help firefighters by keeping the roads clear of congestion. Refer to [PROPERTY LOSS REPORT](#) for any damage or loss to NCOE owned property.

As The Fire Approaches

1. **SHELTER IN PLACE** and stay alert and aware for further instructions from the [INCIDENT COMMANDER](#).
2. Ensure each department has their "Grab & Go" Bag.
3. Listen to KVON radio (1440 AM) in Napa County and KSRO radio (103.5 FM) in Sonoma County and other reliable news sources for updates.
4. **EVACUATE** when instructed by the [INCIDENT COMMANDER](#).
5. Alert all staff members and **EVACUATE** the building when it is safe. Do not run.

When to Leave

1. The [INCIDENT COMMANDER](#) will notify staff in NCOE facilities when they need to **EVACUATE** to avoid being caught in fire, smoke, or road congestion. The [INCIDENT COMMANDER](#) does not have to wait to be told by authorities to leave.
2. Individuals will be instructed to go to a safe location in a low-risk area, which could be their own house, a relative's house, a shelter or evacuation center.
3. Check [Zonehaven AWARE](#) for evacuation routes and choose an escape route away from the fire.

If Trapped in the Area

1. Call 911
2. [SHELTER IN PLACE](#) and away from outside walls.
3. Stay hydrated.
4. [EVACUATE](#) the building if it catches on fire.
5. Place wet towels or clothes under doors to keep smoke and embers out.

POOR AIR QUALITY

Wildfire smoke is a mix of gasses and fine particles burning from trees and plants, buildings, and other material. When wildfires burn nearby, smoke can reach the community. As a result, the smoke can cause health issues, especially for children and pregnant women, and for those with asthma, Chronic Obstructive Pulmonary Disease (COPD), and heart disease.

To stay safe during bad air quality, follow these steps:

1. **SHELTER IN PLACE**, it is safer to stay inside than outside.
2. Consider ventilation changes if possible as ventilation with outside air may be hazardous and recirculated air can decrease the presence of wildfire smoke.
3. Wear an N95 mask.
4. Check the [AirNow](#) website for current air quality in your area.
5. Follow the Air Quality Guidelines below for activities recommended based on air quality.

AQI Index	Actions to Protect Students and Staff				
	School in session?	Milkbreak/Recess/Lunch	Physical Education	Athletic Practice & Training	Scheduled Sporting Events
Good	Yes	None	None	None	None
Moderate Unusually sensitive people should consider reducing prolonged or heavy outdoor exertion	Yes	Ensure <i>unusually sensitive individuals</i> are medically managing their condition.	Ensure <i>unusually sensitive individuals</i> are medically managing their condition.	Ensure <i>unusually sensitive individuals</i> are medically managing their condition.	Ensure <i>unusually sensitive individuals</i> are medically managing their condition.
Unhealthy for Sensitive Groups People with heart or lung disease, children and older adults should reduce prolonged or heavy outdoor activities. Everyone else should limit prolonged or heavy exertion. All doors and windows must remain closed throughout the day.	Yes	Exercise indoors or avoid prolonged vigorous outdoor activities On campus/indoor lunch strongly recommended for all high school students. Mandatory for elem/middle.	Exercise indoors or avoid prolonged vigorous outdoor activities	Exercise indoors. Reduce vigorous exercise to 30 min per hour of practice time with increased rest breaks and substitutions.	Indoor only. Increase rest breaks and substitutions per CIF guidelines for extreme heat.
Unhealthy The following groups should avoid all physical outdoor activity: People with heart or lung disease, children and older adults. Everyone else should avoid prolonged or heavy exertion.	No Staff will report to work	No outdoor activity. All activities should be moved indoors.	No outdoor activity. All activities should be moved indoors.	No outdoor activity. All activities should be moved indoors.	Event must be rescheduled or relocated.
Very Unhealthy Everyone should avoid any outdoor exertion; people with respiratory or heart disease, the elderly and children should remain indoors.	No No Staff	No outdoor activity. All activities should be moved indoors.	No outdoor activity. All activities should be moved indoors.	No outdoor activity. All activities should be moved indoors.	Event must be rescheduled or relocated.
Hazardous The following groups should remain indoors and keep activity levels low: People with heart or lung disease; children and older adults. Everyone else should avoid prolonged or heavy exertion.	No No Staff	No outdoor activity. Avoid any prolonged, moderate, or vigorous indoor activity.	No outdoor activity. Avoid any prolonged, moderate, or vigorous indoor activity.	No outdoor activity. Avoid any prolonged, moderate, or vigorous indoor activity.	Event must be rescheduled or relocated.

*Unusually Sensitive Individuals include all those with asthma or other heart/lung conditions

EXPLOSION

Explosions often accompany or follow fires and other natural disasters and/or utility failures.

DROP - COVER - HOLD

1. DROP to the floor.
2. Take COVER under a sturdy desk or table, or against an interior wall. Avoid windows, tall furniture or hanging objects.
3. HOLD onto the furniture and HOLD your position until it is safe to move.
4. **EVACUATE** the building when it is safe. Do not run.
5. Assemble without delay in your designated area.
 - Report all absences to the [PLANNING LEAD](#).
 - Report for duty if you are a member of [NCOE's ICS](#).
6. Wait for instructions from the [INCIDENT COMMANDER](#).
7. DO NOT return to the building before it has been declared safe.
8. Don't light matches, candles or other fires.
9. Refer to [PROPERTY LOSS REPORT](#) for any damage or loss to NCOE owned property.

THREAT OF EXPLOSION

1. Don't light matches, candles or other fires.
2. **EVACUATE** the building.
3. Assemble without delay in your designated area.
 - Report all absences to [PLANNING LEAD](#).
 - Report for duty if you are a member of [NCOE's ICS](#).
4. Wait for instructions from the [INCIDENT COMMANDER](#).
5. DO NOT return to the building before it has been declared safe

LOSS/FAILURE OF UTILITIES

Procedure addresses situations involving loss of water, power or other utility. Procedure should also be used in event of discovery of gas leak, exposed electrical line, or break in sewer lines.

1. If a water or electrical line is broken, efforts are made to turn off water or power to the affected area and to notify [OPERATIONS/LOGISTICS LEAD](#).
2. Upon notice of loss of utilities, [INCIDENT COMMANDER](#) initiates appropriate immediate response actions, which may include [SHELTER-IN-PLACE](#), or [EVACUATE](#) building.
3. [OPERATIONS/LOGISTICS LEAD](#) will contact affected utility companies to determine whether their assistance is required and potential length of time service will be interrupted.
4. [OPERATIONS/LOGISTICS LEAD](#) notifies [INCIDENT COMMANDER](#) of loss of utility service.
5. As needed, emergency supplies are utilized to compensate for loss of a utility.

(Refer to [UTILITIES/KNOX BOX MAPS](#))

INCIDENTS INVOLVING HAZARDOUS MATERIALS

BIOLOGICAL ATTACK

Biological agents are bacteria and toxins that can cause disease in people. Depending on the biological event, you may need to be immunized.

If inside the building: [EVACUATE](#).

If outside the building: [SHELTER IN PLACE](#).

If you become aware of a suspicious substance, follow these steps:

1. Get away from the substance.
2. Protect yourself by covering your mouth and nose with layers of fabric or paper towels that will filter air but still allow breathing.
3. Report to [INCIDENT COMMANDER](#).
4. Listen to KVON radio (1440 AM) in Napa County and KSRO radio (103.5 FM) in Sonoma County.
5. If you become sick, get medical attention.

If you are exposed to a biological agent:

1. Get away from the substance.
2. Remove clothes and put in a sealed plastic bag.
3. Wash skin with a solution of 9 parts water to 1 part bleach. Do not use bleach solution on open wounds!
4. Seek medical attention. Refer to [MEDICAL EMERGENCIES](#).

BOMB THREAT

In most cases, you will receive notice of a bomb threat from the [INCIDENT COMMANDER](#). However, you could receive a phone call or piece of mail containing a threat. Take all bomb threats seriously and respond immediately.

Phone Threat

1. The person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911.
2. LEARN AS MUCH AS YOU CAN while on the phone about the bomb's appearance, its location, the planned time of detonation, and why it was placed at or sent to the office/school.

3. Refer to the [BOMB THREAT](#) procedures form and try to determine the profile of the caller, such as gender, possible age, vocal characteristics and his or her familiarity with the building.
4. The [INCIDENT COMMANDER](#) should be notified immediately.
5. [INCIDENT COMMANDER](#) will direct [OPERATIONS/LOGISTICS LEAD](#) to search for suspicious object(s).
6. After search, the [INCIDENT COMMANDER](#) determines appropriate immediate response action(s) which may include DUCK AND COVER, [LOCKOUT](#), [EVACUATE](#) the building or OFF-SITE EVACUATION.

Email/Mail Threat

1. REPORT THE THREAT to the [INCIDENT COMMANDER](#). Minimize handling of such mail.
2. REPORT ANY SUSPICIOUS ITEMS to the [INCIDENT COMMANDER](#). Do not touch or attempt to move the items.
3. FOLLOW INSTRUCTIONS from the [INCIDENT COMMANDER](#).

CHEMICAL ACCIDENT

Chemical accidents may result from a spill or mistake. In rare cases they may originate inside the building. If you discover a chemical spill, call 911 and inform the [INCIDENT COMMANDER](#).

Accident Outside

1. Wait for instructions from the [INCIDENT COMMANDER](#) and [SHELTER IN PLACE](#).
2. DO NOT leave the building unless instructed to do so. If you are instructed to [EVACUATE](#), take care to avoid fumes.

Accident Inside

1. [EVACUATE](#) the building. Avoid the area where the chemical spill occurred.
2. Don't light matches, candles or other fires.
3. Assemble without delay in your designated area.
 - Report all absences to [PLANNING LEAD](#).
4. Wait for instructions from the [INCIDENT COMMANDER](#).
5. DO NOT return to the building before it has been declared safe.

CHEMICAL ATTACK

A chemical attack is the deliberate release of a toxic gas, liquid or solid into the environment.

Signs of chemical exposure

- Watery eyes
- Twitching
- Problems breathing
- Choking
- Losing coordination
- Many sick or dead birds, fish or small animals are cause for suspicion.

Accident Inside

1. Quickly get away from the contaminated area.
2. **EVACUATE** the building without passing through the contaminated area.
3. If you can't get out of the building, find clean air without passing through the contaminated area.
4. Wear a N95 face mask.

Accident Outside

1. Move as far away as possible from the contaminated area.
2. Go inside and **SHELTER IN PLACE**.
3. Wear a N95 face mask.

Steps for decontamination:

1. Remove clothing and place in a sealed plastic bag.
2. Wash skin thoroughly with soap and water.
3. Seek medical attention. Refer to **MEDICAL EMERGENCIES**.

RADIATION EMERGENCIES

Radiation emergencies can be acts of terrorist attacks designed to hurt others. They could also involve accidents that occur when using radioactive materials.

1. Cover your nose and mouth and quickly go inside a building that has not been damaged and **SHELTER IN PLACE** for at least 24-hours.
2. Close windows and doors; turn off air conditioners, heaters or ventilation systems.
3. Wait for instructions from the **INCIDENT COMMANDER**.

Steps for self-decontamination:

- REMOVE YOUR CLOTHES and put them in a sealed plastic bag.
- WASH SKIN as thoroughly as possible with lukewarm water.

MEDICAL EMERGENCIES

ILLNESS/INJURY

1. CALL 911 for medical assistance.
2. Assess the situation and take steps to see that the injured or ill person is cared for properly pending professional treatment. Do not leave the person unattended.
3. Provide care only if you have the proper training.
4. Send a runner to inform your immediate supervisor or other responsible persons.
5. Contact the custodian to clean up any blood or other body fluids.
6. Fill out [INCIDENT REPORT FORM](#).

LIFE THREATENING CONDITIONS

1. Check the scene for safety. Check the victim for consciousness, pulse, and severe bleeding.
2. Act immediately: Call 911 and inform the [INCIDENT COMMANDER](#).
3. Do not move the victim unless it is absolutely necessary. Watch for signs of shock.
4. Provide care only if you have the proper training.
5. Fill out [INCIDENT REPORT FORM](#).

For medical emergencies, you may need to provide CARDIOPULMONARY RESUSCITATION (CPR) or use the AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) device. Only perform CPR if trained to do so. If it is necessary to use the AED, follow the instructions provided. When calling 911, follow instructions provided by the dispatcher.

FIRST AID KIT LOCATIONS

Central Office:Community Programs (Grant Center 2), General Services (Room 205), Break Room (Room 103), Accounting Department (Room 200).

If at an alternate site, please identify the location of the first aid kits.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATION

Central Office: In front of Conference Room B. Front Desk. Kitchen drawer labeled "First Aid Kit". Under a small sink in an alcove by the mail station. RPDC office: copy area. (Napa main office map on next page)

If at an alternate site, please identify the location of the AED.

OTHER INCIDENTS OF TRAUMA

SUICIDE

Attempted Suicide

1. CALL 911 for medical assistance.
2. Do not leave suicidal person unattended. Send a runner to inform your immediate supervisor or other responsible person.

The law requires that you do only what is reasonable under the circumstances; for example, do not try to remove a gun or other weapon from the person.

Threatened Suicide

1. Take threats of suicide seriously.
2. Inform your immediate supervisor or other responsible person about the suicide threat.

SUSPECTED CHILD ABUSE

All employees who have contact with students on a regular basis as part of their job duties are designated as childcare custodians/mandated reporters. By law they must complete these actions within 36 hours of receiving information about suspected abuse or neglect.

1. Notify supervisor and appropriate site personnel.
2. Call Napa County Child Protective Services at 707-253-4261 or Sonoma County Child Protective Services 707-565-4274. If immediate intervention is required, call the police (911) and then make a follow-up call to CPS. Provide the following information:
 - Name of person making report
 - Name of the child
 - Present location of the child
 - Nature and extent of injury
 - Any other information requested by the police or CPS

Complete a [Suspected Child Abuse Report \(SCAR\) \(PDF\)](#)

SEVERE WEATHER

EXTREME HEAT

Extreme temperatures occur when temperatures are above 90 degrees with high heat and humidity that can last several days. These high temperatures can impact the body and may result in nausea, unconsciousness, dehydration, and stroke. Extreme temperatures can often result in the highest annual number of deaths among all weather-related emergencies.

To stay safe during extreme temperatures, follow these steps:

1. **SHELTER IN PLACE** as much as possible in an air-conditioned location.
2. For those who have to be outside,
 - Wear lightweight, light-colored, and loose fitting clothing, sunscreen, hats, and sunglasses.
 - Take breaks frequently and try to stay cool.
3. Drink plenty of fluids.
4. Avoid strenuous outdoor activities, or plan to do them during cooler parts of the day.
5. If someone exhibits signs of heat-related illness, refer to **MEDICAL EMERGENCIES**.
6. Stay informed by checking the **National Weather Service** heat risk forecast.

HOW DO I FIND MY "HEATRISK" LEVEL? (IS IT TOO HOT FOR OUTDOOR PHYSICAL ACTIVITIES?)

National Weather Service **HeatRisk** Prototype. Map and grid (and definition of "heat sensitive groups" in Overview Tab) available at <https://www.wrh.noaa.gov/wrh/heatrisk/>

Color	Level	Meaning	Who/what is at risk?	For those at risk, what actions can be taken?
Green	0	<ul style="list-style-type: none"> Level of heat poses little to no risk 	<ul style="list-style-type: none"> No elevated risk 	<ul style="list-style-type: none"> No preventative actions necessary
Yellow	1	<ul style="list-style-type: none"> Heat of this type is tolerated by most; however, there is a low risk for sensitive groups to experience health effects 	<ul style="list-style-type: none"> Primarily those who are extremely sensitive to heat 	<ul style="list-style-type: none"> Increase hydration Reduce time spent outdoors or stay in the shade when the sun is strongest Open windows at night and use fans to bring cooler air inside buildings
Orange	2	<ul style="list-style-type: none"> Moderate risk for members of heat sensitive groups to experience health effects Some risk for the general population who are exposed to the sun and are active For those without air conditioning, living spaces can become uncomfortable during the day, but should cool below dangerous levels at night 	<ul style="list-style-type: none"> Primarily heat sensitive or vulnerable groups, especially those without effective cooling or hydration, or those not acclimated to that level of heat (i.e. visitors) Some transportation and utilities sectors 	<ul style="list-style-type: none"> Reduce time in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place during the heat of the day Move outdoor activities to cooler times of the day Open windows at night
Red	3	<ul style="list-style-type: none"> High Risk for much of the population who are 1) exposed to the sun and active or 2) are in a heat sensitive group, or 3) visiting a warmer climate and exposed to sun/heat Dangerous to anyone without proper hydration or adequate cooling Poor air quality is possible Power interruptions may occur as electrical demands increase 	<ul style="list-style-type: none"> Much of the population, especially people who are heat sensitive and those without effective cooling or hydration Those exposed to the heat/sun at outdoor venues Transportation and utilities sectors 	<ul style="list-style-type: none"> Try to avoid being outdoors in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place especially during the heat of the day If you have access to air conditioning, use it. Even a few hours in a cool location can lower risk. Fans may not be adequate Cancel outdoor activities during the heat of the day
Magenta	4	<ul style="list-style-type: none"> Very High Risk for entire population Very dangerous to anyone without proper hydration or adequate cooling This is a multi-day excessive heat event. A prolonged period of heat is dangerous for everyone not prepared Poor air quality is likely Power outages are increasingly likely as electrical demands may reach critical levels 	<ul style="list-style-type: none"> Entire population is at risk For heat sensitive groups, especially people without effective cooling, this level of heat can be deadly Most transportation and utilities sectors 	<ul style="list-style-type: none"> Avoid being outdoors in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place, including overnight If you have access to air conditioning, use it. Even a few hours in a cool location can lower risk. Fans will not be adequate Cancel outdoor activities during the heat of the day

FLOOD

Flooding is the most common severe weather emergency in the United States and is caused by extreme volume of water due to heavy rainfall, a levee or dam failure, or a sudden release of water. Floods may develop slowly or occur quickly without warning. Warnings may be received by telephone, radio, or from emergency services officials. It may be safer to [SHELTER IN PLACE](#) inside the building until instructed by the [INCIDENT COMMANDER](#). Refer to [PROPERTY LOSS REPORT](#) for any damage or loss to NCOE owned property.

Possible emergency responses include:

1. [EVACUATE](#) individuals to higher ground.
2. Release staff to go home if appropriate.
3. Take measures to minimize hazards.
4. Take measures to protect the building and material resources from damage.

SEVERE WINDSTORM

The [National Weather Service](#) issues a "watch" when winds are in excess of 55 M.P.H. within a specific time frame. A "warning" is issued when winds in excess of 55 M.P.H. exist in the area.

Severe Weather Watch/Warning

1. [SHELTER IN PLACE](#) and remain alert when a windstorm watch is issued. The [INCIDENT COMMANDER](#) will keep you informed.
2. WAIT FOR INSTRUCTIONS when a severe windstorm warning is issued. The [INCIDENT COMMANDER](#) will direct appropriate responses.

No Advance Warning

1. [SHELTER IN PLACE](#) and take cover in interior rooms or along an inside wall. Avoid large, heavy objects and windows.
2. Open doors, if possible.
3. Keep calm. Wait for further instructions from the [INCIDENT](#)
4. [COMMANDER](#).

PANDEMIC

A Pandemic is a disease outbreak that spans several countries and affects a large number of people. They are most often caused by viruses and can spread easily from person to person. Most people will not be immune and a vaccine may not exist right away.

If a pandemic is declared:

1. Stay alert and aware for further instructions from the [INCIDENT COMMANDER](#).
2. Ensure staff are signed up for [NIXLE/EVERBRIDGE ALERT SYSTEM](#) and check their emails for updates from the organization regarding working remote, in-person, and resources available such as vaccine clinics etc.
3. Deliver messaging to staff on protecting themselves and others by:
 - Washing their hands often and with soap and water for at least 20 seconds.
 - Try not to touch eyes, nose, or mouth.
 - Keep a distance of at least six feet between self and others who are not part of the same household.
 - Wearing an N95 mask when in public.
 - Clean and disinfect high-touch objects and surfaces.
 - Follow the guidance of the [Napa County Department of Public Health](#).
 - Refer to NCOE's [Pandemic/Infectious Disease Outbreak Plan](#).

RECOVERY

The goal of recovery is to return to a sense of “normalcy”. It is also to restore a safe and supportive environment. Four types of recovery are outlined below.

ACADEMIC RECOVERY (PLANNING)

Academic Recovery involves resuming educational programming through evaluation of staffing needs including staff and schedule adjustments; restoration and relocation of educational programming; and resumption of student activities.

The Planning Lead, working in collaboration with Student Program department directors and Operations will determine when and how academic programs can safely return. While keeping the health and safety of students as the top priority, every effort will be made to return to educational programming as soon as possible.

BUSINESS SERVICES RECOVERY (FINANCE/ADMINISTRATION)

Business Services Recovery is the resumption of day to day fiscal and administration operations by achieving payroll processing, accounts payables processing, purchase order, CalCard information.

After an emergency, the Finance/Administration Lead will submit necessary documents to various disaster assistance programs and our insurance provider. Department directors will work with Finance/Administration to resume back to business by identifying financial resources to purchase necessary supplies, equipment and coordinate with Human Resources to determine the deployment of employees.

PHYSICAL AND STRUCTURAL RECOVERY (OPERATIONS)

Physical and structural recovery includes the assessment and restoration of physical environments in order for staff and students to return safely.

The Operations/Logistics Lead will assess NCOE's buildings and sites and work with professionals including building inspectors and structural engineers to ensure safety for staff to return in person. They will also record full documentation of damage including but not limited to before and after photographs and video evidence. Other tasks include cleaning up and hazard removal.

HEALTH, SOCIAL EMOTIONAL, AND BEHAVIORAL RECOVERY (PLANNING)

Supporting the health and wellness of our staff, students, and families is an important consideration in post emergency recovery. The Planning Lead will assess if Individuals who have been through an emergency are experiencing short-term or long-term behavioral health issues. If issues are identified, the Planning lead will provide needed mental health services, utilizing both internal and community-based resources.

NCOE's mental health support can include the provision of counseling services and access to the Employee Assistance Program (EAP).

Employee Assistance Program (EAP)

Call toll-free 24 hours a day, seven days a week: (800) 227-1060

TDD callers, please dial: (800) 327-0801

Alternative access is available at [Members.mhn.com](https://members.mhn.com)

Register with the company code: **wise**

RESOURCES

EMERGENCY PREPAREDNESS ANNUAL CALENDAR

LINK: [EMERGENCY PREPAREDNESS ANNUAL CALENDAR](#)



EMERGENCY PREPAREDNESS ANNUAL CALENDAR

	July	August	September	October
	<i>Red Flag & PSPS Awareness Wildfire Preparedness</i>	<i>Wildfire Preparedness Red Flag & PSPS Awareness</i>	<i>National Preparedness Month Wildfire Awareness</i>	<i>Great California ShakeOut</i>
Meetings:	Command & Control	Safety & Health Committee PG&E Wildfire Preparedness (all districts/private)	Command & Control	Safety & Health Committee
Trainings & Drills:		CPR & AED First Aid	All-staff Emergency Operations Plan Training CPR & AED First Aid *Fire Drill	CPR & AED First Aid
To Do:	Finalize Emergency Operations Plan Department Directors fill out "Emergency Preparedness To Do List" Departments with own safety plans: review/update	Departments update "Grab & Go" bags Departments review & update staff contacts and their emergency contacts Departments update staff roster to account for members in case of an emergency	Distribute Emergency Response Protocols Flipcharts to all staff Departments designate a staff member in charge of emergency response: to carry out "Grab & Go" bag during evacuation and staff roster to account for staff Departments with their own emergency preparedness trainings and drills, provide schedule to Safe Schools & Prevention Services	NCOE update CDE on Comprehensive School Plans Departments inform staff are emergency responders (Government Code, Chapter 8, Division 4, Title 1, Sections 3100 and 3101) and could be called on in case of an emergency Departments inform staff internal communication process to expect during and following an emergency
	November	December	January	February
			<i>General Disaster Awareness</i>	<i>Stay Informed Get Alerts</i>
Meetings:	Command & Control	Safety & Health Committee	Command & Control	Safety & Health Committee
Trainings & Drills:	Behavioral Threat Assessment Training		Active Shooter Training	CPR & AED First Aid Stop the Bleed Training *Fire Drill
To Do:		Departments review and ensure all evacuation sites are clear of any obstacles (boxes, furniture, etc.) in case of an emergency		
	March	April	May	June
	<i>Earthquake Preparedness</i>	<i>Earthquake Preparedness</i>	<i>Wildfire Awareness Week</i>	<i>Wildfire Awareness Week</i>
Meetings:	Command & Control	Safety & Health Committee	Command & Control	Safety & Health Committee
Trainings & Drills:	CPR & AED First Aid	CPR & AED First Aid	CPR & AED First Aid	
To Do:	Comprehensive Safety School Plans Due			Review & update Emergency Operations Plan Departments restock "Grab & Go" bag Departments define evacuation route(s) at all sites

“GRAB & GO” BAG

Each department should have a “Grab & Go” Bag and access to First Aid Kits. Please refer to the links below to view the items included in the “Grab & Go” Bag.

[AMERICAN RED CROSS First Aid Kit Emergency Preparedness Kit](#)

[EVERLIT Survival Emergency Glow Sticks](#)

INSTRUCTIONS FOR EMERGENCIES

BOMB THREAT

Bomb Threat Form:

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



v2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:


- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Sturred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

INCIDENT REPORT FORM

[Incident Report Form:](#)

		INCIDENT REPORT FORM – ACCIDENTS Not to be used for Workers' Compensation, Volunteers or Students	
TO BE COMPLETED IMMEDIATELY! THE SCHOOL EMPLOYEE WHO EITHER WITNESSES, OR DISCOVERS THE INCIDENT SHOULD COMPLETE THIS FORM. THE REPORT SHOULD IMMEDIATELY BE FORWARDED TO SUPERVISOR'S OFFICE FOR REPORTING TO SUPERINTENDENT AND NBSIA.		CONFIDENTIAL REPORT THIS REPORT IS CONFIDENTIAL AND IS INTENDED TO BE SENT TO NBSIA'S CLAIMS ADMINISTRATOR AND DISTRICT'S LEGAL COUNSEL FOR USE IN RECOVERING LOSSES AND DEFENDING LITIGATION.	
SCHOOL DISTRICT		SITE	
SITE ADDRESS		PHONE NO.	
INJURED'S NAME	AGE	VISITOR TYPE (PARENT/GUEST ETC.)	
INJURED'S ADDRESS		HOME PHONE	
WHERE DID ACCIDENT OCCUR?	DATE	TIME	
BRIEF DESCRIPTION OF INCIDENT:			
WHO WAS THE PERSON IN CHARGE AT THE TIME OF THE ACCIDENT?			
WAS HE/SHE PRESENT AT THAT TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO			
BRIEF DESCRIPTION OF INJURY:			
First aid applied? <input type="checkbox"/> YES <input type="checkbox"/> NO	FIRST AID PROCEDURES USED AND BY WHOM:		
DISPOSITION OF INJURED AFTER ACCIDENT <input type="checkbox"/> HOME <input type="checkbox"/> DOCTOR <input type="checkbox"/> HOSPITAL <input type="checkbox"/> OTHER:			
WITNESSES PRESENT AT TIME (INDICATE IF ANY ARE EMPLOYEES)			
NAME:		PHONE #:	
ADDITIONAL COMMENTS:			
REPORT COMPLETED BY	DATE	APPROVED BY	DATE

DISTRIBUTION: NBSIA DISTRICT OFFICE SITE
 (1 COPY TO EACH) 380A CHADBOURNE RD
 FAIRFIELD, CA 94534

(Ed. 1/20)

North Bay Schools Insurance Authority
 380A Chadbourne Road, Fairfield CA 94534 | Phone: (707) 428-1830 | Fax: (707) 428-1848 | www.nbsia.org

PROPERTY LOSS REPORT

[Property Loss Report Form:](#)



PROPERTY LOSS REPORT (FOR DAMAGE OR LOSS TO DISTRICT-OWNED PROPERTY)

(Ed. 12/19)

DISTRICT			
SITE		PHONE NUMBER	
SITE ADDRESS		CITY	STATE ZIP
LOSS LOCATION (BE SPECIFIC)			
DATE OF LOSS		TIME OF LOSS	ALARM EVENT? YES <input type="checkbox"/> NO <input type="checkbox"/>
CAUSE OF PROPERTY LOSS:			
THEFT <input type="checkbox"/>	VANDALISM <input type="checkbox"/>	FIRE <input type="checkbox"/>	GRAFFITI <input type="checkbox"/> WEATHER <input type="checkbox"/> OTHER:
DESCRIPTION OF LOSS (HOW LOSS OCCURRED):			
BUILDING (DESCRIPTION OF DAMAGE, WALLS, ROOF, WINDOWS, ETC.)		APPROX. \$\$ VALUE OF BUILDING RELATED DAMAGES:	
		\$	
CONTENTS (DESCRIPTION OF DAMAGED OR LOST ITEMS)		APPROX. \$\$ VALUE OF CONTENTS RELATED DAMAGES:	
		\$	
		TOTAL ESTIMATE OF LOSS:	
		\$	
FIRE OR POLICE CONTACTED? YES <input type="checkbox"/> NO <input type="checkbox"/>			
NAME AND ADDRESS OF AGENCY		INVESTIGATOR	CASE NUMBER

EMERGENCY/CRISIS COMMUNICATION PROCEDURES

EMERGENCY/CRISIS COMMUNICATION TRIGGERS

- Any event that impacts the ability of staff to work. Example: school or office closure due to a chemical spill.
- Any event that involves first responders such as police or fire. Example: an injured student.
- Any event that will draw negative public attention. Example: illegal activity by an employee.

KEY POINTS FOR DEVELOPING STATEMENTS

- Comment on the execution of safety policies and procedures.
- Facts: dates, times, locations, names if allowable.
- Current status of incident and next steps.
- Note any confidential personnel issues.
- Note active investigations.
- Protect student information.
- List internal and external partners involved in supporting the effort.
- Sources of additional information (website, hotline, etc.).

In most cases, statements should be developed in coordination with police/fire/incident command or vetted by a legal advisor. In addition, if a district is impacted by the incident they should also be consulted.

COMMUNICATION TOOLS

*Once a statement has been developed, information should be distributed in the following order.

STAFF NOTIFICATION

- [NIXLE/EVERBRIDGE ALERT SYSTEM](#)
 - Staff with access: Seana Wagner, Jeremy Smith, Michelle Wanlass, Camille Creek Community School
- All staff email

PUBLIC NOTIFICATION

- Napa Valley Register (includes UpValley). Dan Evans, devans@napanews.com, 707-226-3711. Howard Yune, hyune@napanews.com, 707-256-2214.
- Wine Down Media (KVON/KVYN). Nate Campbell, nate@winedownmedia.com, 707-258-1111.
- Web site home page post
 - Staff with access: Seana Wagner, Rebecka Anderson, Justin Hefley, Jeanne Schroeder-consultant (707-338-1056).
- Social media posts
 - staff with access: Seana Wagner, Jaina Sebastian
- Paper signs posted at applicable sites

EXTERNAL EMERGENCY NUMBERS

NAPA COUNTY EMERGENCY TELEPHONE NUMBERS	
AGENCY	Phone
FIRE & MEDICAL EMERGENCIES	911
24-hours Mental Health	707-253-4711
Animal Control Services	707-253-4452
Child Protective Services	707-253-4744
Napa County Sheriff	707-253-4451
Napa Police Department	707-257-9223
Napa Water Division	707-257-9544
NCOE's Company Nurse	877-778-2576
PG&E	800-743-5000
Poison Control	800-222-1222
Queen of the Valley Medical Center	707-252-4411
St. Helena Hospital	707-963-3611

SONOMA COUNTY EMERGENCY TELEPHONE NUMBERS	
AGENCY	Phone
FIRE & MEDICAL EMERGENCIES	911
24-Hour Crisis Stabilization Unit	707-576-8181
Animal Control Services	707-565-7100
Child Protective Services	707-565-4274
Kaiser Santa Rosa Medical Center	707-393-4000
NCOE's Company Nurse	877-778-2576
Petaluma Police Department	707-778-4372
Petaluma Valley Hospital	707-778-1111
PG&E	800-743-5000
Poison Control	800-222-1222
Sonoma County Sheriff	707-565-2121
Sonoma County Water Agency	707-526-5370

ICS CONTACT INFORMATION

Role	Name	Cell
Incident Commander	Josh Schultz	707-484-3723
Incident Commander Alt.	Julie McClure	707-318-1363
Incident Commander Alt.	John Zikmund	707-294-7011
Training/Support	Johana G. Navarro	707-738-8828
Training/Support Alt.	Yuliana Moreno	707-812-9184
Public Information Officer	Seana Wagner	707-483-1274
Operations/Logistics Lead	Jeremy Smith	707-590-5324
Operations/Logistics Alt.	Mikhael Florez	707-365-1341
Planning Lead	Julie McClure	707-318-1363
Finance & Administration	Kelly Bucy	707-331-8964

OTHER NCOE SITES

Directors from other NCOE sites will communicate with the Incident Commander to make decisions unless it is an immediate emergency at sites off the NCOE main campuses.

NCOE Site	Name	Cell
Camille Creek	Nancy Dempsey	707-363-6111
College & Career Readiness	Gillie Miller	707-372-8603
Community Programs	Sara Sitch	707-321-5061
Early Childhood Services	Kelsey Petithomme	707-253-6932
RPDC	Connie Silva	707-738-9616