

HUMBOLDT COUNTY OFFICE OF EDUCATION CHAIN OF COMMAND/INCIDENT COMMANDER

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In the case of an emergency when no one listed on the chain of command is present, the most senior person present shall assume command and remain in command until relieved.

A person in the chain of command has the option of leaving a lower ranking individual (Chain of Command) in command.

The person in charge shall be designated as the **INCIDENT COMMANDER (IC)**.

CHAIN OF COMMAND

CURRENT CHAIN OF COMMAND

Position	Name	Bus. Phone	Home Phone	Cell Phone
1.				
2.				
3.				
4.				
5.				
6.				
7.				

CURRENT CHAIN OF COMMAND

COMMAND CENTER / LOCATIONS

COMMAND CENTER

:

ALTERNATE SITE 1:

ALTERNATE SITE 2:

ALTERNATE SITE 3:

COMMAND CENTER / LOCATIONS

COMMAND CENTER/INCIDENT COMMANDER CHECK LIST

JOB DESCRIPTION:

The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the command center to:

- Observe and direct all operations.
 - Ensure the safety of staff and others on site.
 - Lead by example. Your behavior sets the tone for staff.
1. Designate Incident Commander or assume command.
 2. Designate Command Center Location.
 3. Make sure 911 is notified and know the address of the location that needs assistance.
 4. **Determine extent of emergency and decide which sites the Command Center and IC will coordinate. Include off-site situations in assessment.**
 5. Assess situation and then choose one of the following actions: (follow emergency guides)
 - Evacuate Affected Areas.
 - Shelter in Place.
 - Lock Down.
 6. Account for all personnel, including any who may be off-site.
 7. Designate personnel to staff Command Center, preferably clerical personnel from the Superintendent's office. Make sure, if appropriate, Search and Rescue is staffed and operating, utilities are shut off, emergency supplies are distributed, and the media contacted.
 8. If possible, plan regular breaks for all staff and volunteers.
 9. Communicate and coordinate with responding agency/agencies.
 10. At the direction of the Superintendent of Schools or his designee, deactivate the entire emergency response. If the responding emergency agency/agencies calls an "All Clear," contact the Superintendent of Schools or his designee before taking any further action.
 11. Proclaim termination of the emergency.
 12. At an appropriate time and place, conduct critique of incident with staff.

Circumstances may make it impossible to exactly follow the sequence in the check list.

COMMAND CENTER/INCIDENT COMMANDER CHECK LIST

PUBLIC INFORMATION OFFICER

Job Description: The Public Information Officer (PIO) is the official spokesperson for the HCOE. If a site other than 901 Myrtle Avenue is involved and a spokesperson on that site is available, the PIO will be the spokesperson.

The PIO shall serve as the point of contact for representatives from assisting organizations and agencies and shall insure the proper flow of information.

The news media can play a key role assisting the HCOE in getting emergency and disaster-related information to the public.

If available, the Administrative Assistant to the Superintendent shall act in the role of PIO. If the Administrative Assistant is not available, the IC shall appoint someone to act as the PIO.

1. Check in with the IC for status of emergency / disaster.
2. Determine personnel operating location and set up as necessary.
3. Determine a “news center” site as a media reception area (located away from the Command Center). Get approval from IC.
4. Advise arriving media that a press release is being prepared and the approximate time and location of when and where the release will be given.
5. If needed, get assistance.
6. Assess situation and obtain (if possible) a statement from the IC.
7. Open and maintain a position log.
8. Brief agency/agencies’ representatives on current situation, priorities and incident action plan.
9. Ensure coordination of efforts by keeping IC informed of agency/agencies action plans.
10. Provide periodic updates to the agency/agencies and the media.

PUBLIC INFORMATION OFFICER

SITE FACILITY CHECK/SECURITY

Safety: Staff as assigned. Work in pairs.

Start-up Action:

- Wear hard hat and orange identification vest, work gloves and whistle, if available.
- Take appropriate tools, job description, clipboard and radio.
- Put batteries in flashlight, if necessary.

Equipment/Supplies:

- Hard hat, vest, work gloves and whistle.
- Two-way radio, master keys, and clipboard with emergency job descriptions.
- Bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shut-off tools.

Operational Duties:

As you do the following, observe the site and report any damage, by radio, to the Command Center:

- Locate/control/extinguish small fires.
- If the smell of gas is present or windows are broken, shut off gas supply.
- Shut off electricity only if building has clear structural damage or advised to do so by Command Center.
- Post yellow caution tape around damaged or hazardous areas.
- Be sure that the entire site has been checked for safety hazards and damage.
- Verify and report above to Command Center.
- No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate safety.
- Route fire, rescue, police, etc., as appropriate.
- Direct all requests for information to the Public Information Officer.

Closing Down:

- Return equipment and reusable supplies to IC.
- When authorized by IC, close out all logs.

SITE FACILITY CHECK/SECURITY

SEARCH & RESCUE TEAMS

Safety: Buddy system: Minimum of 2 persons per team. Assess situation first. Take no action that might endanger yourself. Do not work beyond your expertise. Use appropriate gear. Follow all operational and safety procedures.

Start-up Action: Obtain all necessary equipment from the shed. If possible, wear protective clothing. Put batteries in flashlights.

Equipment/Supplies: Vest, hard hat, work gloves with latex gloves underneath and whistle with master keys on neck lanyard. First aid backpack.

Two-way radio, clipboard with emergency job descriptions and map indicating search plan.

Carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape. **In the first 72 hours:**

- Assess the environment
- Evacuate
- Search
- Triage injured victims
- Remove non-ambulatory
- Rescue lightly trapped
- Provide medical care
- Establish communications
- Transport
- Shelter

Operational Duties: Report gas leaks, fires, or structural damage to IC immediately upon discovery. Shut off gas or extinguish fires, if possible. Refer to map in “Emergency Guide for Employees.”

Before entering a building, inspect complete exterior of building. Use yellow caution tape to barricade hazardous areas. Do not enter a severely damaged building.

If building is safe to enter:

- Search assigned area (following map), using an orderly pattern.
- Check all rooms.
- Use grease pencil to make slash on door when entering room.
- Check under desks and tables.
- Search visually and vocally. Listen.
- When leaving each room, close slash to form “X” on door.
- Report by radio to IC that room has been cleared (Example: “Room A-123 is clear.”)

When injured victims are located, team transmits location, number, and condition of injured to IC. **Do not use names.** Follow directions from IC.

Record exact location of damage and triage tally (Green=Walking wounded; Yellow=Minor injuries, non-emergency; Red = Immediate injuries, emergency; Black=Deceased). Map and report information to IC. Keep radio communication brief and simple. Do not use codes.

Closing Down: Return equipment to the shed. Give maps and logs to the Command Center.

SEARCH & RESCUE TEAMS

FIRST AID LEADER

Responsibilities: The First Aid Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the IC when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths. (See morgue page in this booklet.)

Start-up Action:

- Establish scope of disaster with IC and determine probability of outside emergency medical support and transport needs.
- Make personnel assignments. If possible, assign a minimum of two people to Triage, and the rest to First Aid.
- Set up first aid area in a safe place, away from staff and public, with access to emergency vehicles. Obtain equipment/supplies from the shed.
- Assess available inventory of equipment/supplies.
- Review safety procedures and assignments with personnel.
- Establish point of entry (“Triage”) into treatment area.
- Establish treatment area.

Equipment/Supplies:

First Aid supplies	Emergency job descriptions clipboard
Ground cover/tarps	Stretchers
Marking pens	Vests
Tables and chairs	Blankets
Quick reference medical guides	Latex gloves

Forms: Notice of First Aid Care
Medical Treatment Victim Log

Operational Duties:

- Oversee care, treatment, and assessment of patients.
- Use latex gloves for protection from body fluids; replace with new gloves for each new patient.
- Ensure caregiver and rescuer safety.
- If needed, request additional personnel from IC.
- Brief newly assigned personnel.
- Set up morgue, if necessary, in cool, isolated, secure area.
- Report deaths immediately to IC (by runner).
- Make sure that accurate records are kept.
- Keep IC informed of overall status.

Closing Down:

- At the Incident Commander’s direction, release first aid staff, if no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies to IC.
- When authorized by IC, deactivate the section and close out all logs. Give logs and other relevant documents to the IC.

FIRST AID LEADER

FIRST AID TEAMS

Personnel:

First aid trained staff.

Responsibilities:

Use approved safety equipment and techniques.

Start-up Action:

- Check with First Aid Leader for assignment.
- Obtain and wear personal safety equipment including latex gloves.

Equipment/Supplies:

First Aid supplies	Tables and chairs	Vests
Ground cover/tarps	Quick reference medical guides	Blankets
Marking pens	Emergency job descriptions clipboard	Latex gloves
		Forms: Notice of First Aid Care
		Medical Treatment Victim Log

Operational Duties:

- Administer appropriate first aid.
- Continue to assess victims at regular intervals.
- Report deaths immediately to First Aid Leader.
- Keep accurate records of care given.
- If and when transport is available, do final assessment and document on triage tag. Keep a copy and file records for reference – send a copy with victim.

Triage Entry Area:

- Staffed with minimum of 2 trained team members, if possible.
- One member confirms triage tag category and directs to proper treatment area.
Should take 30 seconds to assess – **no treatment takes place here.**
- Second member records the information.

Treatment Areas:

- Staff with minimum of 2 team members per area, if possible.
- One member completes secondary head-to-toe assessment.
- Second member records information on triage tag and on-site treatment records.
- Follow categories: Green = Walking wounded, Yellow = Minor injuries, non-emergency;
Red = Immediate injuries, emergency; Black = Deceased
- When using two-way radio, **do not use name of injured or deceased.**

Closing Down:

- Return equipment and unused supplies to IC.
- Clean up first aid area. Dispose of hazardous waste safely and properly. Give relevant documents to First Aid Leader

FIRST AID TEAMS

FIRST AID SUPPLIES

Quantity	Item
12	Ace Wrap - 2"
12	Ace Wrap - 4"
4 cases	Aqua-Blox
1 boxes	Band-aids
2 rolls	Barricade Tape (1 Danger, 1 Caution)
9	Clipboards
10 rolls	Cloth Tape - 1"
10 rolls	Cloth Tape - 2"
10 rolls	Duct Tape
50	Dust Masks
2	Eye Patch
2	First Aid Books
3	First Aid Kits
175	Gauze Pads - 4" x 4"
4 boxes	Latex Gloves
3	Paramedic Scissors
10	Rope - 15' lengths
7 rolls	Self-Adherent Bandage - 2"
4 rolls	Self-Adherent Bandage - 4"
100	Space Blankets
100	Steri-strips
10	Tarps
25	Triage Tags
24	Triangle Bandage
3	Tweezers
16 pairs	Work Gloves (10 Large, 6 Medium)
2	Crowbars
4	Hard Hats
4	Safety Goggles
29	Cold Packs
10	Resusci Face Shields
60	Eye Occlusur
100	Gauze Pads 3" x 3"
2 rolls	Plaster Bandages
2	EMS Utility Shears
1	AM/FM Radio

The items are located in plastic containers in the shed outside the Maintenance Department. The keys to the shed padlock are in the emergency backpack in the Administration Department.

FIRST AID SUPPLIES

MORGUE

Personnel:

To be assigned by the IC if needed.

Start-up Action:

- If directed, set up morgue area. Verify:
- Tile, concrete or other cool floor surface.
- Accessible to Coroner's vehicle.
- Remote from assembly area.
- Security: Keep unauthorized persons out of morgue.
- Maintain respectful attitude.

Equipment/Supplies:

Tags	Plastic tarps
Pens/pencils	Stapler
Plastic trash bags	Duct tape
2" cloth tape	

Operational Duties:

- Do not move the body to the morgue until directed by First Aid Leader.
- Do not remove any personal effects from the body. Personal effects must remain with the body at all times.
- As soon as possible, notify IC, who will attempt to notify law enforcement authorities of the location. They will notify the Coroner.
- Keep accurate records and make available to law enforcement and/or the Coroner when requested.
- Record the following information in duplicate (body/file).
 - Date and time found.
 - Exact location where found.
 - Name of decedent if known.
 - If identified - how, when, by whom.
 - Name of person filling out tag.
- If the Coroner's office will not be able to pick up the body soon, cover body with plastic bag(s).
- Place any additional personal belongings found in a separate container and label as above. Do not attach to the body, store separately near the body.

Closing Down:

- After all bodies have been picked up, close down the Morgue.
- Return equipment and unused supplies to the IC.
- Clean up area. Dispose of hazardous waste safely and properly.
- Give all relevant documents to the IC.

MORGUE

TWO-WAY RADIO USE

Receiving A Call for Help:

1. Look to see what channel the party making the call is on (e.g., HCOE North (digital) channel 7 (analog), HCOE South (digital) channel 8 (analog)).
2. Push down the **monitor button** on the **mic stand** and listen for other calls. If there is someone talking, please wait until they are finished.
3. When ready to respond to the caller, push down **transmit button** and state who you are (e.g., “HCOE base to caller”), then release **monitor button** and wait for response.
4. Be ready to take down information that the caller might give (e.g., type of emergency, location).
5. In response, repeat the information back to them and what course of action you or they might take.
6. When ending a call please state who you are and that you are done with your call. (e.g., “HCOE clear, HCOE out”).

Making A Call for Help:

1. Make sure you're on either channel HCOE North channel 1 or HCOE South channel 3.
2. Push down the **monitor button** on the **mic stand** and listen to see if channel is clear (no one is speaking).
3. Push down the **transmit button** and state who you are and who you want to get in contact with (e.g., “Jane Doe to Bus 4”).
4. Release the **transmit button** and wait for a response.
5. If no response, wait a moment and try again.
6. If there is a response, state your emergency and be ready to give information back to the responder.
7. When finished, end your last response with who you are and that you are finished on the radio (e.g., “Jane Doe clear, Jane Doe out”).

TWO-WAY RADIO USE

Analog Radio

See Law
Emergency
Power/110V



Digital Radio



EMERGENCY TELEPHONE NUMBERS

FIRE EMERGENCY.....	Dial 911
MEDICAL EMERGENCY.....	Dial 911
POLICE EMERGENCY.....	Dial 911
Sheriff’s Department.....	445-7251
Office of Emergency Services	268-2500
Coast Guard Rescue Station.....	839-6113
County Superintendent of Schools.....	445-7000
JPA/North Coast Schools Insurance Group	445-7126
Hospitals:	
St. Joseph’s Hospital	445-8121
General Hospital Campus.....	445-5111
Klamath-Trinity Community Hospital	(530) 625-4225
Mad River Hospital	822-3621
Redwood Memorial Hospital	725-3361
Southern Humboldt Community Hospital	923-3921
Red Cross.....	443-4521
Poison Control	(800) 876-4776
North Country Radio Communications	442-2000
(KATA 1345 AM, KFMI 96.3 FM, KRED 92.3 FM, KKHB 105.5 FM, KGOE 1480 AM)	
KINS 980 AM News.....	442-5744
KHUM 104.3/104.7 FM	826-4805
KJAK 99.1 FM	445-3699
KXGO 93.1 FM	445-8104
KMUD 91.1 FM	923-2605
KWPT 100.3/102.7 FM	725-3408

HUMBOLDT COUNTY OFFICE OF EDUCATION LOCATIONS

- Main Office 445-7000
901 Myrtle Avenue, Eureka
- Glen Paul School 445-7068
2501 Cypress Avenue, Eureka
- Tech Center - Bayhore Mall 445-7146
3300 Broadway Street, Eureka
- Job Market 445-7106
4th & K Street, Eureka
- Eureka Community School 445-7097
433 M Street, Eureka
- Eureka Community School 445-7182
215 4th Street, Eureka
- Eureka Community School 441-3995
3rd & S Street, Eureka
- Eel River Community School 725-0209
2292 Newburg Road, Fortuna
- Six Rivers Community School 530-625-5296 and 530-625-4411
Unit #3, Stevens Building, Hoopa
- Garberville Community School 923-2550
286 Sprowl Creek Road, Garberville
- Eureka Community School 445-7131
Jacobs Site, 674 Allard Avenue, Eureka