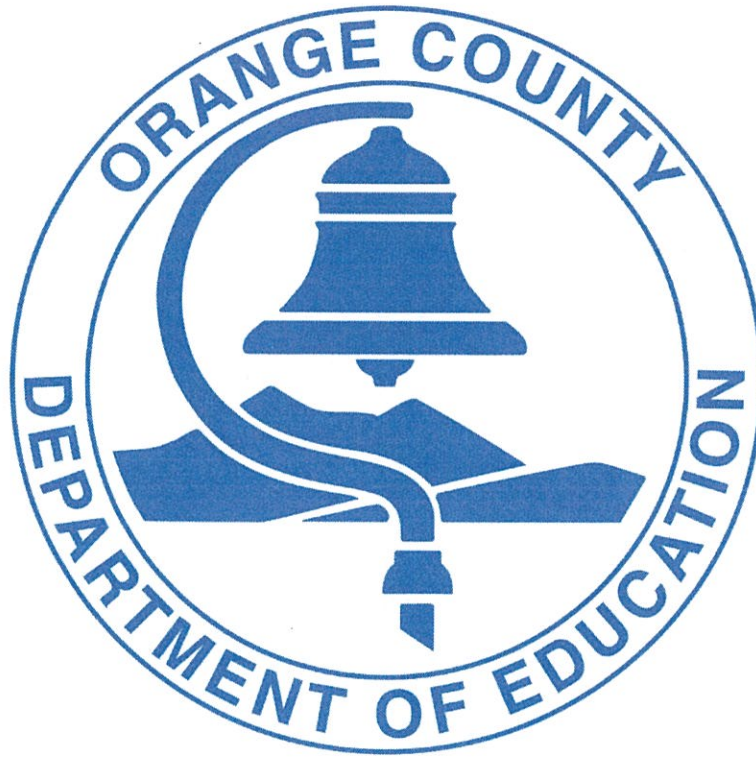


Orange County Department of Education



Emergency Operations Plan

Revised 10/15/2019



Emergency Operations Plan

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Emergency Operations Plan

Section 1: Introduction

The Orange County Department of Education (OCDE) is a public education organization offering support services to 27 school districts, more than 600 schools, and 2,000 educators who serve over 500,000 students. OCDE's personnel offer support, professional development, and student programs through its divisions and departments: Administrative Services; Alternative Education; Business Services; Communications & Media Services; Educational Services; Governance, Leadership, & Community Partnerships; Information Technology; Legal Services; Special Education; and the Superintendent's Office.

The safety of OCDE's students and staff is of utmost importance. The OCDE has plans and processes in place to respond to unfortunate and unplanned emergencies and to communicate accurate and timely information with you. Emergency situations become disasters when they overwhelm resources designed to protect our community. First responders will need to focus their efforts in the areas where they can do the most good—helping severely endangered people and heavily affected areas first. It is possible, even likely, that the OCDE may not get professional assistance for days after a disaster has occurred. This Emergency Operations Plan (the Plan) is intended to prepare for, respond to, and recover from disasters that may occur within Orange County.

As a public district employee, you may be called upon as a disaster service worker in the event of an emergency. The information contained in the *California Public Employee Disaster Service Workers* pamphlet found in **Appendix 1** will help you understand your role and obligation. Risk Management is responsible for updating and maintaining the Plan.

Overview and Objectives

The National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) require that all local jurisdictions, including schools, utilize the Incident Command System (ICS). The Plan was created to guide teachers and staff members to respond to a disaster. The objectives of the Plan are as follows:

1. Protect the safety and welfare of students, school staff, and visitors.
2. Provide a safe and coordinated response to emergencies.
3. Protect OCDE's facilities and properties.
4. Enable OCDE to restore normal conditions with minimal confusion in the shortest time possible.
5. Provide for the interface and coordination between OCDE and the Orange County Emergency Operations Center.



Emergency Operations Plan

Section 2: Scope

The Plan is intended to encompass all of OCDE's programs and its response to major emergencies. This includes the consideration of the following:

1. OCDE has students and staff located at over 75 sites throughout the county.
2. The Division of Alternative Education provides educational options to a diverse student population and operates year-round classrooms located at County-Operated Institutions, Day Centers, Group Homes, and numerous other sites throughout the county.
3. The Division of Special Education Services has most of its classrooms located on local school district campuses.
4. The Divisions of Educational Services; Communications & Media Services; and Governance, Leadership, & Community Partnerships provide professional learning, technical assistance, and student support services that are held across local educational agencies.
5. The County Superintendent of Schools and other OCDE employees are located at 200 Kalmus Drive, Costa Mesa, California.

At the time of a disaster, many employees will be working at a County-Operated facility, in a classroom located on a school district, or providing services at various locations throughout California. **Therefore, employees must follow the emergency plans of their host agencies.**

Listed below are OCDE's classrooms located on host agencies' sites.

Special Schools on District Properties	ACCESS Schools in County Facilities
Golden West ATP	El Modena Community Center
Hillview High School	Fischer School
Irvine High School	Foster Youth Services
Mann School	Intake Release Center (IRC)
Mission Viejo High School	Lyon School
Newhart Middle School	Mary's Academy
Orange Coast College ATP	Rio Contiguo
Reilly School	Sunburst Youth Academy
Saddleback College ATP	Theo Lacy
Trident School	Youth Leadership Academy
University High School DHH	Youth Resource Center-Central
Venado Middle School DHH	Youth Resource Center-North



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Following a major disaster, it is essential for ACCESS and Special Education school sites to establish communication with OCDE by calling 8707-7641-3900 or 8707-7641-5294. Furthermore, employees working in the community must establish communication with their manager/supervisor or by calling 8707-7641-3900 or 8707-7641-5294. If the phones are busy, leave a message that provides details of the well-being of our employees, students, and the condition of your site.

Example of Message: It's Rose calling from ACCESS AU 222 letting you know everyone is fine. No injuries to report nor have we sustained any damage to our buildings.

Example of Message: It's Kelly calling from Special Schools located at XYZ School District and we have had major injuries involving employee Kevin Jones and students Jerry Doe and Mary Smith. The injuries were caused by a wall in classroom A2 collapsing. Currently, the injuries do not appear to be life threatening. You can reach me at (714) 222-2222.

In the event of injuries to employees, students, or damage to OCDE's property, it is the Site Liaison or their designee's responsibility to complete the following form(s). (See Section – Emergency Forms.)

1. For life threatening injuries, employees will be transported to the closest medical facility. Please complete the **Supervisor's Report of Injury Form**. For employees injured with non-life threatening injuries, please complete the Supervisor's Report of Injury Form and give the employee the **DWC1 Claim Form**. If medical care is needed, employees can select a medical facility from the **Medical Panel for Employee Injuries** list. Next, you must complete the **Workers' Compensation Medical Service Order Form** and give it to the employee.
2. For life threatening injuries, students will be transported to the closest medical facility, and their parent or legal guardian will be called immediately. Please complete the **Report of Student Accident/Injury Form**.
3. If OCDE's property is damaged, please complete the **Property Damage Report Form**. It is important to document the scope of damages caused by a disaster. If possible, use the camera/video on your mobile device to document the damage. NEVER enter a building that is heavily damaged.

Please return the completed form(s) to Risk Management and if possible fax to 714-549-4812.



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Section 3: General Guidelines

OCDE has developed the following guidelines to help our agency prepare for, respond to, and recover from emergencies.

Communications

The County Superintendent of Schools and/or OCDE's Chief Communication Officer will serve as the agency's Public Information Officer. Vital emergency information may be disseminated quickly to staff, students, and parents via emails, phone calls, news postings on the OCDE website, social media postings, and other mobile app alerts.

The Chief Communication Officer will serve as the coordination point for all public information, including the official source of all media releases, and may hold periodic press conferences as required. No teacher or staff member is authorized to speak with representatives of the media or public regarding an ongoing disaster or emergency.

In the aftermath of disasters, telecommunication networks simply cannot cope with the sharp increase in call volume. Disasters also cause physical destruction of mobile network infrastructures. For these reasons, OCDE has purchased satellite phones and has assigned them to schools and district facilities. How to use a satellite phone can be found in **Appendix 2** along with the listing of satellite phone assignments. **It is paramount that your site's phone be charged at all times.**

Parent-Student Reunification Plan

Reunification is an orderly and efficient process of reuniting OCDE's students with their families/guardians after an emergency/crisis has occurred. The Parent-Student Reunification Plan (**Appendix 3**), which includes the Student Release Log and listing of off-campus evacuation locations, will help principals and teachers understand their roles and responsibilities.

The site principal/teacher is responsible for documenting the date and time each student is released from the campus. We acknowledge some students will leave the campus in spite of your best efforts to keep them safe and out of potential harm's way. If this happens, call the student's parent/guardian as soon as possible. Document when the student left the campus and the time you called the parent/guardian. OCDE will do everything possible to care for each student while he/she is under its supervision.



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Medical Care, Food, and Shelter-In-Place

Major disasters result in injuries and closures of roads and major highways. These closures may prevent students and employees from leaving school and work sites. Every school and district facility has emergency supplies and equipment. Examples of some of the essential items include:

- First Aid
- Communications
- Tools
- Food and Water
- Flashlights
- Hygiene and Sanitation
- Blankets

OCDE's Division of Special Education Services provides instruction for students with moderate/severe disabilities, and each classroom has a disaster barrels used specifically for students' needs. Each classroom is responsible for managing their own barrel. Examples of some of the items recommended are:

- Change of clothes for 3 days
- 3 day supply of non-perishable food
- Extra diapers
- Wipes
- Flashlight
- Warm blanket for everyone
- First Aid Kit
- Whistle to signal for help
- Paper plates, plastic cups, utensils, and paper towels
- Hand sanitizer
- Books, games, and puzzles
- Student Emergency/Medical Information Card

OCDE's Inside the Outdoors program uses live animals to enrich and support traditional classroom learning. Our emergency plan includes our animals and examples of items recommended are:

- Shelter animals at different locations.
- 3 to 10 days of food and supplies.



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All OCDE employees are disaster service workers and will likely be called upon to assist in the event of an emergency. Therefore, employees may be required to remain on the school campus or District facility to contribute to the protection of life or property. Furthermore, there might be serious disruption in your ability to commute back home. The OCDE does have a stockpile of emergency supplies; however, we encourage each employee to have their own office emergency kit. Examples of items you might want to include:

- Change of clothes for 3-5 days
- Comfortable walking shoes
- 3-5 day supply of medications
- Personal Hygiene Items
- Blanket
- Non-perishable food
- Water
- Emergency Contact List

The OCDE recognizes that following a major disaster, many people could be injured and emergency medical services may be unavailable. Therefore, we have provided trainings to our employees, which include:

- All-Day Training consisting of Triage, Light Search and Rescue, Fire Suppression, and First Aid
- Adult and Child CPR/AED
- Emergency Operations Center
- Emergency First Aid

Be sure to have a Family Emergency Plan. Your plan should include every member of your household—including pets. Ten essential actions are:

1. Learn the threats in your area.
2. Identify meeting places: Outside your home/Outside your neighborhood.
3. Select your out-of-state contact.
4. Know your evacuation routes, i.e. exits and alternate ways to leave home.
5. Know the location of utility shut-offs for water, gas, and electricity.
6. Know the emergency policies of schools, adult-care centers, emergency shelters, supplies, and transportation.
7. Identify safe spots in each room to take cover, if needed. Example: Under sturdy tables and desks and against interior walls.
8. Have extra medications.
9. Make special provisions for children, seniors, pets, people with disabilities, and non-English speaking people.
10. Schedule annual disaster drills.



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Section 4: National Incident Management System

The emergency organizational structure identified in this plan is consistent with the federally mandated National Incident Management System (NIMS) and the State of California's Standardized Emergency Management System (SEMS), and it effectively structures emergency response at all levels in compliance with the Incident Command System (ICS).

The Emergency Operations Center (EOC) is the location from which centralized management of a jurisdiction response is performed. The EOC facilitates a coordinated response between the Emergency Operations Incident Commander, the emergency management staff, and agency representatives from outside organizations. OCDE has established Emergency Operations Centers at the following locations:

1. District Office—200 Kalmus Drive, Costa Mesa, CA 92626
2. ACCESS—Administrative Offices-1669 E. Wilshire Ave, Santa Ana, CA 92705
3. Harbor Learning Center—15872 S. Harbor Blvd., Fountain Valley, CA 92708

General Duties of Positions within the Incident Command System

Policy Group: The Policy Group, led by the County Superintendent of Schools and including Cabinet, will serve as the initial crisis management team and interface with the Emergency Operations Center (EOC). Once the EOC is activated, the Policy Group will convene as necessary in an advisory capacity to consider high-level policy issues confronting the district. Examples of high-level policies could include administrative policy decisions relating to campus closures and reopening schedules, fiscal authorizations, disaster declarations, strategic prioritization, high-level conflict resolution, and strategic policy and direction for recovery and resumption of normal operations.

Incident Commander: This is the lead position in the EOC, which ensures that emergency response functions are carried out in a manner that mitigates the effects of the emergency and protects people and property. The Incident Commander has the overall authority at the incident or emergency event.

Chief Communications Officer: Serves as the official disseminator of all information and is responsible for monitoring media reports, rumor control, arranging for media interviews/conferences, and developing media releases.

Safety Officer: Ensures that all activities are conducted in as safe a manner as possible under the existing circumstances. Has the authority to stop and prevent unsafe acts. Provides recommendations for assuring personnel safety and for assessing and/or anticipating hazards.



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Operations Officer: Directs personnel and resources toward an immediate response to the disaster, which includes coordinating the activities of the Search and Rescue Unit and First Aid Unit. Search & Rescue Teams will search the entire facility, entering only after they have checked the outside for signs of structural damage, and evacuate victims as quickly as possible. First Aid Teams provide triage and treatment for students and other disaster victims.

Logistics Officer: Responsible for facilities, services, and materials needed to support the incident, which includes feeding, providing for sanitation needs, and sheltering everyone. It also includes accounting for the whereabouts of all students, staff, and volunteers.

Planning & Liaison Officer: Responsible for planning ongoing operations. Acts as a communication link between sites and works closely with outside agencies. Gathers data generated from incidents, i.e. from first aid injuries and death, search and rescue, logistics-resources needed, initial damage assessment—damages to building and ground. Plans the needs of employees, students, and facilities.

Finance Officer: Responsible for all finance, emergency funding, and cost accountability functions and for supervising financial and contractual services for the emergency operations. This includes accounting for documentation of all emergency expenses. Also audits all expenditures to verify budget account, invoices, and funding plans for emergency and recovery expenses.

Procurement & Transportation Unit: Oversees acquisition of supplies and services. Keeps track of what is available and deployed in equipment, materials, people, and services. Arranges for the acquisition of use of required transportation resources. Contacts local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed. Transports victims, students, and staff as needed.

Claims & Compensation Unit: Responsible for investigating injuries and property/equipment damage claims associated with the emergency. Completes all reports and documents all injuries and claims associated with the EOC activation.

Cost Recovery Unit: Responsible for collecting and maintaining documentation of all disaster cost information for reimbursement from the Federal Emergency Management Agency. Coordinates all fiscal recovery with disaster assistance agencies, and prepares and maintains a cumulative cost report for the event of disaster.



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Timekeeping Unit: Responsible for tracking, recording, and reporting all on-duty time for personnel working during the emergency. Ensures that personnel time records, travel expense claims, and other related forms are submitted to budget and payroll departments.

The following position checklists are intended to provide guidance for the application of the Emergency Operations Center (EOC) response to a disaster. Specific position checklists begin on the following pages.



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Policy Group

START UP ACTION

- ☐ If building is not damaged or vulnerable, Policy Group members who are on campus will gather in Cabinet Room. If buildings are vulnerable, exit building with teams, and meet at EOC trailer. Identify yourself and put on the vest with that title.
- ☐ Establish communication with the rest of Cabinet via group text and identify location and status of each Cabinet member.

OPERATIONAL DUTIES

- ☐ Obtain an assessment of the situation from the Emergency Response Team Incident Commander(s).
- ☐ Keep OCDE's Board advised of the situation and progress.
- ☐ Choose a facilitator to moderate the proceedings.
- ☐ If the Superintendent is not present or is unavailable, appoint another Policy Group member to lead.
- ☐ Review multiple sources for information, including the Chief Communications Officer, EOC Reports, and the media.
- ☐ Meet with other Policy Group Members to review available information about the situation.
- ☐ Identification of operational period work shifts. If 24-hour coverage is necessary, two 12-hour shifts are usually assigned (#1 – 6 a.m. to 6 p.m., and #2 – 6 p.m. to 6:00 a.m.).
- ☐ Evaluate the effects of the emergency on Orange County school districts.
- ☐ If necessary, authorize a temporary suspension of classes, campus evacuation, or closure.
- ☐ Provide oversight for family notification of casualties.
- ☐ Frame emergency-specific policies as needed (emergency personnel policies, special financial assistance for school districts/employees, temporary support services such as childcare, etc.).
- ☐ Determine OCDE's priorities for the recovery of mission critical programs.
- ☐ Guide the resumption or relocation of OCDE's activities.
- ☐ Interface with external agencies and the community.
- ☐ Address legal issues associated with the emergency.

DEACTIVATION

- ☐ Ensure that open actions are handled.
- ☐ Be prepared to debrief the emergency response to derive lessons for future incidents.



EOC Incident Commander (IC)

START UP ACTION

- ☐ Respond immediately to EOC site and determine operational status. Identify yourself as the IC by putting on the vest with that title.
- ☐ Determine appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for the initial activation of the EOC.
- ☐ Obtain briefing from whatever sources are available.

OPERATIONAL DUTIES

- ☐ Ensure that the EOC is properly set up and ready for operations.
- ☐ Ensure that an EOC check-in procedure is established immediately.
- ☐ Ensure that Section Officers are in place and staffing their respective groups or teams.
- ☐ Ensure that field representatives have been assigned to other facilities, as necessary.
- ☐ Ensure that telephone and/or radio communications with other facilities are established and tested.
- ☐ Open and maintain an **Incident Activity Log. (See Section – Emergency Forms.)**
- ☐ Obtain any guidance or directions as necessary from members of OCDE's Cabinet.
- ☐ Schedule the first planning meeting.
- ☐ Establish and maintain contacts with adjacent jurisdictions, agencies, and other organizational levels as appropriate.
- ☐ Request additional personnel to maintain 24-hour operations as needed.
- ☐ Identify operational period work shifts. If 24 hour coverage is necessary, two 12-hour shifts are usually assigned (#1 – 6 a.m. to 6 p.m., and #2 – 6 p.m. to 6:00 a.m.).
- ☐ Identify key issues to be accomplished by each Section Officer.
- ☐ Ensure that personnel, equipment, time records, and materials used are provided to the Finance & Record Keeping Officer.
- ☐ In conjunction with the Chief Communications Information Officer, coordinate and review media releases as required.
- ☐ In conjunction with the Safety Officer, establish and maintain a safe working environment and ensure that proper security is maintained at all times.



EOC Incident Commander (IC)

DEACTIVATION

- ☐ Authorize deactivation of sections, branches, and units when they are no longer required.
- ☐ Notify the other activated EOC's, emergency response agencies, and other appropriate organizations of the planned deactivation time.
- ☐ Ensure that any open actions not yet completed will be handled after deactivation.
- ☐ Ensure that all required forms or reports are completed prior to deactivation.
- ☐ Proclaim termination of the emergency and proceed with recovery operations.
- ☐ Maintain unit/activity log.



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Chief Communications Officer

START UP ACTION

- ☐ Identify yourself as the Chief Communications Officer by putting on the vest with that title.
- ☐ Obtain a briefing on the situation.
- ☐ Serve as the coordination point for all media releases.
- ☐ Determine operating location and set up, as necessary.

OPERATIONAL DUTIES

- ☐ Ensure the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
- ☐ Open and maintain an **Incident Activity Log. (See Section – Emergency Forms.)**
- ☐ Coordinate the provision of situation information on OCDE's website.
- ☐ Organize the format for press conferences in coordination the IC.
- ☐ Interact with other branches to provide and obtain information relative to public information operations.
- ☐ Develop a news briefing schedule. Arrange for preparation of briefing materials, as required.
- ☐ If necessary, establish a Media Information Center that includes sufficient staffing and telephones for call center operation to efficiently handle incoming media and public calls.
- ☐ Ensure file copies are maintained of all information released.
- ☐ Ensure that announcements, emergency information, and materials are translated and prepared for people with access and functional needs.
- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Arrange for tours and other interviews or briefings that may be required.

DEACTIVATION

- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- ☐ Ensure that any required forms or reports are completed prior to your release and departure.
- ☐ Leave forwarding phone number where you can be reached.



Safety Officer

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Safety Office by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Ensure that all buildings and other facilities used by OCDE are in safe operating condition.
- ☐ Open and maintain an **Incident Activity Log. (See Section – Emergency Forms.)**
- ☐ Monitor operational procedures and activities to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- ☐ Prepare and present a safety briefing for the EOC Officers.
- ☐ Stop or modify all unsafe operations.
- ☐ Be familiar with the location of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- ☐ Keep the EOC and IC advised of safety conditions, and provide security input and recommendations.
- ☐ Establish and relocate security positions as needed.
- ☐ Be familiar with all hazardous or potentially hazardous facility conditions.
- ☐ Determine 24-hour staffing requirements and request additional support as required.

DEACTIVATION

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Ensure all materials and supplies are replaced and that any equipment that needs repairs is identified.



Operations Officer

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Operations Officer by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Ensure that the Operations Section is set up properly and that the appropriate personnel, equipment, and supplies are in place.
- ☐ Open and maintain an **Incident Activity Log. (See Section – Emergency Forms.)**
- ☐ Clearly establish action items to be accomplished within the next 1-hour period.
- ☐ If needed, activate Search and Rescue teams and set-up First Aid stations.
- ☐ Make a list of key issues currently facing your section.
- ☐ Attend and participate in EOC or IC planning meetings.
- ☐ Ensure that staff coordinates all resource needs through the Logistics Section.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance Section, which includes daily time sheets and any emergency expenditures.
- ☐ Share status information with other Section Officers as appropriate.
- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Brief your relief if needed. Ensure that in-progress activities are identified and follow-up requirements are known.

DEACTIVATION

- ☐ Authorize deactivation of teams when they are no longer required.
- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Deactivate the Operations Section and close out logs when authorized by EOC or IC.



Search and Rescue Unit

START UP ACTION

- ☐ Check in upon arrival at the EOC and report to the Operations Officer. Identify yourself as the Search and Rescue Unit by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Search and Rescue Unit should consist of no less than 2 members.
- ☐ Determine the potential number of missing or trapped victims.
- ☐ Identify the most probable areas of entrapment and determine your search pattern before entering building.
- ☐ Make a single diagonal slash (/) next to the door just before entering a structure or room with chalk, masking tape, or marker.
- ☐ Prop door open for fresh air and natural light.
- ☐ Begin the search by calling out to victims; use a systematic search pattern to ensure that all areas of the building are covered; stop frequently to listen for tapping, movement, voices, or other sounds.
- ☐ Triage victim by using Triage Assessment card, tag the victim, and note their condition.
- ☐ Evacuate victims as quickly as possible from light or moderately damaged buildings.
- ☐ After all victims are located or removed, make an opposite slash to form X. This lets everyone know this room or building has been searched.
- ☐ Report to your Operation Officer.

DEACTIVATION

- ☐ Authorize deactivation of teams when they are no longer required.
- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Deactivate the Search and Rescue Unit and close out logs when authorized by the Operations Officer or IC.



First Aid Unit

START UP ACTION

- ☐ Check in upon arrival at the EOC and report to the Operations Officer. Identify yourself as the First Aid Unit by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Obtain equipment, supplies, and instructions to begin assigned responsibilities.
- ☐ When setting up the First Aid Area it is critical you have the first arriving victim laying down in organized rows. This will assist in the flow as you treat victims from head to toe. Each first aid provider should be assigned a row to treat victims.
- ☐ Provide first aid for each ill or injured victim. (Work with victims of greatest need first when there is a limited number of first aiders and/or mass casualties.)
- ☐ Send runner for additional supplies as needed.
- ☐ Document name and first aid given on 5 x 8 card and secure to victim's wrist or neck.
- ☐ Establish priorities for the transport of the injured to hospitals when transport is available. Maintain a record of the name and destination of those transported.
- ☐ Use the **First Aid Treatment Log** to list all victims that received first aid. (**See Section – Emergency Forms.**)
- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Brief your relief if needed. Ensure that in-progress activities are identified and follow-up requirements are known.

DEACTIVATION

- ☐ Authorize deactivation of teams when they are no longer required.
- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Deactivate the First Aid Unit, and close out logs when authorized by the Operations Officer or IC.



Logistics Officer

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Logistics Officer by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Ensure that the Logistics Section is set up properly with appropriate personnel to carry out the support of the EOC. This function includes acquiring equipment, supplies, personnel, and facilities as well as arranging for food, lodging, and other support services.
- ☐ Open and maintain an **Incident Activity Log**. (See Section – Emergency Forms.)
- ☐ Meet with the EOC IC and Officers to establish priorities for resource allocation.
- ☐ Meet with the Finance and Record Keeping Officer and determine level of purchasing authority for the Logistics Section.
- ☐ Ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated.
- ☐ If needed, activate the Shelter-In-Place team and designate unit leader(s).
- ☐ Mobilize sufficient staffing for 24-hour operations.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance Section, which includes daily time sheets and all emergency expenditures.
- ☐ Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use for Cal OES and FEMA filing requirements.
- ☐ Brief your relief if needed. Ensure that in-progress activities are identified and follow-up requirements are known.

DEACTIVATION

- ☐ Authorize deactivation of teams when they are no longer required.
- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Deactivate the Logistics Section and close out logs when authorized by EOC or IC.



Food Unit

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Food Unit by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Inventory food supply on hand to determine what and how food can be prepared, transported, and distributed to students and staff during the course of the incident.
- ☐ Determine what items must be purchased from outside vendors.
- ☐ Obtain emergency water from the site Emergency Container.
- ☐ Determine method of feeding.
- ☐ Determine how to maintain food service areas and supervise food preparation and feeding.
- ☐ Keep record of expenditures for food supplies, etc.
- ☐ Determine 24-hour staffing requirements, and request additional support as required.
- ☐ Brief your relief if needed. Ensure that in-progress activities are identified and follow-up requirements are known.

DEACTIVATION

- ☐ Authorize deactivation of teams when they are no longer required.
- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Deactivate the Food Unit and close out logs when authorized by the Logistics Officer or IC.



Shelter Unit

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Shelter Unit by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Assess restroom and cooking facilities and the adequacy of available food, water, blankets, and other supplies.
- ☐ Determine what additional equipment and supplies are needed, and request needed resources from the Logistics Officer.
- ☐ Identify a facility or secure area to house students or staff.
- ☐ Identify an area near the facilities main entrance for registration. Use the **Shelter Sign-in Log** to record all students/staff in the shelter. **(See Section – Emergency Forms.)**
- ☐ Set up sanitation facilities.
- ☐ Set up cots and blankets in the dormitory.
- ☐ Set up dining area that is located away from the dormitory.
- ☐ Establish a schedule for meals.
- ☐ Determine 24-hour staffing requirements, and request additional support as required.
- ☐ Brief your relief if needed. Ensure that in-progress activities are identified and follow-up requirements are known.

DEACTIVATION

- ☐ Authorize deactivation of teams when they are no longer required.
- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Deactivate the Shelter Unit and close out logs when authorized by the Logistics Officer or IC.

Emergency Operations Plan



Orange County Department of Education

Planning & Liaison Officer

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Planning & Liaison Officer by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Be a contact point for Agency Representative.
- ☐ Open and maintain an **Incident Activity Log**. (See Section – Emergency Forms.)
- ☐ Assist in establishing and coordinating inter-agency contacts.
- ☐ Maintain a list of assisting and cooperating agencies and Agency Representatives.
- ☐ Brief the IC on current resource status, including limitations and capability of assisting agency resources.
- ☐ Review all available Status Reports, Action Plans, and other significant documents. Complete the **EOC Major Incident Report**. (See Section – Emergency Forms.)
- ☐ Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- ☐ Collect and organize all written forms, log journals, and reports at the completion of each shift from all sections within the EOC and complete the **Planning Officer-Status Report**. (See Section – Emergency Forms.)
- ☐ Establish and operate a Message Center at the EOC, and assign appropriate personnel to deliver internal and external messages.
- ☐ Set up, maintain, and preserve disaster files for legal, financial, analytical, and historical purposes.
- ☐ Compile and distribute the After-Action Report with input from Section Officers or Team Leaders.
- ☐ Determine 24-hour staffing requirements, and request additional support as required.

DEACTIVATION

- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Deactivate the Planning Section and close out logs when authorized by the EOC or IC.



Finance Officer

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Finance Officer by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Activate organizational units within sections as needed, and designate leaders for each unit (Procurement & Transportation, Claims & Compensation, Cost Recovery, and Timekeeping).
- ☐ Ensure that the finance/administration functions are performed consistent with FEMA guidelines.
- ☐ Maintain the financial records of the emergency.
- ☐ Respond to requests for transportation.
- ☐ Track and record all OCDE's staff time.
- ☐ Process purchase orders & contracts in coordination with the Logistics Section.
- ☐ Process workers' compensation claims, property damage, and student injury claims when received.
- ☐ Handle travel and expense claims.
- ☐ Conduct periodic briefings for your section. Ensure that all organizational units are aware of priorities.
- ☐ Coordinate the acquisition of needed resources that are not within OCDE's inventory. This may include leasing, renting, or purchasing of materials, supplies, equipment, facilities, and food and drinks.
- ☐ Determine 24-hour staffing requirements, and request additional support as required.
- ☐ Prepare a post-Incident fiscal accounting of expenditures and costs related to the incident.

DEACTIVATION

- ☐ Authorize deactivation of units when they are no longer required.
- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Deactivate the Finance Section and close out logs when authorized by EOC or IC.



Procurement/Transportation Unit

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Procurement/Transportation Unit by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Meet and coordinate activities with the Finance Officer, and determine the purchasing authorization limit for your unit.
- ☐ Determine if needed supplies are available. If not, determine appropriate supply houses, vendors, and contractors who may be able to supply the item(s).
- ☐ Determine availability and cost of supplies, and establish contracts and agreements with vendors.
- ☐ Issue purchase orders and contracts for needed items within the authorized dollar limits.
- ☐ Notify the Finance Officer of procurement needs that exceed delegated authority. Obtain authorization and appropriate paperwork.
- ☐ Notify the Finance Officer if any significant supply request cannot be met through local action. Suggest alternative methods to resolve the problem.
- ☐ Arrange for delivery and storage of requested or ordered supplies.
- ☐ Develop a transportation plan for movement of personnel, supplies, equipment, individuals to medical facilities, and emergency workers and volunteers to and from risk area.
- ☐ Coordinate with local emergency services and transportation agencies to establish availability of their resources for use in evacuations and other operations as needed.
- ☐ Document all emergency related expenditures for equipment, supplies, and personnel.

DEACTIVATION

- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Deactivate the Procurement/Transportation Unit and close out logs when authorized by Finance Officer, EOC, or IC.



Claims and Compensation Unit

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Claims and Compensation Unit by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Maintain the **Employee Injury Log** and **Student Injury Log** students during the emergency. **(See Section – Emergency Forms.)**
- ☐ Maintain the **Property Damage Log** during the emergency. **(See Section – Emergency Forms.)**
- ☐ Ensure all required forms are completed.
- ☐ Oversee the investigation of injuries and property damage claims including witness information and statements arising out of the event or disaster.
- ☐ Provide a report of injuries to the Safety Officer for possible mitigation of any hazards identified in the claim.

DEACTIVATION

- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Deactivate the Claims/Compensation Unit and close out logs when authorized by Finance Officer, EOC, or IC.



Cost Recovery Unit

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Cost Recovery Unit by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Collect and record all cost data on OCDE's Accounting System.
- ☐ Maintain cumulative emergency cost records.
- ☐ Act as a liaison with disaster assistance agencies, and coordinate the recovery of costs as allowed by law.
- ☐ Prepare all required documents for submission to FEMA and other entities providing post-disaster public assistance funds.
- ☐ Organize and prepare records for final audit.

DEACTIVATION

- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Deactivate the Cost Recovery Unit when authorized by Finance Officer, EOC, or IC.



Timekeeping Unit

START UP ACTION

- ☐ Check in upon arrival at the EOC. Identify yourself as the Timekeeping Unit by putting on the vest with that title.
- ☐ Obtain a briefing of the emergency situation from the IC.
- ☐ Determine your operating location and set up.

OPERATIONAL DUTIES

- ☐ Initiate, gather, or update a time report from all applicable personnel assigned to the emergency.
- ☐ Ensure that employee information is complete and verified.
- ☐ Assist other section units in establishing a system for collecting equipment and time reports.
- ☐ Establish and maintain a file for all personnel working at the disaster.
- ☐ Determine excess hours worked and ensure that separate logs are maintained.
- ☐ Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

DEACTIVATION

- ☐ Ensure that all required forms or reports are completed prior to your release or departure.
- ☐ Determine what follow-up to your assignment might be required after you leave.
- ☐ Deactivate the Cost Recovery Unit when authorized by Finance Officer, EOC, or IC.



Emergency Operations Plan

Orange County Department of Education

Section 5: Emergency Response Actions

The following information is provided as a guideline for actions in the event of an emergency. Understand that not all situations in a critical incident can be predicted. Every effort has been made to address the requirements for the special needs population, where appropriate. It is the responsibility of the school administrator, individual teachers, and other classroom aides to ensure that hearing-, sight-, and mobility-impaired students, as well as other special needs students, are accounted for and receive appropriate instructions. Always remember that the first priority is the safety and protection of life.

Police Department: Call 911 (Dial 9 first, if needed for an outside line.)

Fire Department: Call 911 (Dial 9 first, if needed for an outside line.)

Emergency Operations Center: Call 8707-7641-3900 or 8707-7641-5294 (If in the event of a disaster or wide spread emergency and the phone is busy, leave a message that provides details of the well-being of our employees, students, and the condition of your site.)

Civil Disturbance

Any protest, misbehavior, or similar incident that disrupts or has the potential to disrupt the orderly functions of the workplace or the school site can escalate to a point where it is a danger.

If the incident is not serious, attempt to have those involved return to their normal routine. If the behavior could result in injury or further disruption, try to isolate the disruptive persons or their leaders. Initiate a "lock down," if necessary. (See LOCKDOWN procedure.)

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Accident, Injury, Sudden Illness

Stay calm and disperse bystanders, if necessary. Remain with the injured person to provide comfort and reassurance. If a criminal act has caused injuries, identify and detain witnesses. Secure the scene.

If the injury is serious or life threatening, call 911 and be prepared to:

- State the nature of the emergency.
- State your name and a phone number at your location.
- State the building address and your building and/or room number and specific location.
- Remain on the phone until told to hang up.
- Ask someone to meet emergency responders at the street.
- If a child is removed from the site by ambulance, an appropriate staff member should ride along to provide comfort and notify the parents/guardians.

If the injury is not serious or life threatening:

- Locate a CPR or First Aid certified person to assist. When handling medical emergencies, latex or rubber gloves must be worn at all times.
- Administer first aid, if indicated.
- If simple first aid is not enough, transport the person to the nearest authorized medical facility.
- Request that Human Resources notify the person's emergency contact of any decision to transport for medical care.

Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize the movement, but take appropriate action to stop the bleeding

Shock

- ☐ Lay the person down, if possible. Elevate the person's feet about 12 inches unless head, neck, or back is injured or you suspect broken hip or leg bones.
- ☐ Do not raise the person's head.
- ☐ Turn the person on their side if he or she is vomiting or bleeding from the mouth.
- ☐ Treat obvious injuries.
- ☐ Keep the person warm and comfortable by loosening restrictive clothing and covering with a coat or blanket.
- ☐ Do not attempt to move the person unless there is an apparent threat to life.
- ☐ Stay with the person until 911 arrives on scene.



Emergency Operations Plan

Choking

- ☐ Stand behind the individual who is choking, bend the person forward at the waist and give 5 back blows between the shoulder blades with the heel of one hand.
- ☐ Place a fist with the thumb side against the middle of the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give 5 quick, upward abdominal thrusts.
- ☐ Continue sets of 5 back blows and 5 abdominal thrusts until the object comes out, the person can breathe or cough forcefully, or the person becomes unconscious.

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Lockdown

The following guidelines can be used by staff or designated others to determine if evacuation is a viable option versus lockdown:

- If you know the whereabouts of the intruder and feel that you and those in your charge can safely evacuate the building and move to the offsite evacuation location, if accessible, then do so. If not accessible, choose a location away from the source of danger.

Factors to consider in making the decision to evacuate versus lockdown:

- Mobility: Is everyone able to move quickly, or is their mobility limited due to access or functional needs?
- Distance and/or concealment: Is there sufficient distance between you and the intruder to allow enough time to move the group undetected and reach safety and/or sufficient concealment along your evacuation route?
- Type of weapon the intruder has in his or her possession: Knowing an intruder has a knife versus a firearm may affect your decision to lockdown or evacuate.

Implement lockdown procedures:

- Clear everyone from hallways into rooms.
- Assist those with access and functional needs.
- Close and lock all windows and doors; close window blinds; obscure door windows with paper.
- Block door with furniture, if appropriate.
- Turn lights off.
- Prepare a plan of action if the intruder gains entry (e.g., all-out assault on the intruder).
- Follow specified protocols if evacuation is initiated by law enforcement personnel.
- If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible.
- Direct students to an area of the room, unobservable from outside and potential lines of fire.
- Stay away from all doors and windows.
- **BE QUIET!** Turn off the ringer on all cell phones.
- If you are outside, proceed immediately to a secure area away from the threat.
- Remain there until instructed otherwise by a site administrator or emergency responders.

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Evacuation

Evacuation of the building or work area may be necessary to protect individuals from unknown or suspected danger, potential injury, or toxic exposure. Evacuation should not be automatic. You may be safer where you are.

Before evacuation, assess the situation to determine whether the danger is outside or inside, and decide whether to evacuate. If evacuation is chosen or if circumstances deem necessary, calmly exit the building by way of the pre-designated or nearest safe exit, and report to the assigned assembly area for your site.

- Take your purse or wallet with you. Do not take time to collect belongings or to shut down computers.
- Assist handicapped persons and anyone with manageable injuries.
- Do not attempt to move a severely injured person. Report their location to site command personnel.
- DO NOT run, use elevators, or close doors behind you.
- DO NOT smoke, light matches, or activate any equipment or electrical switches.
- STAY AWAY from any structures, debris, or utility lines.
- Designated personnel will take roll sheets with them and take roll in the assembly area.
- Designated personnel will take the first aid kits and deliver them to the command group area.
- Report attendance and injuries to site command personnel.
- Assemble with your division/unit/classroom in the designated area, and remain there until instructed.
- Do not attempt to reenter the building until it has been officially declared safe.
- Do not leave the site unless instructed to do so.
- Off-campus evacuation is implemented after a decision is made that it is unsafe to remain on campus and evacuation to an off-site location is required.
- If it is determined school buildings are safe to re-enter, school staff will lead students back to their classrooms quickly and calmly. Roll should be taken once all students are back in the room.
- Students who are missing or seriously injured should be immediately reported to school officials.

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Active Shooter

If an active shooter is identified in the building or in the immediate area, call 911 and begin lockdown procedures including moving to a secure area, covering windows, turning off lights, and seeking cover under or near furniture and away from windows.

If you are in the building,

- Find a place to hide where the active shooter is less likely to find you if evacuation is not possible.
- To prevent an active shooter from entering your hiding place, lock the door and if possible blockade the door with heavy furniture.
- Use appropriate communication methods (i.e., phones, radios, etc.) to contact the site administrator and emergency responders. **Notify emergency responders to protect or contain students and staff who may be outside the building.**
- If a medical emergency arises, render first aid and report the situation to the site administrator or emergency responders.
- Account for all students and staff.
- Remain quiet.
- Stay where you are until instructed otherwise by the site administrator or emergency responders, even if the school/work day is over.
- Be prepared for an evacuation at any time.
- Follow the instructions of law enforcement. Put down any items in your hands (i.e., bags, jackets), immediately raise hands and spread fingers, keep hands visible at all times, and avoid making quick movements toward officers such as holding on to them for safety. Proceed in the direction from which officers are entering the premises.
- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

If you are outside the building,

- Proceed immediately to a secure area away from the threat.
- Remain there until instructed otherwise by emergency responders.

Report the incident as soon as possible to the Coordinator, Risk Management, and a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Intruder

An intruder is defined as an individual who loiters or creates disturbances on school or district property. If an intruder is found on your site:

- Assess the situation and, if it appears safe to approach the intruder, greet the individual in a polite and non-threatening manner.
- Identify yourself as a district official.
- Ask the intruder for identification.
- Ask them what his/her purpose is for being on the site.
- Ask the intruder to quietly leave the site.
- If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- If the intruder gives no indication of voluntarily leaving the premises, call 911 and provide a description and location of the intruder. Notify staff to lock down.

If an intruder appears on school grounds during recess or lunch:

- Outdoor supervisors should immediately notify the School Administrator and guide all students to nearby buildings.
- Lock all doors and windows.
- Wait for further instructions from school officials or law enforcement.

In the event the intruder(s) is inside a classroom:

- Staff should take a leadership role and calmly reassure and quiet students/staff.
- Attempt to quietly move students away from the intruder.
- If deemed safe to do so, staff should approach the intruder in a calm, non-confrontational manner and ask him/her to leave the site.
- If the intruder leaves the classroom, staff should immediately block the door using whatever is available (desks, file cabinets, books, or other furniture).

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Explosion, Hazardous Materials or Chemical Spill, Gas Leaks

In the event of an explosion:

- Remain calm.
- Immediately drop to the floor, close eyes, clasp both hands behind neck, and cover ears and head with forearms. Call 911 as soon as possible.

When the explosion(s) has stopped:

- Keep everyone inside the location unless instructed to evacuate.
- Close windows, shut off vents, turn off fans, seal gaps at windows and doorways.
- Do not smoke, light matches, or activate any electrical or equipment switches.
- Avoid inhaling toxic fumes if possible.
- Monitor individuals for any signs of injury, and report their condition as soon as possible to the site administrator or emergency responders.

For hazardous materials or chemical spill:

- Stay away from the hazard source. Do not touch or step in any of the material.
- Immediately call 911 and notify the local fire authority.
- Do not eat or drink anything; it may be contaminated.
- Isolate any individuals that may have become contaminated.
- Monitor individuals for any signs of medical distress, and report as soon as possible to the site administrator or emergency responders.

For Gas leaks:

- The person detecting the odor of natural gas will determine where the odor of gas is emanating from (a particular room or area, inside or outside the building).
- Immediately call 911 and notify the local fire authority. Provide the building address, site name, description of the odor, and location of the odor.
- If the gas odor emanates from outside the building, close all windows and doors and remain inside. Follow the instructions of the local fire authority.
- If ordered to do so, evacuate the building.

If evacuation is indicated:

- Proceed uphill, upstream, or upwind of the material, fumes, or smoke.
- Designated personnel will take roll sheets with them and take roll in the assembly area.
- Quickly assemble in an area away from any emergency operation.
- Do not return to the building unless instructed to do so.

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Earthquake

If you are inside:

- Move away from windows, mirrors, tall bookcases, file cabinets, or suspended light fixtures.
- Drop to the ground. For those students and staff who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands.
- Cover under or near desks, tables, or chairs in a kneeling or sitting position.
- Hold onto table or chair legs. Protect eyes from flying glass and debris by using your arm to cover your eyes.
- Remain in the Drop position until ground movement ends. Be prepared to Drop, Cover, and Hold during aftershocks.
- Do not move or evacuate the building unless instructed to do so.

If instructed to evacuate, or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit, and report to the designated assembly area for your site.

- Assist handicapped persons and anyone with manageable injuries.
- Do not attempt to move a severely injured person. Report their location to site command personnel.
- DO NOT run, use elevators, or close doors behind you.
- DO NOT smoke, light matches, or activate any equipment or electrical switches.
- STAY AWAY from any structures, debris, or utility lines.
- Designated personnel will take roll sheets with them and take roll in the assembly area.
- Designated personnel will take the first aid kits and deliver them to the command group area.
- Report attendance and injuries to site command personnel.
- Assemble with your division/unit/classroom in the designated area and remain there until instructed.
- Do not attempt to reenter the building until it has been officially declared safe.
- Be prepared for aftershocks.

If you are outside:

- Move away from overhead hazards such as power lines, trees, electrical wires, and buildings.
- The safest place is in the open. Take cover in a doorway or archway if you cannot get to a clear area.
- Stay low, close eyes, and cover ears and head with forearms.
- Do not enter buildings until they have been officially declared safe.
- Report to the pre-designated assembly area.



Emergency Operations Plan

Fire

If you smell smoke or see flames, notify your site administrator. That person will assess the situation and take appropriate action. If the situation is already out of hand and assistance is not available, call 911 and be prepared to:

- State the nature of the emergency.
- State your name and a phone number at your location.
- State the building address and your building and/or room number and specific location.
- Remain on the phone until told to hang up.
- Ask someone to meet emergency responders at the street.
- Use the fire extinguisher nearest you, if personal safety permits.
- Use the nearest designated evacuation route exit and assembly area unless otherwise instructed.
- If smoke is present, stay close to the floor.
- Cover your mouth and nose with a wet cloth.
- Do not open hot doors. Before opening a door, touch it near the top to see if it is warm.
- Close doors behind you as you exit. Do not use elevators.
- Hold handrails. If no broken glass, remove high heels to avoid tripping.
- Designated personnel will take roll sheets with them and take roll in the assembly area.
- Designated personnel will take the first aid kits and deliver them to the command group area.
- Report attendance and injuries to site command personnel.
- Do not attempt to reenter the building until it has been officially declared safe.
- Keep building entrance and access roads clear for emergency responders and vehicles.

If evacuation is not possible:

- Put closed doors between yourself and the smoke and heat.
- Stay close to the floor.
- Cover your mouth and nose with a wet cloth.
- Seal cracks around windows and doors.

If you are in a wild land fire:

- Be aware of the environment that contributes to wild land fires: dense foliage, heat, dry conditions, and wind.
- Learn alternate evacuation routes and be prepared to evacuate quickly.
- Heed official warnings and instructions from radio and television announcements, the National Weather Service, and law enforcement or fire personnel.

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Bomb Threat

Whether the threat is delivered in person or by telephone, remain calm and permit the person to talk without interruption. Ask questions:

- Where is the bomb?
- When is it timed to go off?
- What kind is it?
- What does it look like?
- What will cause it to go off?
- Who or what is the intended target?
- Take written or mental notes on everything said and your observations: time, description of person's voice characteristics, background activity or noise.

For all bomb threats:

- As soon as possible, call 911 and tell the police operator you want to report a school/office bomb threat.
- If there appears to be imminent danger, a fire drill (or other signal) may be called.
- If no imminent danger, responding police officials will evaluate the threat and will determine whether to evacuate the building or institute a search of the premises.
- Advise all individuals not to touch, move, or disarm any object or item.
- Advise all individuals not to turn on or off any electrical machine switches.
- All action regarding disposal or handling of the bomb or device will be handled by the local police agency or fire department.

If you have a written threat:

- Handle the note carefully and minimally.
- Protect the original note from further handling or loss.
- Wait for further instructions from emergency responders.

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



Emergency Operations Plan

Shelter-in-Place

Shelter-in-Place is a response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. Some situations that might require sheltering in place are:

- A break in a natural gas pipeline
- Suspected criminal activity in the area that does not directly affect the site.
- A chemical or biological spill.
- Severe weather conditions.
- Extreme temperatures (cold or hot).

During a declared emergency, all students and staff will be moved inside, all doors will be locked, and windows closed. Remain quiet to hear critical instructions from the School Administrator and/or emergency responders. If there is no direction, continue instruction/work activities until the situation is resolved or you are directed to do otherwise.

If the incident involves gas leaks or chemical spills, follow the procedures below:

- Advise students and staff to cover their mouths and nose with a damp cloth or handkerchief to protect from any airborne hazards.
- If possible, a staff member should close all vents and turn off ventilation systems.
- Advise students to maintain shelter-in-place procedures until the all clear or evacuation signal is given by the School Administrator and/or emergency responders.

Report the incident as soon as possible to the Coordinator, Risk Management, and to a Cabinet Member. Fax any requested documentation immediately to Risk Management at 714-549-4812.



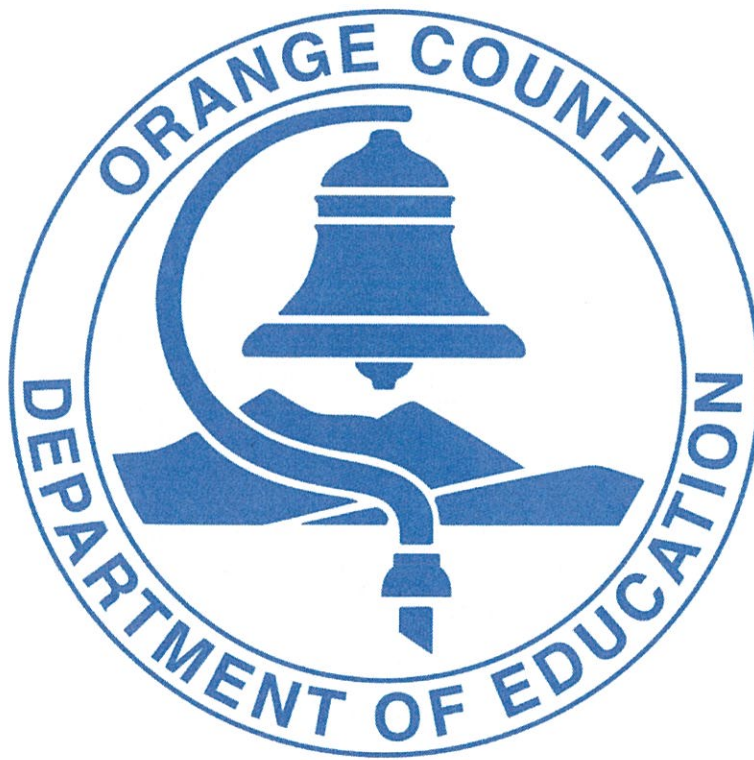
Emergency Operations Plan

Section 6: Emergency & General Resources

A key component in preparing for a disaster is creating an emergency contact list for **your** site. Please fill in the below template with **your** site's need-to-know emergency and general resources names with phone numbers. Keep in mind you might be required to feed and shelter staff and students; therefore, you should include nearby grocery and hardware stores.

Type of Agency/Business	Name	Phone Number
Local Fire Department		
Local Police Department		
Local Hospital #1		
Local Hospital #2		
Ambulance Services		
Poison Control		
Water Company		
Electric Company		
Gas Company		
Supervisor (Boss)		
Hardware Store		
Grocery Store		

Orange County Department of Education Emergency Operations Plan



Emergency Forms/Logs



INCIDENT COMMAND POST CHECK IN/OUT LOG

Date: _____ Name of Site: _____

Name of Employee	Date	Time Checked In (a.m./p.m.)	Assigned to Which Section/ Unit:	Section Officer Name	Time Checked Out (a.m./p.m.)



Date: _____ Site Location: _____

Officer/Unit Completing Log: _____

[illegible]



EOC Major Incident Report

Event:	Location:	Date: Time:
Reported By:		
Name _____	Position _____	
Type of Incident (e.g., fire, explosion, earthquake, etc.):		
Details of what happened:		
Responding Agencies:		
Deaths:	Injured:	
Damage or Potential Damage:		
Situation Forecast:		
Regional/Provincial Support Provided or Requested:		
Public Information/Media Requirements:		
Prepared By:		
Distribution: <ul style="list-style-type: none"> <input type="checkbox"/> Policy Group <input type="checkbox"/> EOC IC <input type="checkbox"/> Planning & Liaison Officer <input type="checkbox"/> Public Information Officer <input type="checkbox"/> Safety Officer <input type="checkbox"/> Operations Officer <input type="checkbox"/> Logistics Officer <input type="checkbox"/> Finance Officer 		



Planning Officer-Status Report

This Status Report Form is to be used by the Site Planning Officer in communicating information to the EOC. Information from sites will need to be collected from a variety of personnel resources assigned to the emergency.

Date/Time: _____ Site Name: _____ Incident Type: _____

Student Injuries: _____ Student Fatalities: _____ Staff Injuries: _____ Staff Fatalities: _____

1. Injuries/Type:

Number of Known Injuries
At Time of Report:

Type of Help Needed:

Immediate
Delayed
Minor

Immediate is life threatening and needs immediate medical attention. **Delayed** may require medical attention or monitoring. **Minor** injuries that are slight cuts, scrapes, bumps and bruises can be treated at the site.

2. Building Damage Assessment:

- _____ Heavy (building has collapsed or is tilting, heavy cracks are visible, may be off foundation)
_____ Moderate (building still on foundation, broken windows, minor visible cracks, decorative items on floor)
_____ Light (some or no broken windows, small or no cracks, little sign of fallen or displaced objects)

Which buildings are identified as heavy?

Building	Site Location

Have there been any explosions? Yes No Are there signs of smoke or fires? Yes No
Are any emergency response units on site (fire/law enforcement)? Yes No

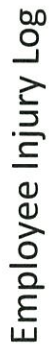
3. Status of Utilities

Electric ON or OFF Disrupted or turned off manually.
Gas ON or OFF Any sign of odor or leaking gas? Does someone know how to turn off gas?
Water ON or OFF Is there evidence of leaking or gushing water? Is someone able to turn water off?

4. Telephone Service:

Is the telephone system at your site currently working? Yes No

Other Communications Available at this time: _____

[illegible]



Student Injury Log

Date: _____ Emergency Incident: _____ Page: _____

Student's Name	Site Location	Principal	Date of Injury	Time of Injury	Nature of Injury	Action Taken
						<input type="checkbox"/> Parents Called <input type="checkbox"/> EMS Called <input type="checkbox"/> First Aid
						<input type="checkbox"/> Parents Called <input type="checkbox"/> EMS Called <input type="checkbox"/> First Aid
						<input type="checkbox"/> Parents Called <input type="checkbox"/> EMS Called <input type="checkbox"/> First Aid
						<input type="checkbox"/> Parents Called <input type="checkbox"/> EMS Called <input type="checkbox"/> First Aid
						<input type="checkbox"/> Parents Called <input type="checkbox"/> EMS Called <input type="checkbox"/> First Aid
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						<input type="checkbox"/> Parents Called <input type="checkbox"/> EMS Called <input type="checkbox"/> First Aid
						<input type="checkbox"/> Parents Called <input type="checkbox"/> EMS Called <input type="checkbox"/> First Aid
						<input type="checkbox"/> Parents Called <input type="checkbox"/> EMS Called <input type="checkbox"/> First Aid



Property Damage Log

Date: _____ Emergency Incident: _____ Completed By: _____ Page _____

[illegible]



First Aid Treatment Log

Date: _____
Emergency Incident: _____
Completed by: _____

[illegible]



Page_____

[illegible]



ORANGE COUNTY DEPARTMENT OF EDUCATION SUPERVISOR'S REPORT OF INJURY FORM

1. EMPLOYER ORANGE COUNTY DEPARTMENT OF EDUCATION			2. NATURE OF BUSINESS EDUCATION		
3. SITE NAME AND ADDRESS (e.g., Kalmus, 200 Kalmus Drive, Costa Mesa, CA 92626)					
4. NAME OF INJURED EMPLOYEE		5. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		6. OCCUPATION	
7. DEPARTMENT WHERE EMPLOYEE WORKS (e.g., HR, Business Services)			8. SUPERVISOR		
9. WHERE DID ACCIDENT OR EXPOSURE OCCUR? (e.g., classroom, office, playground)			10. ON EMPLOYER PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
11. WHAT WAS THE EMPLOYEE DOING WHEN INJURED? (e.g., Welding seams of metal forms, loading boxes onto a truck)					
12. HOW DID ACCIDENT OR EXPOSURE OCCUR? (e.g., Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld.)					
13. OBJECT, EQUIPMENT, OR SUBSTANCE THAT CAUSED THE INJURY TO THE EMPLOYEE (e.g., Acetylene, welding torch, farm tractor, scaffolding)					
14. WHAT IS THE INJURY OR ILLNESS, AND WHAT PART OF THE BODY IS AFFECTED? (e.g., Burned right hand)					
15. DATE OF INJURY OR ILLNESS MONTH DAY YEAR			16. TIME OF DAY <input type="checkbox"/> A. M. <input type="checkbox"/> P. M.		
17. DATE INJURY REPORTED TO SUPERVISOR			18. NAME OF SUPERVISOR TO WHOM INJURY WAS REPORTED		
19. CLAIM FORM GIVEN TO EMPLOYEE <input type="checkbox"/> YES, DATE _____ <input type="checkbox"/> NO, EXPLAIN			20. HAS EMPLOYEE RETURNED TO WORK? <input type="checkbox"/> YES, DATE RETURNED _____ <input type="checkbox"/> NO, STILL OFF WORK		
21. WAS FIRST AID TREATMENT ADEQUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO, EXPLAIN		22. DID EMPLOYEE GO TO THE DOCTOR? <input type="checkbox"/> YES <input type="checkbox"/> NO			
23. NAME OF THE DOCTOR OR CLINIC AND ADDRESS		24. DID AN UNSAFE CONDITION CONTRIBUTE TO THE ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
25. DESCRIBE THE UNSAFE CONDITION (IF APPLICABLE)					
26. DID THE EMPLOYEE COMMIT AN UNSAFE ACT? <input type="checkbox"/> YES <input type="checkbox"/> NO		27. DESCRIBE THE UNSAFE ACT (IF APPLICABLE)			
28. PERSONAL FACTORS THAT COULD HAVE CONTRIBUTED TO THE ACCIDENT <input type="checkbox"/> IMPROPER ATTITUDE <input type="checkbox"/> PERSONAL FACTORS (EYESIGHT, HEARING, FATIGUE, ETC) <input type="checkbox"/> OTHER <input type="checkbox"/> LACK OF KNOWLEDGE OR SKILL <input type="checkbox"/> NO UNSAFE PERSONAL FACTOR					
29. AS THE SUPERVISOR, WHAT HAVE YOU PERSONALLY DONE TO PREVENT SIMILAR ACCIDENTS?					

LIST ALL WITNESSES

EMPLOYEE

DATE

SUPERVISOR

DATE



Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad

If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Use the attached form to file a workers' compensation claim with your employer. **You should read all of the information below.** Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If you file a claim, the claims administrator, who is responsible for handling your claim, must notify you within 14 days whether your claim is accepted or whether additional investigation is needed.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Do this right away to avoid problems with your claim. In some cases, benefits will not start until you inform your employer about your injury by filing a claim form. Describe your injury completely. Include every part of your body affected by the injury. If you mail the form to your employer, use first-class or certified mail. If you buy a return receipt, you will be able to prove that the claim form was mailed and when it was delivered. Within one working day after you file the claim form, your employer must complete the "Employer" section, give you a dated copy, keep one copy, and send one to the claims administrator.

Medical Care: Your claims administrator will pay for all reasonable and necessary medical care for your work injury or illness. Medical benefits are subject to approval and may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, medicines, equipment and travel costs. Your claims administrator will pay the costs of approved medical services directly so you should never see a bill. There are limits on chiropractic, physical therapy, and other occupational therapy visits.

The Primary Treating Physician (PTP) is the doctor with the overall responsibility for treatment of your injury or illness.

- If you previously designated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or Health Care Organization (HCO), in most cases, you will be treated in the MPN or HCO unless you predesignated your personal physician or a medical group. An MPN is a group of health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases, the claims administrator can choose the doctor who first treats you unless you predesignated your personal physician or a medical group.
- If your employer has not put up a poster describing your rights to workers' compensation, you may be able to be treated by your personal physician right after you are injured.

Within one working day after you file a claim form, your employer or the claims administrator must authorize up to \$10,000 in treatment for your injury, consistent with the applicable treating guidelines until the claim is accepted or rejected. If the employer or claims administrator does not authorize treatment right away, talk to your supervisor, someone else in management, or the claims administrator. Ask for treatment to be authorized right now, while waiting for a decision on your claim. If the employer or claims administrator will not authorize treatment, use your own health insurance to get medical care. Your health insurer will seek reimbursement from the claims administrator. If you do not have health insurance, there are doctors, clinics or hospitals that will treat you without immediate payment. They will seek reimbursement from the claims administrator.

Switching to a Different Doctor as Your PTP:

- If you are being treated in a Medical Provider Network (MPN), you may switch to other doctors within the MPN after the first visit.
- If you are being treated in a Health Care Organization (HCO), you may switch at least one time to another doctor within the HCO. You may switch to a doctor outside the HCO 90 or 180 days after your injury is reported to your employer (depending on whether you are covered by employer-provided health insurance).
- If you are not being treated in an MPN or HCO and did not predesignate, you may switch to a new doctor one time during the first 30 days after your injury is reported to your employer. Contact the claims administrator to switch doctors. After 30 days, you may switch to a doctor of your choice if

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Utilice el formulario adjunto para presentar un reclamo de compensación de trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran dependiendo de la índole de su reclamo. Si usted presenta un reclamo, el administrador de reclamos, quien es responsable por el manejo de su reclamo, debe notificarle dentro de 14 días si se acepta su reclamo o si se necesita investigación adicional.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Haga esto de inmediato para evitar problemas con su reclamo. En algunos casos, los beneficios no se iniciarán hasta que usted le informe a su empleador acerca de su lesión mediante la presentación de un formulario de reclamo. Describa su lesión por completo. Incluya cada parte de su cuerpo afectada por la lesión. Si usted le envía por correo el formulario a su empleador, utilice primera clase o correo certificado. Si usted compra un acuse de recibo, usted podrá demostrar que el formulario de reclamo fue enviado por correo y cuando fue entregado. Dentro de un día laboral después de presentar el formulario de reclamo, su empleador debe completar la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos.

Atención Médica: Su administrador de reclamos pagará por toda la atención médica razonable y necesaria para su lesión o enfermedad relacionada con el trabajo. Los beneficios médicos están sujetos a la aprobación y pueden incluir tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio, las medicinas, equipos y gastos de viaje. Su administrador de reclamos pagará directamente los costos de los servicios médicos aprobados de manera que usted nunca verá una factura. Hay límites en terapia quiropráctica, física y otras visitas de terapia ocupacional.

El Médico Primario que le Atiende (Primary Treating Physician- PTP) es el médico con la responsabilidad total para tratar su lesión o enfermedad.

- Si usted designó previamente a su médico personal o a un grupo médico, usted podrá ver a su médico personal o grupo médico después de lesionarse.
- Si su empleador está utilizando una red de proveedores médicos (*Medical Provider Network- MPN*) o una Organización de Cuidado Médico (*Health Care Organization- HCO*), en la mayoría de los casos, usted será tratado en la *MPN* o *HCO* a menos que usted hizo una designación previa de su médico personal o grupo médico. Una *MPN* es un grupo de proveedores de asistencia médica quien da tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una *HCO* o una *MPN*. Hable con su empleador para más información.
- Si su empleador no está utilizando una *MPN* o *HCO*, en la mayoría de los casos, el administrador de reclamos puede elegir el médico que lo atiende primero a menos de que usted hizo una designación previa de su médico personal o grupo médico.
- Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede ser tratado por su médico personal inmediatamente después de lesionarse.

Dentro de un día laboral después de que Ud. Presente un formulario de reclamo, su empleador o el administrador de reclamos debe autorizar hasta \$10000 en tratamiento para su lesión, de acuerdo con las pautas de tratamiento aplicables, hasta que el reclamo sea aceptado o rechazado. Si el empleador o administrador de reclamos no autoriza el tratamiento de inmediato, hable con su supervisor, alguien más en la gerencia, o con el administrador de reclamos. Pida que el tratamiento sea autorizado ya mismo, mientras espera una decisión sobre su reclamo. Si el empleador o administrador de reclamos no autoriza el tratamiento, utilice su propio seguro médico para recibir atención médica. Su compañía de seguro médico buscará reembolso del administrador de reclamos. Si usted no tiene seguro médico, hay médicos, clínicas u hospitales que lo tratarán sin pago inmediato. Ellos buscarán reembolso del administrador de reclamos.

Cambiando a otro Médico Primario o PTP:

- Si usted está recibiendo tratamiento en una Red de Proveedores Médicos

your employer or the claims administrator has not created or selected an MPN.

Disclosure of Medical Records: After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

Problems with Medical Care and Medical Reports: At some point during your claim, you might disagree with your PTP about what treatment is necessary. If this happens, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, the steps to take depend on whether you are receiving care in an MPN, HCO, or neither. For more information, see "Learn More About Workers' Compensation," below.

If the claims administrator denies treatment recommended by your PTP, you may request independent medical review (IMR) using the request form included with the claims administrator's written decision to deny treatment. The IMR process is similar to the group health IMR process, and takes approximately 40 (or fewer) days to arrive at a determination so that appropriate treatment can be given. Your attorney or your physician may assist you in the IMR process. IMR is not available to resolve disputes over matters other than the medical necessity of a particular treatment requested by your physician.

If you disagree with your PTP on matters other than treatment, such as the cause of your injury or how severe the injury is, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, notify the claims administrator in writing as soon as possible. In some cases, you risk losing the right to challenge your PTP's opinion unless you do this promptly. If you do not have an attorney, the claims administrator must send you instructions on how to be seen by a doctor called a qualified medical evaluator (QME) to help resolve the dispute. If you have an attorney, the claims administrator may try to reach agreement with your attorney on a doctor called an agreed medical evaluator (AME). If the claims administrator disagrees with your PTP on matters other than treatment, the claims administrator can require you to be seen by a QME or AME.

Payment for Temporary Disability (Lost Wages): If you can't work while you are recovering from a job injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

Stay at Work or Return to Work: Being injured does not mean you must stop working. If you can continue working, you should. If not, it is important to go back to work with your current employer as soon as you are medically able. Studies show that the longer you are off work, the harder it is to get back to your original job and wages. While you are recovering, your PTP, your employer (supervisors or others in management), the claims administrator, and your attorney (if you have one) will work with you to decide how you will stay at work or return to work and what work you will do. Actively communicate with your PTP, your employer, and the claims administrator about the work you did before you were injured, your medical condition and the kinds of work you can do now, and the kinds of work that your employer could make available to you.

Payment for Permanent Disability: If a doctor says you have not recovered completely from your injury and you will always be limited in the work you can do, you may receive additional payments. The amount will depend on the type of injury, extent of impairment, your age, occupation, date of injury, and your wages before you were injured.

Supplemental Job Displacement Benefit (SJDB): If you were injured on or after 1/1/04, and your injury results in a permanent disability and your employer does not offer regular, modified, or alternative work, you may qualify for a nontransferable voucher payable for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law.

Death Benefits: If the injury or illness causes death, payments may be made to a

(Medical Provider Network- MPN), usted puede cambiar a otros médicos dentro de la MPN después de la primera visita.

- Si usted está recibiendo tratamiento en un Organización de Cuidado Médico (Healthcare Organization- HCO), es posible cambiar al menos una vez a otro médico dentro de la HCO. Usted puede cambiar a un médico fuera de la HCO 90 o 180 días después de que su lesión es reportada a su empleador (dependiendo de si usted está cubierto por un seguro médico proporcionado por su empleador).
- Si usted no está recibiendo tratamiento en una MPN o HCO y no hizo una designación previa, usted puede cambiar a un nuevo médico una vez durante los primeros 30 días después de que su lesión es reportada a su empleador. Póngase en contacto con el administrador de reclamos para cambiar de médico. Después de 30 días, puede cambiar a un médico de su elección si su empleador o el administrador de reclamos no ha creado o seleccionado una MPN.

Divulgación de Expedientes Médicos: Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes serán revelados. Si usted solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

Problemas con la Atención Médica y los Informes Médicos: En algún momento durante su reclamo, podría estar en desacuerdo con su PTP sobre qué tratamiento es necesario. Si esto sucede, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, los pasos a seguir dependen de si usted está recibiendo atención en una MPN, HCO o ninguna de las dos. Para más información, consulte la sección "Aprenda Más Sobre la Compensación de Trabajadores," a continuación.

Si el administrador de reclamos niega el tratamiento recomendado por su PTP, puede solicitar una revisión médica independiente (*Independent Medical Review-IMR*), utilizando el formulario de solicitud que se incluye con la decisión por escrito del administrador de reclamos negando el tratamiento. El proceso de la IMR es parecido al proceso de la IMR de un seguro médico colectivo, y tarda aproximadamente 40 (o menos) días para llegar a una determinación de manera que se pueda dar un tratamiento apropiado. Su abogado o su médico le pueden ayudar en el proceso de la IMR. La IMR no está disponible para resolver disputas sobre cuestiones aparte de la necesidad médica de un tratamiento particular solicitado por su médico.

Si no está de acuerdo con su PTP en cuestiones aparte del tratamiento, como la causa de su lesión o la gravedad de la lesión, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, notifique al administrador de reclamos por escrito tan pronto como sea posible. En algunos casos, usted arriesga perder el derecho a objetar a la opinión de su PTP a menos que hace esto de inmediato. Si usted no tiene un abogado, el administrador de reclamos debe enviarle instrucciones para ser evaluado por un médico llamado un evaluador médico calificado (*Qualified Medical Evaluator-QME*) para ayudar a resolver la disputa. Si usted tiene un abogado, el administrador de reclamos puede tratar de llegar a un acuerdo con su abogado sobre un médico llamado un evaluador médico acordado (*Agreed Medical Evaluator- AME*). Si el administrador de reclamos no está de acuerdo con su PTP sobre asuntos aparte del tratamiento, el administrador de reclamos puede exigirle que sea atendido por un QME o AME.

Pago por Incapacidad Temporal (Sueldos Perdidos): Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. puede recibir pagos por incapacidad temporal por un periodo limitado. Estos pagos pueden cambiar o parar cuando su médico diga que Ud. está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estatales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado una noche o no puede trabajar durante más de 14 días.

Permanezca en el Trabajo o Regreso al Trabajo: Estar lesionado no significa que usted debe dejar de trabajar. Si usted puede seguir trabajando, usted debe hacerlo. Si no es así, es importante regresar a trabajar con su empleador actual tan

spouse and other relatives or household members who were financially dependent on the deceased worker.

It is illegal for your employer to punish or fire you for having a job injury or illness, for filing a claim, or testifying in another person's workers' compensation case (Labor Code 132a). If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Resolving Problems or Disputes: You have the right to disagree with decisions affecting your claim. If you have a disagreement, contact your employer or claims administrator first to see if you can resolve it. If you are not receiving benefits, you may be able to get State Disability Insurance (SDI) or unemployment insurance (UI) benefits. Call the state Employment Development Department at (800) 480-3287 or (866) 333-4606, or go to their website at www.edd.ca.gov.

You Can Contact an Information & Assistance (I&A) Officer: State I&A officers answer questions, help injured workers, provide forms, and help resolve problems. Some I&A officers hold workshops for injured workers. To obtain important information about the workers' compensation claims process and your rights and obligations, go to www.dwc.ca.gov or contact an I&A officer of the state Division of Workers' Compensation. You can also hear recorded information and a list of local I&A offices by calling (800) 736-7401.

You can consult with an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org.

Learn More About Workers' Compensation: For more information about the workers' compensation claims process, go to www.dwc.ca.gov. At the website, you can access a useful booklet, "Workers' Compensation in California: A Guidebook for Injured Workers." You can also contact an Information & Assistance Officer (above), or hear recorded information by calling 1-800-736-7401.

pronto como usted pueda medicamente hacerlo. Los estudios demuestran que entre más tiempo esté fuera del trabajo, más difícil es regresar a su trabajo original y a sus salarios. Mientras se está recuperando, su *PTP*, su empleador (supervisores u otras personas en la gerencia), el administrador de reclamos, y su abogado (si tiene uno) trabajarán con usted para decidir cómo va a permanecer en el trabajo o regresar al trabajo y qué trabajo hará. Comuníquese de manera activa con su *PTP*, su empleador y el administrador de reclamos sobre el trabajo que hizo antes de lesionarse, su condición médica y los tipos de trabajo que usted puede hacer ahora y los tipos de trabajo que su empleador podría poner a su disposición.

Pago por Incapacidad Permanente: Si un médico dice que no se ha recuperado completamente de su lesión y siempre será limitado en el trabajo que puede hacer, es posible que Ud. reciba pagos adicionales. La cantidad dependerá de la clase de lesión, grado de deterioro, su edad, ocupación, fecha de la lesión y sus salarios antes de lesionarse.

Beneficio Suplementario por Desplazamiento de Trabajo (Supplemental Job Displacement Benefit- SJDB): Si Ud. se lesionó en o después del 1/1/04, y su lesión resulta en una incapacidad permanente y su empleador no ofrece un trabajo regular, modificado, o alternativo, usted podría cumplir los requisitos para recibir un vale no-transferible pagadero a una escuela para recibir un nuevo curso de reentrenamiento y/o mejorar su habilidad. Si Ud. cumple los requisitos, el administrador de reclamos pagará los gastos hasta un máximo establecido por las leyes estatales.

Beneficios por Muerte: Si la lesión o enfermedad causa la muerte, es posible que los pagos se hagan a un cónyuge y otros parientes o a las personas que viven en el hogar que dependían económicamente del trabajador difunto.

Es ilegal que su empleador le castigue o despidan por sufrir una lesión o enfermedad laboral, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. (Código Laboral, sección 132a.) De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

Resolviendo problemas o disputas: Ud. tiene derecho a no estar de acuerdo con las decisiones que afecten su reclamo. Si Ud. tiene un desacuerdo, primero comuníquese con su empleador o administrador de reclamos para ver si usted puede resolverlo. Si usted no está recibiendo beneficios, es posible que Ud. pueda obtener beneficios del Seguro Estatal de Incapacidad (*State Disability Insurance- SDI*) o beneficios del desempleo (*Unemployment Insurance- UI*). Llame al Departamento del Desarrollo del Empleo estatal al (800) 480-3287 o (866) 333-4606, o visite su página Web en www.edd.ca.gov.

Puede Contactar a un Oficial de Información y Asistencia (Information & Assistance- I&A): Los Oficiales de Información y Asistencia (*I&A*) estatal contestan preguntas, ayudan a los trabajadores lesionados, proporcionan formularios y ayudan a resolver problemas. Algunos oficiales de *I&A* tienen talleres para trabajadores lesionados. Para obtener información importante sobre el proceso de la compensación de trabajadores y sus derechos y obligaciones, vaya a www.dwc.ca.gov o comuníquese con un oficial de información y asistencia de la División Estatal de Compensación de Trabajadores. También puede escuchar información grabada y una lista de las oficinas de *I&A* locales llamando al (800) 736-7401.

Ud. puede consultar con un abogado. La mayoría de los abogados ofrecen una consulta gratis. Si Ud. decide contratar a un abogado, los honorarios serán tomados de algunos de sus beneficios. Para obtener nombres de abogados de compensación de trabajadores, llame a la Asociación Estatal de Abogados de California (*State Bar*) al (415) 538-2120, o consulte su página Web en www.californiaspecialist.org.

Aprenda Más Sobre la Compensación de Trabajadores: Para obtener más información sobre el proceso de reclamos del programa de compensación de trabajadores, vaya a www.dwc.ca.gov. En la página Web, podrá acceder a un folleto útil, "Compensación del Trabajador de California: Una Guía para Trabajadores Lesionados." También puede contactar a un oficial de Información y Asistencia (arriba), o escuchar información grabada llamando al 1-800-736-7401.



WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la Division de Compensación al Trabajador al (800) 736-7401 para oír información gravada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

Employee—complete this section and see note above

Empleado—complete esta sección y note la notación arriba.

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____
2. Home Address. *Dirección Residencial.* _____
3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____
4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.
5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* _____
6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* _____
7. Social Security Number. *Número de Seguro Social del Empleado.* _____
8. ☐ Check if you agree to receive notices about your claim by email only. ☐ Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico. Employee's e-mail. _____ Correo electrónico del empleado. _____
You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. *Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.*
9. Signature of employee. *Firma del empleado.* _____

Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.

10. Name of employer. *Nombre del empleador.* Orange County Department of Education
11. Address. *Dirección.* 200 Kalmus Drive, Costa Mesa, CA 92626
12. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____
13. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____
14. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____
15. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* Sedgwick, P.O. Box 619079, Roseville, CA 95661
16. Insurance Policy Number. *El número de la póliza de Seguro.* Self-Insured
17. Signature of employer representative. *Firma del representante del empleador.* _____
18. Title. *Título.* _____ 19. Telephone. *Teléfono.* _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

Empleador: Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

☐ Employer copy/Copia del Empleador ☐ Employee copy/Copia del Empleado ☐ Claims Administrator/Administrador de Reclamos ☐ Temporary Receipt/Recibo del Empleado

**ORANGE COUNTY DEPARTMENT OF EDUCATION
MEDICAL PANEL FOR EMPLOYEE INJURIES**

The following medical facilities are authorized to provide treatment for on-the-job injuries:

Medical Groups

COASTLINE URGENT CARE

1421 W. MacArthur Blvd., Suite E
Santa Ana, CA. 92704
P: 714.710.3030
F: 714.668.9596

Hours: 8:00am – 7:00pm M-F
9:00am – 5:00pm Sat

PROCARE WORK INJURY CENTER

17122 Beach Blvd., #104
Huntington Beach, CA 92647
P: 714.964.4448
F: 714.963.3780

Hours: 8:00 am- 6:00 pm M-F
9:00 am-1:00 pm Sat

GATEWAY URGENT CARE

1006 W. La Palma Ave.
Anaheim, CA. 92801
P: 714.778.3838
F: 714.778.1962

Hours: Open 24/7

**RESTORE ORTHOPEDICS AND SPINE
CENTER URGENT CARE**

1120 West La Veta Ave., Ste. 300
Orange, CA 92868
P: 714-332-5517
F: 714-941-9539

Hours: 8:00am – 5:00pm M-F

LAGUNA DANA URGENT CARE

24060 Camino Del Avion, Suite A
Dana Point, CA. 92629
P: 949.248.8900
F: 949.248.8901

Hours: 8:00am – 8:00pm Everyday

SAND CANYON URGENT CARE

15775 Laguna Canyon Rd., #100
Irvine, CA. 92618
P: 949.417.0272
F: 949.417.0276

Hours: 8:00am – 8:00pm M-F
9:00am – 5:00pm Sat
11:00am – 5:00pm Sun

PROCARE WORK INJURY CENTER

17232 Red Hill Ave
Irvine, CA 92614
P: 949.752.1111
F: 949.752.1133

Hours: 7:00 am- 6:00 pm M-F
Closed Weekends

SUNRISE HEALTH CARE CENTER

5475 E. La Palma Ave., #100
Anaheim, CA. 92807
P: 714.970.0911
F: 714.970.0604

Hours: 7:00am – 7:00pm M-F
9:00am – 5:00pm Sat-Sun

**ORANGE COUNTY DEPARTMENT OF EDUCATION
MEDICAL PANEL FOR EMPLOYEE INJURIES**

The following medical facilities are authorized to provide treatment for on-the-job injuries:

Medical Groups

XPRESS URGENT CARE

17612 E. 17th Street

Tustin, CA 92780

P: 714.243.5450

F: 714.838-8944

Hours: 8:00am – 8:00pm M-F

8:00am – 8:00pm Sat- Sun

**WORKERS' COMPENSATION
MEDICAL SERVICE ORDER**

TO DOCTOR _____

ADDRESS _____

OUR EMPLOYEE _____
(NAME)

reports an injury to the _____
(PART(S) OF BODY INVOLVED)

while _____
(TELL HOW INJURY OCCURRED)

On _____ At _____
(DATE) (TIME)

Please examine and provide medical treatment which may be required as a result of this injury. Send your "Doctor's First Report of Work Injury" to YORK with a copy to our Company. Thank you.

**ORANGE COUNTY DEPARTMENT OF EDUCATION
200 KALMUS DRIVE, COSTA MESA, CA 92626**

(COMPANY NAME AND ADDRESS)

714-966-4059

(PHONE)

(SIGNATURE)

(DATE)

(TITLE)

SEDGWICK

P.O. BOX 619079
ROSEVILLE, CA 95661
(909) 942-4900



ORANGE COUNTY DEPARTMENT OF EDUCATION

Report of Student Accident/Injury

Date of Report _____

NAME OF STUDENT _____ AGE _____ ROOM # _____ SEX _____

SCHOOL SITE _____

PARENT OR LEGAL GUARDIAN _____

PLACE WHERE ACCIDENT OCCURRED _____ Date: _____ Time: _____

DESCRIPTION OF ACCIDENT _____

Was injured disobeying any rule or regulation in force at the time of accident?

Was injured negligent? _____ If so, how? _____

Name of person in charge at time of accident _____

Probable nature of injury _____

Nature of injury determined by _____

Persons present at time of accident _____

What was done for the injured? _____

Who was notified _____ Relationship to injured: _____

REMARKS _____

REPORT SUBMITTED BY _____ Telephone No. _____

**CONFIDENTIAL—ATTORNEY/CLIENT WORK
PRODUCT PRIVILEGE**

This report is to be completed by OCDE employees. This form is a confidential, internal document: its contents are not to be shared or copied for any persons who are not OCDE employees and/or their legal representatives.

IN CASE OF SERIOUS INJURIES, A TELEPHONE REPORT IS TO BE MADE IMMEDIATELY TO RISK MANAGEMENT..

SIGNED _____

Principal

School Nurse

NOTE: The employee either witnessing the accident or supervising at the time should complete and **submit this form within 24 hours.**

One copy of this report must be filed with the school office and Risk Management for every injury, no matter how trivial (including injuries resulting from seizures).



Orange County Department of Education
Property Damage Report Form

Please return the completed form to Risk Management or fax to 714-549-4812.

Reported By _____ Dept. _____ Date _____

Date of Incident: _____ Time: _____ Location of Incident: _____

Did the police, fire or other agency/utility respond to the loss event? ☐ Yes ☐ No

Cause of Loss (Check all that apply)

Fire and/or Smoke <input type="checkbox"/>	Lightning <input type="checkbox"/>	Wind <input type="checkbox"/>	Earth Movement <input type="checkbox"/>	Explosion <input type="checkbox"/>	Flood <input type="checkbox"/>
Hazardous Materials <input type="checkbox"/>	Roof Leakage <input type="checkbox"/>	Pipe Leakage <input type="checkbox"/>	Sewers/Drains Backup <input type="checkbox"/>	Theft <input type="checkbox"/>	Other

Description of the Property: _____

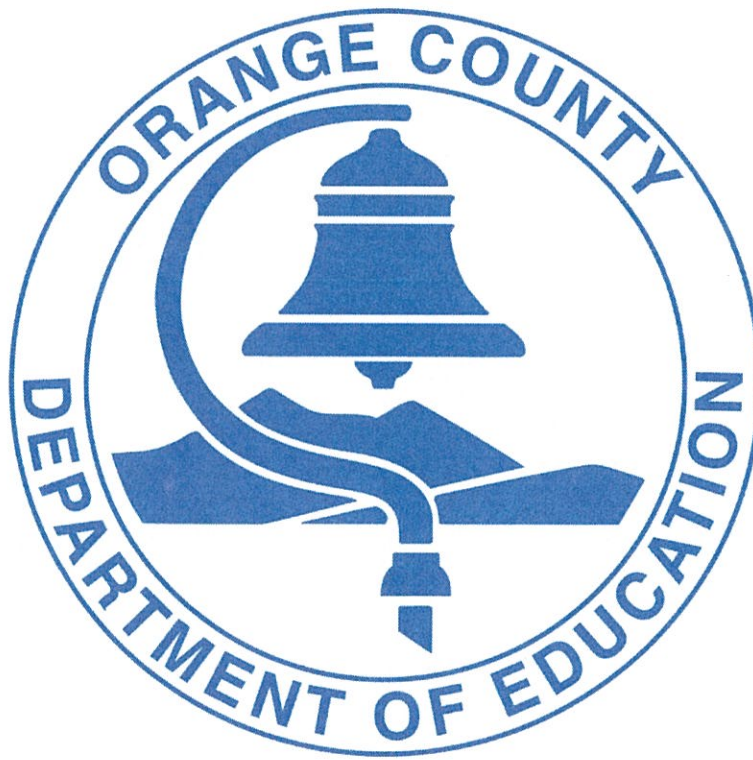
Description of the damage (if possible, please include photographs): _____

Description of how the incident occurred: _____

Was there an outside, non-OCDE party(s) responsible for the damage? If so, provide name and address, describe in detail how party is potentially responsible: _____

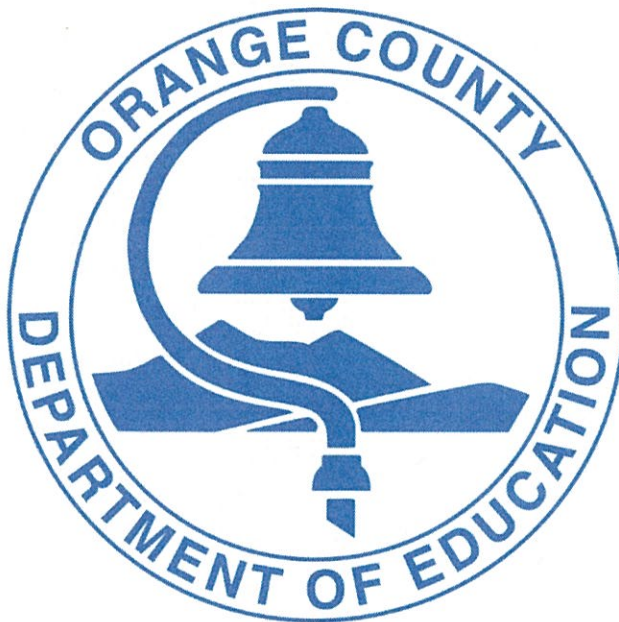
Report submitted by: _____ Date: _____

Orange County Department of Education Emergency Operations Plan



Section 8: Appendix

Orange County Department of Education Emergency Operations Plan



Appendix 1 – California Public Employee Disaster Service Worker

As a California city, county, or state agency or public district employee, you may be called upon as a disaster service worker in the event of an emergency. The information contained in this pamphlet will help you understand your role and obligation.

California Public Employee DISASTER SERVICE WORKERS

California Government Code
Section 3100-3109

For more information, please visit the following websites:

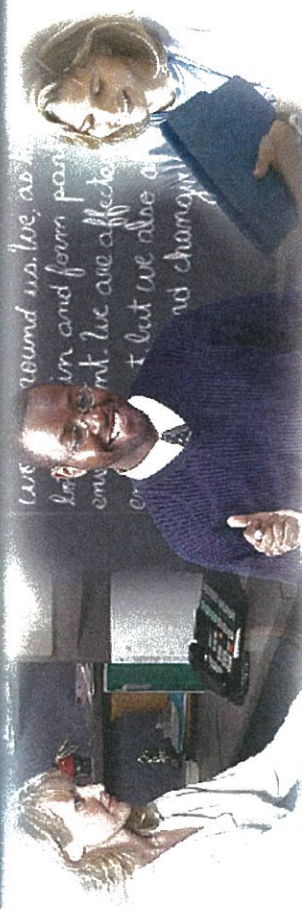
California Emergency Services Act
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=go v&group=08001-09000&file=8550-8551>

California Government Code 3100-3109
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov &group=03001-04000&file=3100-3109>

The California Constitution Oath or Affirmation
http://www.leginfo.ca.gov/.const/.article_20

Governors Office of Emergency Services
[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/\\$file/Ch2.3_%20 DSW.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/$file/Ch2.3_%20 DSW.pdf)





Public Employee Disaster Service Worker Status

California Government Code
Section 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...

What does disaster service mean?

Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act*.

Who is included in the disaster service worker status?

All public employees are included in the disaster service worker status which are all persons employed by any county, city, state agency or public district.

What are the scope of duties of employee disaster service workers?

Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the affects of an emergency.

How are public employees assigned disaster service activities?

Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

What is the oath or affirmation referred to in the government code?

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need.

When do public employees take the oath or affirmation?

Most public employees sign the oath or affirmation during the hiring process and it is kept with the employer.

Do public employees acting as disaster service workers get paid?

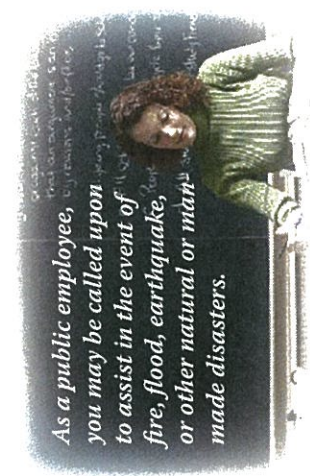
Public employees acting as disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.

Can disaster service workers be sued for actions taken while performing duties?

Public employee disaster service workers for non-profit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.

What if public employees are injured while acting as disaster service workers?

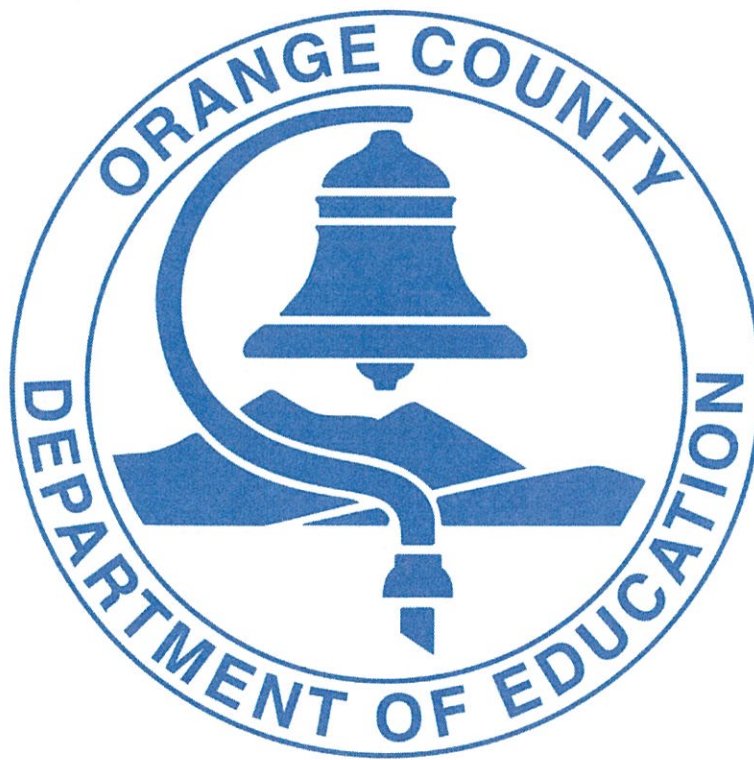
Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as with all employees within their agency.



As a public employee, you may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

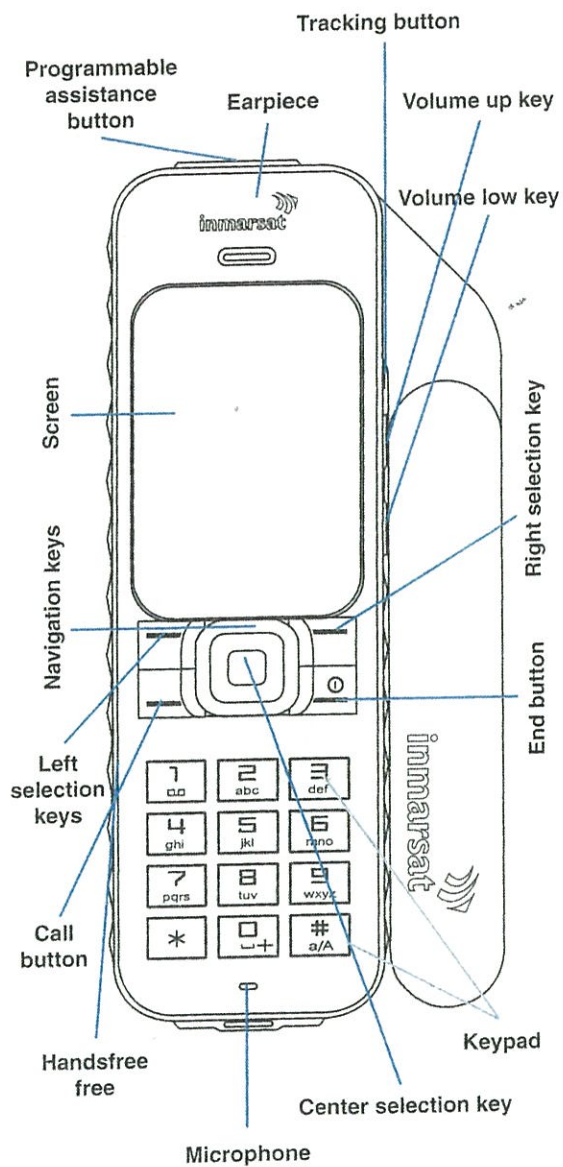
*California Emergency Services Act
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551>

Orange County Department of Education Emergency Operations Plan



Appendix 2 – Satellite Phones

ISATPHONE 2 : OVERVIEW



Satellite
PhoneStore.com
1.877.943.6383

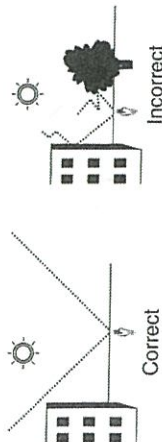
INMARSAT ISATPHONE 2

QUICK GUIDE

▶ GETTING STARTED

1. Go outside to an area that has a full view of the sky.

No trees or buildings obstructing the view.



2. Fully extend the antenna on the phone. Hold down the red power button until the phone vibrates and turns on.
3. Point the antenna towards the equator where the satellite constellation is. The phone will search for a signal.
4. Once the screen displays "Registered" you are ready to make and receive calls. This may take several minutes

You MUST make a test call before leaving for your trip!

Free test number : 00870776999999

▶ CALLING FROM YOUR SATELLITE PHONE

To call a landline or cell phone :
Dial 00 > country code > area code > phone number

For example : 0019419551020
(USA/Canada country code is 1 - Do not include dashes or spaces)

To call a satellite phone to a satellite phone :
Dial 00 > satellite phone number

For example : 00870712345678
(Do not include dashes or spaces)

▶ CALLING TO A SATELLITE PHONE

To call the satellite phone directly from a landline/cell phone :
Dial 011 > Satellite phone number

For example : 011870712345678
(USA/Canada based callers - Do not include dashes or spaces)

For international callers :
Dial 00 > satellite phone number

For example : 00870712345678
(Do not include dashes or spaces)

To use 2-stage dialing (post-paid plans only) :

1. Dial 1(240)841-2500
2. Wait for the voice prompt, then enter the 12 digit satellite number
3. The system will then re-route the call for you.

▶ ANSWERING A PHONE CALL

When your phone rings, press the green key.

Remember, to receive a call, you must be connected to the satellite with the phone antenna pointing upwards.

▶ USING VOICEMAIL

1. Hold down the 1 key. This will call your voicemail.
2. The first time you call your voicemail you will be asked to choose your language, set a 4 digit PIN, and create your greeting.

You must be outside and ready for service to send and receive messages.

▶ TEXTING MESSAGING

Sending a text to a cell phone :

1. Select "Menu" > "Messaging" > "New Message" > "Text Message"

2. Type your message (160 character max).

3. Add the recipient :

- Select a stored phonebook number : Select "Options" > "Add recipient"
- Enter a new number : Enter the full international number in the To : field (i.e. 0019419551020).

4. When you have finished adding recipients, select "Options" > "Send" or press the centre selection key.

Sending a text to an email address :

1. Select "Menu" > "Messaging" > "New message" > "Email message"

2. Type your message (1,600 character max).

3. Add the recipient :

- Select a stored phonebook email : Select "Options" > "Add recipient"
- Enter a new email : Enter the recipient's email address in the To : field, using the * key to access additional symbols like the @ sign.

▶ SENDING A TEXT MESSAGE TO A SATELLITE PHONE

Using the online messaging portal :

1. Go to
<http://connect.inmarsat.com/Services/Land/IsatPhone/SMS/sms.html>
2. Enter the satellite number into the "To" field

3. Enter a Reply Email so the replies come to your email inbox

4. Enter your text in the message field and click "Send"

Sending a text from an email :

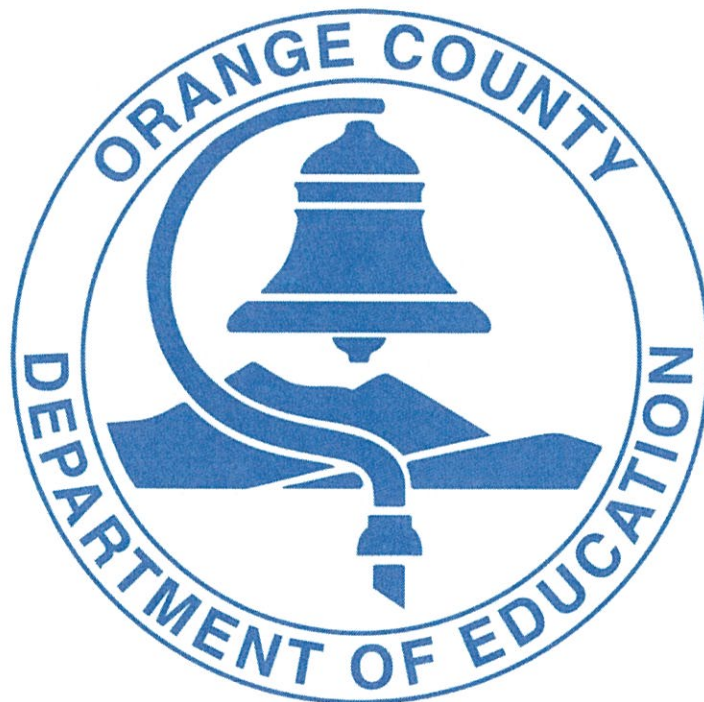
Send and email to : 8707____@message.inmarsat.com
(i.e. 870712345678@message.inmarsat.com)

Remember to keep your character count below 160 characters.

SATELLITE PHONE SYSTEMS

Satellite Phone Number	Asset Tag #	Serial #	Employee Name	Title	School Site	Admin Unit	Location	Land Line	Principal/ Supervisor
ACCESS SCHOOLS									
8707-7641-2341	F940007921	353032044613426	Mairead Kennelly	Site Liaison	Fountain Valley Education	Area 1	9555 Garfield Ave., Suites B,G, Fountain Valley, CA 92708	714-245-6640	Kenneth Ko
8707-7642-3599	F940007946	353032044612311	Fabiola Gutierrez	Admin Assistant	Harbor Learning Center	Area 1	15872 Harbor Blvd., Fountain Valley, CA 92708	714-245-6535	
8707-7641-2807	F940007956	353032044611347	Rob Simonson	Site Liaison	Mesa Verde	Area 1	1525 Mesa Verde Dr, Ste. 108, 109., Costa Mesa, CA 92626	714-245-6541	
8707-7641-5289	F940007955	353032044612204	Mike Zanio	Site Liaison	Mission Viejo	Area 1	23436 Madero, Ste. 100A,100B, Mission Viejo, CA 92691	949-425-2170	
8707-7641-3888	F940007957	353032044612303	Nicholas Simovich	Site Liaison	San Clemente	Area 1	1306 N. El Camino Real, San Clemente, CA 92672	949-425-2240	
8707-7641-3895	F940007935	353032044609408	Preston Walrath	Site Liaison	San Juan	Area 1	31894 Plaza Dr., Ste. A1, San Juan Capistrano, CA 92675	949-425-2190	
8707-7641-3896	F940007931	353032044611537	John Hall	Site Liaison	Anaheim West	Area 2	2929 & 2933 W.Ball Rd., Anaheim CA 92804	714-796-8730	Alfieri, Chris
8707-7642-2467	F940007947	353032044612329	Christian Butala	Site Liaison/Teacher	Century Day School	Area 2	13252 Century Blvd, Ste. A,B,C,H,M,N,O, Garden Grove 92843	714-245-6630	
8707-7642-3598	F940007930	353032044611586	Brad Maguin/Charles K	Site Liaison	Haster	Area 2	12918, 12920, 12922, 12924 Haster St, Garden Grove, CA 92840	714-245-6651	
8707-7641-2810	F940007942	353032044611925	Kathy Mastin	Site Liaison/Teacher	La Habra	Area 2	1261 S. Harbor Blvd., Suites F, H-K, La Habra CA 90631	714-245-6586	
8707-7642-2465	F940007945	353032044611891	Jennifer Haugen	Site Liaison/Teacher	Magnolia Learning	Area 2	13110 Magnolia, Suites A,B & E, Garden Grove CA92844	714-245-6660	
8707-7641-2808	F940007929	353032044611834	Julie Ochoa	Site Liaison/Teacher	Southwest Anaheim	Area 2	1895 W. Katella Ave., Suites A-F, Anaheim, CA 92804	714-245-6600	
8707-7675-6577	F940007923	353032044612758	Greg Barraza	Teacher - Site L.	17th & Ross	Area 3	511, 515 W. 17th St., Santa Ana, CA 92706	714-245-6705	Burton, Vern
8707-7642-3596	F940007920	353032044592000	Teri Anderson	Teacher	Academic Center of Tustin	Area 3	580 W. 6th St., Tustin, CA 92780	714-245-6710	
8707-7642-5675	F940007941	353032044613012	Mauricio Michele	Paraeducator	Anaheim North	Area 3	1169, 1173, 1175, 1177 N. Euclid St., Anaheim CA 92801	714-245-6575	
8707-7641-2812	F940007933	353032044611248	Leslie Adcock	Teacher	El Modena Community Center	Area 3	18672 E. Center St., Orange, CA 92869	714-245-6730	
8707-7641-2814	F940007949	353032044612592	Carey Quinn-Davis	Teacher	Mary's Academy	Area 3	13922 Prospect Ave., Santa Ana, CA 92705	714-734-7754	
8707-7642-4663	F940007932	353032044612402	Lisa Woodward-Jones	Site Liaison	Placentia	Area 3	5223, 5227, 5237, 5247 E. Orangethorpe Ave, Anaheim 92806	714-245-6595	
8707-7642-5676	F940007922	353032044612535	River Hawksford	Teacher - Site L.	Santiago Creek/ Grand Ave	Area 3	2428 N.Grand Ave., Ste L, Santa Ana, CA 92705	714-245-6755	Kilgore, Machele
8707-7641-3894	F940007938	353032044613996	Nick Grisaffi	Teacher	Shaffer Education Center	Area 3	321 E. Grove Ave., Orange CA 92865	714-245-6765	
8707-7641-3899	F940007948	353032044611974	Brian Linn	Site Liaison/Teacher	Tustin Main	Area 3	174 E. Main St., Tustin CA 92780	714-245-6770	
8707-76756576	F940007916	353032044591937	Marcia Garten	Teacher	Wilshire Classroom	Area 3	1715 E. Wilshire Ave., Ste 716, 717, Santa Ana, CA 92705	714-245-6775	
8707-7641-3890	F940007928	353032044611800	Dylann Castro	Senior A.A.	CHEP Central	Area 5	14262 Franklin Ave. ste 200, Tustin CA 92780	714-327-1010	
8707-7641-3889	F940007958	353032044612063	Machele Kilgore	Principal	Pacific Coast High School	Area 5	14262 Franklin Ave., Tustin CA 92780	714-327-6500	
8707-7641-2813	F940007924	353032044613442	Diane Estill	Site Liaison	Skyview Elem & Middle	Area 5	339, 341, 343, 345, 347 E. Grove Ave., Orange CA 92865	6760	Baughn, Denise
8707-7642-3597	F940007934	353032044612436	Deni Baughn	Principal	Sunburst Youth Academy	Area 6	4022 Saratoga Ave., Bldg, 25 Los Alamitos, CA 90720	714-796-8780	
SPECIAL SCHOOLS									
Satellite Phone	Asset Tag #	Serial #	Employee Name	Title	School Site	Admin	Location	Land Line	
8707-7675-4263	F940007927	353032044611792	Sarah Boer	Principal	Mann Special Classes	Unit 1	600 West La Palma Ave., Anaheim Ca 92801	714-796-8900	Bouer, Sarah/ Castaneda, Megan
8707-7641-3893	F940007940	353032044611909	Rori O'shea	Site Liaison	Knott ELC/PIES	Unit 1	7340 La Palma, Buena Park, CA 90620	714-796-8700	
8707-7641-2809	F940007962	353032044612220	Robert Vikstrom	Teacher	Hillview	Unit 2	19061 Foothill Blvd., Santa Ana, CA 92705	714-796-8715	McDonald, Lucy
8707-7642-2464	F940007943	353032044610398	Kristin Bartus	Teacher	Irvine HS Special Classes	Unit 2	4321 Walnut Ave., Irvine CA 92604	949-425-2154	
8707-7641-2811	F940007936	353032044611036	Diana Freeman	Teacher - Site L.	Trident	Unit 2	1800 W. Ball Rd., Anaheim CA 92804	714-796-8710	Perkins, Renee/ Paul Christa
8707-7642-2463	F940007953	353032044612113	Karrie Weston	School AAIII	Phillip J. Reilly School	Unit 3	24171 Pavion, Mission Viejo, CA 92692	949-425-2235	
8707-7641-3891	F940007951	353032044612162	Krista Ruetz	Teacher- Site L.	Fred Newhart Middle S.	Unit 3	25001 Veterans Way, Mission Viejo, CA 92692	949-425-2232	
8707-7641-5290	F940007952	353032044612170	Kristine Andersen	Teacher- Site L.	Mission Viejo High School	Unit 3	25025 Chrisanta Dr. , Mission Viejo, CA 92691	949-425-2165	
8707-7641-3892	F940007950	353032044612154	Dawn Johnson	Teacher- Site L.	Saddleback College	Unit 3	28000 Marguerite Parkway, Rm 27-2A, Mission Viejo, 92692	949-582-4374	
8707-7641-5293	F940007960	353032044612600	Dave Penafior	Site Liaison	Harbor Learning Center	Unit 3	15872 S. Harbor Blvd., Fountain Valley, CA 92708	714-895-8345	
8707-7641-2815	F940007944	353032044612048	Ashley Folco	Site Liaison	Golden West College	Unit 3	15744 Golden West Street., Huntington Beach CA 92647	714-796-8705	Longo, David
8707-7641-5291	F940007939	353032044612485	Janet Dicker	Teacher	Venado DHH	Unit 4	4 Deerfield Ave., Irvine CA 92604	949-651-1403	
8707-7642-2468	F940007954	353032044613418	Chris Gonzalez	Teacher	University High	Unit 4	4771 Campus Dr., Irvine CA 92612	949-854-4785	
8707-7642-4662	F940007937	353032044611032	Melissa Daly	Paraeducator	OCC DHH ATP	Unit 4	2701 Fairview Rd., Bldg 150 Rm 117-118 Costa Mesa 92626	949-854-4785	
OFFICE SITES									
Satellite Phone	Asset Tag #	Serial #	Employee Name	Title	School Site	Admin	Location	Land Line	
8707-7641-5294	F940007964	353032044613954	EOC- Kalmus Site		Kalmus- Risk Management		200 Kalmus Drive, Costa Mesa 92626	714-966-4059	Hendrick, Renee
8707-7641-3900	F940007963	353032044613350	EOC- Kalmus Site		Kalmus- Risk Management		200 Kalmus Drive, Costa Mesa 92626	714-966-4059	
8707-7642-2462	F940007918	353032044598874	Eric Carranza	M&O Supervisor	Facilities & Operations		200 Kalmus Drive, Costa Mesa 92626	714-966-4191	Ralph Figueroa
8707-7641-5292	F940007917	353032044614176	Patrick Yamakawa	M&O Supervisor	Facilities & Operations		200 Kalmus Drive, Costa Mesa 92626	714-966-4454	
8707-7641-5287	F940007919	353032044592018	Ian Hanigan	Comm Officer	Kalmus Building C		200 Kalmus Drive, Costa Mesa 92626	714-966-4008	Mijares, Al
8707-7641-5288	F940007959	353032044612253	Heather Burrows	Executive Assist	Kalmus		200 Kalmus Drive, Costa Mesa 92626	714-966-4007	
8707-7642-2469	F940007961	353032044614184	Jim Perez	Administrator	Wilshire Student Services		1277 S. Lyon St., Ste 501, Santa Ana CA 92705	714-966-6434	Christine Olmstead
8707-7642-4661	F940007926	353032044611859	Stephanie Smith	Operations Manager	School & Field Programs		8755 Santiago Canyon Rd., Silverado 92676	714-708-3887	Boyd, Nina
8707-7642-4660	F940007925	353032044611826	Imelda Cavazos	Admin Supervisor	CTEP		3001 Redhill Ave., Bldg, Costa Mesa 92628	714-966-4346	Christine Olmstead

Orange County Department of Education Emergency Operations Plan



Appendix 3 – Parent-Student Reunification



Parent-Student Reunification Plan

Orange County Department of Education

Reunification is an orderly and efficient process of reuniting students with their families/guardians after an emergency/crisis has occurred. During an emergency, an average of two to three adults may come to the school for each student. In some situations, this has caused critical delays in life-saving response for police, fire, and medical personnel trying to get to the scene. Help us reunite you with your child as quickly as possible by complying with the following procedures.

Procedures

Depending on the nature of the emergency/crisis situation, we may dismiss students directly to authorized adults from the school site. Look for signs on doors and entrance roads directing parents to the designated reunification area. OCDE's staff will help you to locate your student(s). Your name (or designee) **MUST** be on a student's Emergency Authorization Form. Have your identification ready to show a staff member. In some situations, students must be moved to an off-campus emergency evacuation site. **BEFORE** an emergency occurs, please know the location of your student's off-campus evacuation site. This information has been provided below.

SPECIAL EDUCATION PROGRAMS

School Site Name	Address & Telephone No.	Off-Campus Evacuation Site
Golden West College Adult Transition Program (ATP)	15744 Golden West Street Huntington Beach, CA 92647 (714) 895-8325	CVS on Golden West & McFadden streets
Harbor Learning Center	15872 S. Harbor Blvd., Bldg. C Fountain Valley, CA 92708 (714) 796-8705	Carl's Jr. Lilac & Harbor
Hillview High School Special Classes	19061 Foothill Blvd. Santa Ana, CA 92705 (714) 796-8715	Soccer field on campus
Irvine High School Special Classes	4321 Walnut Ave. Irvine, CA 92604 (949) 425-2154	Park on East side of Irvine High at Walnut & Yale
Knott Early Learning Center, Including 2 Preschool Language/Behavior Classes and PIES Prog.	7340 La Palma Ave. Buena Park, CA 90620 (714) 796-8700	Preschool playground on campus
Mann Special Classes	600 West La Palma Ave. Anaheim, CA 92801 (714) 796-8900	Neighborhood behind the school playground on Pine and Janss streets

Mission Viejo Special Classes	25025 Chrisanta Drive Mission Viejo, CA 92691 (949) 425-2165	La Paz Medical & Dental Center 26302 La Paz Road Mission Viejo, CA 92691
Newhart Special Classes	25001 Veterans Way Mission Viejo, CA 92692 (949) 425-2232	Norman P. Murray Community Ctr. 24932 Veterans Way Mission Viejo, CA 92692 Tel: (949) 470-3062
Orange Coast College Deaf and Hard-of-Hearing (DHH) Adult Transition Program (ATP)	2701 Fairview Road, Bldg. 150, Rm. 117-118 Costa Mesa, CA 92626 (714) 432-5161	Pacific Amphitheatre parking lot 88 Fair Drive, Costa Mesa, CA
Regional Oral Deaf and Hard-of-Hearing (DHH) Program	600 West La Palma Ave. Anaheim, CA 92801 (714) 796-8900	Neighborhood behind the school playground on Pine and Janss streets
Reilly Special Classes	24171 Pavion Mission Viejo, CA 92692 (949) 425-2235	Norman P. Murray Community Ctr. 24932 Veterans Way Mission Viejo, CA 92692 Tel: (949) 470-3062; DEE (Active shooter on campus) - Staff and students run to cul-de-sac locations in adjacent neighborhood
Saddleback College Adult Transition Program (ATP)	28000 Marguerite Pkwy Room 27-2A Mission Viejo, CA 92692 (949) 582-4374	Coco's Restaurant 28502 Marguerite Parkway Mission Viejo, CA 92692 (949) 364-5915
Trident Special Classes	1800 West Ball Road Anaheim, CA 92804 (714) 796-8710	Park behind school—Modjeska Park
University High School Deaf and Hard-of-Hearing (DHH) Program	4771 Campus Drive Irvine, CA 92612 (949) 854-4785	UHS football stadium at north end of campus
Venado Middle School Deaf and Hard-of-Hearing (DHH) Program	4 Deerfield Avenue Irvine, CA 92604 (949) 651-1403	Baseball fields behind the school along Deerfield Ave.

ALTERNATIVE EDUCATION PROGRAMS

School Site Name	Address & Telephone No.	Off-Campus Evacuation Site
17th & Ross Contract Learning/Day School	511, 515 West 17th St. Santa Ana, CA 92706 (714) 245-6705	Dunn-Edwards Paints 521 W. 17th Street Santa Ana, CA 92706
Academic Center of Tustin	580 W. 6th Street Tustin, CA 92780 (714) 245-6710	Side parking lot adjacent to the Boys and Girls Club of Tustin.
Anaheim North Contract Learning/Day School	1169, 1173, 1175, 1177 N. Euclid Street Anaheim, CA 92801 (714) 245-6575	Parking Lot in front of Anaheim North Education Center

Anaheim West Contract Learning/Day School	2933 & 2929 W. Ball Road Anaheim, CA 92804 (714) 796-8730	Chevron Station, Beach and Ball
CCPA 17th & Ross – College and Career Preparatory Academy	509 West 17 th St. Santa Ana, CA 92706 (714) 796-8795	Parking lot in rear of building outside Suite 509
CCPA Fullerton – College and Career Preparatory Academy	1548 E. Walnut Ave. Fullerton, CA 92831 (714) 796-8795	Grass area on corner of Euclid and S. Acacia Ave.
CCPA San Juan – College and Career Preparatory Academy	31522 El Camino Real San Juan Capistrano, CA 92675 (714) 796-8795	Grass area behind ROP classroom 4
CCPA Silverado – College and Career Preparatory Academy	25632 Peter A. Hartman Way Mission Viejo, CA 92691 (714) 796-8795	Parking lot to the west of CCPA classroom of Silverado High School
CCPA Southwest Harbor – College and Career Preparatory Academy	15872 S. Harbor Blvd. Bldg. A, Room 110 Fountain Valley, CA 92708 (714) 796-8795	Northeast corner of parking lot by exit gate
CCPA Wilshire – College and Career Preparatory Academy	1715 E. Wilshire Ave., Ste. 714 Santa Ana, CA 92705 (714) 796-8795	Grassy knoll across parking lot outside of Suite 714
Central YRC – Youth Resource Center	1001 S. Grand Avenue Santa Ana, CA 92705 (714) 667-7772	Call Probation 714-667-7770
Century Day School	13252 Century Blvd., Stes. A,B,C,H,M,N,O Garden Grove, CA 92843 (714) 245-6630	South end of the parking lot near the Domino's Pizza Restaurant. Corner of Century and Euclid streets.
Community Home Education Program (CHEP)	14262 Franklin Ave., Ste. 200 Tustin, CA 92780 (714) 327-1000	(1) grassy knoll in entrance to parking lot (2) parking lot across the street from Pacific Coast High School
El Modena Community Center	18672 E. Center Street Orange, CA 92869 (714) 245-6730	Parking lot adjacent to the Community Center
Fischer School	331 City Drive South Orange, CA 92868 (714) 935-7651	Call Probation 714-935-2660
Fountain Valley Education	9555 Garfield Ave., Stes. G & B Fountain Valley, CA 92708 (714) 245-6640	7-11 Store - Across street at the corner of Garfield and Bushard 19001 Bushard St. Huntington Beach, CA 92646

Grand Ave. Education Center	2428 N. Grand Ave., Ste. L Santa Ana, CA 92705 (714) 245-6755	Parking lot in front of the site facing Glassell.
Harbor Learning Center	15872 S. Harbor Blvd. Fountain Valley, CA 92708 (714) 245-6440	Car wash on other side of brick wall, North side of property. 1111 Harbor Blvd. Santa Ana, CA 92704
Haster Contract Learning	12918, 12920, 12922, 12924 Haster St. Garden Grove, CA 92840 (714) 245-6651	The block wall at the front of the building complex that touches Haster Street located at 13001 Garden Grove Blvd., Garden Grove.
La Habra Contract Learning/ Day School	1261 S. Harbor Blvd., Stes. F, H-K La Habra, CA 90631 (714) 245-6586	Walmart Parking Lot
Lyon School	401 City Drive South Orange, CA 92868 (714) 935-7668	Call Orangewood 714-935-2691
Magnolia Learning Center	13110 Magnolia, Stes. A, B, E Garden Grove, CA 92844 (714) 245-6660	Near the dumpster, in front of Hi-Tech Auto. The cross-streets are Garden Grove Blvd./ Magnolia Ave.
Mary's Academy	13922 Prospect Ave. Santa Ana, CA 92705 (714) 734-7754	North parking lot abutting the elementary school.
Mesa Verde Contract Learning/ Day School	1525 Mesa Verde Drive E, Stes. 108 & 109 Costa Mesa, CA 92626 (714) 245-6541	Apartment complex on the west side of our school
Mission Viejo Contract Learning	23436 Madero Stes. 100A & 100B Mission Viejo, CA 92691 (949) 425-2170	West parking lot from either exit of the building.
Pacific Coast High School	14262 Franklin Ave., Ste. 100 Tustin, CA 92780 (714) 245-6500	(1) grassy knoll in entrance to parking lot (2) parking lot across the street from Pacific Coast High School
Placentia Contract Learning/ Day School	5223, 5227, 5237, 5247 Orangethorpe Ave. Anaheim, CA 92806 (714) 245-6595	Stater Bros. parking lot, Orangethorpe and Kellogg
Rio Contiguo Institution	3030 N. Hesperian Street Santa Ana, CA 92706 (714) 836-2770	Call Probation 714-836-2770

San Clemente Contract Learning/Day School	1306 N. El Camino Real San Clemente, CA 92672 (949) 425-2240	Rug Design Gallery parking lot, 1108 N. El Camino Real, San Clemente, CA 92672
San Juan Contract Learning/Day School	31894 Plaza Drive, Ste. A1 San Juan Capistrano, CA 92675 (949) 425-2190	Parking lot immediately in front of site.
Santiago Creek Comm. Sch.	2428 N. Grand Ave., Ste. L Santa Ana, CA 92705 (714) 245-6755	Parking lot in front of the site facing Glassell.
Shaffer Ed. Ctr.	321 E. Grove Ave. Orange, CA 92865 (714) 245-6765	In the park across the street from the site.
Skyview Elem. & Middle Sch.	339,341,343,345,347 E. Grove Ave. Orange, CA 92865 (714) 245-6760	Fire station on Shaffer Street
Southwest Anaheim Contract Learning/Day School	1895 W. Katella Ave., Stes. A-F Anaheim, CA 92804 (714) 245-6600	Jack in the Box at Katella and Euclid
Sunburst Youth Challenge Academy	4022 Saratoga Ave., Bldg. 25 Los Alamitos, CA 90720 (714) 796-8780	Building 21 or at the tarmac area south of Hanger 5 4102 Constitution Lane Los Alamitos, CA 90720
Tustin Main Contract Learning	174 E. Main Street Tustin, CA 92780 (714) 245-6770	Tustin-Main adjacent parking lot behind school site.
Wilshire Classrooms	1715 E. Wilshire Ave., Stes. 716, 717 Santa Ana, CA 92705 (714) 245-6775	ACCESS Assessment/C&I 1735 E. Wilshire, Suite 806 Santa Ana, CA 92705
Youth Leadership Academy	3155 Justice Way Orange, CA 92868 (714) 935-7651	Call Probation 714-935-2660



Student Release Log

Name of Student	Teacher	Released to:	Relation to Student	Phone contact #	Time released