



FAQs



FREQUENTLY ASKED QUESTIONS ABOUT OUR DISTRICT'S SAFETY PLAN FOR SITES AND DEPARTMENTS

Q: *Does the district have a person/office dedicated to assist with finding resources and offer help to sites regarding mandated and optional safety requirements?*

A: Yes. Daniel Munoz is our district's Disaster Preparedness Manager who will organize, implement and coordinate the **Twin Rivers District Emergency Response Plan**. The **Twin Rivers Safe Schools Office** will provide assistance to sites and departments on safety related issues. Help in the development, implementation and maintenance of required Site Safety Plans will be provided by this office. Additional functions include training, ongoing assessment, and review of plans. Practice scenarios for sites are available from the district's Safe Schools Office as well.

Q: *What do I do when I have a crisis or emergency at my site?*

A: Each of the former school districts was required to have an Emergency Operations Plan. Although detailed for the specific district, all of the plans had the same basic information for what to do when a crisis or emergency occurs. Each site currently has a District Emergency Plan binder and a separate Site Safety Plan binder. These binders will remain until replaced by the **Twin Rivers Emergency Operations Plan**.

In addition, the former districts had Emergency Checklist Guides which detailed specific responses to different emergencies. These guides are useable, but will be replaced by the Twin Rivers Site/Classroom Safety Folder in the near future.

As a reminder, there are three established levels of emergencies which will dictate the type of response from the site and district:

- ◆ **Level 1-** Situations in which the scope is limited to school settings and school based personnel. Assistance from District Office. District Police or other emergency services may be utilized to assist with the event.
- ◆ **Level 2-** Larger situations in which assistance and support is required from District Office.
- ◆ **Level 3**—Large scale events which impact local or regional communities.

Q: *Will the District Office know when I have a crisis or emergency at my site?*

A: When you call 9-1-1 or **Twin Rivers Police Services @ 286-4875** our Superintendent's District Emergency Response Team (**DERT**) will be notified by **Twin Rivers Police Services**.



FAQs

As a reminder, calling 9-1-1 will connect you with either a Sacramento Police or Sheriff's Dispatcher. If you use your cell phone you will reach the California Highway Patrol Dispatcher. Each of these will immediately notify Twin Rivers Police Services Dispatcher of your call.

If you do not use 9-1-1 or Police Services you must call the **Twin Rivers District Operator at 566-1600**. The district operator will advise DERT of the event.

DERT functions to assist sites and departments when the need of resources imposed by the event exceeds the sites' available resources to resolve the event. DERT is composed of the following:

- Superintendent
- Selected Associate and Assistant Superintendents
- Director of Communications
- Chief of Police Services
- Disaster Preparedness Manager

Q: *What if we don't have quick access to a phone or the phone system is not functioning?*

A: In addition to 9-1-1 and Police Services at 286-4875, each site will have at least one portable radio programmed to reach Police Services and the District Office.

Q: *What are the district notification requirements when I have a crisis or emergency at my site?*

A: You will notify your immediate department administrator in all **Level 1 and 2 Emergency Events**.

- ◆ You will notify the District Office in all **Level 1 and 2 Emergency Events**.
- ◆ Timely notifications are encouraged to ensure additional resources (which may be available from the District Office) are provided to the sites and alert district administrators to these activities as quickly as possible.

Q: *Will the requirements of our Site Safety Plan change?*

A: No. All requirements remain the same. The **Twin Rivers Safe Schools Office** will assist individual sites and departments by providing **Twin Rivers Safety Folders** and a Safety Checklist for Principals to assist with completion of their Comprehensive Safety Plan.

- ◆ Approval of Comprehensive School Safety Plan by School Site Council is March 1, 2009.



FAQs

Q: *What if we have questions, concerns, or new ideas about the **Twin Rivers Emergency Operations Plan**?*

A: Contact Danny Munoz, Disaster Preparedness Manager at 566-1630. In addition, members of the following teams will be available to assist you:

- ◆ **Twin Rivers Safe Schools Steering Committee-** A district level support team that initiates, reviews, and modifies the District Emergency Response Plan. The committee is composed of administrative representation from all functions of the district and will meet monthly.
- ◆ **Twin Rivers Task Force-** A group of selected personnel from Site Safety Teams, the community, and outside emergency services. Members will receive bimonthly training selected by the Steering Committee from the four phases of emergency response: prevention and mitigation, preparedness, response, and recovery.
- ◆ **Site Emergency Response Teams (SERT)-** Members are selected by principal or manager to organize and implement the Site Emergency Procedures. Teams are responsible for meeting the safety needs of students and staff of their sites.

If you have any further questions about disaster or emergency preparedness, please feel free to call the Safe Schools Office and Disaster Preparedness Manager Danny Munoz at 916 566-1630 or email danny.munoz@twinriversusd.org



DISTRICT'S EMERGENCY PREPAREDNESS PLAN

Under direction of the Superintendent or his designee, Twin Rivers Unified School District has adopted these comprehensive, multi-hazard plans to ensure the safety of students, faculty and staff of the Twin Rivers Unified School District.

The plan and process is built upon the four phases of emergency management:

- **Prevention and Mitigation**
- **Preparedness**
- **Response**
- **Recovery**

These phases are interconnected and proactive efforts in each phase will impact the quality of the outcomes of the other three phases. TRUSD's Emergency Operations Guidelines will provide direction and support for the entire district and will be continuously reviewed and enhanced through routine activities. Only through these activities will our schools and district have the capacity to prevent and mitigate emergencies, prepare for incidents and respond to and recover from crisis.

PLAN'S STRUCTURE

Central Coordination of the Plan- Under the immediate direction of Assistant Superintendent Ziggy Robeson, Administrative Services and Community Relations, the Disaster Preparedness Manager, Danny Munoz, is responsible for the administration and coordination of the District's Emergency Operations Plan. The Disaster Preparedness Manager oversees or directs the following components:

- **The Safe Schools Office:** The Safe Schools Office will provide sites and departments assistance in compliance with the District's Emergency Operations Plan and Site Safety Plans. Questions and requests for assistance related to Emergency Operations will be handled by this central office.
- **Safe Schools Steering Committee:** The Steering Committee is the district level support team that reviews and suggests modifications to the Emergency Response Plan. As a support mechanism, the committee is a vehicle for sites and departments to bring new ideas and current or ongoing concerns about the District's Emergency Response Plan to district administration. The committee will have administrative representation from all functions of the district and will meet on a monthly basis.



- In addition, the committee may include representatives from local law enforcement and fire, City/County government, Social Services, Business and other interested community organizations. The process for selection of committee members will be decided by the superintendent.
- **Safe Schools Task Force:** The Task Force provides ongoing training and education related to the four phases within the District's Emergency Operations Plan. The task force is comprised of members from each site or department Site Emergency Response Team, SERT. Selection of task force members will be made by site administrators. Bi-monthly meetings are held, with training topics determined by the Safe Schools Steering Committee. Task force members will provide updates or training from these bi-monthly meetings to their sites.

COMPONENTS OF THE PLAN

Emergency Operations Guidelines: The guidelines describe how the district will operate during emergency events affecting students, faculty, staff or facilities of the district. Each site/department will have a copy of the guidelines to reference suggested operation, function, and responsibilities to our Emergency Response Plan.

District's Emergency Response Team (D.E.R.T.): When an event occurs, this district administrative team functions to assist sites and departments in coordination and allocation of needed resources when the need imposed by the current situation exceeds the affected school/department normal resources. The Team is composed of the Superintendent or his designee and selected Cabinet members.

District Emergency Communication System: The district emergency communication system includes 2-way radio, cellular, and data links to alert district's central office, sites, and transportation when a significant event occurs. In addition, police services, emergency services and the community can be included in the communication loop when necessary.

District sites and transportation vehicles are equipped with a 2-way radio to receive or communicate emergency information. The district's Connect Ed System allows district, managers or principals to directly notify recipients during an emergency. Recipients include parents, administrators and staff.

Site Emergency Procedures Workbooks/ Comprehensive Site Safety Plan:

Site procedures workbooks provide school site administrators and program managers with instructions which simplify procedures in case of an event. Procedures are a summary of the District's Emergency Operations Guidelines, and are site/department specific in terms of identifying key personnel, their roles, and emergency functions. The term "Site" is inclusive of both school sites and support program operations.



Emergency

For school sites only, the mandated Comprehensive School Site Safety Plan portion includes specific procedural guidelines and a Safety Checklist for principals in the development of their CSSSP. Additional assistance can be requested from the Safe Schools Office.

Site Emergency Response Team (SERT): This team, under the direction of the site principal or department manager, is organized to help develop and implement Site Emergency Procedures and ensures that all student and employee needs are addressed. SERT is composed of personnel representing groups and sub-groups of employees and students of the specific site or department.

Site Safety Folders/Quick Reference Guides: The basic functional component for all sites. The folders will be used in each classroom with specific site information and health information on students. For office use, additional information is included for students and staff with life threatening conditions and appropriate care for them. All administrators and staff members will be aware of the district's emergency guidelines of when and how to call for help and what the response procedures will be.



TRUSD Incident Command System

Introduction to the Incident Command System (ICS)

Every complex job needs to be organized, and managing crises in schools is no exception. The **Incident Command System (ICS)** has become the nationwide standard for emergency management, preparedness and response. TRUSD has adopted the ICS model as an expandable system of management which has proven to be workable for many emergencies, from small events to large disasters and is currently required for use by a wide range of agencies across the country.

A basic premise to ICS is that in an emergency situation staff will transition from their day-to-day job to a similar function in addressing that emergency. **For Level 1 Events**, the principal or designee becomes the Incident Commander. **For Level 2 and 3 Events**, the Superintendent or designee becomes the Incident Commander as Twin Rivers USD will open the District Emergency Operations Center in response to the needs of the district and community.

Division of Labor

The major concept behind ICS is that every emergency, no matter how large or small, requires that certain tasks or functions be performed. The organization can expand or contract according to the size of the emergency and the staff available. The primary functions of the ICS are: **Management, Operations, Logistics, Planning/Intelligence, and Administration/Finance.**

IN SIMPLE TERMS ...

Management: Is in charge

Operations: Makes it happen (by “doing”)

Logistics: Makes it possible (by “getting”)

Planning/Intelligence: Makes it rational (by “thinking”)

Administration/Finance: Makes it fiscally accountable (by “recording”)

Span of Control

Another concept of ICS is Span of Control. The structure dictates that no one person should be in charge of more than seven other people. The optimum number is five, unless a large number of people are all performing the same function; for example, one person might be in charge of 10 teachers, who are all caring for students.



Emergency

For Level 2 and Level 3 Events, the following ICS Command Structure will be implemented by Twin Rivers Unified School District’s EMERGENCY COMMAND CENTER.

DISTRICT EMERGENCY RESPONSE TEAM

Provides overall policy direction and coordination for the emergency response and sets priorities.

INCIDENT COMMANDER of EOC Frank Porter, Superintendent

District Emergency Response Team

Rob Ball, Assoc. Supt. BSS

Ziggy Robeson, Asst. Supt. of AS/CR

Media

Lead- Trinette Marquis, Director Communications

Alternate-Kate Bishop, Director Community/Parent Involvement

FINANCE “keepers”

Lead-Rob Ball, Assoc. Supt. BSS 566-1700

Alternate-Tracy Shackleton, Asst. Supt. for Fiscal 1647

Staff-Ruth Hall, Director Purchasing 566-1541

Staff- Joe Angel, Director Risk Management 566-1720

OPERATIONS “doers”

Lead -Patty Smart, Assoc. Supt. ER/HR 263-8289

Alternate -Janet Balcom, Asst. Supt. SE/SS 566--1757

Staff -Jerome Day, Director Technology Services 566-1600 x1511

Staff -Sgt. David Lugo, Police Services 275-0400

LOGISTICS “getters”

LEAD-Alan Colombo, Asst. Supt. Facilities Services 566-1625

Alternate-Larry Tosta, Asst. Supt. Secondary Ed. 566-1638

Staff-Jill VanDyke, Director Nutrition Services 566-1677

Staff-Chuck Ernst, Director Transportation Services 263-6323

PLANNING/INTELLIGENCE “thinkers”

Lead-Chris Breck, Chief of Police Services 286-4870

Alternate-Danny Munoz, Emergency Prep Manager 566-1630



Emergency

EMERGENCY COMMAND CENTER LOCATION

TWIN RIVERS USD CENTRAL OFFICE BUILDING

3200 HOWARD STREET

McCLELLAN, Calif. 95652

Direct Phone- 916-566-1600

EMERGENCY COMMUNICATIONS CENTER

TWIN RIVERS POLICE SERVICES DISPATCH CENTER

1333 Grand Avenue

Sacramento, Calif. 95838

Direct Phone 916-236-4875

