



Santa Ana Unified School District

RISK MANAGEMENT

Jane A. Russo, Superintendent

August 16, 2007

Nancy Wieben Stock, Presiding Judge
Orange County Superior Court
700 Civic Center Drive West
Santa Ana, CA. 92701

Re: Orange County Schools Disaster Plans: A Disaster Waiting To Happen?

Dear Judge Stock,

In accordance with California Penal Code Sections 933 and 933.05, the Santa Ana Unified School District is responding to the Orange County Grand Jury's request for response to their report titled: Orange County Schools Disaster Plans: A Disaster Waiting to Happen?

Response to Findings:

F-1. The overall quality of the 28 Orange County School Districts and their individual school's emergency preparedness plans are in need of much improvement.

The Santa Ana Unified School District does not agree with such a broad statement. We found the original and only request for information from the Grand Jury vague. The Santa Ana Unified School District now is informed that the Grand Jury used as part of their evaluation additional criteria that we were not aware of.

- Does the plan incorporate the principles of SEMS?
- Are the teachers and staff aware of their roles?
- Have they been trained to perform their responsibilities?
- Does the school conduct drills and exercises that involve the performance of the main water, gas, electrical shut off valves identified on the plot plan?
- Are the locations of First Aid stations and the location of emergency supplies identified on the plot plan?
- Has the school made an assessment of the skills and/or needs of its staff, and have the appropriate people been trained on first aid, CPR, damage assessments, search and rescue and fire suppressions?
- Lastly, are staff members aware that they are emergency disaster workers under California Government Code 3100?

Had the District known that the Grand Jury required this information, which is available in other preparedness documents and loss control reports and audits, the District would have forwarded that information. The District is prepared to provide all additional documents, as needed.

1601 E. Chestnut Avenue, Santa Ana, CA 92701-6322 (714) 558-5856

BOARD OF EDUCATION

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Response to Recommendations:

R-1. Orange County School Districts should make sure that they and their individual schools have a SEMS equivalent plan, and these should be submitted to the Orange County Department of Education/Superintendent of Schools for review.

The Santa Ana Unified School District is responding to plan components that the Grand Jury would like addressed with either:

- (1) The recommendation has been implemented, with a summary of the implementation or
 - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation
- Do the schools have personnel assigned to the various positions? (1)
 - Are there back ups for all positions? (1)
 - Are the assigned persons trained for their duties? (1)
 - Do they perform drills based on the plan? (1)

See attached Progressive Flowchart of Disaster Preparedness Training for 2007-08

- Was a hazards assessment in the area of the school performed? (1)

The Santa Ana Unified School District performed both a Loss Control/Safety Audit and Security/Threat Assessment Audits for all schools and support sites. The District will update all District and School Plans to include appropriate data from those reports.

- Is there a plot plan identifying the location of critical stations? (2)

The Santa Ana Unified School District has submitted an application for \$627,000 to have web based plans that would include mapping of all schools through the Readiness and Emergency Management for Schools (REMS) grant competition. The funding, if successful, would be available in September, 2007 with a fifteen (15) month timeframe for implementation. The Grant supports efforts by schools to improve and strengthen their school emergency management plans, including training school personnel and students in emergency response procedures; communicating emergency plans and procedures with parents; and coordinating with local law enforcement, public safety, public health, and mental health agencies. The Scope of the Project follows:

The SAUSD will develop an innovative, interactive and comprehensive emergency response database designed to collect and assemble the information needed in an emergency and to make that vital information available with immediate access for first responders and community and school stakeholders. As we all learned from the Hurricane Katrina response, it is critical for the local community to have the ability to access, organize, understand and disseminate correct information in the matter of seconds when facing a disaster.

Ideally, to achieve the highest level of readiness possible, a qualified contractor in the field will be hired to assist in the implementation of the activities under this grant. The contractor would be able to organize large amounts of descriptive data. The SAUSD would require the contractor to take pictures of or create blueprints of, at a minimum, our floor plans, hazardous materials, the shut-off valves for our utilities, and all angles of the building, including aerial views. These images would need to be compiled into an easily accessible database that any first responder could access immediately to be able to understand all aspects of a situation without having to be on site. The aerial maps will show evacuation routes, proximity to nearby criminal havens, nearby topography of flood plains, possible evacuation routes and other critical information in a crisis situation. Other information to be included in the database includes building dimensions, the estimated number of occupants in the building at that time (based on school schedules and after school/ weekend activities), fire codes, information on special procedures for students and faculty with disabilities or special medical needs, information on the bilingual coordinator at each school, evacuation/escape routes, road blocks, triage, student / parent reunification locations, media locations (and phone number for the Public Information Officer), and staging areas for community and mutual aid volunteers, fire, police, SWAT teams, emergency managers, local government stakeholders.

The updated *Disaster Preparedness Plans* will be electronically stored and categorized by incident, into the database. The plan will include roles and responsibilities for each situation (i.e. the Sheriff would take the lead in a violent situation, while the Fire Chief would take the lead in a fire). Detailed plans will be included for all incidents currently covered by the plans, including: accidents, armed students, possible armed students reported later by independent sources, bomb threats, earthquakes, fire and/or explosions, brush fires –shelter in place or evacuate, vehicle floods, gang fights, hazardous material spills, homicides, hostage situations, kidnapping/ child stealing, plane crashes, rapes, riots, shootings, suicides, and suspicious circumstances.

By putting the plans in the same database as the images, and making the plans accessible to all first responders, the District will: a) make the plans easy to update; b) insure the plans are current; and c) will provide immediate access to a well-defined plan that is easy to implement in the case of an emergency. In addition to outlining each person's role and the sequence of events to resolve the crisis/ emergency, the plan will list the contact information for all emergency personnel who may be involved.

- Are the necessary resources available to deal with an incident? (2)

The District has been working on securing resources for the District's EOC as well as the schools, (ie: Communications equipment, EOC software, incident command boards and forms, emergency supplies, etc.) The Operational Area (OA) /Orange County Sheriffs' have informed us that all special districts and school districts in Orange County will be provided with *WEB EOC* software.

- Has each school identified a variety of potential incidents and are there procedures to deal with each incident? (1)

Although all situations can not be predicted, the District has identified potential areas and the related emergency procedures to be followed. The District will be providing each classroom and office with an easy to follow flipchart for reference in case of emergency.

Lastly, The Santa Ana Unified School District will disseminate information to all its' employees regarding their status as Disaster Workers under California Government Code 3100.

I hope the Santa Ana Unified School District has addressed the Grand Jury's concerns.

The Grand Jury Report addressed a very important subject and an area of significant concern for everyone. If the Grand Jury's Report provides a catalyst for action and hopefully, funding in the future for school districts in Orange County and California, I applaud them.

Sincerely,

A handwritten signature in black ink, appearing to read "Camille Boden". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Camille Boden
Executive Director of Risk Management

DISASTER PREPAREDNESS TENTATIVE PROGRESSIVE TRAINING FLOWSHEET

DATE	TOPIC	PARTICIPANTS TO BE TRAINED			
1-30-07 	Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) Session 1 - January 30, 2007 District Office Training Center, Robin Flint, Poms & Associates, Trainer	EOC Members/ District Office Personnel	Incident Commanders/ Principals	Backup Incident Commanders/ Asst. Principals	Support Site Incident Commanders
3-28-07 	National Incident Management System (NIMS) 100 Class and NIMS 700 Class- Session 2 District Office, Robin Flint, Poms & Associates, Trainer	EOC Members/ District Office Personnel	Incident Commanders/ Principals	Backup Incident Commanders/ Asst. Principals	Support Site Incident Commanders
May 17, 2007 	EOC-Communications Center -Jurisdictional Information Management System Forms Training and Train the Trainer Instructor: Peggy Erdner, Orange County Sheriff	Camille Boden			
June 4, 2007 	EOC-Finance - Financial and cost analysis and administrative aspects not handled by the other functions. Instructor: Mike Martinez, Office of Disaster Management	Camille Boden	Jamie Brown	Kara Wantin	Tim Peck
July 31- Aug 1, 	Homeland Security Exercise and Evaluation Training - Simulation trainings and setup City of Santa Ana	Camille Boden	Barbara Cummings		
TBD	EOC-Communications Center -Responsible for receiving and transmitting all communications between District Emergency Command Center (EOC) and schools/support sites and training on receiving JIMS forms	Camille Boden	Irma Martinez, Claudia Bernal	Jeanette Brooks, Michele Felix	Laura Ramirez
TBD	EOC-Planning & Intelligence - Collecting, evaluating, and disseminating information and maintaining documentation	Juan Lopez	Michele LePatner Howard Bryan	Freda Odum	Marjorie Cochran
TBD	EOC-Logistics - Providing facilities, services, personnel, equipment, and materials in support of the incident.	Karen Aeppli	Chris Telarico	Jerry Hills Dave Woolsey	Debbie Garrow
TBD	EOC-Operations - Coordinating all jurisdictional operations in support of the response to the emergency.	Dennis Ziegler	Mark Millar	Dave Lumely	Joe St. Martin
TBD	EOC-Public Information -Is responsible for interfacing with the public and media and other agencies with incident related requests	Angela Burrell	Amelia Ayaia	Cesar Vargas	
TBD	EOC-Liaison Officer -is the point of contact for representatives of other government agencies, nongovernmental organizations and/or private entities.	Doreen Lohnes	Pat Machado	Holger Kasper	
TBD	Site -Incident Command Communications & JIMS Forms -Training on District protocols-receiving and transmitting all communications between District Emergency Command Center (EOC) and training on JIMS FORMS- forms required by Operational Area Command (OC Sheriff) to assist with situational information gathering during an emergency event or incident	Incident Commander/ Principals	Incident Commander/ Support Sites- PPS, Warehouse, Print Shop, Food for Thought	Incident Commander/ ROP	Incident Commander/ Head Start
TBD	Incident Command System - Person in Charge Introduction to Incident Command System (ICS) tailored to school situations. It will familiarize participants with how the Incident Command System can be applied in	Principals	Assistant Principals (Back-up Incident Commanders)	Mary Lou Romero Frances Byfield	Jack Oakes Kevin Minnich

	school-based incidents and how school personnel can interface with community response personnel during a multi-jurisdiction, multi-agency, multi-discipline incident				
TBD	Site Training-Search & Rescue/Sweep Team- Sweep all areas and Rescue	School Staff assigned to Emergency team			
TBD	Business Continuity Planning- Responsible for overall emergency policy and developing plans to keep the organization functioning	Jane Russo	Cathie Olsky	Don Trigg Dr. Lewis Bratcher	Dr. Helen Stainer
TBD	Site Training-First Aid Team- Administer first aid, record information on injuries, ensure medical supplies, emergency health records and student health cards are at the location	Gayle McLean	School Staff	Nurses	
TBD	Site Training-Student Release Team- Release students to authorized parent or guardian	School Staff assigned to Emergency team			
TBD	Site Team Training-Security Team- Shut off all utilities, loc external gates/doors and secure school, assist emergency personnel	School Staff assigned to Emergency team			
TBD	Site Team Training Student Accounting Team- Take roll, ascertain the extent o injuries, assist teachers, supervise and reassure students throughout the duration of the emergency	School Staff assigned to Emergency team			