Cecilia A. Massetti, Ed.D.
Superintendent of Schools

Agenda Item 8.4.2

Board of Education Action Item
October 12, 2021

Topic:
Consideration/Annual Review of the Emergency Preparedness Plan for Madera County Superintendent of Schools.

Background:
Updates have been made to the 21/22 Madera County Superintendent of Schools Emergency Preparedness Plan. The Incident Command System staffing information for the administration building, countywide response, and other MCSOS program sites, have been updated to current staff. Additionally, revisions were made to several evacuation maps of MCSOS programs. These updated pages are attached.

Our programs continue to update their site plans to be in alignment with the plan for the Superintendent of Schools as a whole. The updated pages from the site plans are attached.

A complete Emergency Preparedness Plan binder will be available to review at the meeting.

Financial Impact:
None

Resource:
Kim Linderholm
Senior Business & Administrative Services Assistant
Business & Administrative Services

Recommendation:
It is recommended the Board approve the changes made to the 2021/22 Emergency Preparedness Plan for the Madera County Superintendent of Schools

Emergency Preparedness Plan for

Madera County Superintendent of Schools

2021-2022

Date Adopted by Board: October 12, 2021

October 12, 2021

Subject: MADERA COUNTY SUPERINTENDENT OF SCHOOLS EMERGENCY PREPAREDNESS PLAN

The Emergency Preparedness Plan (EPP) has been designed specifically to follow our own Standardized Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS) compliant plans. The basic structure of the plan is in compliance with the requirements of both SEMS and NIMS and should not be significantly modified. A key component to this plan is the Incident Command System (ICS). There are five basic functions of the Incident Command System: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration.

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this EPP has been developed.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This EPP has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 12, 2021

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Administration Building and addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, gas and electric lines, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools Office of Education Administration Building.

All the material contained herein will be reviewed at least once annually and updated as legislation, legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 12, 2021

MADERA COUNTY SUPERINTENDENT OF SCHOOLS
INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART

For the MCSOS Administration Building—9/17/2021

MANAGEMENT
EOC Director/IC

1. Dr. Cecilia Massetti
County Superintendent
2. Tricia Protzman
Assistant Superintendent

Command Staff
PIO—Incident Commander
Safety Officer—Joe Casarez
Liaison Officer—Jennifer Pascale

Operations Section Chief
1. Dennis Lingo
2. Jessica Drake

Communications Team Leader
1. Hugh Levine
2. Sam Pedersen
3. Irvin Pena

Light Search & Rescue Team Leader
1. Jason Mercier
2. Donnie Gray
3. Robert Velasquez

First Aid Team Leader
1. Chris Lopez
2. Nathalie Gomez

Staff & Visitor Accounting Team Leader
1. Natalie Gomez
2. Graciela Daza
3. Angelica Perez

Maintenance/Fire/Site Security Team Leader
1. Antonio Olivera
2. Edgar Dayuday
3. Scott Sweazy

Crisis Intervention Team Leader
1. Marisa Etheridge
2. Rebecca Simko
3. Jason Peterson

Logistics Section Chief
1. Opie Riar
2. Kim Linderholm
3. Jim Sargent

Supplies Team Leader
1. Stephanie Daffron
2. Eva De La Cerda
3. Ana Gonzalez

Staffing Team Leader
1. Kelly Kline
2. Laura Rodriguez
3. Adriana Pompa

Planning/Intelligence Section Chief
1. Dianna Marsh
2. Kirk Delmas

Situation Status Team Leader
1. Luz Barragan
2. Michelle Brewer
3. Melissa Murry

Documentation Team Leader
1. Brenda Plauson
2. Sonia Ramos
3. Yvette Torres

Finance/Administration Section Chief
1. Julie DeWall
2. Marisol Verduzco

Recordkeeping Team Leader
1. Rhonda Yohman
2. Sandra Solis
3. Leticia Gallegos

Staff not assigned as a Section Chief or Team Leader will be given support assignments as necessary through Logistics Section Chief.

Emergency Preparedness Plan
Apollo Campus Mental Health
2021-2022 Updates

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Apollo Campus that addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools Apollo Campus.

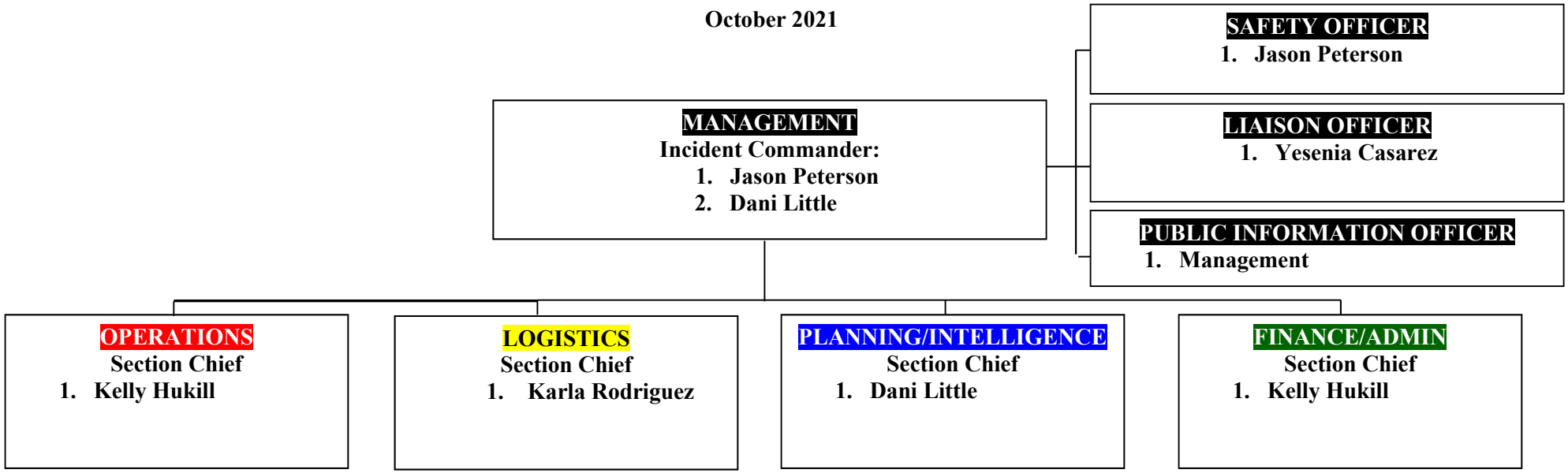
All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

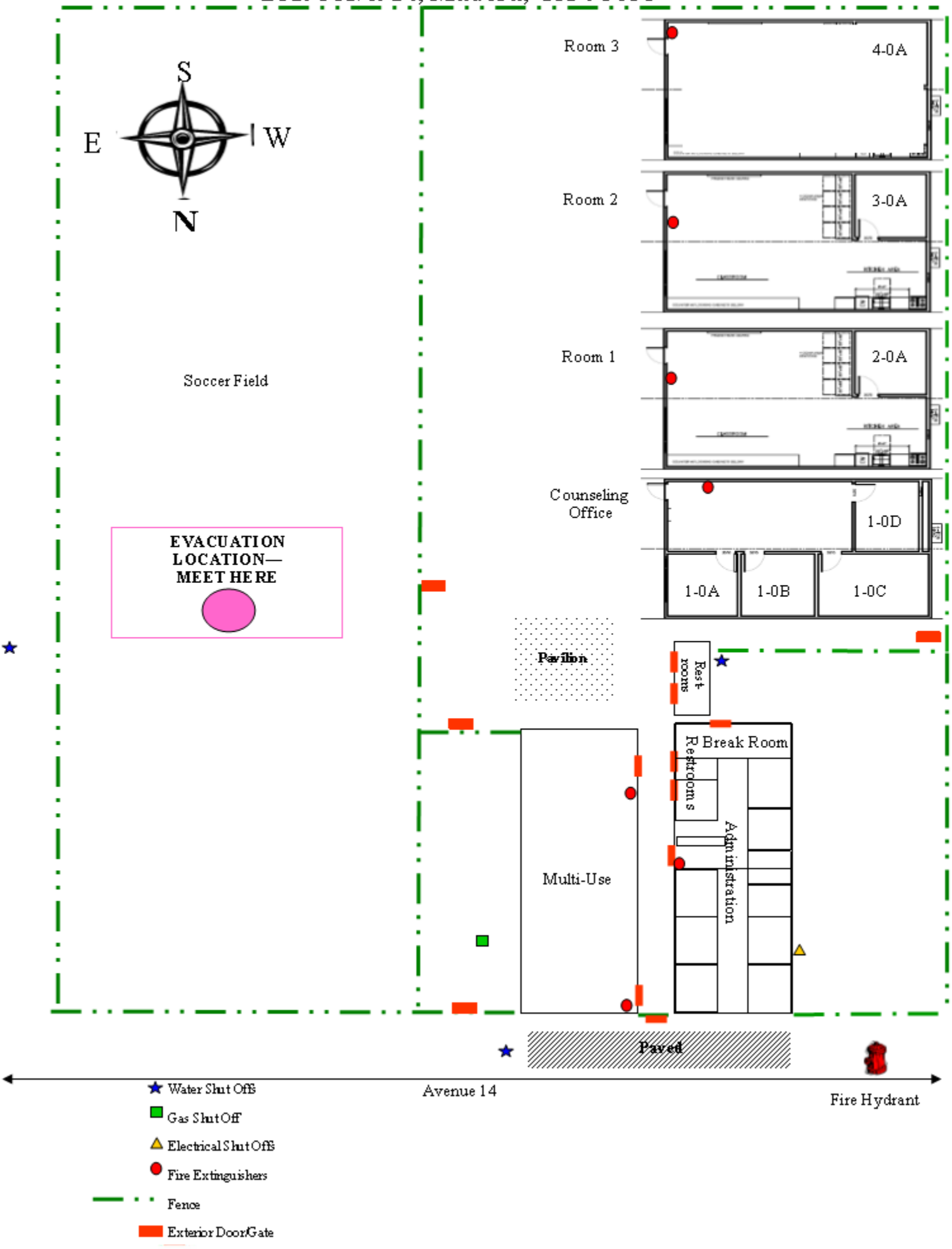
Madera County Board of Education
Annual Review and Update: October 12, 2021

Madera County Superintendent of Schools Apollo Campus, Mental Health Services
INCIDENT COMMAND SYSTEM (ICS) Organization Chart

October 2021



Apollo Campus
28198 Ave. 14, Madera, CA 93638



The Crisis Intervention Team

The School Site Crisis Intervention Team is comprised of designated staff members and MCSOS support personnel who are able to assist with the identification, assessment and intervention of students and staff affected by a traumatic event such as a natural disaster, sudden death, suicide, bus accident, drive-by, shooting, etc.

Apollo Campus Crisis Intervention Team Members:

	Name	**Work Phone**	**Cell Phone**
Program Coordinator	Dani Little	662-4647	906-9227
*School Psychologist	Rita Sepulveda	662-4649	760-3727
*School Nurse	Holly Cambra	662-4823	706-2413

Activation of the Crisis Team and MCSOS Support Staff

In response to notification of an emergency or disaster, sudden death, suicide, school bus accident, etc., the site administrator immediately notifies the Superintendent, the immediate supervisor and assembles the Crisis Intervention Team to help plan the response and prepare for the following day. Plans should include:

- Requesting assistance from the Associate Superintendent, Human Resources to prepare a written statement and to direct other staff as to how to handle phone calls and requests for information about the emergency or disaster.

- Establishing a crisis center on campus where crisis team members will be available to meet with students/staff/parents.

- Promptly sharing factual information with staff, students, parents and community.

- Planning staff meetings or other communications as soon as possible to share information.

- Providing an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.

- Providing a written statement which teachers may use to announce the event to students/parents.

- Requesting teachers to refer students who seem especially upset to the school's crisis center for individual counseling.

Crisis Intervention Team Responsibilities

I. Initial Crisis Planning

A. Identify problem/event and determine degree of impact on school.
B. Determine if additional support is needed and notify MCSOS offices for assistance.
C. Review facts and determine what information is to be shared with:
    1. Faculty
    2. Students
    3. Parents/Community
    4. Media liaison

Apollo Campus
Phone Contact List

Jason Peterson, Program Director
Office: 662-4611
Cell: 559 917-5446

Dani Little, Program Coordinator
Office: 662-4667
Cell: 559 806-9227

Holly Cambra, School Nurse
Office: 662-4823
Cell: 706-2413

Madera County Superintendent of Schools
Phone Contact List
559-673-6051

Jessica Drake, Executive Director, Student Programs and Services
662-4669

Kim Linderholm, Senior Administrative Assistant, Operations
662-6295

Our phone system is the most effective communication on campus through the #700 all-call. This is the most efficient way to contact all staff if emergency situation occurs.

Emergency Preparedness Plan
Madera County Superintendent of Schools
Career & Alternative Education Services
2021-2022 Updates

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Career & Alternative Education Services school sites and addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, gas and electric lines, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools Career & Alternative Education Services school sites.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 12, 2021

Madera County Superintendent of Schools PIONEER TECHNICAL CENTER CHOWCHILLA
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2021

MANAGEMENT
Incident Commander:
Alan Macedo, Program Director Career and Alternative Education Services

SAFETY OFFICER
1. Debra Haworth

LIAISON OFFICER
1. Jose Espinoza

PUBLIC INFORMATION OFFICER
1. Management

OPERATIONS
Section Chief
1. Alan Macedo

OFFICE COMUNICATIONS TEAM
1. Donna Gilstrap

STAFF and VISITOR ACCOUNTING TEAM
1. Marisol Mendez

STAFF COMMUNICATIONS TEAM
1. Alan Macedo
2. Jennifer Neely

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Jennifer Neely
2. Alan Macedo

CRISIS INTERVENTION TEAM
1. Rita Sepulveda
2. Maya Falcón

LOGISTICS
Section Chief
1. Fred Cogan

PLANNING/INTELLIGENCE
Section Chief
1. Fred Cogan
2. Alan Macedo

SITUATION STATUS TEAM
1. Jennifer Neely

DOCUMENTATION TEAM
1. Marisol Mendez

FINANCE/ADMIN
Section Chief
1. Fred Cogan
2. Alan Macedo

RECORDKEEPING TEAM
1. Marisol Mendez

Madera County Superintendent of Schools PIONEER TECHNICAL CENTER
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2021

MANAGEMENT
Incident Commander:
Scott Ellingson, Principal

SAFETY OFFICER
1. Karl Diaz

LIAISON OFFICER
1. Jose Espinoza

PUBLIC INFORMATION OFFICER
1. Management

OPERATIONS
Section Chief
1. Scott Ellingson

OFFICE COMUNICATIONS TEAM
1. Diane Romero
2. Rita Navarro

STAFF and VISITOR ACCOUNTING TEAM
1. Diane Romero
2. Rita Navarro

STAFF COMMUNICATIONS TEAM
1. Lauren Twohey
2. Sue Steinmetz

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Marcial Ocampo
2. Marianna Domokos

CRISIS INTERVENTION TEAM
1. Rita Sepulveda
2. Myrtha Torres

LOGISTICS
Section Chief
1. Scott Ellingson
2. Diane Romero
3. Rita Navarro

PLANNING/INTELLIGENCE
Section Chief
1. Scott Ellingson
2. Fred Cogan

SITUATION STATUS TEAM
1. Jose Espinoza
2. Cheryl Clawson

DOCUMENTATION TEAM
1. Rita Navarro
2. Diane Romero

FINANCE/ADMIN
Section Chief
1. Fred Cogan
2. Scott Ellingson

RECORDKEEPING TEAM
1. Rita Navarro
2. Diane Romero

Madera County Superintendent of Schools MADERA COUNTY INDEPENDENT ACADEMY
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2021

MANAGEMENT
Incident Commander:
Hugo Sanchez, Program Director Career Technical and Alternative Education Services

SAFETY OFFICER
1. Holly Rodriguez

LIAISON OFFICE
1. Jose Espinoza

PUBLIC INFORMATION OFFICER
1. Management

OPERATIONS
Section Chief
1. Hugo Sanchez

OFFICE COMUNICATIONS TEAM
1. Elizabeth Sanchez

STAFF and VISITOR ACCOUNTING TEAM
2. Ruby Horta

STAFF COMMUNICATIONS TEAM
1. Maya Falcon
2. Karla Guevara

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Angel Reyes
2. Jose Espinoza

CRISIS INTERVENTION TEAM
1. Rita Sepulveda
2. Elizabeth Rodriguez

LOGISTICS
Section Chief
1. Maya Falcón

PLANNING/INTELLIGENCE
Section Chief
1. Fred Cogan
2. Hugo Sanchez

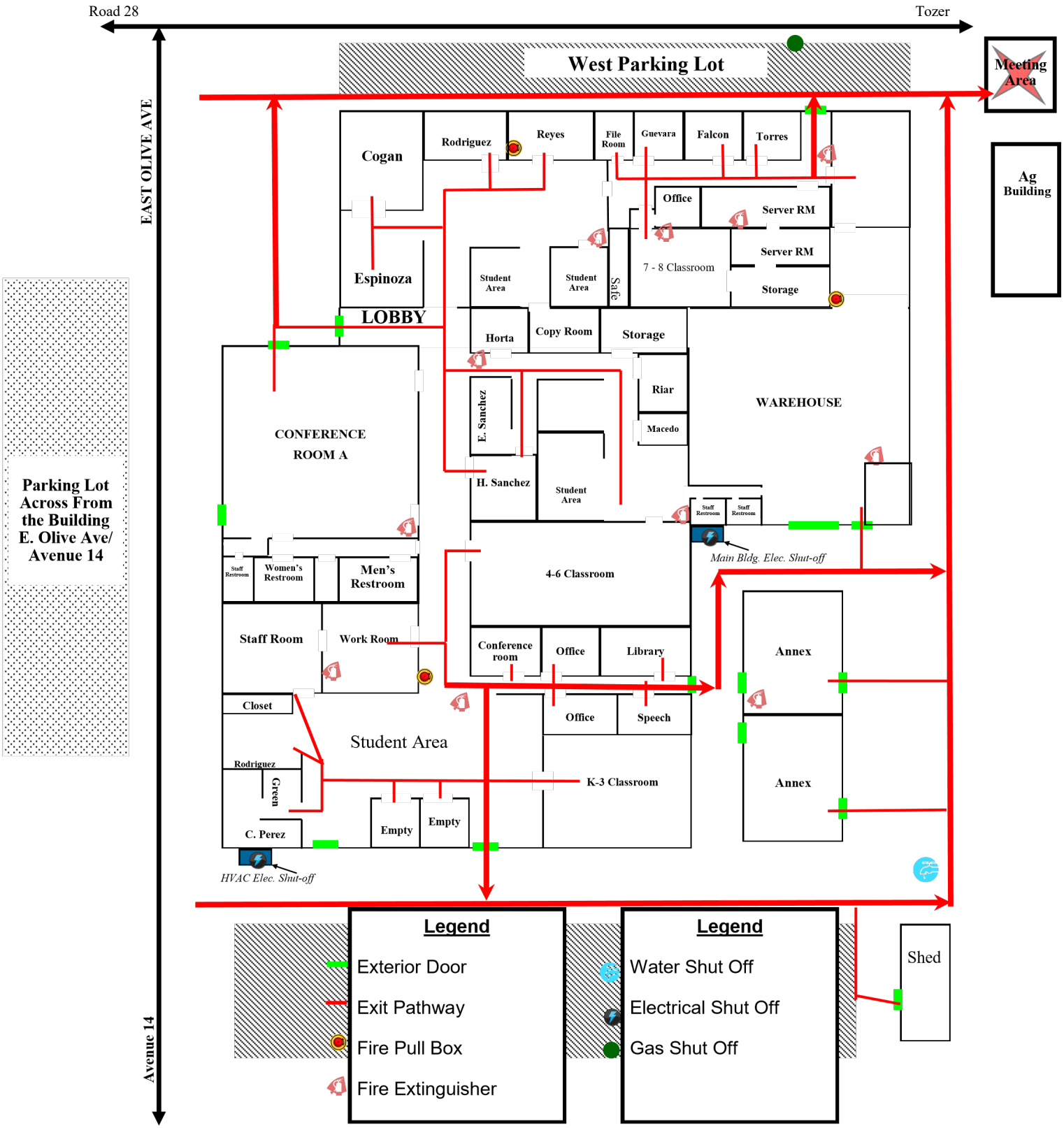
SITUATION STATUS TEAM
1. Corry Perez
2. Sharon Green

DOCUMENTATION TEAM
1. Elizabeth Sanchez

FINANCE/ADMIN
Section Chief
1. Fred Cogan
2. Hugo Sanchez

RECORDKEEPING TEAM
1. Ruby Horta

FIRE EVACUATION ROUTES
Madera County Independent Academy
1635 E. Olive Ave—Madera, CA 93638 October 2021



Emergency Preparedness Plan
Early Education Center (EEC)
2021-2022 Updates

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Early Education Center that addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

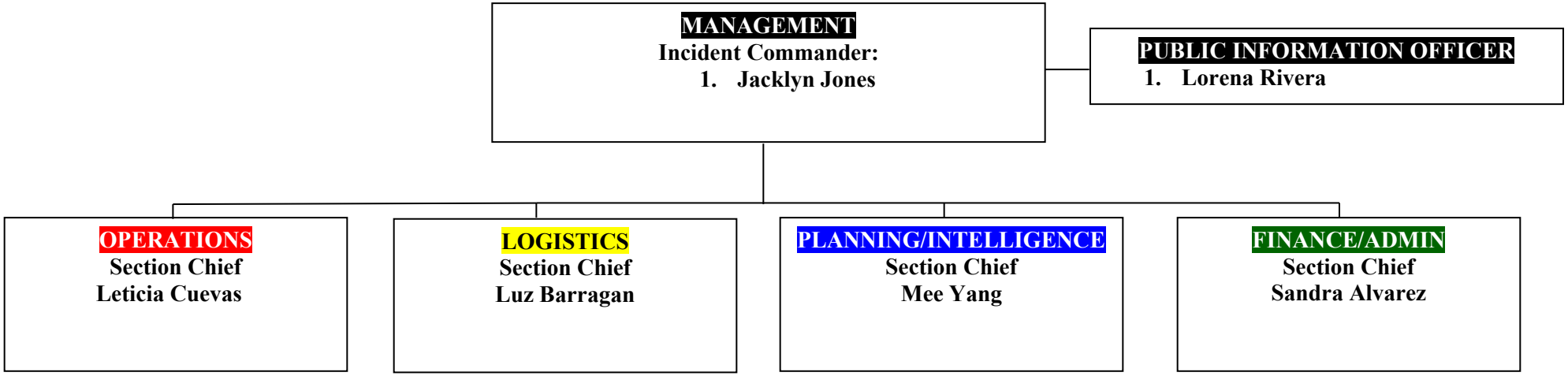
Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools Early Education Center.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 12, 2021

Madera County Superintendent of Schools Early Education Center
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2020



Procedures

The closure of the center, depending upon the circumstances involved, will be authorized by one of the following: Madera County Public Health Officer, the State Superintendent of Schools, the Madera County Superintendent of Schools/designee, or the Governor.

1) Notify Staff & Students
    a. Make an announcement preferable over the phone or intercom system. From any EEC phone, Dial #400, wait two seconds, and speak clearly and slowly:
    b. "Your attention please. Your attention please. Due to the _____, it has been determined that our school must close. Please follow teachers' instructions as you leave the buildings. Please remember to take your personal items with you."

2) Post "Center Closed" signs at main entry points (provide information on how to get additional information such as emergency phone number, radio station, etc.).

3) Notify offsite programs that your site is closing along with the circumstances.

4) School sites use Connect-ED to notify parents that school site will close and their children need to be picked up. Or other transportation needs may be arranged.

5) Contact Community Care Licensing to provide a full report. Follow up with an Unusual Incident Report within 7 calendar days of the closure (LIC 624)

Section(s) Activated Cancellation/Center Closure During Center Hours

Management

Operations

Cancellation/Center Closure Before the Center Day Begins

The Early Education Center may be ordered closed if conditions warrant the closure of the site prior to the beginning of the workday, **every effort will be made to contact all staff members and students to notify them of the closure**.

When to Close the Center Before the Center Day Begins

1. Civil Unrest
2. Dam Failure
3. Explosion
4. Flood
5. Hazardous Materials Incident/Chemical Accident
   NOTE: When evacuating the building or grounds, move crosswind to avoid fumes. Never move up or downwind. Provide First Aid if necessary.
6. Landslide
7. Major Earthquake
8. National Security Emergency
9. Pandemic Influenza
10. Radiological Incident
11. Terrorism
12. Transportation Accident
13. Wildland/Urban Interface Fire
14. Severe Weather
15. Extended Power Failure
    NOTE: The Site Administrator's designee(s) will contact the utility company to determine when power will be restored. Subsequent decisions will be made by the Site Administrator or designee(s) regarding maintaining the campus in an "open for business" mode.

Procedures

Staff and students will be notified at the earliest possible opportunity in the event of a site closure. The Site Administrator/designee will notify staff and students by phone through a phone notification system and through the site online parent portal prior to regularly scheduled school hours to the extent possible. The Site Administrator/designee will assign an individual to go to the site (if safe to do so) to post a "CENTER CLOSED" sign with information to direct anyone coming in to their site where to find additional information. Notify offsite programs that your site is closing along with the circumstances. A message will be sent to all parents and/or guardians of school closure through Connect-ED.

Section(s) Activated Cancellation/Center Closure Before the Center Day Begins

Management

Emergency Preparedness Plan
Gould Educational Center
2021-2022 Updates

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with Gould Educational Center and addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, gas and electric lines, and electrical power main shutoff switches as they apply to the Gould Educational Center.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Gould Educational Center in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 12, 2021

Madera County Superintendent of Schools
GOULD EDUCATIONAL CENTER
INCIDENT COMMAND SYSTEM (ICS) Organization Chart
October 2021

MANAGEMENT
Incident Commander:
1. Tanya Hill
2. Alex Manriquez

SAFETY OFFICER
1. Gabriela Garibay
2. Jessica Amezola

PUBLIC INFORMATION OFFICER
1. Management/IC

LIAISON OFFICER
1. Robbie Aledo
2. Vicki Palmer

OPERATIONS
Section Chief
1. Tanya Hill
2. Alex Manriquez
3. Robbie Aledo

LOGISTICS
Section Chief
1. Alex Manriquez
2. Gabriela Garibay

PLANNING/INTELLIGENCE
Section Chief
1. Tanya Hill
2. Robbie Aledo

FINANCE/ADMIN
Section Chief
1. Marisol Verduzco
2. Leticia Gallegos
3. Chantal Garcia

FIRST AID TEAM
1. Robbie Aledo
2. Dolly West
3. Holly Cambra
4. Kellsey Hampton

STAFF and VISITOR ACCOUNTING TEAM
1. Jessica Amezola
2. All teachers (roll)

MAINTENANCE/FIRE/SITE SECURITY TEAM
1. Darryl Burton
2. Susana Mesa
3. Jaime Nungaray

CRISIS INTERVENTION TEAM
1. Serina Hernandez
2. Susie Verduzco-Samanc

The Crisis Intervention Team

The School Site Crisis Intervention Team is comprised of designated staff members and MCSOS support personnel who are able to assist with the identification, assessment and intervention of students and staff affected by a traumatic event such as a natural disaster, sudden death, suicide, bus accident, drive-by, shooting, etc.

Gould Educational Center Crisis Intervention Team Members:

	Name	Work Phone	Cell Phone
Program Director	Tanya Hill	662-4803	908-1685
*School Psychologist	Serina Hernandez	662-4609	481-5972
*School Psychologist	Susie Verduzco-Samanc	662-4837	706-0285
*School Nurse	Robbie Aledo	662-4843	517-6746
Transportation Manager	Alex Manriquez	662-4804	416-0761

Activation of the Crisis Team and MCSOS Support Staff

In response to notification of an emergency or disaster, sudden death, suicide, school bus accident, etc., the site administrator immediately notifies the Superintendent, the immediate supervisor and assembles the Crisis Intervention Team to help plan the response and prepare for the following day. Plans should include:

- Requesting assistance from the Associate Superintendent, Human Resources to prepare a written statement and to direct other staff as to how to handle phone calls and requests for information about the emergency or disaster.

- Establishing a crisis center on campus where crisis team members will be available to meet with students/staff/parents.

- Promptly sharing factual information with staff, students, parents and community.

- Planning staff meetings or other communications as soon as possible to share information.

- Providing an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.

- Providing a written statement which teachers may use to announce the event to students/parents.

- Requesting teachers to refer students who seem especially upset to the school's crisis center for individual counseling.

Crisis Intervention Team Responsibilities

I. Initial Crisis Planning

A. Identify problem/event and determine degree of impact on school.
B. Determine if additional support is needed and notify MCSOS offices for assistance.
C. Review facts and determine what information is to be shared with:
   1. Faculty
   2. Students
   3. Parents/Community
   4. Media liaison
D. Determine how the information is to be shared with staff/students/parents in order to control factual information.
   1. Provide referral processes, including procedures for self-referral

Gould Educational Center
Phone Contact List
559-674-0915

Tanya Hill, Program Director
Office: 662-4803
Cell: 908-1685

Robbie Aledo, School Nurse
Office: 662-4843
Cell: 517-6746

Alex Manriquez, Transportation Manager
Office: 662-4804
Cell: 416-0761

Madera County Superintendent of Schools
Phone Contact List
559-673-6051

Jessica Drake, Executive Director, Student Programs and Services
662-4669

Kim Linderholm, Senior Administrative Assistant, Operations
662-6295

Our phone system is the most effective communication on campus through the #600 all-call. This is the most efficient way to contact all staff if emergency situation occurs.

Emergency Preparedness Plan
Madera County Superintendent of Schools – Building 2
2021-2022 Updates

INTRODUCTION

Although it is difficult to plan for every contingency in preparation for some natural disaster or unexpected calamity, it is nonetheless important that we prepare ourselves in every way possible to reduce the potential for harm or injury to students or staff. It is with this intent that this plan has been developed.

This plan deals specifically with the Madera County Superintendent of Schools Building 2 and addresses the procedures to be followed in the event of a variety of natural and man-induced disasters.

Appropriate drills will be conducted at designated intervals throughout the year and all appropriate and required notices will be posted in designated locations. Included in this material is the location of important items such as fire extinguishers, gas and water shutoff, gas and electric lines, and electrical power main shutoff switches as they apply to the Madera County Superintendent of Schools to Building 2.

All the material contained herein will be reviewed at least once annually and updated as legislation or legal requirements or local circumstances dictate.

This Emergency Plan has been prepared by the Madera County Superintendent of Schools in compliance with California Administrative Code Title 5, Section 560, and other applicable sections of Title 5 of the Education Code.

Madera County Board of Education
Annual Review and Update: October 12, 2021

Madera County Superintendent of Schools

Building 2

INCIDENT COMMAND SYSEM (ICS) Organization Chart

October 12, 2021

MANAGEMENT

Incident Commander:

1. Camille Edmunds

SAFETY OFFICER

1. Sofia Padilla
2. Elizabeth Gonzalez

PUBLIC INFORMATION OFFICER

1. **Management/IC**

LIAISON OFFICER

1. Sofia Padilla
2. Elizabeth Gonzalez

OPERATIONS

Section Chief

1. Camille Edmunds
2. Dolly West

FIRST AID TEAM

1. Dolly West
2. Lagina Martinez

STAFF and VISITOR ACCOUNTING TEAM

1. Elizabeth Gonzalez
2. All teachers (roll)

MAINTENANCE/FIRE/SITE SECURITY TEAM

1. Camille Edmunds
2. Sofia Padilla
3. Elizabeth Gonzalez

CRISIS INTERVENTION TEAM

1. Serina Hernandez

LOGISTICS

Section Chief

1. Camille Edmunds
2. Sofia Padilla

PLANNING/INTELLIGENCE

Section Chief

1. Camille Edmunds
2. Dolly West

FINANCE/ADMIN

Section Chief

1. Marisol Taylor
2. Leticia Gallegos
3. Chantal Garcia

The Crisis Intervention Team

The School Site Crisis Intervention Team is comprised of designated staff members and MCSOS support personnel who are able to assist with the identification, assessment and intervention of students and staff affected by a traumatic event such as a natural disaster, sudden death, suicide, bus accident, drive-by, shooting, etc.

MCSOS Building 2 Early Start Intervention Team Members:

	Name	**Work Phone**	**Cell Phone**
Program Director	Camille Edmunds	662-4827	240-4535
*School Psychologist	Serina Hernandez	662-4609	481-5972
*School Psychologist	Susie Verduzco-Samanc	662-4837	706-0285
*School Nurse	Robbie Aledo	662-4843	517-6746
*School Nurse	Dolly West	662-4842	417-7701

Activation of the Crisis Team and MCSOS Support Staff

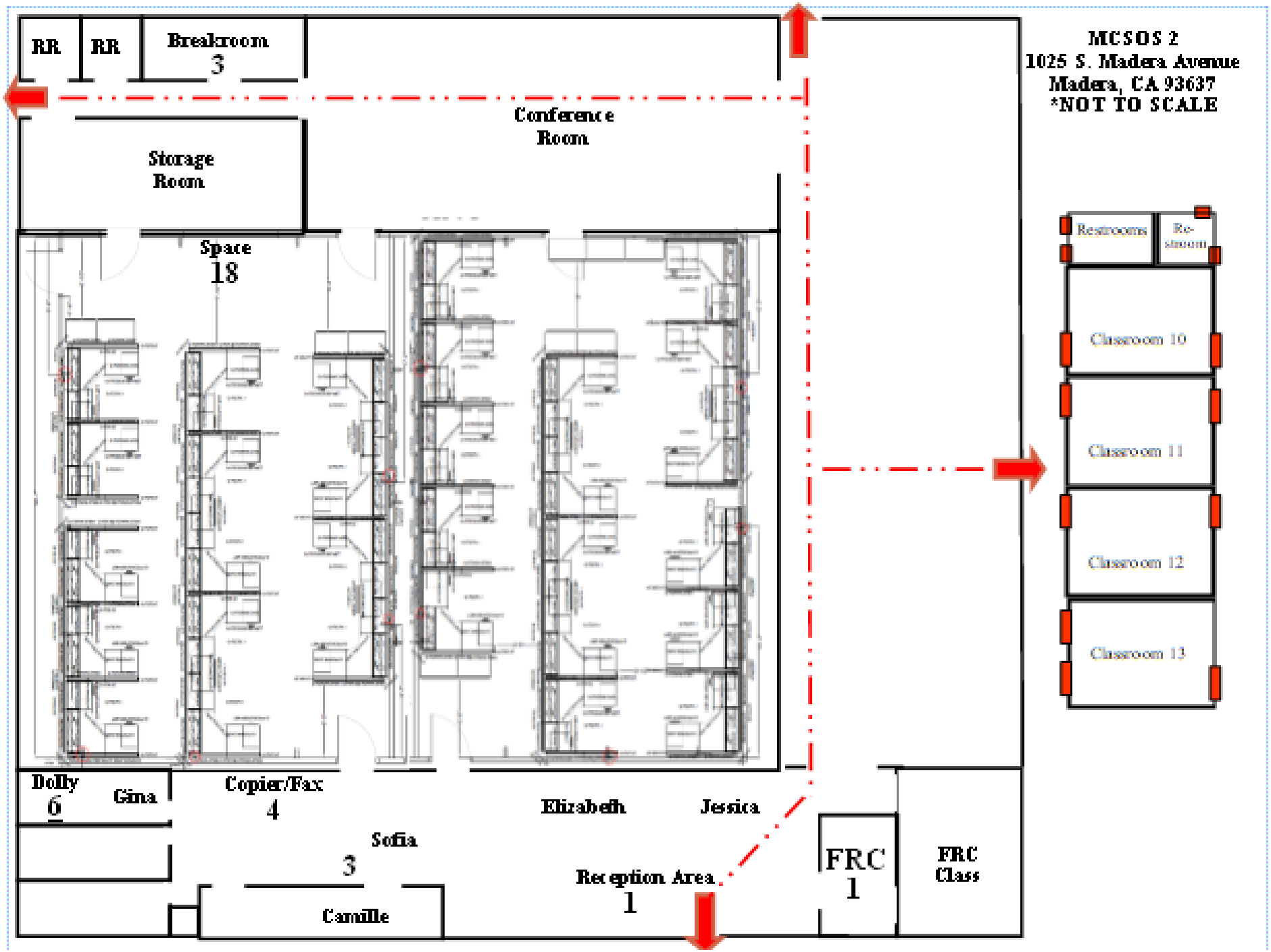
In response to notification of an emergency or disaster, sudden death, suicide, school bus accident, etc., the site administrator immediately notifies the Superintendent, the immediate supervisor and assembles the Crisis Intervention Team to help plan the response and prepare for the following day. Plans should include:

- Requesting assistance from the Associate Superintendent, Human Resources to prepare a written statement and to direct other staff as to how to handle phone calls and requests for information about the emergency or disaster.
- Establishing a crisis center on campus where crisis team members will be available to meet with students/staff/parents.
- Promptly sharing factual information with staff, students, parents and community.
- Planning staff meetings or other communications as soon as possible to share information.
- Providing an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.
- Providing a written statement which teachers may use to announce the event to students/parents.
- Requesting teachers to refer students who seem especially upset to the school's crisis center for individual counseling.

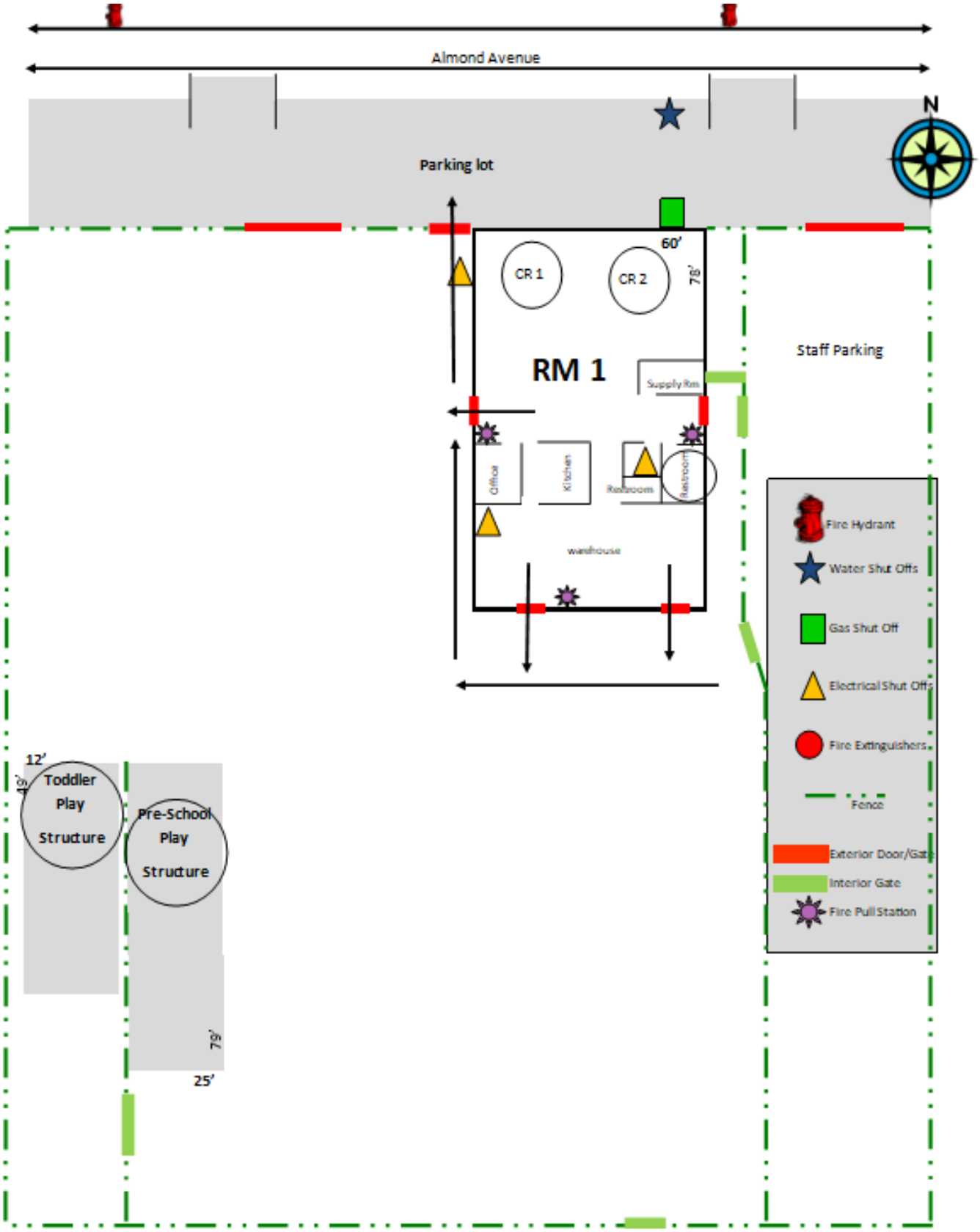
Crisis Intervention Team Responsibilities

I. Initial Crisis Planning

A. Identify problem/event and determine degree of impact on school.
B. Determine if additional support is needed and notify MCSOS offices for assistance.
C. Review facts and determine what information is to be shared with:
   1. Faculty
   2. Students
   3. Parents/Community
   4. Media liaison
D. Determine how the information is to be shared with staff/students/parents in order to control factual information.
   1. Provide referral processes, including procedures for self-referral.
   2. Maintain student's referral list. Designate where list will be maintained and by whom.


MCSOS 2
1025 S. Madera Avenue
Madera, CA 93637
*NOT TO SCALE
RR
RR
Breakroom
3
Conference
Room
Storage
Room
Space
18
Dolly
6
Gina
Copier/Fax
4
Elizabeth
Jessica
Sofia
3
Reception Area
1
Camille
FRC
1
FRC
Class
Restrooms
Re-
stroom
Classroom 10
Classroom 11
Classroom 12
Classroom 13

Emergency Evacuation Route
MCSOS – Building 3 (old EEC)
220 E. Almond Avenue, Madera, CA 93637
2021-2022



Madera County Superintendent of Schools
Building 2
Phone Contact List

Camille Edmunds, Program Director
Office: 662-4827
Cell: 240-4535

Dolly West, School Nurse
Office: 662-4843
Cell: 917-7701

Madera County Superintendent of Schools
Phone Contact List
559-673-6051

Jessica Drake, Executive Director, Student Programs and Services
662-4669

Kim Linderholm, Senior Administrative Assistant, Operations
662-6295