



CAPISTRANO UNIFIED SCHOOL DISTRICT

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JOSEPH M. FARLEY, ED. D.

August 1, 2011

The Honorable Thomas J. Borris
Presiding Judge of the Superior Court
Orange County Grand Jury
700 Civic Center Drive West
Santa Ana, CA 92701

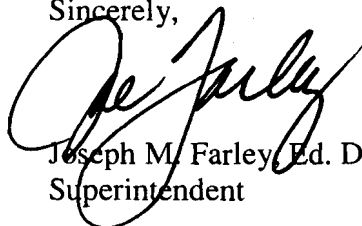
Dear Judge Borris:

Capistrano Unified School District appreciates the efforts of the 2010-2011 Orange County Grand Jury to promote awareness of school safety through its report, "Orange County Public Schools: Are They Prepared For Emergencies?" As a District, we pride ourselves on our commitment to student safety and emergency preparedness. However, we also acknowledge it is important to continually improve our plans and systems. This type of report gives us the opportunity to reflect on how we are serving our school community and to find areas of improvement.

Attached, you will find our responses to the Grand Jury's findings and recommendations, pursuant to Penal Code §933.05 (a) and (b).

We appreciate the opportunity to provide feedback on the Grand Jury's report. I believe we can all agree that the safety of children in public schools is of paramount concern to everyone.

Sincerely,



Joseph M. Farley, Ed. D.
Superintendent

c: Orange County Grand Jury ✓
Capistrano Unified School District Board of Trustees

SERVING THE COMMUNITIES OF:

ALISO VIEJO • COTO DE CAZA • DANA POINT • LADERA RANCH • LAGUNA NIGUEL • LAS FLORES • MISSION VIEJO
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Responses to the 2010-2011 Grand Jury Report, “Orange County Public Schools: Are They Prepared For Emergencies”

FINDINGS:

F1: With respect to reported constraints on emergency planning and preparation, over half of schools and almost three quarters of districts identified either limited time or funds.

- The respondent agrees with the finding.

F2: Six (of 17) school districts have managed to apply for and receive relatively large grants from governmental agencies to greatly enhance their emergency planning efforts, while others have not.

- The respondent agrees with the finding.

F3: Some schools anticipate responding to only a few emergency situations (e.g., earthquake and fire), while others have developed plans to respond to over a dozen different threatening situations.

- The respondent partially disagrees with the finding.

Until 2004, Capistrano Unified School District had plans for over two dozen emergency responses ranging from Africanize Bees to Fallen Aircraft. Upon receiving our Emergency Response and Crisis Management grant from the United States Department of Education, they began training and advocating that plans should be more concise, utilizing one response that could address several issues. An example of this would be that a shelter in place plan could replace plans for tornados, chemical accidents, smog alerts and many more. CUSD streamlined its emergency management manual intentionally to adapt to this response concept. Fewer response plans do not indicate that our schools “anticipate responding to only a few emergency situations” but they are intending on using fewer responses to cover a variety of situations.

F4: School districts develop plans with respect to a number of different but overlapping regulations and standards, including those required by the county, state, and the federal government.

- The respondent agrees with the finding.

F5: Some schools reported they have not adequately anticipated the needs of students taking prescription medications, or with specialized medical needs, in the event of some emergencies, such as an extended lockdown.

- The respondent partially disagrees with the finding.

In the event of an evacuation, or shelter in place situation, schools are able to facilitate the administration of medication (see attachment 1 page 9). However, since medication typically would be stored and administered in the school health office, according to CUSD Board Policy 5152 (a), there could be challenges delivering medications to students during a lockdown situation. We disagree that the issue has “not been adequately anticipated”. In fact, the issue arose during one of our multi-agency tabletop exercises this year. The outcome was that the District nurse in the Emergency Operations Center would identify the students with their locations and police officers would be dispatched with the medication. Additionally, conversations with risk management and health staff concluded that having multiple medications in a variety of locations presents more risk than having the storage of medication contained to the health office.

F6: School districts are in communication with a variety of local and county departments, agencies, and systems to help them prepare for and respond to disasters or emergencies; not all districts access the same resources.

- The respondent agrees with the finding.

F7: Few schools have plans or emergency preparation information available in languages other than English.

- The respondent disagrees with the finding.

All information that is sent out through CUSD is sent in both English and Spanish. On the CUSD website there is a link specifically for Health and Safety information. There is a translation link that allows the information to be translated into Spanish, Chinese, Japanese, Korean, Arabic, French, German, Italian, and Portuguese.

RECOMMENDATIONS:

R1: Those districts which have yet to identify disaster grant opportunities, especially from governmental agencies, investigate the availability of potential resources. Forming inter-district collaboratives, learning from districts in the county that have been successful, pooling resources, and asking for consultation from the Orange County Superintendent of Schools/OCDE may help in these efforts.

- The recommendation has been implemented.

Capistrano Unified School District continues to develop and implement an effective and comprehensive emergency plan in spite of financial and resource limitations. CUSD has acquired three Emergency Response ~ Crisis Management grants and one Safe Schools Healthy Students grant (see attachment 2).

The grants allowed us to implement the following:

- Development of an emergency response website
- Funding for School Resource Officers
- Development of a mobile command unit
- Emergency supplies for school sites (55 gallon water barrels, triage tags, etc...)
- Development of a radio communication system for all CUSD schools and District offices
- Development of a District emergency operations center
- Development of a mobile emergency operations center
- National Incident Management System trainings for all school and District staff
- Funding for multi-agency emergency training
- Voluntary Drug Testing Programs
- Additional counselor staffing
- Development of an Alternative to Suspension program
- Funding for violence prevention programs (LifeSkills and Positive Behavior Intervention and Supports)
- Development of a new District emergency management plan

District staff has also tapped into other resources, including San Onofre Nuclear Generating Station which donated an \$18,000 trailer for our mobile EOC. Staff is currently in the process of acquiring a \$2,500 emergency generator. The PTA has also been a resource in supporting our school's safety programs.

CUSD has been innovative in conducting trainings with limited resources. In addition to conducting our annual required emergency drills, per Board Policy 6114.1 (see attachment 3), CUSD participated in three multi-agency tabletop exercises which included local police departments, fire departments, site administration, and District administration (see attachment 4). This year, CUSD participated in the FEMA's San Onofre Nuclear Generating Station's emergency exercise, meeting all of the evaluation requirements (see attachment 5). On September 1, 2011, the District will offer Emergency Management 101 training to administrators and staff. The training will be sponsored by the U.S. Department of Education at no cost to the District.

CUSD has been fortunate to work collaboratively with many community partners including the Orange County Sheriff's Department, Orange County Fire Authority, Orange County Health Care Agency, City Emergency Management, County Emergency Management, Orange County District Attorney's Office, CUSD PTSA, Red Cross, San Onofre Nuclear Generating Station, and many other groups. CUSD is the only public school district to have a position in the Orange County Emergency Operations Center due to its involvement with the San Onofre Nuclear Emergency planning.

R2: Districts review their plans, and the plans specific to each of their campuses, with respect to emergencies or possible disaster situations they have not anticipated.

- The recommendation has been implemented.

As part of their Safety Plan requirements (see attachment 6), CUSD requires each school to submit a school site security assessment (attachment 7). This requirement ensures that site administrators think out of the box regarding potential safety concerns to their campus. Additionally, this year CUSD had all of its school sites assessed for safety and security concerns by a private consultant. This was facilitated through our insurance carrier and was done at no cost to the District.

R3: Districts review their level of compliance with various existing codes, regulations, and liability insurance issues that pertain to emergency preparedness in public schools.

- The recommendation has been implemented.

CUSD not only meets, but exceeds the requirements set forth by state law pursuant to Senate Bill 187. The additional items in Section I of the School Safety Plan requirements (attachment 6) were developed in conjunction with law enforcement and fire, to ensure sites will have the tools to effectively deal with emergencies and will have the appropriate information for emergency responders. Copies of Section I are filed in the CUSD mobile command unit and will be dispatched to the site in an emergency. The site specific plans are submitted and reviewed annually for compliance and completeness. The District has also given each site the CUSD Emergency Manual which covers global emergency plans (i.e. bomb threats, site evacuation, building evacuation, drop/cover/hold, etc.).

R4: Districts review their plans, and the plans specific to each of their campuses, to ascertain whether the special medical and/or prescription medication needs of all students are adequately anticipated, especially during an extended disaster situation.

- The recommendation has been implemented.

As indicated under ***F5***, CUSD has addressed medication administration in its response plan. However, we also believe that this is an area that can use improvement. We plan on focusing on this area more in future trainings.

R5: Districts survey their campuses with respect to the needs of non- or limited-English-speaking parents and guardians, and develop outlines or summaries of critical emergency planning information in Spanish, Vietnamese, and other threshold languages prevalent in their local communities.

- The recommendation has been implemented.

When each family registers their children for school, CUSD collects information to determine the language spoken at home. Emergency planning information is available in Spanish through a variety of communication vehicles. While no other languages other than English and Spanish are prevalent in our local communities, the CUSD website allows translation of information into nine different languages.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**SAN ONOFRE NUCLEAR GENERATION STATION (SONGS)
EMERGENCY RESPONSE PLAN**

LEVEL I –

Unusual Event - Potential degradation of plant safety. No offsite action required.

1. When Capistrano Unified School District (CUSD) is notified during an “unusual event”, notifications will be made to each CUSD school site within the Emergency Planning Zone (EPZ).
2. Preparations to convene the District Emergency Operations Center (EOC) are made. Determination of the EOC site (Primary or Alternate) to be made by the Superintendent or the Superintendent’s Designee.
3. CUSD schools within the EPZ prepare to evacuate or “shelter in place”.
4. CUSD Schools within the EPZ include:
 - Ambuehl Elementary, 28001 San Juan Creek Road, San Juan Capistrano
 - Bernice Ayer Middle, 1271 Sarmentoso, San Clemente
 - Truman Benedict Elementary, 1251 Sarmentoso, San Clemente
 - Concordia Elementary, 3120 Avenida del Presidente, San Clemente
 - Dana Hills High, 33333 Street of the Golden Lantern, Dana Point
 - R.H. Dana Elementary, 24242 La Cresta Drive, Dana Point
 - R.H. Dana Exceptional Needs Facility, 24242 La Cresta Drive, Dana Point
 - Del Obispo Elementary, 25601 Camino del Avion, San Juan Capistrano
 - Marco Forster Middle, 25601 Camino del Avion, San Juan Capistrano
 - Kinoshita Elementary, 25611 Camino del Avion, San Juan Capistrano
 - Las Palmas Elementary, 1101 Calle Puente, San Clemente
 - Lobo Elementary, 200 Vista Montana, San Clemente
 - Marblehead Elementary, 2410 Via Turqueza, San Clemente
 - Palisades Elementary, 26462 Sacramento, Capistrano Beach
 - Shorecliffs Middle, 240 Via Socorro, San Clemente

- San Clemente High, 700 Avenida Pico, San Clemente
- San Juan Elementary, 31642 El Camino Real, San Juan Capistrano
- San Juan Hills High, 29211 Vista Montana, San Juan Capistrano
- Serra High/Adult Education, 31422 Camino Capistrano, San Juan Capistrano
- Vista del Mar Elementary, 1130 Avenida Talega, San Clemente
- Vista del Mar Middle, 1130 Avenida Talega, San Clemente

LEVEL II -

Alert - Actual or potential degradation of plant safety.

Upon notification of "Alert" status, CUSD will:

1. Take all precautions identified under "unusual event".
2. Outdoor activities may be restricted at school sites.
3. Convene the District Emergency Operations Center (EOC) including the Policy Group, the Operations Center and the Rumor Control Center.
4. Establish and maintain communication with the Orange County EOC Schools Group Supervisor at the Loma Ridge County EOC facility.
5. CUSD EOC Operations will facilitate the preparation for evacuation/precautionary relocation. The primary precautionary relocation site will be at Temple Bethel, 2A Liberty Avenue, Aliso Viejo.
6. CUSD buses may be sent to the CUSD bus yard to pick-up dosemetry, then staged at selected EPZ school sites and at state parks' parking lots.
7. A prep-team should be sent to the precautionary relocation site and Orange County Fair Grounds for set-up.
8. The Policy Group will consider a precautionary relocation of the most potentially effected schools to alternate CUSD sites outside of the EPZ. In the case of a precautionary relocation, notification to the parents of students in the EPZ will be made by:
 - a. Contact via "Connect Ed"- all parents in EPZ notified by a prerecorded phone message to all numbers supplied by the parents.
 - b. Contact via CUSD List-Serv.

- c. Contact via the CUSD website.
 - d. EOC rumor control center phone banks for call in information.
9. Advise Orange County EOC via the Schools' Group Supervisor:
 - a. In the event of a precautionary relocation.
 - b. Or a potential evacuation with a possible need for evacuation and mutual aid transportation for students.
 10. Send a representative from CUSD Communications to the Joint Information Center (JIC) in Irvine.
 11. Send a representative to the County Emergency Operations Center at Loma Ridge.
 12. Recall buses/drivers to the Capistrano Beach bus yard to pick-up dosemetry supplies and to standby.

Upon notification of an "Alert," the CUSD school sites within the EPZ will:

1. Establish the site Incident Command System.
2. Establish and maintain communications with the CUSD EOC administrative branch.
3. Prepare personnel for the following precautionary actions:
 - a. Precautionary relocation to alternate site outside of the EPZ.
 - b. Evacuation to the Orange County Reception and Decontamination Center at the Orange County Fairgrounds, 88 Fair Drive, Costa Mesa.
 - c. Shelter in place at the school site.
 - d. Provide potassium iodide (KI) under order of the County Health Officer.

(See KI protocol on page 9)
4. Site Logistics Team prepares the following supplies:
 - a. Emergency Cards
 - b. Reunification Signs
 - c. Reunification Supplies (tables, chairs, administrative supplies)
 - d. Communication Devices (radios, bullhorns, portable PA system)
 - e. Food and Water
 - f. Student Medications

g. Potassium iodide (KI)

5. Wait for directions from the CUSD EOC Policy Group.

LEVEL III –

Site Area Emergency - Actual or probable major failure of plant functions

Under notification of a Site Area Emergency, CUSD will:

1. Take all precautions identified under “Alert”.
2. The CUSD Policy Group will determine the protective action required.
3. Maintain Communications with:
 - a. All CUSD school sites in the EPZ.
 - b. The Schools’ Group Supervisor or the CUSD liaison at the County EOC.
 - c. The proactive relocation site and the Reception and Decontamination Center.
 - d. The EOC’s at San Clemente, Dana Point, San Juan Capistrano and State Parks.
4. One or more of the following procedures will be implemented:
 - a. Outdoor activities may be restricted.
 - b. Proactive relocation to alternate CUSD site(s) outside of the EPZ.
 - c. Evacuation to the Orange County Reception and Decontamination Center at the Orange County Fairgrounds in Costa Mesa.
 - High school students will assemble in the Hangar or the Pacific Amphitheatre.
 - Middle school students will assemble in the Speedway Arena.
 - Preschool and Elementary school students will assemble in Building 10.
 - d. Shelter in place at the school site.
5. Schools’ Group Supervisor will request that Orange County EOC mutual aid transportation be placed on stand-by or ensure evacuation is in progress and mutual aid transportation is needed for schools in San Clemente, Dana Point and San Juan Capistrano.
6. Notify the County EOC Schools Group Supervisor at the Orange County EOC.
7. Implement notifications (see notification process) to parents of EPZ schools.
8. Notify the Orange County EOC Schools Group Supervisor/CUSD liaison at the County EOC and the EOC’s in San Clemente, Dana Point and San Juan Capistrano when all schools are evacuated safely out of the EPZ .

LEVEL IV -

General Emergency – Actual or imminent substantial plant damage

Under notification of a Site Area Emergency, CUSD will:

1. Take all actions identified under Site Area Emergency.
2. Evacuate CUSD Schools in the EPZ to the Orange County Fairgrounds according to the Protective Action Decision made by the County EOC Policy Group.
3. Consider evacuating up to the fifteen mile point, based on radiation levels and the County's recommendation.
4. Initiate the notification process (see notification process).
5. Notify County EOC Schools Group Supervisor of the evacuation and request mutual aid transportation and logistical support.
6. Notify County EOC Schools Group Supervisor of the evacuation and request law enforcement security personnel for reunification area at the Orange County Fairgrounds.
7. Advise schools to shelter in place until transportation is available.
8. CUSD EPZ schools implement the direction of the CUSD EOC Policy Group.
9. Relocate CUSD EOC staff to the Orange County Fairgrounds, to coordinate reunification of students and parents.

Notification to parents in the event of an evacuation

1. Contact via "Connect Ed", all parents in EPZ notified by a pre-recorded phone message.
2. Contact via CUSD List-Serv - direct e-mail to parents.
3. Contact via the CUSD website.
4. EOC rumor control center phone banks for call-in information.
5. Contact via radio broadcast:

KOGO AM600	San Diego	KNX AM1070	Los Angeles
KWVE FM107.9	San Clemente	KWR FM162.450	Santa Ana Mtns.
KFI AM640	Los Angeles	KSBR FM88.5	Mission Viejo
KXXM FM95.9	Anaheim	County FM153.920	County Voice Sys.
KFWB AM980	Los Angeles	County FM506.3625	County Packet Sys.
CLERS FM158.790	Santiago Peak		

Reunification process

1. CUSD students will be transported to Orange County Fairgrounds. Buses enter via Gate 10 on Newport Blvd.
 - a. High school students will assemble in the Hangar or the Pacific Amphitheatre.
 - b. Middle school students assemble in the Speedway Arena.
 - c. Preschool and elementary school students assemble in Building 10.
2. If monitoring is necessary, students should use monitors at a pre-designated area, separate from the general public.
3. CUSD District EOC will reconvene at Orange County Fairgrounds and establish a site Incident Command Post.
4. Law Enforcement/Security resources make an initial request of the County to deploy law enforcement officers to each assembly area to assist in maintaining the safety and security of the students.
5. Communication for assembly area to be established through site P.A. systems, if available.
6. Signs to be posted to identify school locations and parent pick-up.
7. Reunification administration tables are set up within barricade of assembly.
8. Reunification process to be facilitated through alphabet letters of student's last name.
9. Parents will be directed to staging area for pick up.
10. Students notified via facility P.A. to report to the reunification staging area from the assembly area.
11. Upon reunification parent and students report to sign out area and sign out and leave the fairgrounds.

**SAN ONOFRE NUCLEAR GENERATING STATION
EMERGENCY RESPONSE PLAN**

SONGS EVACUATION PICK-UP POINTS IN PRIORITY ORDER

ZONE 4

<u>Site</u>	<u>Enrollment</u>
Concordia E.S. (Possible Early Relocation)	627
Las Palmas E.S. (Possible Early Relocation)	679
Lobo E.S.	456
Marblehead E.S.	564
Benedict E.S.	816
Bernice Ayer M.S.	761
Vista del Mar E.S.	1,033
Vista del Mar M.S.	485
San Clemente H.S.	<u>2,965</u>
	8,386

ZONE 5

Shorecliffs M.S.	970
Palisades E.S.	516
Ambuehl E.S.	539
Marco Forster M.S.	1,369
Del Obispo E.S.	477
Kinoshita E.S.	615
R.H. Dana E.S.	400
R.H. Dana ENF	65
Dana Hills H.S.	2,797
San Juan E.S.	632
San Juan Hills H.S.	1,072
Junipero Serra H.S.	<u>170</u>
	9,622

Resources:

Dosemetry Unit Location:

0 @ the Aliso Transportation Yard

150 @ the Capo Transportation Yard

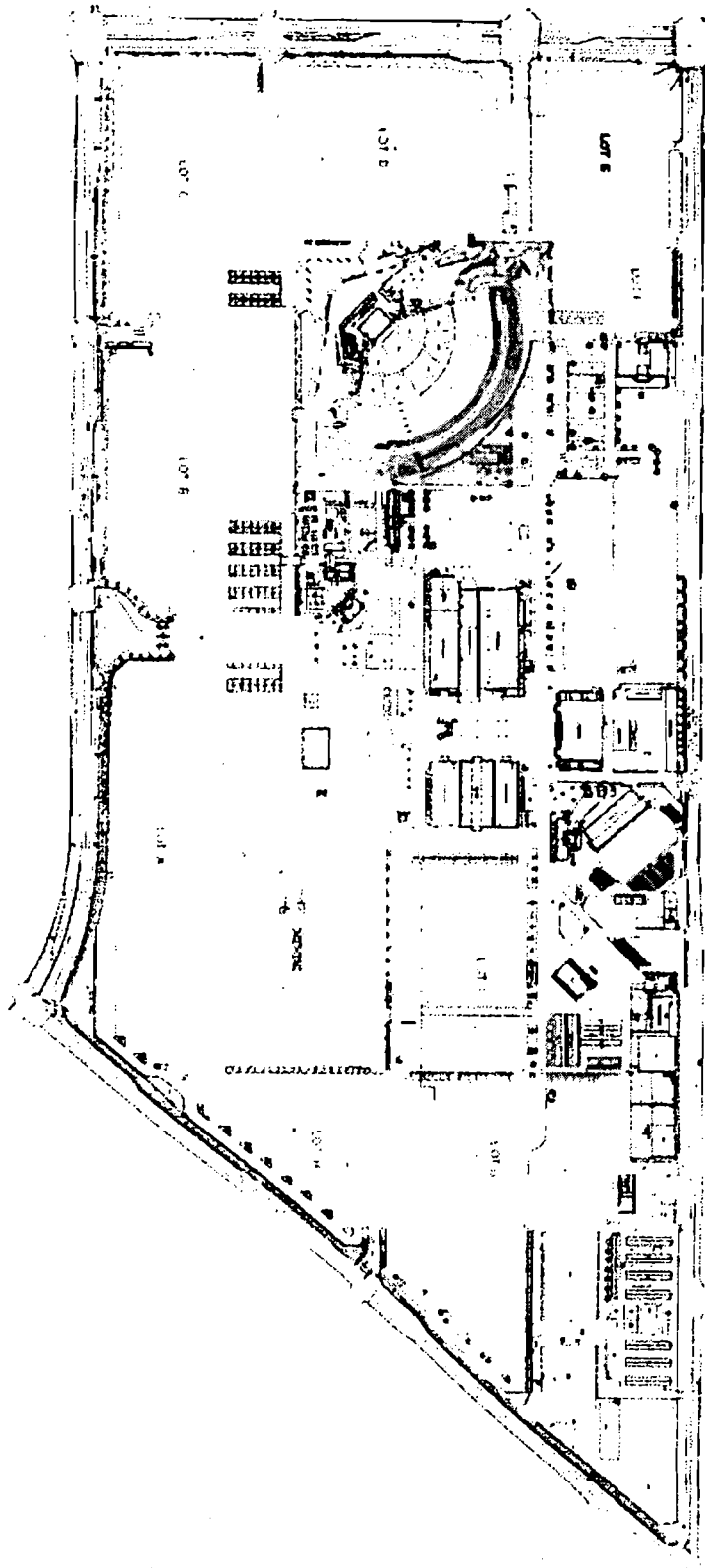
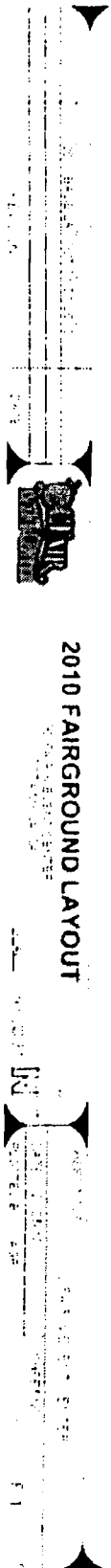
School Buses – 84 (32 at the Aliso Yard and 52 at the Capo Yard)

Special Education Buses – 105 (104 at the Aliso Yard)

Drivers - 98

Licensed Mechanics (potential drivers) - 10

Licensed Managers (potential drivers) - 2



CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

Potassium Iodide School Storage and Distribution Protocol

I. Labeling and Storage of KI (Potassium Iodide)

- a. KI is to be stored in the Health Office in a labeled cabinet.
- b. Permission form.
 1. Parents are required to document student's weight and appropriate dose on the permission form.
 2. Parents are required to sign and return form to the school's Health Office annually.
- c. Labeling
 1. Each permission slip is reviewed and logged into an electronic database. A hard copy must also be maintained.
 2. The database will be continually updated to ensure accuracy.
 3. The database and KI storage is alpha organized by the classroom teacher for elementary schools. High schools and middle schools are organized by grade level and alpha.
 4. It is recommended that secondary sites administer the KI in large assembly areas designated by grade level and distributed alphabetically by staff.
 5. All permission slips will be filed in the Health Office.

II. KI administration protocol for Shelter in Place.

- a. The ORANGE COUNTY HEALTH OFFICER will direct the administration of the KI in writing. This order will be communicated to the school via phone or radio by the District EOC.
- b. A staff member will pick up the KI and bring to each classroom (for elementary) or assembly area (for secondary).
- c. The supervising staff member will be responsible for ensuring the student is on the ingest KI list prior to administering the KI dose.
- d. Each student will ingest KI dose with water provided by the school site and observed by staff. Water, applesauce and plastic spoons will be available to assist in the ingestion of the medication.

- e. If student is unable to swallow the tablet it will be crushed and placed in applesauce for ingestion.
- f. After students ingest the KI school staff will stamp the top of the student's left hand and document it in the database.
- g. The parent/caregiver will be notified of KI ingestion upon the student's release.
- h. At student sign-out to parent/caregiver, relationships will be verified by the emergency cards and personal identification.

III. KI administration protocol if transported to evacuation site by bus.

- a. All KI Administration is ordered by the ORANGE COUNTY HEALTH OFFICER.
- b. A staff member will pick up labeled KI and bring to each bus.
- c. A staff member will be responsible for ensuring the student is on the ingest KI list prior to administering the KI dose.
- d. Each student will take KI dose with water provided by the school site, and observed by staff. Water, applesauce and plastic spoons will be available to assist in the ingestion of the medication.
- e. If a student is unable to swallow tablet, the tablet will be crushed and placed in applesauce for ingestion.
- f. Staff will place KI ingested stamp marks on top of the student's left hand and document it in the database.
- g. The parent/caregiver will be notified of KI ingestion upon the student's release.
- h. Students sign-out to parent/caregiver. Relationships will be verified by the emergency cards, and personal identification.

Capistrano Unified School District
POTASSIUM IODIDE

NOTIFICATION FORM
2010 - 2011 SCHOOL YEAR

Key Points About Potassium Iodide

- ↓ Potassium iodide is NOT an "anti-radiation" drug.
- ↓ Potassium iodide provides supplementary protection from the release of radioactive iodine during a nuclear power plant emergency. Potassium iodide should only be taken when instructed to do so by a state or local public health official.

Radiation Facts

Radiation is a form of energy found in both natural and man-made sources. It is present in the ground, air, food and our own bodies. When handled improperly, radioactive materials can be potentially dangerous because of the harmful effects of radiation on the body. The longer a person is exposed to radiation and the closer the person is to the radiation, the greater the risk. Nuclear radiation (above normal levels) is a health and safety consideration because of its ability to damage human cells as well as its long-lasting effect on the environment.

What Does Potassium Iodide Do

- ↓ Iodine is necessary for a healthy thyroid gland. Potassium iodide is an ingredient added to table salt to make it "iodized."
- ↓ In a nuclear power plant emergency, radioactive iodine may be released. If absorbed into the body, radioactive iodine concentrates in the thyroid gland and may cause cancer and other thyroid conditions.
- ↓ Potassium iodide is not radioactive. When absorbed into the thyroid gland, this non-radioactive iodine protects the gland from absorbing radioactive iodine.
- ↓ Potassium iodide will not protect you from any other radioactive hazards and must be used only as a supplement to evacuation or taking shelter inside your home or other building.
- ↓ Potassium iodide offers the greatest protection if taken just before or during exposure to radioactive iodine. It offers limited protection if taken within three to four hours after the exposure.

Who Should NOT Take Potassium Iodide

Your child should not take potassium iodide if known to have 1) thyroid gland disease (such as hyperthyroid glandism, thyroid gland nodules, Grave's disease or goiter); 2) allergic reaction to iodine (as in x-ray dye or shellfish); 3) have certain skin disorders (such as dermatitis herpeticiformis or urticaria vasculitis).

Who Should Take Potassium Iodide

Children are the most susceptible to the dangerous effects of radioactive iodine. The Food and Drug Administration (FDA) recommends children from newborn to 18 years of age take potassium iodide when instructed to do so by public health officials and issued the following guideline: **Child Dosage: (According to the FDA)**

Group	Dose in Milligrams
Children 3-18 yrs of age that weigh less than 150 lbs	One 65 mg tablet for a total dose of 65 mg
Children and Adolescents that weigh 150 lbs or more	Two 65 mg tablets for a total dose of 130 mg

Other Information

The potassium iodide distribution program through CUSD will target school aged children attending schools in the cities of San Clemente, Dana Point and San Juan Capistrano. These three cities have been identified as the nuclear power plant "Emergency Planning Zones." The zones are described in the consumer information section of the SBC Smart Yellow Pages for South Orange County.

The potassium iodide program is completely voluntary. Parents may choose whether or not they wish their children to take part in the potassium iodide program. There is no cost associated with this program.

Consult your physician if you are unsure whether your child may take potassium iodide.

Potassium Iodide Form

My child's name is (print): _____ Grade: _____ Weight: _____ lbs.

Teacher name (print): _____ Class: _____

Parent Name (print): _____ Phone: _____

Signature: _____ Date: _____

Can your child swallow a pill? YES <input type="checkbox"/> NO <input type="checkbox"/>
Select the correct dosage for your child: 65 mg <input type="checkbox"/> 130 mg <input type="checkbox"/>
I acknowledge that my child is <u>not</u> allergic to shellfish or iodine: <input type="checkbox"/>

I do not give permission for my child to take KI: Reason: _____

↓ Please return this form to the health office.

Distrito Escolar Unificado de Capistrano
Yoduro de Potasio

NOTIFICACION Y FORMA DE REHUSO
AÑO ESCOLAR 2007-2008

Puntos claves respecto al Yoduro de Potasio

⚠ El yoduro de potasio **NO ES** una droga "anti-radiación"

⬆ El yoduro de potasio proporciona una protección suplementaria a la liberación de yodo radioactivo durante emergencias de plantas nucleares. El yoduro de potasio sólo deberá tomarse bajo las instrucciones recibidas de un oficial de salud pública local o estatal.

Datos sobre la radiación

La radiación es una forma de energía que se encuentra tanto en fuentes naturales como en las hechas por el hombre. Está presente en los suelos, el aire, los alimentos y en el mismo cuerpo. Cuando no se maneja apropiadamente, los materiales radioactivos pueden ser potencialmente peligrosos por sus efectos dañinos de la radiación en el cuerpo. Mientras más tiempo una persona está expuesta a la radiación y la más próxima está a la fuente de radiación, mayor es el riesgo. La radiación nuclear (por encima de los niveles normales) es de considerarse por la salud y seguridad dado su capacidad de hacer daño a las células humanas así como por los efectos de largo plazo sobre el medio ambiente.

¿Qué hace el Yoduro de Potasio?

- El yodo es necesario para una glándula tiroides sana. El yoduro de potasio es un ingrediente que contiene la sal de mesa para hacerla "yodatada".
- Durante una emergencia en una planta nuclear, el yodo radioactivo pudiera liberarse. Si éste se absorbe en el cuerpo, el yodo radioactivo se concentra en la glándula tiroides y puede causar cáncer y otras enfermedades a dicha glándula.
- El yoduro de potasio no es radioactivo. Cuando la glándula tiroides lo absorbe, este yoduro de potasio no-radioactivo protege a la glándula para que no absorba el yodo radioactivo.
- El yoduro de potasio no le protegerá de ningunos otros peligros radioactivos y debe usarse sólo como un suplemento a una orden de evacuación o de tomar refugio dentro de su hogar u otro edificio.
- El yoduro de potasio ofrece la mayor protección si se toma inmediatamente antes o durante el tiempo en que se está expuesto al yodo radioactivo. Si se toma antes de tres o cuatro horas después de haber sido expuesto, la protección que ofrece es limitada.

Quiénes NO DEBEN tomar el Yoduro de Potasio

Su hijo(a) no deberá tomar yoduro de potasio si se sabe que tiene: 1) una enfermedad de la glándula tiroides (como hipertiroidismo, nódulos en la glándula tiroides, enfermedad de Grave o bocio); 2) reacciones alérgicas al yodo (como al medio de contraste para rayos X o a los mariscos); 3) algunas enfermedades de la piel (tales como dermatitis hipertiformis o urticaria vasculitis).

Quiénes DEBEN tomar el Yoduro de Potasio

Los niños son los más susceptibles a los efectos dañinos del yodo radioactivo. La Administración de Drogas y Alimentos (FDA) recomienda que los niños desde recién nacidos a los 18 años de edad tomen yoduro de potasio cuando un funcionario de salud pública lo indique y bajo la siguiente guía:

Dosis: (De acuerdo a la FDA)

Grupo	Dosis en miligramos
Adolescentes – que pesan mas de 150 libras	130 mg (150 libras o mas)
Niños – que pesan menos de 150 libras	65 mg (33 a 150 libras)

Información adicional

El programa de distribución del yoduro de potasio del Distrito Escolar Unificado de Capistrano se encargará de los menores en las escuelas de las ciudades de San Clemente, Dana Point y San Juan Capistrano. Estas tres ciudades han sido identificadas como "Zonas de Planeamiento Para Emergencias". Estas zonas se describen en la sección de información para el consumidor de las Páginas Amarillas del Directorio SBC en el Sur del Condado de Orange.

El programa de yoduro de potasio es totalmente voluntario. Los padres pueden escoger permitir o no que sus hijos participen en el programa de yoduro de potasio. Dicho programa es sin costo alguno.

Consulte a su médico si no está seguro que su hijo(a) deba tomar el yoduro de potasio.

Consentimiento para uso de Yoduro de Potasio en menores

El nombre de mi hijo(a) es: (letra de molde) _____ Grado: _____ Peso _____ libras
Nombre de Maestro(a): (letra de molde) _____ Clase _____
Nombre del padre/madre: (letra de molde): _____ Teléfono: _____
Firma: _____ Fecha: _____

Puede su hijo pasar una pildora? **SI** **NO**

Elija la mejor dosis de su hijo(a): **65 mg** **130 mg**

Reconozco que mi hijo(a) no tiene alergia a pez de concha ni Yoduro:

No le doy permiso a mi hijo(a) de tomar KI: **Razón** _____

Favor de regresar esta forma al maestro de su hijo(a).



**U.S. Department of Education
Washington, D.C. 20202**

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME: Capistrano Unified School District 32972 Calle Perfecto San Juan Capistrano, CA 92675	5	AWARD INFORMATION PR/AWARD NUMBER Q184L060008-07 ACTION NUMBER 02 ACTION TYPE Continuation AWARD TYPE Discretionary																														
2	PROJECT TITLE 84.184L SAFE SCHOOLS/HEALTHY STUDENTS GRANTS	6	AWARD PERIODS BUDGET PERIOD 08/01/2007 - 07/31/2008 PERFORMANCE PERIOD 08/01/2006 - 07/31/2009 FUTURE BUDGET PERIODS <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align:left;"><u>BUDGET PERIOD</u></th> <th style="text-align:left;"><u>DATE</u></th> <th style="text-align:right;"><u>AMOUNT</u></th> </tr> </thead> <tbody> <tr> <td>03</td> <td>08/01/2008 - 07/31/2009</td> <td style="text-align:right;">\$1,940,209.01</td> </tr> </tbody> </table>	<u>BUDGET PERIOD</u>	<u>DATE</u>	<u>AMOUNT</u>	03	08/01/2008 - 07/31/2009	\$1,940,209.01																								
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U.S. Department of Education
Grant Performance Report Cover Sheet (ED 524B)
Check only one box per Program Office instruction.
Annual Performance Report [] Final Performance Report [X]

OMB No. 1890-0004
 Exp. 10-31-2007

General Information

1. PR/ Number #: Q184E060294 2. NCES ID#: _____
(Block 5 of the Grant Award Notification - 11 Characters.) (See Instructions - Up to 12 Characters.)
3. Project Title: Emergency Response and Crisis Management
(Enter the same title as on the approved application.)
4. Grantee Name (Block 1 of the Grant Award Notification): Capistrano Unified School District
5. Grantee Address 33122 Valle Road
San Juan Capistrano, CA
6. Project Director Name: Mike Beekman Title: Project Director
 Ph #: (949) 234-9267 Fax #: (949) 489-7046
 Email Address: mbeekman@capousd.org

Reporting Period Information (See Instructions.)

7. Reporting Period: From: 09/01/2006 To: 08/01/2008 (mm/dd/yyyy)

Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period	0.00	NA
b. Current Budget Period	167,054.00	NA
c. Entire Project Period <i>(For Final Performance Reports only)</i>	167,054.00	NA

Indirect Cost Information (To be completed by your Business Office. See instructions.)

9. Indirect Costs

- a. Are you claiming indirect costs under this grant? Yes No
- b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government? Yes No
- c. If yes, provide the following information:
 Period Covered by the Indirect Cost Rate Agreement: From: 07/01/2006 To: 06/30/2009 (mm/dd/yyyy)
 Approving Federal agency: ED Other (Please specify): _____
 Type of Rate (For Final Performance Reports Only): Provisional Final Other (Please specify) _____
- d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
 Is included in your approved Indirect Cost Rate Agreement?
 Complies with 34 CFR 76.564(c)(2)?

Human Subjects (See Instructions.)

10. Annual Certification of Institutional Review Board (IRB) Approval? No N/A

Performance Measures Status and Certification (See Instructions.)

11. Performance Measures Status

- a. Are complete data on performance measures for the current budget period included in the Project Status Chart? Yes No
- b. If no, when will the data be available and submitted to the Department? / / (mm/dd/yyyy)

12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

Name of Authorized Representative

A. Woodrow Carter

Title: Superintendent

Signature

Date: 09/30/08



U.S. Department of Education
Grant Performance Report Cover Sheet (ED 524B)
Check only one box per Program Office instruction.
 Annual Performance Report [] Final Performance Report

OMB No. 1890-0004
 Exp. 10-31-2007

General Information

1. PR/ Number #: Q184E050235 2. NCES ID#: _____
(Block 5 of the Grant Award Notification - 11 Characters.) (See Instructions - Up to 12 Characters.)

3 Project Title: Emergency Response Plans for School Safety
(Enter the same title as on the approved application.)

4. Grantee Name (Block 1 of the Grant Award Notification): Capistrano Unified School District

5. Grantee Address (See Instructions.)

6. Project Director Name: Mike Beekman Title: Project Director
 Ph #: (949) 489 - 7072 Ext: () Fax #: (949) 234-
 Email Address: mbeekeman@cusd.org

Reporting Period Information (See Instructions.)

7. Reporting Period: From: 10/01/2005 To: 3/31/2007 (mm/dd/yyyy)

Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period	\$29,661	
b. Current Budget Period		
c. Entire Project Period <i>(For Final Performance Reports only)</i>	\$242,638	

Indirect Cost Information (To be completed by your Business Office. See instructions.)

9. Indirect Costs

a. Are you claiming indirect costs under this grant? Yes No

b. If yes, do you have an Indirect Cost Rate Agreement approved by the Federal Government? Yes No

c. If yes, provide the following information:
 Period Covered by the Indirect Cost Rate Agreement: From: 07/01/2005 To: 06/30/2007 (mm/dd/yyyy)
 Approving Federal agency: ED Other (Please specify): _____
 Type of Rate (For Final Performance Reports Only): Provisional Final Other (Please specify) _____

d. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
 Is included in your approved Indirect Cost Rate Agreement?
 Complies with 34 CFR 76.564(c)(2)?

Human Subjects (See Instructions.)

10. Annual Certification of Institutional Review Board (IRB) Approval? No N/A

Performance Measures Status and Certification (See Instructions.)

11. Performance Measures Status

a. Are complete data on performance measures for the current budget period included in the Project Status Chart? Yes No

b. If no, when will the data be available and submitted to the Department? ___/___/___ (mm/dd/yyyy)

12. To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

Kristen Nelson Title: Executive Director, State & Federal Programs

Name of Authorized Representative:

 Date: ___/___/___

Signature:



U.S. Department of Education
Washington, D.C. 20202

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME: Capistrano Unified School District 32972 Calle Perfecto San Juan Capistrano, CA 92675-4792	5	AWARD INFORMATION PR/AWARD NUMBER Q184E040107 ACTION NUMBER 01 ACTION TYPE New AWARD TYPE Discretionary																				
2	PROJECT TITLE 84.184E EMERGENCY RESPONSE PLANS FOR SCHOOL SAFETY INITIATIVE	6	AWARD PERIODS BUDGET PERIOD 10/01/2004 - 03/31/2006 PERFORMANCE PERIOD 10/01/2004 - 03/31/2006																				
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR Mike Beckman (949) 489 - 7436 EDUCATION PROGRAM CONTACT Sara E. Strizzi (202) 708 - 4850 EDUCATION PAYMENT CONTACT GAPS PAYEE HOTLINE (888) 336 - 8930	7	AUTHORIZED FUNDING <table style="width:100%; border:none;"> <tr> <td style="text-align:right;">THIS ACTION</td> <td style="text-align:right;">\$249,374.00</td> </tr> <tr> <td style="text-align:right;">BUDGET PERIOD</td> <td style="text-align:right;">\$249,374.00</td> </tr> <tr> <td style="text-align:right;">PERFORMANCE PERIOD</td> <td style="text-align:right;">\$249,374.00</td> </tr> </table>	THIS ACTION	\$249,374.00	BUDGET PERIOD	\$249,374.00	PERFORMANCE PERIOD	\$249,374.00														
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EMERGENCY DRILLS

EVACUATION/FIRE DRILL

The principal of each school shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year in all high schools (Code of Regulations, Title 5, Section 550).

1. All students, teachers, and other employees shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that no student remains in the building.
2. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked.
3. A record shall be kept in the principal's office of each drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee. (Form # 100052 - B-50)

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building.

Principals and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

In case of an actual fire emergency, the following actions will be taken:

1. Sound fire signals.
2. Call police and fire departments.
3. Students and adults evacuate the building to outside assembly areas.
4. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to injured students.
5. If the fire is serious, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) DRILL

The principal of each school shall hold a NIMS drill at least once a year in all elementary, middle and high schools

1. Drop, cover and hold procedures will be implemented in response to a simulated earthquake.

EMERGENCY DRILLS (continued)

2. All students, teachers and employees will evacuate the school buildings to an assembly area, after it has been established that the evacuation route is safe.
3. All areas of the NIMS incident command system will be activated and simulated. These areas include: Command, Operations, Logistics and Administration/Finance and Planning.
4. A record shall be kept in the principal's office of each drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee. (Form # 100052 - B-50)

LOCKDOWN DRILLS

The principal of each school shall hold a lockdown drill once a year in all elementary, middle and high schools.

1. All students, teachers and other employees will initiate lockdown mode as outlined in the CUSD Emergency Management Plan.
2. If feasible, the lockdown drill will be conducted in coordination with local law enforcement.
3. A record shall be kept in the principal's office of each drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee. (Form # 100052 - B-50)

DISTRICT EMERGENCY OPERATIONS CENTER (EOC) DRILLS

The superintendent or designee shall conduct an activation of the Emergency Operations Center a minimum of once a year.

1. The activation shall include deployment of all NIMS Incident Command positions.
2. Actual or simulated contact shall be made with each CUSD School Site. Status of each site must be documented.
3. A record shall be kept in the principal's office of each drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee. (Form # 100052 - B-50)

Legal Reference:

EDUCATION CODE

32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)

32040 Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Policy
Adopted: February 9, 1999
Revised: November 2008

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

All District staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events which threaten to result in a disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

Principals shall augment the District plan with working plans and procedures specific to each school building. All students and employees shall receive instruction regarding these plans.

The Superintendent or designee shall consult with city and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each District school.

District and site plans shall address at least the following situations:

1. Fire in a building.
2. Fire from an external source.
3. Bomb threat or actual detonation.
4. Natural disasters, including earthquakes.
6. Man-made disasters.
7. Attack or disturbance by an individual or group.
8. San Onofre Nuclear Generating Station evacuation procedures (in areas effected).

(cf. 3514 - Safety)

(cf. 3515 - Security)

(cf. 4141.6/4241.6 - Concerted Activities/Work Stoppage)

(cf. 5142 - Student Safety)

The Superintendent or designee may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 38051)

The Governing Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs. (Education Code 38132)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

If a disaster occurs during school hours, employees may be required to remain at school as per Government Code.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. Each principal shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered at least once a year for District staff.

Legal Reference:

EDUCATION CODE

32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)

32040 Duty to equip school with first aid kit

35295-35297 Earthquake emergency procedures

38051 Operating overloaded bus

38132 Mass care and welfare shelters

46390-46392 Emergency average daily attendance in case of disaster

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

Policy
adopted: February 8, 1999

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

SAN JUAN HILLS HIGH SCHOOL TABLETOP EXERCISE
Tuesday, June 7, 2011

Unified Command Exercise



OBJECTIVES

- To familiarize other agencies with the procedures, resources and tactics to be implemented in an emergency.
- To ensure the procedures and tactics are compatible with the plans of each organization.
- To work cohesively as a Unified Command unit allowing each organization to take the lead at the appropriate time.
- To implement the use of a new security surveillance system as a tool to support the command function.

PARTICIPANTS

- San Juan Hills High School Administration
- Capistrano Unified School District Office
- San Juan Capistrano Police Services
- Orange County Sheriff's Juvenile Services
- OCSD SWAT
- Orange County Fire Authority

SCENARIO

At 9:30 a.m. a San Juan Hills High School student reports to dispatch that a man entered her drama class (F4) and shot her teacher. The man had a hunting rifle with a scope and was dressed in dark clothing. Subsequent reports state that the man has accessed the roof area above the theatre and has been shooting from the roof area. It has been reported that a campus supervisor (in the courtyard), a

SAN JUAN HILLS HIGH SCHOOL TABLETOP EXERCISE
Tuesday, June 7, 2011

SCENARIO (continued)

teacher (in D building) and an administrator (in A building) have all been shot and injured. The man has been identified as the drama teacher's estranged husband. He is a combat veteran who has been hospitalized for PTSD. The man and his wife have been involved in a bitter custody dispute. Recently, full custody of his children has been granted to his wife.

TIMELINES

0930 – 0931	Initial Incident
0936 – 0941	First four OCSD units arrive (no shots are being fired)
0940	First responding engine company arrives
0945	OCSD supervisor arrives/shooting stops
0946	Calls come into the CUSD District office
1000	SJC Chief, BATTALION 6, DO Liaison and SMART on scene

SAN JUAN HILLS HIGH SCHOOL ADMINISTRATION

What are your priorities and objectives?

By what means do you execute your objectives?

FIRST RESPONDING DEPUTIES

What are your priorities and objectives?

What will you do with the resources available?

CUSD DISTRICT OFFICE

What are your priorities and objectives?

What resources will be deployed to assist the site?

UNIFIED COMMAND (SJC LT., BATTALION 6, DO LIAISON)

- Where is the command post set-up?
- ICS Flow Chart? ICS Vests?
- What are your priorities and objectives?
- What resources have been requested?

SAN JUAN HILLS HIGH SCHOOL TABLETOP EXERCISE
Tuesday, June 7, 2011

- ISSUES:
 - Site communications to classrooms
 - How will you use the technology available on campus (see cameras)?
 - How do you evacuate staff and students?
 - Where are they evacuated to?
 - When will victims be evacuated (where & how)?
 - What is the reunification process?
 - How is the media going to be handled?
 - When will you be giving press conferences?
 - What do you do with convergent volunteers?
 - How can the district help you in identification and investigation?

ALISO NIGUEL HIGH SCHOOL TABLETOP EXERCISE
Monday, April 18, 2011

Unified Command Exercise



OBJECTIVES

- To familiarize other agencies with the procedures, resources and tactics to be implemented in an emergency.
- To ensure the procedures and tactics are compatible with the plans of each organization.
- To work cohesively as a Unified Command unit allowing each organization to take the lead at the appropriate time.
- To implement the use of a new security surveillance system as a tool to support the command function.

PARTICIPANTS

- Aliso Niguel High School Administration
- Capistrano Unified School District Office
- Aliso Viejo Police Services
- Orange County Sheriff's Juvenile Services
- OCSD SWAT
- Orange County Fire Authority

SCENARIO

- Dispatch has received a call from a teacher in room 102 at Aliso Niguel HS. The teacher reports that at 9:30 a.m. on Monday, April 18, 2011 a young male pulled up to the red curb in the staff lot and exited his vehicle. As a campus

ALISO NIGUEL HIGH SCHOOL TABLETOP EXERCISE
Monday, April 18, 2011

SCENARIO

supervisor approaches, the individual shoots him and seriously injures him. The subject continues to proceed to enter the main entry. It's reported that he has a hand gun and a backpack. The teacher believes the subject is a former student that was recently expelled. A campus supervisor also calls into dispatch and reports that once inside the building the subject walks to the boys' bathroom by the main entrance. Upon exiting the bathroom the subject moves toward the main office and shoots at several students in the breeze way. The suspect then enters the administration office via the front doors. There are no more shots fired. There could be up to 20 people in the administrative office area.

TIMELINES

0930 – 0931	Initial Incident
0934 – 0941	First four OCSD units arrive (no shots are being fired)
0940	First responding engine company arrives
0945	OCSD supervisor arrives
0946	Calls come into the CUSD District office
0950	Suspect calls into 911. He warns that he will start killing hostages if the police don't leave. He says doesn't care if he dies. He sounds delusional or under the influence.
1000	AV Chief, BATTALION 6, DO Liaison and SMART on scene

ALISO NIGUEL HIGH SCHOOL ADMINISTRATION

What are your priorities and objectives?

By what means do you execute your objectives?

FIRST RESPONDING DEPUTIES

What are your priorities and objectives?

What will you do with the resources available?

CUSD DISTRICT OFFICE

What are your priorities and objectives?

What resources will be deployed to assist the site?

ALISO NIGUEL HIGH SCHOOL TABLETOP EXERCISE
Monday, April 18, 2011

UNIFIED COMMAND (AV LT., BATTALION 6, DO LIAISON)

- Where is the command post set-up?
- ICS Flow Chart? ICS Vests?
- What are your priorities and objectives?
- What resources have been requested?
- ISSUES:
 - Site communications to classrooms
 - How will you use the technology available on campus (see cameras)?
 - How do you evacuate staff and students?
 - Where are they evacuated to?
 - When will victims be evacuated (where & how)?
 - What is the reunification process?
 - How is the media going to be handled?
 - When will you be giving press conferences?
 - What do you do with convergent volunteers?
 - How can the district help you in identification and investigation?

CAPISTRANO VALLEY HIGH SCHOOL TABLETOP EXERCISE
Wednesday, November 10, 2010

Unified Command Exercise



OBJECTIVES

- To familiarize other agencies with the procedures, resources and tactics to be implemented in an emergency.
- To ensure the procedures and tactics are compatible with the plans of each organization.
- To work cohesively as a Unified Command unit allowing each organization to take the lead at the appropriate time.
- To implement the use of a new security surveillance system as a tool to support the command function.

PARTICIPANTS

- Capistrano Valley High School Administration
- Capistrano Unified School District Office
- Mission Viejo Police Services
- Orange County Sheriff's Juvenile Services
- OCSD School Mobile Assessment Resource Team (SMART)
- OCSD SWAT
- Orange County Fire Authority

SCENARIO

- Dispatch has received a call from a teacher in room B-3 at Capo Valley HS. The teacher reports that at 9:30 a.m. on Wednesday, November 10, 2010 a young male pulled up to the red curb in the senior lot and exited his vehicle. As a campus supervisor approaches, the individual shoots him. The subject

CAPISTRANO VALLEY HIGH SCHOOL TABLETOP EXERCISE
Wednesday, November 10, 2010

SCENARIO

continues to proceed to enter the main building. It's reported that he has a hand gun and a backpack. The teacher believes the subject is a former student. A campus supervisor also calls into dispatch and reports that once inside the building the subject walks to the boys' bathroom by the food court area. Upon exiting the bathroom the subject moves into the mall area and shoots at several students. The suspect then enters the administration office via the attendance door. There are no more shots fired. There could be up to 20 people in the administrative office area.

TIMELINES

0930 – 0931	Initial Incident
0934 – 0941	First four OCSD units arrive (no shots are being fired)
0940	First responding engine company arrives
0945	OCSD supervisor arrives
0946	Calls come into the CUSD District office
0950	Suspect calls into 911. He warns that he will start killing hostages if the police don't leave. He says doesn't care if he dies. He sounds delusional or under the influence.
1000	MV Chief, BATTALION 6, DO Liaison and SMART on scene

CAPISTRANO VALLEY HIGH SCHOOL ADMINISTRATION

What are your priorities and objectives?

By what means do you execute your objectives?

FIRST RESPONDING DEPUTIES

What are your priorities and objectives?

What will you do with the resources available?

CUSD DISTRICT OFFICE

What are your priorities and objectives?

What resources will be deployed to assist the site?

CAPISTRANO VALLEY HIGH SCHOOL TABLETOP EXERCISE
Wednesday, November 10, 2010

UNIFIED COMMAND (MV LT., BATTALION 6, DO LIAISON)

- Where is the command post set-up?
- ICS Flow Chart? ICS Vests?
- What are your priorities and objectives?
- What resources have been requested?
- ISSUES:
 - Site communications to classrooms
 - How will you use the technology available on campus (see cameras)?
 - How do you evacuate staff and students?
 - Where are they evacuated to?
 - When will victims be evacuated (where & how)?
 - What is the reunification process?
 - How is the media going to be handled?
 - When will you be giving press conferences?
 - What do you do with convergent volunteers?
 - How can the district help you in identification and investigation?

**Table 3.1 Summary of Exercise Evaluation
(continued)**

DATE: 2011-04-12 SITE: San Onofre Nuclear Generating Station, CA A: ARCA, D: Deficiency, M: Met, N: Not Demonstrated		SD EAS Station	Dana Point EOC	San Clemente EOC	San Juan Capistrano EOC	State Parks EOC	CHP Interview	IPC-JIC	CLUSD	CalTrans Interview
Emergency Operations Management										
Mobilization	1a1		M	M	M	M		M		
Facilities	1b1									
Direction and Control	1c1		M	M	M	M		M		
Communications Equipment	1d1	M	M	M	M	M		M		
Equip & Supplies to support operations	1e1		M	M	M	M	M	M	M	M
Protective Action Decision Making										
Emergency Worker Exposure Control	2a1									
Radiological Assessment and PARs	2b1									
Decisions for the Plume Phase -PADs	2b2		M	M	M					
PADs for protection of special populations	2c1								M	
Rad Assessment and Decision making for the Ingestion Exposure Pathway	2d1									
Rad Assessment and Decision making concerning Relocation, Reentry, and Return	2e1									
Protective Action Implementation										
Implementation of emergency worker exposure control	3a1		M	M	M	M	M		M	M
Implementation of KI decision	3b1		M	M	M	M	M		M	M
Implementation of protective actions for special populations - EOCs	3c1									
Implementation of protective actions for schools	3c2								M	
Implementation of traffic and access control	3d1		M	M	M	M	M			M
Impediments to evacuation are identified and resolved	3d2		M	M	M	M	M			
Implementation of ingestion pathway decisions - availability/use of info	3e1									
Materials for Ingestion Pathway PADs are available	3e2									
Implementation of relocation, re-entry, and return decisions.	3f1									
Field Measurement and Analysis										
Adequate equipment for plume phase field measurements	4a1									
Field Teams obtain sufficient information	4a2									
Field Teams manage sample collection appropriately	4a3									
Post plume phase field measurements and sampling	4b1									
Laboratory operations	4c1									
Emergency Notification and Public Info										
Activation of the prompt alert and notification system	5a1	M	M	M	M	M				
Activation of the prompt alert and notification system - Fast Breaker	5a2									
Activation of the prompt alert and notification system - Exception Areas	5a3		M	M	M	M	M			
Emergency information and instructions for the public and the media	5b1	M	M	M	M	M		M		
Support Operations/Facilities										
Mon / decontamination of evacuees and emergency workers, and registration of evacuees	6a1									
Mon / decontamination of emergency worker equipment	6b1									
Temporary care of evacuees	6c1									
Transportation and treatment of contaminated injured individuals	6d1									

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

August 5, 2010,

TO: All School Principals

FROM: Mike Beekman, Executive Director, Safety and Student Services

SUBJECT: SCHOOL SAFETY PLANS 2010- 11

Each year every school site is required to submit a *School Safety Plan* (per Senate Bill 187). As always, these school plans include the following:

- A. Crime assessment
- B. Child abuse reporting
- C. Discipline plan
- D. Notice of dangerous students procedure
- E. Sexual harassment policy
- F. Dress code policy
- G. Safe and orderly environment documentation
- H. Crisis response plan
- I. Emergency preparation plan

This year your plans are due to Safety and Student Services (Attn. Mike Beekman) by October 4, 2010. Most of the requested contents of the plan should be readily available from last year's plan.

Unless there are changes in your plan, items A-H do not need to be resubmitted. We will utilize last year's information. **Item I, the Emergency Preparation Plan**, should be clipped together, **not stapled**. There is no need to put this in any type of binder, please submit this section in a file folder. We will need to make copies of this section, so it is important that you do not staple it.

Item I, the Emergency Preparation Plan will include the following items (in this order):

1. School Site Security / Hazard Assessment (District template will be provided).
2. The school evacuation plan (includes the buddy system plan and sweep teams).
3. National Incident Management System (NIMS) – formerly known as the SEMS plan. Complete the district template provided, and submit an organizational chart.
4. School lockdown plan.
5. Shelter in place procedures.
6. Administrator contact telephone numbers (including all mobile phone numbers).
7. Bell schedule (daily and minimum day).

SCHOOL SAFETY PLANS 2010-11

August 5, 2010,

Page 2

8. Phone directory (with the phone numbers of each classroom).
9. General site map (include door swings and compass orientation).
10. An evacuation routes map and alternate evacuation sites map (inc. street names).
11. Utility shut off map.
12. NIMS site layout map.
13. Release/reunification plan.
14. Aerial Photographs (available on CUSD-ER).
15. Supply Inventory.
16. Disabled student's evacuation plan.
17. Songs Plan for EPZ schools (for schools in SJC, Dana Point and San Clemente).
18. Emergency drill schedule.

If you are on a campus that has a middle school and elementary school, items A-H are to be submitted for K-5 and 6-8 separately. The emergency preparation plan should be done as one site with a unified command.

Additional training for school safety planning will be offered on September 15th at 3:00 p.m. in the Eisenhower Conference Center at the district office. At this time we will assist you in completing your school's safety plan.

All drills this year will be tracked by Safety and Student Services. We are requesting that in addition to the standard fire and drop and cover drill, each school conducts a lockdown drill and NIMS drill once per year. The NIMS drill can be an extension of a standard evacuation drill. Please submit the new drill form to Kym Lobo upon the completion of each drill.

Thank you in advance for your cooperation and support in the process of creating a safe environment for our children.



Mike Beekman
Executive Director, Safety and Student Services

Capistrano Unified School District
School Site Security Assessment
School Site: Marco F. Forster Middle School

Risk	Location (use this column for detailed info. on location)		Action to be Taken (If "Other", please explain)	Priority
Flood/Storm/Hurricane	In local area	Overflow from flood control channel	Other: Close school Relocation if necessary	Medium
Earthquake/ Moderate 5.5-7.0	In local area		Drop and cover Evacuate from building	High
Earthquake/ Major 7.0 +	In local area		Drop and cover Evacuate from building	High
Urban Fire	In local area		Shelter in Place Relocation if necessary	Medium
Site Fire	On campus		Evacuation from School Building	High
Wildland Fire	In local area		Shelter in Place Relocation if necessary	Low
Hazardous materials	In local area	Del Obispo/5 Freeway	Shelter in Place Relocation if necessary	Medium
Aircraft Incident	In local area		Shelter in Place	Medium
	On campus		Relocation from Site	Medium
Terrorism	In local area		Shelter in Place	Medium
	On campus		Shelter in Place	Medium
Tsunami	In local area		Shelter in Place	Medium
SONGS	In local area		Shelter in Place Relocation from site	High
High winds	In local area		Shelter in Place	Low
Train Crash	In local area		Shelter in Place	Medium
Power outage	On campus		Shelter in Place Partial evacuation	Medium
Agriculture and Vector	In local area		Shelter in Place	Medium
	On campus		Shelter in Place	Medium
Mudslide/Landslide	In local area		Shelter in Place	Low

School Site: _____