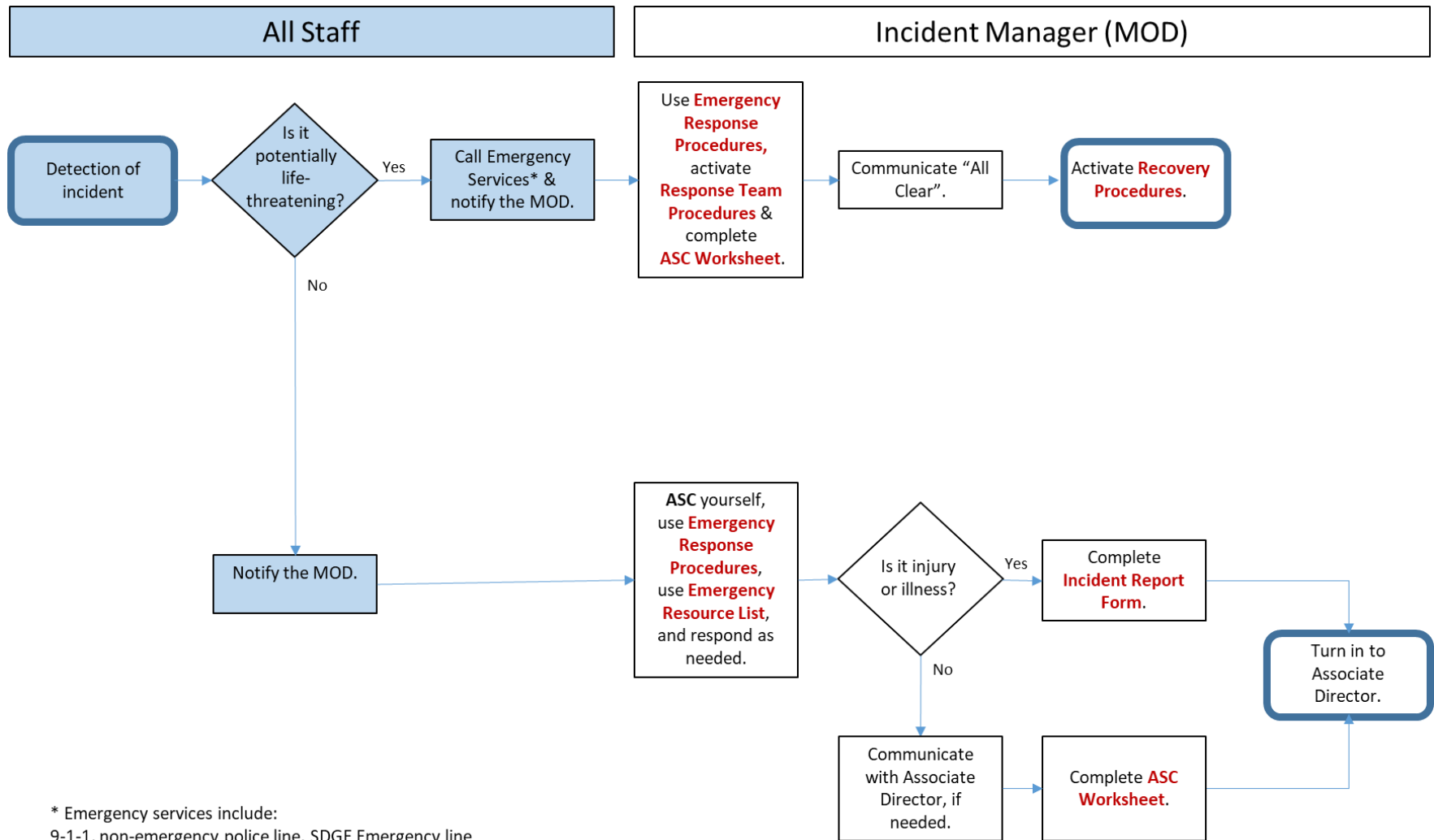


PART IV: INCIDENT MANAGER EMERGENCY RESPONSE PROCEDURES

EMERGENCY RESPONSE GENERAL PROCESS FLOW

Below is the general response process flow, including initial actions that can be taken by any staff and those that will be led by the Incident Manager. This section of the manual includes the Emergency Response Procedures for the Incident Manager. Indicated in **red** are procedures, resources, and forms that can be found in the Emergency Response Box for use during an incident. In order to provide an effective response, procedures may be activated in part or in whole, as necessary.



EMERGENCY RESPONSE PROCEDURES: BAHÍA DE LOS ANGELES ONLY

This section includes emergency response procedures for use when an emergency takes place during programming in Mexico – in Bahía de los Angeles (BLA), the surrounding areas, or while traveling to/from BLA. It includes response procedures for staff who are in BLA and in SD who are coordinating response to an emergency taking place in Mexico.

OFF-SITE EVACUATION (BLA)

- ☐ Notify all staff/students to evacuate:
 - Use a hand-held air horn in the event of a failure of the alarm.
 - Use the PA system or runners to communicate evacuation site.
- ☐ Direct the evacuation of individuals to the designated Evacuation Assembly Area.
- ☐ Ensure reception staff do the following:
 - **Bring the Student Rosters** on the **MOD Clipboard**
 - **Bring the Emergency Response Binder** and **Trauma Kit** from Storage to the assembly area
- ☐ Use the **Incident Manager Procedure** (on clipboard) to direct Response.

ACTIVE SHOOTER (BLA)

Accountability

- ☐ Quickly determine the most reasonable way to escape the situation and protect your own life.
- ☐ As you act, communicate with those in your care to follow your lead.

Safety

- ☐ **RUN:** Run out of building/move away from threat. Yell, “Run, run, go outside. Get away.”
- ☐ **HIDE:** If exiting is impossible, hide behind closed doors in a locked and/or barricaded room until authorities authorize release. Stay in place until certain you can evacuate safely.
- ☐ **FIGHT:** As a last resort, and only when your life is in imminent danger, fight-attempt to disarm and/or incapacitate the active shooter. Act aggressive, throw objects, yell.

Communication

- ☐ Yell, “Run, run, go outside. Get away.”

When safe,

- ☐ Notify the local BLA police.
- ☐ Assign a Communicator for the police to provide information and facilitate their needs.
- ☐ Establish communication with the San Diego Point-of-Contact to gather team and determine recovery plan. Key personnel include:
 - Shara Fisler
 - Lindsay McKay
 - MacKenzie Sandy
 - Elvia Meza
- ☐ Identify who is missing or needing medical care.
- ☐ Coordinate evacuation to the US.

WIND, RAIN, THUNDER, LIGHTNING – IN THE FIELD (BLA)

Accountability

- ☐ Keep the group within easy visual/radio contact of transportation, alter plans if needed.
- ☐ Perform a headcount before leaving.

Safety

- ☐ Assess conditions with boat guide and/or other staff.
- ☐ Alter activities as necessary.
- ☐ Return to the station if directed by the boat guide.

Communication

- ☐ Notify Field Station of early return.
- ☐ Check-in with Harbor master when you return.

WIND, RAIN, THUNDER, LIGHTNING— WHILE SLEEPING AT THE FIELD STATION (BLA)

Accountability

- ☐ Scan the area and move any individuals who are in immediate threat.
- ☐ Assess all staff and student locations and establish contact to alter plans, if needed.

Safety

- ☐ Remove/secure any immediate safety threats.
- ☐ Activate the following individuals:
 - ☐ Station Lead
 - Shut down the field station, dorms, and office more securely, including:
 - Take all laundry off lines and store in safe area.
 - Shut all windows and doors.
 - Shut down electronics and battery backups.
 - ☐ Staff Lead
 - Shut down the staff areas more securely, including:
 - Shut all windows.
 - Take all laundry off line.
 - Move anything that could blow away inside.
 - Turn off battery backups.
 - ☐ Student Lead will:
 - Transition students and staff sleeping outside to new sleeping areas.
 - If there is a group (boys/girls) sleeping in the classroom, have them remain with 2 Sleep Leads. If not move one group (boys/girls) to the classroom.
 - Move the other group (boys/girls) from outside to sleep in the salon with 2 Sleep Leads.
 - Staff sleep in the protected areas of hallways, patios, etc. as needed.
 - Turn on fans if necessary for circulation, monitor for problems, and help all settle down.
- ☐ Perform a headcount and ensure all individuals are in a safe location.

Communication

- ☐ Notify the Manager on Duty.

RATTLESNAKE IN THE FIELD STATION (BLA)

Accountability

- ☐ Assign staff to maintain visual of snake.

Safety

- ☐ Ensure everyone is a minimum of 10 feet away from snake.
- ☐ Have staff remove students from the area.
- ☐ Alert those trained in rattlesnake abatement – Anne, Jo, Brian.
- ☐ Rattlesnake trained staff will:
 - Use grabber to hold the snake.
 - Use shovel to cut off the head.
 - Put snake in bucket – using care as snake may still react for several minutes.
 - Dispose of snake.

Communication

- ☐ Notify Manager on Duty.

WATER RELATED ACCIDENT (BLA)

Accountability

- ☐ Have everyone else get to land/boat/away from shoreline.
- ☐ Once individuals are safe, account for each individual.

Safety

- ☐ Use safety equipment to perform rescue.
- ☐ Render first aid as needed and qualified.
- ☐ Activate **Incident Response Procedures: BLA Evacuation to the US** for medical emergencies as needed.

Communication in BLA

Life threatening emergency:

- ☐ Activate the EPIRB.
- ☐ Radio for help on Channel 16.
- ☐ Notify Safety Officer and Manager on Duty.
- ☐ Staff in BLA alert partner boat drivers.
- ☐ Staff in SD alerts Coast Guard and US Consulate.

Non-Emergencies:

- ☐ Notify Safety Officer and Manager on Duty.

EARTHQUAKE – WHEN INDOORS OR OUTDOORS

Accountability

- ☐ Bring assigned rosters if evacuating.
- ☐ Once participants are safe, account for each individual.

Safety

During the earthquake

- ☐ **Drop, cover, and hold.**
 - **DROP** to hands and knees.
 - **COVER** your head and neck (under sturdy furniture if possible).
 - **HOLD ON** until shaking stops.
 - If outside:
 - Move to open space as far away from buildings, trees, and overhead power lines as possible.
 - Lie down or crouch (legs will be unsteady).

After the shaking stops (after the first aftershock or after two to three minutes)

- ☐ Assess the scene.
 - **Check for injuries** – Provide first aid if trained.
 - **Check surroundings for:** Structural damage, fire, gas leaks, chemical spills, or fallen power lines.
- ☐ Activate **Evacuation Procedures** if:
 - Directed by alarm system, emergency personnel, or Manager-on-Duty.
 - Building is unsafe or compromised.
 - Fire, hazardous material, or gas leak is detected.
 - Tsunami warning is issued (coastal sites only).

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ If offsite, attempt to establish communication with the Manager on Duty.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Establish communication with the San Diego Point of Contact.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
- ☐ Non-Emergencies:

- Notify Manager on Duty.

FIRE – DURING OPERATIONAL HOURS

Accountability

- ☐ Once participants are safe, account for each individual.

Safety

- ☐ Use fire extinguisher only for small fires.
- ☐ Determine if using primary or secondary Off-Site Evacuation location. Off-Site Evacuation site should be away and upwind of the hazard.
- ☐ Activate **Evacuation Procedures**.
- ☐ If the alarm was determined to be false,
 - Immediately notify the Fire Alarm Company 1-800-571-7441 that alarm was false and arrange for all occupants to return the site.
 - Activate facility staff in silencing the fire control panel.
- ☐ Notify the police if arson is suspected.

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ If offsite, attempt to establish communication with the Manager on Duty.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Establish communication with the San Diego Point of Contact.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.

Accountability

- ☐ Identify location of all staff and participants and gather rosters in case needed.

Safety

- ☐ Assess the fire and initiate appropriate actions, which may include Evacuation or Modified Lockdown.
- ☐ Instruct staff to prevent students from approaching the fire and to keep routes open for emergency vehicles.
- ☐ Work with the fire department to determine if the site/grounds are threatened by the fire, smoke, or other hazardous condition(s).
- ☐ If the fire department determines that the site/grounds are going to be affected by the fire, smoke, or other hazardous condition(s), notify all individuals onsite by pulling the fire alarm or announcing the need to evacuate via PA or runners.

Communication in San Diego

- ☐ Call 9-1-1 and establish point of contact phone number.
- ☐ Be available at the Point of Contact phone number at all times following notification and provide updates of any changes.

Communication in BLA

- ☐ Life threatening emergency:
 - No Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
 - Establish communication with the San Diego Point of Contact.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.

MEDICAL EMERGENCY/INJURY

Accountability

- ☐ Ensure safety of scene and all participants.
- ☐ Assign staff to supervise other students and remove them from the area and/or keep them supervised.

Safety

- ☐ Render first aid as needed and qualified.
- ☐ Utilize resources available, depending on location and circumstance:
 - Classroom Teacher
 - First aid certified staff
 - Safety Officer
 - Paramedics (for movement to nearest hospital). If employee prefers, a private ambulance should be called.
- ☐ Ensure you/responding staff take “Universal Precautions” for protection while giving care.
- ☐ Transport student to Living Lab/School site/Field Station, if a non-emergency and safe to do so.

For serious injury:

- ☐ Do not move the victim unless the victim’s location is unsafe.
- ☐ Notify the Emergency Contact on file in arranging for transportation and care. In the absence of the emergency contact, have a competent person accompany injured student to home or hospital (Education Code Section 35350).
- ☐ If the Emergency Contact cannot be reached and/or evaluation suggests that the student needs immediate attention, call paramedics – 911. *In BLA, notify the Safety Officer.*
- ☐ Assign a staff member to meet the ambulance/parent/guardian at the nearest entry or emergency access point and direct them to the victim.

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
 - Complete **Ouch Report** to provide to family (if applicable).
 - Fill out an **Incident Response Form** and submit to Associate Director.

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use What’sApp/Text or Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Establish communication with the San Diego Point of Contact.
 - Use the **Incident Response Team Procedures: BLA Evacuation to the US, Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
- ☐ Non-Emergencies:

- Notify Manager on Duty.
- Fill out **Incident Response Form** and submit to Resident Advisor

Accountability

- ☐ Ensure safety of scene and all participants.
- ☐ Assign one staff to care for the individual in need and one to lead the remaining group.

Safety

- ☐ Render first aid as needed and qualified.
- ☐ Have individual sit or lie in a cool, shady area.
- ☐ Provide cool water.
- ☐ Cool individual with ice packs.
- ☐ Return to the Living Lab/Field Station (if in the field), if a non-emergency and safe to do so.
- ☐ Monitor the individual.
- ☐ Take to clinic or arrange transport to emergency room if signs or symptoms worsen or do not improve within 60 minutes.
- ☐ If conditions improve, modify activities for the remainder of the day.
- ☐ Consider if group activities need to be modified as well.

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
 - Fill out an Incident Response Form.

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
 - Establish communication with the San Diego Point of Contact.
- ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty.
- ☐ Fill out an **Incident Response Form** and submit to Resident Advisor.

SHOCK

If someone is in shock (or you suspect they are)

Accountability

- ☐ Ensure safety of scene and all participants.
- ☐ Assign one staff to care for the individual in need and one to lead the remaining group.

Safety

- ☐ Check for breathing.
 - If not breathing, start rescue breathing and CPR.
 - Check breathing every 5 minutes.
- ☐ Lay the person down.
 - Try to lay them on their back on a blanket, towel or other to protect from cold.
 - Brown recluse: painless at first, bulls-eye patten, becomes large ulcer
- ☐ Keep the person warm and comfortable.
- ☐ Elevate their legs.
 - Raise legs approx.. 12 inches above level of their heart (unless injured leg, neck, head, back, or you suspect a broken bone).
- ☐ Loosen clothing.
- ☐ Treat injuries.
 - Treat any obvious wounds or burns, and immobilize any fractures.
- ☐ Monitor.
 - Continuously monitor vital signs, noting breathing rate, pulse rate, and skin color.
 - Report any changes to the Safety Officer or other medical professionals.

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
 - Fill out an Incident Response Form.

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA form**, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
 - Establish communication with the San Diego Point of Contact.
- ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty.

Fill out an **Incident Response Form**.

RATTLESNAKES

Accountability

- ☐ Direct others to back away from the snake.
- ☐ Have one person stay ≥ 10 feet away and keep an eye on the location of the snake until all individuals are out of danger.

Safety

- ☐ Assess the scene.
- ☐ If you aren't sure, treat it as a rattle snake.
- ☐ Do not provoke or attempt to capture.
- ☐ Find an alternate route.

Communication

- ☐ Notify other groups in the area.
- ☐ If at the Living Lab/Field Station, notify the Manager on Duty.

If someone is struck by a rattlesnake (or you suspect they are)

Accountability

- ☐ Move all other individuals to a safe location.

Safety

- ☐ Keep the victim calm and still.
- ☐ If possible, safely obtain a description of the snake.
- ☐ Immobilize and support the bite area, keeping the bite lower than the heart.
- ☐ Wash the affected area without flushing with water
- ☐ Remove any jewelry or tight-fitting clothes in case of swelling.
- ☐ Do NOT apply ice, a tourniquet, or cut.
- ☐ In BLA,
 - Go directly to the local clinic.
 - With the Safety Officer and a fluent Spanish speaker, take the individual to the local clinic having them be as still as possible.
 - Activate **ASC Action Plan: Major/Serious Medical Emergency** as needed.
 - Assess arrangement of transportation to the US.

Communication in San Diego

- ☐ Dial 9-1-1.
- ☐ Notify the Manager on Duty.

Communication in BLA

- ☐ Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
- ☐ Establish communication with the San Diego Point of Contact.
- ☐ Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
- ☐ Fill out an **Incident Response Form**.

SPIDERS – BLACK WIDOW, BROWN RECLUSE

Accountability

- ☐ Direct others to back away from the spider.
- ☐ Have one person stay ≥ 5 feet away and keep an eye on the location of the spider until all individuals are out of danger.

Safety

- ☐ Assess the scene.
- ☐ If you aren't sure, treat it as a poisonous spider.
- ☐ Do not provoke or attempt to capture.

Communication

- ☐ Notify other groups in the area.
- ☐ If at the Living Lab/Field Station, notify the Manager on Duty.

If someone is struck by a black widow or brown recluse (or you suspect they are)

Accountability

- ☐ Move all other individuals to a safe location.

Safety

- ☐ Keep the victim calm and still.
- ☐ If possible, safely obtain a description of the spider.
 - Black widow: red and swollen bite, severe muscle spasms, abdominal pains
 - Brown recluse: painless at first, bulls-eye pater, becomes large ulcer
- ☐ Wash the affected area with soap and water.
- ☐ Apply a cold washcloth or ice-pack wrapped to the area.
- ☐ If the bite is on their arm or leg, elevate to prevent swelling.
- ☐ In BLA,
 - Go directly to the local clinic.
 - With the Safety Officer and a fluent Spanish speaker, take the individual to the local clinic having them be as still as possible.
 - Activate **ASC Action Plan: Major/Serious Medical Emergency** as needed.
 - Assess arrangement of transportation to the US.

Communication in San Diego

- ☐ If life-threatening, Call 9-1-1.
- ☐ Notify the Manager on Duty.

Communication in BLA

- ☐ Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
- ☐ Establish communication with the San Diego Point of Contact.
- ☐ Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.

Accountability

- ☐ Move all other individuals to a safe location.

Safety

- ☐ Assess the scene.
- ☐ Flush the wound with fresh water.
- ☐ Use tweezers to remove obvious pieces of spine.
- ☐ Apply pressure to stop bleeding.
- ☐ Wash the wound with soap and fresh water.
- ☐ Apply dressing, do not tape it closed.
- ☐ Use heat pack to apply heat in the field.
- ☐ Return to Living Lab/Station.
- ☐ Soak the wound in water as hot as the person can tolerate (~110F) for pain relief.
- ☐ Wash the wound with soap and fresh water.
- ☐ Apply dressing, do not tape it closed.

Communication

- ☐ If life-threatening, Call 9-1-1.
- ☐ Notify the Manager on Duty.

Communication in San Diego

- ☐ Notify Manager on Duty.
- ☐ Report to Classroom Teacher (if applicable).

Communication in BLA

- ☐ Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
- ☐ Fill out an **Incident Response Form**.

TRANSPORTATION ACCIDENT

Accountability

- ☐ Once individuals are safe, account for each individual.

Safety

- ☐ Assess the scene.
- ☐ Evacuate individuals from the vehicle.
- ☐ Move to a safe location away from the vehicle.
- ☐ Render first aid as needed and qualified.
- ☐ Activate **ASC Action Plan: Major/Serious Medical Emergency** as needed.

Communication in San Diego

- ☐ Life threatening emergency:
 - Dial 9-1-1.
 - Notify Manager on Duty.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.

Communication in BLA

- ☐ Life threatening emergency:
 - Dial 9-1-1.
 - Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA form**, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
 - Establish communication with the San Diego Point of Contact.
 - ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
-
- ☐ Fill out an **Incident Response Form**, if needed.

MISSING CHILD

Accountability

- ☐ Conduct a quick local scan of the immediate area.
- ☐ Keep the reporter with you and notify the Manager on Duty who will initiate the response procedures.
- ☐ Maintain accountability for the remaining students in your group.

Safety

- ☐ Obtain a description on location last seen, description of clothes, and any other details.
 - Obtain a detailed description of the individual and what they are wearing including,
 - Name (first name only)
 - Age
 - Height & Weight
 - Ethnicity
 - Hair color
 - Clothing (hat, shirt, skirt/dress, pants/shorts, coat, sweater, eye glasses, shoes, etc.) with a detailed description of color and pattern of clothing
 - Any other distinguishing features
 - Get details of the separation:
 - Where was the individual last seen?
 - How long have they been separated?
 - Are there medical/behavioral conditions that responders should be aware of?
 - Is there a domestic/law enforcement situation that responders should be aware of?
- ☐ Initiate a 10-minute countdown.
- ☐ Assign a staff to stay with parent/teacher/program staff familiar with the individual at Reception to watch for the individual.
- ☐ Assign staff to lock and/or monitor all exterior access to the site.
 - Turn away anyone approaching the doors and observe flow out of the site.
- ☐ Assign staff to systematically search the site for the child, starting with the restrooms. Communicate the details above.
 - NOTE: If a child has been taken by someone, the perpetrator may change the appearance of the child by bringing clothes or cutting hair, but they do not normally bring a change of shoes.
- ☐ If a child is found and appears to have been lost and unharmed, reunite the child with the searching parent/guardian/teacher/instructor.
- ☐ If the child is found accompanied by someone other than a teacher, parent, or guardian, reasonable efforts to delay their departure should be used without putting the child, staff, or visitor at risk. Notify law enforcement and give details about the person accompanying the child.

Communication in San Diego

- ☐ Notify all staff.
- ☐ Notify the classroom teacher, if during the school day, and follow their instructions.
- ☐ Alert venue personnel (e.g., park rangers, museum staff) as needed, if programs are offsite.
- ☐ Notify parents/guardians once the situation is stabilized.

- ☐ Dial 9-1-1 if the child is not found in 10 minutes.
- ☐ Notify staff of “All Clear” after the child has been found or once determined with law enforcement.

Communication in BLA

- ☐ Notify the Manager on Duty and Safety Officer.
- ☐ Notify all staff.
- ☐ Alert venue personnel (e.g., park rangers, museum staff) as needed, if programs are offsite.
- ☐ Notify parents/guardians once the situation is stabilized.
- ☐ Notify the police if the child is not found in 10 minutes.
- ☐ Notify staff of “All Clear” after the child has been found or once determined with law enforcement.

SUICIDES/SELF-HARM – STUDENT

Accountability

- ☐ Do not leave the student alone. A responsible adult must be present with the student at all times. If during the school day, notify the teacher and support as needed in response.

Safety

- ☐ Keep the student away from sharp or potentially dangerous items.
- ☐ Do not attempt to move or transport the student.
- ☐ Keep the student away from sharp objects or potentially dangerous items.
- ☐ If the student is in immediate danger and can harm him/herself or others, call 911 to request an evaluation for possible committal to a mental health facility.
- ☐ Immediately notify the student's parent/guardian of the circumstances.
- ☐ Ocean Discovery Institute may recommend the parent/guardian seek appropriate professional help. For example, a parent/guardian may choose to discuss the situation with a physician, clergy, mental health practitioner, or psychologist.
- ☐ If the student is a ward of the court, and Ocean Discovery Institute is aware of this status, immediately notify the legally responsible agency.
- ☐ Follow up to determine what help, if any, the parent/guardian has arranged.
- ☐ If the parent/guardian chooses not to avail themselves of help and the school staff believes the child to be in danger of suicide or self-harm, staff **must** make a referral to Child Protective Services. If immediate referral is necessary, call 911 to arrange for emergency psychiatric evaluation.
- ☐ Emergency health care services are available 24 hours a day at San Diego Mental Health Services at 888-724-7240 for children age 17 and under.
- ☐ A parent/guardian meeting with staff is recommended upon a student's return to programming.
- ☐ If a release of information is not obtained, a written statement from the parent/guardian may be made affirming their child's readiness to return to program involvement.
- ☐ Parents/guardians should be notified that Ocean Discovery Institute cannot assume responsibility for this serious situation.
- ☐ Information on suicide/self-harm attempts must not be entered into student records.

Communication in San Diego

- ☐ If the student is in immediate danger and can harm him/herself or others, call 911.
- ☐ If during the school day, notify the classroom teacher.
- ☐ Notify the Manager on Duty.

Communication in BLA

- ☐ If in immediate danger and can harm him/herself or others, radio for police support on Channel 16.
- ☐ Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
- ☐ Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
- ☐ Fill out an **Incident Response Form**.

Accountability

- ☐ Do not leave the individual alone. Designate a staff member(s) to remain with the individual at all times.

Safety

- ☐ Keep the employee away from sharp or potentially dangerous items.
- ☐ Do not attempt to move or transport the employee.
- ☐ Contact the employee's designated emergency contact to come to the workplace.
- ☐ Direct the employee's designated emergency contact to seek appropriate help or call the police if an involuntary committal is indicated (Welfare and Institutions Code 5150).
- ☐ Document the incident on the **Employee Incident Response Form**.
- ☐ If the emergency contact cannot be located or is uncooperative, request the Associate Director or Executive Director assist in making appropriate contacts to respond to the situation.
- ☐ Emergency health care services are available 24 hours a day at San Diego Mental Health Services at 888-724-7240.
- ☐ Employee and designated emergency contact should be notified that Ocean Discovery Institute cannot assume responsibility for this serious situation.
- ☐ Submit all documentation to the Associate Director for review.
- ☐ Ensure that the employee returns to work only after a release is obtained from a doctor, and other after review and approval by the Associate Director.

Communication

- ☐ Call 911 if the employee is in need of immediate help.
- ☐ Personally notify the Executive Director and/or Associate Director.

Communication in BLA

- ☐ Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
- ☐ Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **Incident Response Procedures: BLA Evacuation to the US** as needed.
- ☐ Fill out an **Employee Incident Response Form**.

DISRUPTIVE BEHAVIOR, WEAPONS, ASSAULT

Accountability

- ☐ **Isolate** – move the person away from students or vice versa.

Safety

- ☐ Assess the scene to determine the level of threat.
- ☐ **Deescalate** – Do not provoke or argue, ask them to leave the area.
- ☐ **Wait** – do not attempt to disarm, **wait for the police**.
- ☐ Implement **Lockdown** or **Active Shooter** Procedure when appropriate.
- ☐ If you witness or experience robbery activity, do not resist or become involved.
- ☐ Render first aid as needed and qualified.

Communication in San Diego

- ☐ Life threatening emergency:
 - Dial 9-1-1.
- ☐ Non-Emergencies:
 - Report to Classroom Teacher (if applicable).
 - Notify Manager on Duty.

Communication in BLA

- ☐ Life threatening emergency:
 - Radio for help on Channel 16.
 - ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
-
- ☐ Fill out an **Incident Response Form** or **ASC Worksheet**.

VERBAL THREATS

Accountability

- ☐ **Isolate** – move the person away from students or vice versa.

Safety

- ☐ Attempt to assess the validity and severity. Generally, more than one person should attempt to assess a threat.

Low Level Threats	Medium Level Threats	High Level Threats
<ul style="list-style-type: none">• Vague and indirect• Inconsistent, implausible, or lack detail• Lack realism• Contain information that the person is unlikely to carry it out	<ul style="list-style-type: none">• More direct• Contains information suggesting that some thought was given to how the act will occur.• More likely to indicate a possible place and time the threat will be carried out.• Contain some indication of preparatory steps to carry out the threat.• Include statements seeming to convey that the threat is not empty, such as “I’m serious” or “I really mean this”.	<ul style="list-style-type: none">• Direct, specific, and plausible.• Suggestive steps of the plan have been taken and the means have been identified to carry out the threat.

- ☐ Personnel should attempt to deal with low and medium level threats without law enforcement intervention.
 - If a threat has been made by a student under the age of 18, personnel are encouraged to work with the student’s parent/guardian first, prior to law enforcement intervention.
- ☐ Continue to provide supervision of the individual, if a minor. The fact that the officer is there does not relieve the Ocean Discovery of the responsibility to provide supervision, unless the officer takes custody of that individual.
- ☐ If a crime was committed, police officers will investigate, make necessary arrests, and provide documentation for criminal prosecution.

Communication

- ☐ Notify the Manager on Duty.
- ☐ Police and/or Safety Officers can respond to assess the danger of an individual.
- ☐ If a threat level is high, between medium and high, or parent/guardian involvement (in the case of minors) is unavailable, law enforcement services should be called for assistance.

PHYSICAL ASSAULTS AND BATTERIES

Employees

- ☐ If an employee is assaulted or battered, he/she should:
 - Seek medical attention, if necessary.
 - Notify police as needed to assist in determining if a crime was committed.
 - Notify his/her immediate supervisor, who will report the threat or injury to the Associate Director and the Executive Director.
- ☐ If a crime was committed, police officers will investigate, make necessary arrests, and provide documentation for criminal prosecution.
- ☐ If a student committed the act, the Executive Director will approve appropriate disciplinary action.
- ☐ If another employee committed the act, the Associate Director will coordinate response with the Executive Director for appropriate review and follow up.

Students

- ☐ Seek medical attention and follow **Medical Emergency/Injury Procedure** as needed.
- ☐ Notify the Manager on Duty, who should notify the Executive Director.
 - If a threat, attempt to assess the validity and severity as outlined in **Verbal Threats Procedure**.
- ☐ If a crime was committed, police officers will investigate, make necessary arrests, and provide documentation for criminal prosecution.
- ☐ If a student committed the act, the Executive Director will approve appropriate disciplinary action.
- ☐ If an employee committed the act, the Associate Director will coordinate response with the Executive Director for appropriate review and follow up.

HANDLING ARMED OFFENDERS (NON-THREATENING SITUATION) PROCEDURE

Accountability

- ☐ Maintain visual surveillance of the individual.

Safety

- ☐ If safety permits, confiscate the weapon for further investigation and analysis. In circumstances where the weapon is a gun or a weapon that presents a potential for mass destruction, carefully evaluate whether an attempt to confiscate the weapon can be conducted safely and, if in doubt, follow the procedure below.
- ☐ Do not contact the individual. **Wait for the police.**
- ☐ Do not attempt to retrieve the weapon. **Wait for the police.**
- ☐ Do not restrain or discipline the individual. **Wait for the police.**
- ☐ Allow programs and/or transitions to occur normally until police arrive.
- ☐ Pull the suspected student's participation information.
- ☐ Refrain from alarming other students.
- ☐ Assist police in gaining access to the building and/or room. Allow the police to handle the situation according to their procedures.
- ☐ After the situation is resolved, consider the impact on other students.

Communication in San Diego

- ☐ Life threatening emergency:
 - Dial 9-1-1.
- ☐ Non-Emergencies:
 - Report to Classroom Teacher (if applicable).
 - Notify Manager on Duty.
 - Dial 9-1-1.

Communication in BLA

- ☐ Live threatening emergency:
 - Sound the air horn 3 times to signal an emergency.
 - Radio for help on Channel 16.
- ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty.
 - Notify the police.

HANDLING ARMED OFFENDERS (LIFE-THREATENING) PROCEDURES

Accountability

- ☐ **Isolate** – move the person away from students or vice versa.
- ☐ If the armed person can be contained in one section of the building, students, staff and all other occupants should be evacuated.
- ☐ If safety permits, assign a staff member to be stationed outside to warn approaching visitors of danger.

Safety

- ☐ Assess the scene to determine the level of threat.
- ☐ **Deescalate** – Do not provoke or argue, ask them to leave the area. Remain calm and try to avoid escalation.
- ☐ **Wait** – do not attempt to disarm, wait for the police.
- ☐ Comply with demands if confronted by the offender.
- ☐ Do not make promises you cannot keep.
- ☐ Assess possible escape routes.
- ☐ Follow the directives of law enforcement personnel.
- ☐ Implement **Lockdown** or **Active Shooter Procedure** when appropriate.
- ☐ If safety permits, assign a staff member to take the Emergency Response box and meet law enforcement outside to appraise them of the details of the emergency.

Communication

- ☐ Call 911/*Radio Channel 16 or signal the air horn 3 times.*
- ☐ Notify all staff of an emergency situation using runners, radios, phones, or email.

Communication in San Diego

- ☐ Life threatening emergency:
 - Dial 9-1-1.
 - Report to Classroom Teacher (if applicable).
 - Notify Manager on Duty.
 - Notify all staff of an emergency situation using runners, radios, phones, or email.

Communication in BLA

- ☐ Live threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use What'sApp/Text or Channel 16 to establish communication with the field station, if in the field.
 - Notify all staff of an emergency situation using runners, radios, phones, or email.
 - Sound the air horn 3 times to signal an emergency.
 - Radio for help on Channel 16.

GAS LEAK

Accountability

Safety

- ☐ Determine if threat requires evacuation.

If Off-Site Evacuation is required:

- ☐ Activate **Off-site Evacuation** procedures – to a location that is NOT close to or downwind from the gas leak.
- ☐ Activate **Incident Position Assignments** and additional emergency procedures as needed.
- ☐ Coordinate Facility Staff or other Designee to:
 - If possible, turn off the gas main if the leak is on site/grounds. Do not turn lights on or off. Extinguish all flames.
 - Have site “blueprints” available.
 - Turn off heating and ventilation systems, if gas leak is outdoors.
 - Ensure that all gas systems are functioning properly after the situation has been resolved.

Communication in San Diego

- ☐ Contact SDG&E 1-800-411-7343.
 - Coordinate with SDG&E and SDUSD Physical Plan Operations to monitor the situation or make repairs as needed.
- ☐ Dial 9-1-1.

Communication in BLA

- ☐ Notify the Safety Officer and Manager on Duty. Use What’sApp/Text or Channel 16 to establish communication with the field station, if in the field.
- ☐ Contact the Station Manager to monitor the situation or make repairs as needed.

CHEMICAL SPILLS

Accountability

- ☐ Secure the affected area, closing all doors, and do not allow staff or students to re-enter until the condition has been controlled.
- ☐ Keep all occupants in designated area until the problem is resolved or until further instructions are received from authorities.

Safety

- ☐ Assess the location of the chemical spill and determine appropriate action for safety of all occupants: evacuation of room, building, or site. Ensure all occupants move crosswind or upwind from the problem area.
- ☐ Activate **Incident Position Assignments** and additional emergency procedures as needed.
- ☐ Obtain information about the substance that has been released. If possible, collect product information.
- ☐ If the spill involves a flammable liquid, turn off all ignition sources if you can do so safely.
- ☐ Isolate anyone who has been contaminated.
 - If someone has been splashed with chemicals, flush the affected area with water for at least 15 minutes. Use the eye wash and/or shower as needed. Call Poison Control, (800) 222-1222, for advice and seek medical attention as recommended.
 - Responding emergency personnel will remove contaminated clothing and provide appropriate first aid.
- ☐ If the spill is NOT large or extremely dangerous you are confident staff can safely handle the spill,
 - Wear appropriate personal protective equipment including safety goggles and gloves during cleanup.
 - Confine the spill to a small area.
 - Clean and coordinate disposal according to product procedures.
 - Clean the spill area with water.

Communication in San Diego

- ☐ Notify the Manager on Duty.
- ☐ Call 911 as needed.

Communication in BLA

- ☐ Notify the Manager on Duty and Safety Officer, as needed.
- ☐ Contact the Station Manager to monitor the situation or make repairs as needed.

BOMB THREAT

BOMB THREAT PROCEDURE

All Staff

If a bomb threat is received by **phone**:

- ☐ Remain calm. Keep the caller on the line for as long as possible. Do not hang up, even if the caller does.
- ☐ Listen carefully. Be polite and show interest.
- ☐ Try to keep the caller talking to learn more information. Ask questions like:
 - What is the exact location of the explosive?
 - When is it going to detonate?
 - What type of explosive is it?
 - Why was that explosive place chosen?
 - Utilize the "Bomb Threat Information Form", if available.
- ☐ If possible, write a note to a co-worker to notify 911 or, as soon as the caller hangs up, notify 911 yourself.
- ☐ If possible, signal another co-worker to listen in on the phone line.
- ☐ If your phone has a display, copy the number and/or letters on the display.
- ☐ Immediately upon termination of the call, do not hang up, Notify the Manager on Duty.
- ☐ Complete the Bomb Threat Information Form as soon after the call as possible. Write down as much detail as you remember. Try to get exact words.

If a bomb threat is received by **handwritten note**:

- ☐ Handle note as minimally as possible.
- ☐ Notify the Manager on Duty (do NOT use two way radios or cell phones as they might detonate a device).

If a bomb threat is received by **email**:

- ☐ Do not delete the message.
- ☐ Notify the Manager on Duty (do NOT use two way radios or cell phones as they might detonate a device).

Incident Manager

- ☐ From a different phone (do NOT use two way radios or cell phones as they might detonate a device), notify 911.
- ☐ Coordinate with emergency personnel to evaluate information received and decide upon course of action, including directing a search or activating an evacuation of the site.
- ☐ Activate Incident Position Assignments and additional emergency procedures as needed
- ☐ Do NOT:
 - Touch or move a suspicious package.
 - Use two-way radios or cell phones (when can be avoided); radio signals have the potential to detonate a bomb.

SUSPICIOUS PACKAGE OR DEVICE FOUND PROCEDURE

- ☐ Handle package as minimally as possible. Do not touch, disturb, or attempt to clean up the suspected device or bomb.
- ☐ Activate the Off-Site Evacuation Procedure to move all staff and students away from the suspected bomb location.
- ☐ Notify 911 and provide the exact location and description.

- ☐ Activate Incident Position Assignments and additional emergency procedures as needed.
- ☐ Gather any possible witnesses for law enforcement to interview.
- ☐ Upon arrival, emergency personnel will assume responsibility. All investigations will be conducted by San Diego Police Department and/or School Police Services.

EXPLOSIONS PROCEDURE

- ☐ Immediately give the command to “DROP, COVER, and HOLD”.
- ☐ Try to remain as calm as possible.
- ☐ Try to establish what exploded, the extent of damage, and any possible life-threatening hazards
- ☐ Take immediate action to ensure your safety and the safety of others. Activate Off-Site Evacuation Procedure.
 - Evacuate to an area upwind from the explosion site to avoid possible toxic fumes.
 - If smoke is present, stay low and exit, crawling to avoid breathing fumes.
- ☐ Notify 911 of exact location and description.
- ☐ Activate Incident Position Assignments and additional emergency procedures as needed.
- ☐ Upon arrival of emergency personnel, they will make the decision if power, gas, or water. Facility staff or other designee may assist if deemed necessary.
- ☐ Ensure no on returns until public safety personnel declare the area safe.

ACCIDENTAL DEATH PROCEDURE

Executive Director (or Associate Director or other senior staff if not available) or Designee

- ☐ Determine the nature and scope of the tragic event.
- ☐ Call 911/Radio Channel 16.
 - Give specific location, name, age, and student identification number, if known.
- ☐ Immediately attempt to contact the parent/guardian or emergency contact.
- ☐ Ensure that students and staff are removed from the area and no one is permitted to enter the scene.
- ☐ Establish a Public Relations role and divert all incoming phone calls to this person.
- ☐ Seek resources in crisis management and counseling services (see Recovery section).
- ☐ Staff, students, and others involved should be informed as soon as possible to dispel rumors. Sending letters home should be considered.

INCIDENT RESPONSE TEAM PROCEDURES

Equipment

Every position on the Incident Response Team will require the following equipment:

- Pens/pencils
- Job description
- Paper

Certain positions will require special equipment or forms. Such specific needs are identified on the individual position checklists.

Position Activation

The following steps are integrated into the procedures for each position.

- Once notified of an emergency, the Manager on Duty assumes the role of Incident Manager until relieved by the Executive Director, Associate Director, or other Designee.
- Check in with the Incident Manager at for a situation briefing.
- Obtain necessary equipment and supplies.
- Maintain all required records and documentation to support the history of the emergency or disaster.

Document:

- Messages received
- Actions taken
- Decision justifications and documentation
- Requests filled
- Missing persons

Position Deactivation

- At the direction of the Incident Manager, deactivate your position and close out all logs. Provide logs relevant documents to the Incident Manager.
- Return equipment and reusable supplies.

INCIDENT MANAGER PROCEDURE

Responsibility: Authority and leadership responsible for overseeing on-site emergency response, setting priorities. Manages direct response to the on-site emergency. Completes an ASC Worksheet documenting information on the event and action taken noting person responsible and time.

Special Equipment:

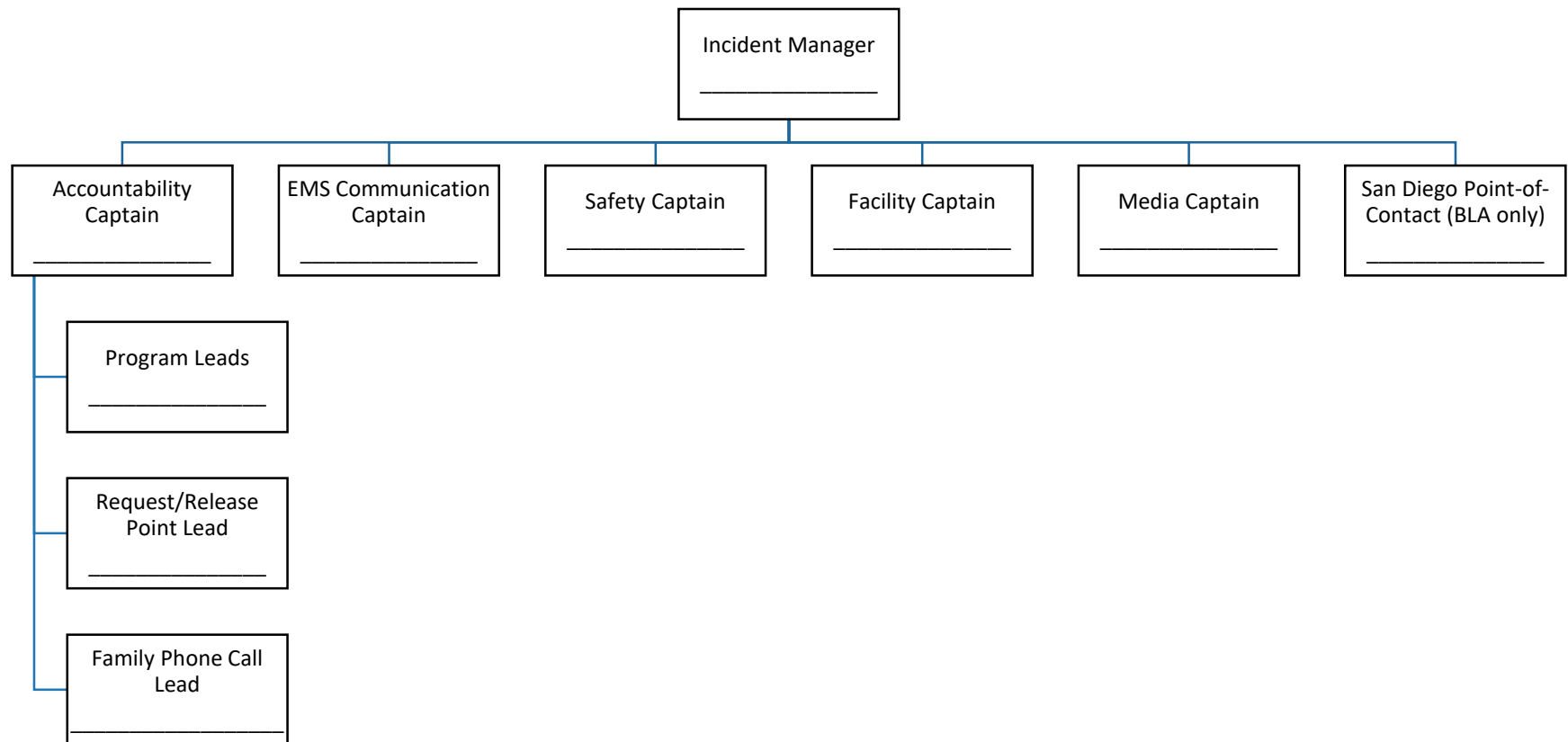
- ☐ Emergency Response Binder

During Event:

- ☐ When transition of responsibility for Incident Manager occurs, announce via phone, radio, and/or runners.
- ☐ Develop and communicate an ASC Action Plan.
 - Assess type and scope of emergency and what emergency procedures should be activated.
- ☐ Activate (assign) positions as needed and provide protocols from the Emergency Response Binder. (One person may have multiple roles depending on scope of the emergency and people on-site.) Use the descriptions below to fill out the Response Team Assignments chart.

Role	Description
Incident Manager	Authority and leadership responsible for overseeing on-site emergency response, setting priorities. Manages direct response to the on-site emergency. Completes an ASC Worksheet documenting information on the event and action taken noting person responsible and time.
Accountability Captain	Ensures the proper return, release, and/or reunification of all occupants. Oversees Program Lead(s) and Request/Release Point Leader.
Program Lead(s)	Staff responsible for groups of occupants who will gather and maintain control of their group. If multiple, simultaneous programs were being implements, multiple Program Leads may be needed.
Request/Release Point Lead	Control entry/exit to the Evacuation Assembly Area. Assures proper release and reunification of all occupants.
Family Phone Call Lead	Call parent/guardian to pick up students from the Evacuation Assembly Area.
EMS Communication Captain	Serve as point-of-contact for emergency personnel and assists in coordinating efforts of these outside agencies by ensuring the proper flow of information. This may be by phone or in-person.
Facility Captain	Ensures vacancy of all occupants from the facility and security of facility. Provide site access to emergency personnel.
Safety Captain	The person with the highest medical training available. Ensures that all activities are conducted in as safe a manner as possible, addresses bathroom and first aid needs, and coordinates distribution of safety equipment.
Media Captain	If needed, acts as official spokesperson for the site in an emergency situation.

Response Team Assignments



- ☐ Communicate ASC Plan with assigned staff. Brief them on the situation and direct their immediate responsibilities, utilizing the position checklists.
- ☐ Review Staff Contact List and begin communication as needed (call backs for response, cancel shifts, etc).
- ☐ Consider who else may need to be notified to NOT report to the site, including students, volunteers, partners, vendors, visitors and coordinate communication.
- ☐ Receive and analyze Evacuation Report after Roll Call.
- ☐ Direct Facility Captain to conduct a facility sweep. Assign support staff as needed.
- ☐ Report first aid needs to Safety Captain.
- ☐ Check with Captains for regular updates.
- ☐ Authorize release of information.
- ☐ Release staff as appropriate.
- ☐ If an on- or off-site evacuation was implemented, work with emergency personnel to determine the return/release/reunification plan:
 - o Return to the Living Lab/Field Station
 - o Return to School Site
 - o Release immediately (only for students authorized to self-check out)
 - o Release at end of program time (only for students authorized to self-check out)
 - o Reunification

During Complete Lockdown:

- ☐ Doors may be opened for late arrivals if the exterior environment is safe. Only the door leading to the interior of the building should be used once the room has been secured. Before opening the door, ensure the person desiring entry is supposed to be in the room and opening the door will not jeopardize the safety of those already in the room.
- ☐ In coordination with law enforcement, coordinate communication to parents about the incident and provide guidance as soon as possible, and provide continuous status updates.
 - o During a lock-down, students will not be allowed to leave until recommended by the appropriate authorities.
 - o If it appears the lockdown will last for an extended period of time, staff will notify parents by phone or email.
 - o Parents may be required to pick children up from the Living Lab or another designated safe area, once it is determined that it is safe to do so.

During Modified Lockdown:

- ☐ Employees or other visitors *may* be granted access through the main entrance.
- ☐ Communicate the return/release/reunification plan to the Accountability Captain and activate "Request and Release Point Lead Procedure" as needed.
- ☐ Reset alarm panel (see user manual binder in MDF room) and related items once directed by emergency personnel.
- ☐ Limit access and post signage around damaged or hazardous areas.

After Event:

- ☐ At the direction of the emergency personnel, call an "All Clear" and deactivate the entire emergency response. The "All-Clear" notification can be provided via the PA system, phone, email or in person by Incident Manager.
- ☐ Ensure that any open actions on the ASC Action Plan will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable supplies to the facility.
- ☐ Ensure that all relevant documents are collected.
- ☐ Schedule a Post-Incident Debrief to take place no later than the following week with incident personnel.
- ☐ Receive any information that needs to be followed up on from all personnel.
- ☐ Account for all personnel prior to leaving.

ACCOUNTABILITY CAPTAIN PROCEDURE (SAN DIEGO)

Responsibility: Ensures the proper return, release, and/or reunification of all occupants. This may be supported by:

- **Program Lead:** Staff responsible for groups of occupants who will gather and maintain control of their group. If multiple, simultaneous programs were being implemented, multiple Program Leads may be needed.
- **Request/Release Point Lead:** Control entry/exit to the Evacuation Assembly Area. Assures proper release and reunification of all occupants.
- **Family Phone Call Lead:** Call parent/guardian to pick up students from the Evacuation Assembly Area.

Special Equipment:

- ☐ Clipboard, writing utensils, paper
- ☐ Evacuation Roster from Member Track
- ☐ Program Rosters
- ☐ Occupant Accountability Form
- ☐ First Aid/Medical Treatment Log (Site Form 07) completed by Safety Officer

Note: Individuals may decide to leave on their own; however, you should attempt to keep the group together to the extent possible.

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Obtain Rosters (from Evacuation Roster from Member Track and Clipboard with EZ Reports Roster) from Reception staff.
- ☐ Assign "Program Leads" - staff responsible for groups of occupants - to gather and maintain control of their group.
- ☐ Use the MemberTrack Evacuation Roster to conduct a Roll Call of all occupants. How this is facilitated will vary based on the size and types of groups present at the time of evacuation.
 - Check "Present" if confirmed present.
 - Check "Missing" if not present.
 - Add occupant names to the bottom of the list for individuals present, but not on the evacuation roster.
 - **During the school day**, once teachers have been accounted for, Program Leads should coordinate Roll Call with Teachers. Each teacher should use their roster to account for each student in his/her class.
- ☐ If a MemberTrack Evacuation Report was not printed, use the Program Rosters and Occupant Accountability Form to create a roster.
- ☐ For occupants designated as missing, check in with individuals responsible to determine if the individual is missing, neglected to check out, or other. Note on the Evacuation Report.
- ☐ Communicate results of Roll Call to Incident Manager.
- ☐ Provide the Evacuation Report and/or Occupant Accountability Form to the Request/Release Point Lead.
- ☐ Assign a "Runner(s)" as needed to support for the Request/Release Point Lead.

- ☐ Ensure Program Leads are maintaining control of their groups until the Incident Manager and/or emergency personnel give the notification of return, release, or reunification.
- ☐ Ensure entry/exit to the site is being properly controlled by the Request/Release Point Lead.
- ☐ Record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons

Return to the Facility

- ☐ After notification from the Incident Manager, facilitate Program Leads moving their groups to the Living Lab.
- ☐ Assist persons with disabilities.
 - Gather the group in the Watershed Plaza.
 - Facilitate Roll Call using the Evacuation Report.
 - Allow groups to return to activities.
 - Provide results to Incident Manager.
 - Provide results to Request/Release Point Lead to ensure all individuals are properly checked/re-checked into the building.
- ☐ Oversee resuming instruction and/or activities, modifying as needed.

Return of Students to their School Site

- ☐ Once notified by the Incident Manager that individuals should be released call transportation services 858-496-8640 to arrange for transportation of students to originating school (do NOT go to the field trip office as this usually leads to voicemail, reach the first available clerk) or release students to walk back to campus with their teacher, if they arrived by foot.
- ☐ Discuss plan for communication and reunification with teachers before they leave.
- ☐ Call teachers to confirm they arrived safely to their campus.

Release of Adult Occupants (over age 18) and Youth Occupants with an Adult

- ☐ Once notified by the Incident Captain that individuals should be released, walk anyone – over 18, or a youth with an adult over the age of 18 to the Release Point.

Release or Reunification of Youth Occupants Immediately (under age 18)

- ☐ Determine if students should be released or reunified. Consider:
 - If students has guardian permission to leave on their own.
 - If the evacuation occurred near the end or before the program.

- ☐ Assign a Family Phone Call Lead to call each Emergency Contact to coordinate student pickup. Provide:
 - Emergency Contact Forms from Student Roster

- ☐ Ensure proper set up of Request and Release Point at a secure space that is able to be monitored.
 - Ensure Roster is available at the Request and Release Point.

***** All students *who were attending a program either during the school day or out-of-school* must be accounted for upon leaving the site. We must be able to ensure all students are safely released to persons authorized to care for them and report that information to any other authorized guardians upon request.**

ACCOUNTABILITY CAPTAIN PROCEDURE (BLA)

Responsibility: Ensures the proper return, release, and/or reunification of all occupants. This may be supported by:

- **Program Lead:** Staff responsible for groups of occupants who will gather and maintain control of their group. If multiple, simultaneous programs were being implemented, multiple Program Leads may be needed.
- **Request/Release Point Lead:** Control entry/exit to the Evacuation Assembly Area. Assures proper release and reunification of all occupants.
- **Family Phone Call Lead:** Call parent/guardian to pick up students from the Evacuation Assembly Area.

Special Equipment:

- ☐ Clipboard, writing utensils, paper
- ☐ Roster from MOD Clipboard
- ☐ Occupant Accountability Form

Note: Individuals may decide to leave on their own; however, you should attempt to keep the group together to the extent possible.

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Obtain Roster from MOD clipboard.
- ☐ Assign "Program Leads" - staff responsible for groups of occupants - to gather and maintain control of their group.
 - Students
 - Staff
 - Volunteers/Other visitors
- ☐ Use the Roster to conduct a Roll Call of all occupants. How this is facilitated will vary based on the size and types of groups present at the time of evacuation.
 - Check "Present" if confirmed present.
 - Check "Missing" if not present.
 - Add occupant names to the bottom of the list for individuals present, but not on the evacuation roster.
- ☐ For occupants designated as missing, check in with individuals responsible to determine if the individual is missing, could be offsite, or other. Note on the Evacuation Report.
- ☐ Communicate results of Roll Call to Incident Manager.
- ☐ Ensure Program Leads are maintaining control of their groups until the Incident Manager and/or emergency personnel give the notification of return or release.
- ☐ Ensure entry/exit to the site is being properly controlled.
- ☐ Record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken

- Decision justifications and documentation
- Requests filled
- Missing persons

Return to the Facility

- ☐ After notification from the Incident Manager, facilitate Program Leads moving their groups to the Field Station.
- ☐ Assist persons with disabilities.
 - Gather the group in the Classroom.
 - Facilitate Roll Call using the Roster.
 - Allow groups to return to activities.
 - Provide results to Incident Manager.
 - Provide the Roster to the MOD for their clipboard.
- ☐ Oversee resuming instruction and/or activities, modifying as needed.

Relocate to the US or other Off-site Location

- ☐ Once notified by the Incident Manager that individuals should be moved to a different location, perform a Roll Call before departure and upon arrival at the new location.
- ☐ Await instruction from the Incident Manager regarding family communication. Activate Family Phone Call Lead Procedure as needed.
- ☐ Discuss plan for communication throughout transit.

Release of Adult Occupants (over age 18) and Youth Occupants with an Adult (non-Ocean Discovery Students)

- ☐ Once notified by the Incident Captain that individuals should be released, walk anyone – over 18, or a youth with an adult over the age of 18 to the Release Point.

REQUEST/RELEASE POINT LEAD PROCEDURE (SAN DIEGO)

Responsibility: Control entry/exit to the Evacuation Assembly Area. Assure proper release and reunification of all occupants.

Special Equipment:

- ☐ Evacuation Roster (after Roll Call)
- ☐ Clipboard
- ☐ Pen

During Event:

- ☐ Check in with the Incident Manager or designated team leader at the Incident Command Post for a situation briefing.
- ☐ Remain at the Release Point to ensure that no one enters or exits the Evacuation Assembly Area unless approved to do so.
- ☐ You will receive the EZ Reports Student Roster, MemberTrack Evacuation Roster, and/or Occupant Accountability Form from the Accountability Captain following Roll Call for use during release or reunification of individuals.

Release of Adult Occupants (over age 18) and Youth Occupants with an Adult

- ☐ Have adults sign out themselves and anyone in their care using the MemberTrack Evacuation Roster and allow individuals to leave on their own as they normally would (e.g., walking, driving).
- ☐ Receive request for student and designate a "Runner(s)" to find the student.

Release or Reunification of Youth Occupants Immediately (under age 18)

- ☐ Upon direction of Incident Manager, facilitate release and/or reunification of Youth Occupants.
- ☐ For students being released, (students who have permission to leave on their own)
 - Have each student sign the EZ Reports Student Roster prior to leaving the evacuation area.
- ☐ For students being reunified, (students who will be reunified with an authorized adult)
 - Instruct requester to proceed to the Release Point and wait for their student to check out at that point.
 - Determine status and location of student,
 - If the student is deemed to be in the evacuation area, send runner to escort the student to the Request and Release Point.
 - If the student is deemed to be absent, missing, or deceased, take the request to the Incident Manager. A designated person from shall be responsible for notifying the guardian.
 - When a student is brought to the Request and Release Point, ask the child if they received any medical treatment. Notify the requester of any treatment rendered.
 - Have requester sign the EZ Reports Student Roster prior to the student leaving the evacuation area.
- ☐ Update records of the number of individuals in the Evacuation Area (or in the buildings) upon request.

FAMILY PHONE CALL LEAD PROCEDURE (SAN DIEGO)

Responsibility: Call parent/guardian to pick up students from the Evacuation Assembly Area.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen
- ☐ Emergency Contact Roster

During Event

- ☐ Use the Emergency Contact Forms from Student Roster and communication points below to call each student's parent to facilitate pickup.

Your child is enrolled in a program with Ocean Discovery Institute until ____pm. The Living Lab was evacuated due to _____. Would you like to pick the student up, for us to release the student to return home on their own now, or would you like us to wait until the end of their program time to release them?

- ☐ If they would like to pick up the student, provide instructions for location of the Release Point.
- ☐ Notate which phone calls have been made and contact's response for each student.

EMS COMMUNICATION CAPTAIN

Responsibility: Serve as point-of-contact for emergency personnel and assists in coordinating efforts of these outside agencies by ensuring the proper flow of information. This may be by phone or in-person.

Staff, students, all occupants, parents, and the public have the right and need to know important information related to emergencies/disaster at the site as soon as it is available and authorized for release.

****Do NOT release information unless authorized to do so by the Incident Manager.**

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Identify yourself as the site “EMS Communication Captain” (i.e., let all emergency personnel and staff know of your assignment).
- ☐ Brief emergency personnel on current situation, priorities, and ASC plan.
- ☐ Be available for EMS communication – whether by phone or in-person.
- ☐ Ensure coordination of efforts by keeping Incident Manager informed of agencies’ action plans.
- ☐ Record pertinent information and maintain all required records and documentation:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons

After Event:

- ☐ Brief Incident Manager on any issues that arose, any information that needs follow-up, or any tasks that require further action (parent notification, etc.).

FACILITY CAPTAIN

Responsibility: Ensures vacancy of all occupants from the facility and security of facility. Provide site access to emergency personnel.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ At the direction of the Incident Manager, pass through all areas of the building, as safe to do so, visually and verbally confirming no occupants are in the building.
- ☐ Secure site by locking and/or closing doors and windows. In Modified and Complete Lockdown close ALL doors, gates, and windows. In other emergencies, you may determine to leave access available to areas of the building, which are affected by the emergency and/or Fire Panel.
- ☐ Provide access to the site for emergency personnel.
- ☐ Do not allow unauthorized persons to return to buildings until the buildings are officially declared structurally safe. Authorized personnel should only return to the building if absolutely necessary.
- ☐ Check condition of all rooms and buildings, as safe to do so.
 - Inspect for gas leaks, electrical hazards, water leaks, cracks in buildings or walks, downed trees or poles, or any other issue that may pose a hazard to evacuees or emergency workers.
 - Check gas meter and, if gas is leaking, shut down gas supply to entire site.
 - In cases of an earthquake, turn off water valves.
- ☐ Report hazards and actions already taken to Incident Manager.
- ☐ Shut down electricity only if building has clear structural damage or advised to do so by emergency personnel.
- ☐ Post a "Closed" sign at the entrance.

Post Event

- ☐ Set up living accommodations for Scientist in Residence.

MEDIA CAPTAIN

Responsibility: If needed, acts as official spokesperson for the site in an emergency situation.

Staff, students, all occupants, parents, and the public have the right and need to know important information related to emergencies/disaster at the site as soon as it is available and authorized for release.

****Do NOT release information unless authorized to do so by the Incident Manager.**

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ Remind staff and volunteers to refer ALL questions for information from media or waiting parents to you.

If media communication is needed:

- ☐ ALWAYS brief parents and public present at the Request and Release Point before releasing information to the media.
- ☐ Ensure announcements and other information is translated into other languages as needed.
- ☐ Advise arriving media that the site is preparing a press release and the approximate time of its issue.
- ☐ Consult with SDUSD Communications Office to coordinate information release.
- ☐ Assess situation and obtain statement from the Incident Manager.
- ☐ Record information to maintain accurate information and verify which information is to be released.
- ☐ Open and maintain a position log of your actions and all communications. If possible, record media briefings. Keep all documentation to support the history of the event.
- ☐ Do not remain in the media area. Remain near the Incident Manager and go to the media when you are ready to make statements.
- ☐ Statements must be approved by the Incident Manager and should reflect:
 - Reassurance – “Everything is going to be OK”.
 - Incident or disaster cause and time of origin.
 - Current situation – condition of the physical site, evacuation progress, care being given, injuries, location of Request and Release Point. Do not release any names.
 - Resource agencies present.
 - Best route to Reunification location, if known and appropriate.
 - Other relevant information Ocean Discovery wishes to be released to the public.
 - Prepare ahead of time and read statements, if possible.
- ☐ When answering questions, only answer questions you know the answer to and are authorized to release information about.
 - Do not make up answers or lie.
 - Useful phrases include:
 - “I do not have that information at this time.”
 - “I can try to obtain that information for you.”
 - “I am not able to release that information at this time.”

- ☐ Monitor news broadcasts about the incident and correct any misinformation heard.
- ☐ Notify emergency contact, with available assistance (law enforcement), of any students or other minors who are missing, absent, or deceased. You can find the contact information in the Emergency Response Box.

After Event:

- ☐ Provide all documents, press releases, and notes to Incident Manager.

SAFETY CAPTAIN PROCEDURE

Responsibility: Ensures that all activities are conducted in as safe a manner as possible, addresses bathroom and first aid needs, and coordinates distribution of safety equipment.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Determine plan for restrooms in the Evacuation Assembly Area. In the case of Complete Lockdown at the Living Lab, a lugaballoo is available for use in the electrical room.
- ☐ Obtain first aid kit.
- ☐ Identify and mitigate safety hazard and situations as quickly and thoroughly as possible. Stop and modify all unsafe operations.
- ☐ Ensure all individuals needing medical attention are receiving care by highest trained staff, until emergency responders arrive.
- ☐ Keep the Incident Manager advised of the status of all safety aspects and activity as well as any problematic areas which require attention.
- ☐ Record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons

SAN DIEGO TEAM CAPTAIN PROCEDURE (BLA)

Responsibility: Serve as point-of-contact for staff in BLA during events that occur in Mexico. Assists in coordinating the efforts between San Diego and BLA by ensuring proper flow of information. Activates staff in San Diego as needed.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen
- ☐ San Diego Staff Emergency Response for Emergency in BLA (BLA)
- ☐ Emergency Preparedness Binder - BLA

During Event:

- ☐ Check in with the Incident Manager for a situation briefing. If needed, group text all potential MODs to establish communication with the BLA team.
- ☐ Confirm the presence of an emergency (e.g., ensure the EPIRB didn't get set off accidentally).
- ☐ Engage Dr. Adam Pacal (adampacal@gmail.com), if needed.
- ☐ Assemble San Diego incident response team (if on a weekend, call in 1-2 staff and meet at the Living Lab) and brief them on the situation.
- ☐ Assign positions and tasks and put all on standby.
- ☐ Pull files of all involved in the emergency.
- ☐ Use **Emergency Procedures** and **Position Activation Procedures** as appropriate.
- ☐ Keep the Incident Manager advised of the status of any efforts taking place from the San Diego team or coordinated agencies as well as any problematic areas which require attention.
- ☐ Use **ASC Worksheet** to record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons

INCIDENT RESPONSE TEAM PROCEDURES: BLA EVACUATION TO THE US (BLA)

Equipment

Every position on the Incident Response Team will require the following equipment:

- Pens/pencils
- Job description
- Paper

Certain positions will require special equipment or forms. Such specific needs are identified on the individual position checklists.

Position Activation

The following steps are integrated into the procedures for each position.

- Once notified of an emergency, the Manager on Duty assumes the role of Incident Manager until relieved by the Executive Director, Associate Director, or other Designee.
- Check in with the Incident Manager at for a situation briefing.
- Obtain necessary equipment and supplies.
- Maintain all required records and documentation to support the history of the emergency or disaster.

Document:

- Messages received
- Actions taken
- Decision justifications and documentation
- Requests filled
- Missing persons

Position Deactivation

- At the direction of the Incident Manager, deactivate your position and close out all logs. Provide logs relevant documents to the Incident Manager.
- Return equipment and reusable supplies.

INCIDENT MANAGER PROCEDURE: BLA EVACUATION TO THE US (BLA)

Responsibility: Authority and leadership responsible for overseeing emergency response, setting priorities. Responsible for establishing and maintaining communication between San Diego, BLA, and the traveling response team. Completes an ASC Worksheet documenting information on the event and action taken noting person responsible and time.

Special Equipment:

☐ Emergency Response Binder

During Event:

BLA Medical Evacuation to United States Assessment

- ☐ With the Safety Officer, assess the level of the emergency and plan for evacuation. Use the **Baja California Emergency Resource Contact List** and **Baja California Emergency Resources & Map** in this binder to support.

Level 1: Evacuation to SD

- The patient's injury or illness is immediately life threatening and the patient may die without rapid hospital intervention (E.g.: increased ICP, volume shock, severe respiratory distress, respiratory distress in a near drowning patient, advanced disease, moderate to severe hypothermia, HAPE/HACE etc.)
- The patient's injury or illness is potentially life threatening or will result in a permanent disability; the patient may develop a life-threatening problem that requires hospital intervention (E.g.: concussion that is getting worse, systemic infection, spine & cord injuries, near drowning (no respiratory distress), etc.)

Level 2: Assess Transport to SD for Care

- The patient's injury or illness is NOT life threatening, has little or no potential to become life threatening, and may be successfully treated in the field with no permanent disability; however, the patient is unable to resume normal activity within a reasonable length of time and/or requires advanced assessment. (E.g.: concussion that is getting better, unstable injuries with good CSM (circulation, sensation, movement), reduced shoulder (dislocation) with good CSM, etc.)

Level 3: Treat Locally and Monitor

- The patient's injury or illness is NOT life threatening, may be successfully treated in the field with no permanent disability, and the patient is able to resume normal activity within a reasonable length of time. (E.g.: minor wounds, minor stable injuries, minor environmental injuries, etc.)

LEVEL 1 PROCEDURE

Prior to Travel:

- ☐ Use **ASC Action Plan: Major/Serious Medical Emergency** to guide initial actions and record ongoing actions. (The actions are also in the **Incident Response Team Procedures** for each role.)
- ☐ Activate (assign) positions as needed and provide protocols from the **Emergency Response Binder**. (One person may have multiple roles depending on scope of the emergency and people on-site.) Brief them on the situation and direct their immediate responsibilities, utilizing the position checklists.
- ☐ With the Safety Officer, determine the destination and route:
 - Drive north towards the US where better care is accessible.
 - Preferred Route: Mex 5 to Calexico (6-hour trip) and the Level-4 Trauma center at the El Centro Regional Medical Center (they have medivac helicopters on site for any trauma they cannot handle).
 - Depending on which border crossing (Calexico East or West) take either Route 7 or Route 111 North to I-8 West.
 - Take exit 14 toward South Imperial Ave
 - Continue on South Imperial Ave for .6 miles.
 - End at: El Centro Regional Medical Center, 1415 Ross Ave, El Centro, CA 92243
 - Alternative: Mex 1 to Ensenada (6-hour trip) and the private Vel Mar hospital. There are small clinics in El Rosario and San Quintin. See **Baja California Emergency Resources & Map** for options.

During Travel:

- ☐ Check with the Incident Response Team for regular updates.
- ☐ Coordinate with San Diego Point-of-Contact for communication to parents about the incident and provide guidance as soon as possible, and provide continuous status updates.
- ☐ Authorize release of information.

LEVEL 2 PROCEDURE

If it is determined to evacuate the patient, see **Level 1 Procedure**.

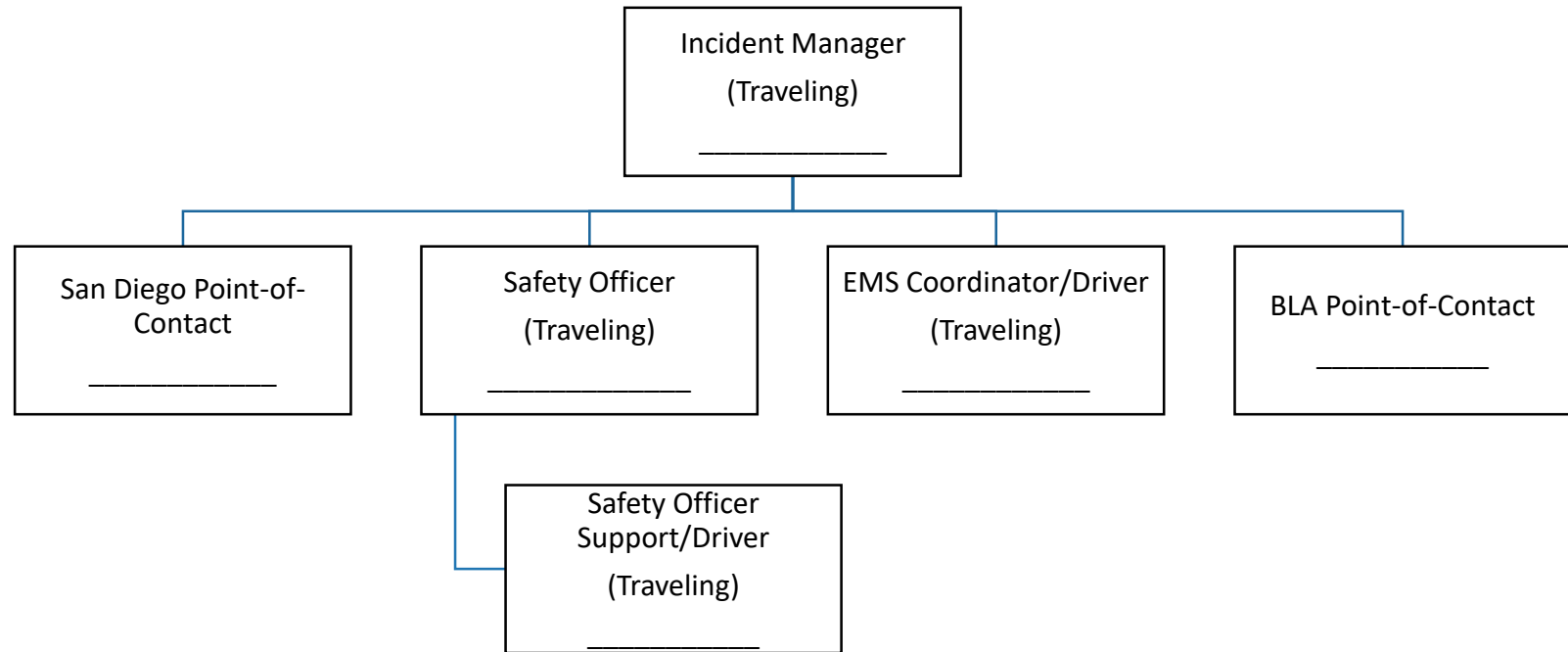
LEVEL 3 PROCEDURE

- ☐ Use **Injury/Illness Procedure**.
- ☐ Identify and mitigate safety hazard and situations as quickly and thoroughly as possible. Stop and modify all unsafe operations.

After Event:

- ☐ At the direction of the emergency personnel, call an "All Clear" and deactivate the entire emergency response. The "All-Clear" notification can be provided via the PA system, phone, email or in person by Incident Manager.
- ☐ Ensure that any open actions on the ASC Action Plan will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable supplies to the appropriate location.
- ☐ Ensure that all relevant documents are collected.
- ☐ Schedule a Post-Incident Debrief with incident personnel.
- ☐ Receive any information that needs to be followed up on from all personnel.

Response Team Assignments



Role	Description
Incident Manager (Travelling MOD)	Authority and leadership responsible for overseeing emergency response, setting priorities. Responsible for establishing and maintaining communication between San Diego, BLA, and the traveling response team. Completes an ASC Worksheet documenting information on the event and action taken noting person responsible and time.
EMS Coordinator	Serve as point-of-contact for emergency personnel and assists in coordinating efforts of these outside agencies to facilitate border crossing and care. Provides incident information to Incident Manager.
Safety Officer	The person with the highest medical training available. Provides and documents primary patient care. Provides incident information to Incident Manager.
Safety Officer Assist	Assist the Safety Officer with patient care as needed. Reports to Safety Officer.
Driver	Drives patient and Travelling Incident Response Team members in the case of an evacuation to the US via vehicle. This position will be combined with another role(s) based on incident needs.
BLA Point-of-Contact	Serves as point-of-contact for Incident Manager for team in Mexico. Assists in coordinating the efforts between San Diego and BLA and communication by ensuring proper flow of information.
San Diego Point-of-Contact	Serves as point-of-contact for Incident Manager for team in San Diego. Establishes and maintains communication with family. Assists in coordinating the efforts between San Diego and BLA and communication by ensuring proper flow of information. Activates staff in San Diego as needed.

ASC Action Plan: Major/Serious Medical Emergency

In the event of a major trauma/ serious medical emergency enact this protocol.

Incident Manager: _____ Location: _____ Date: _____ Time: _____

Type of Emergency: _____

NOTE: Initial actions below are pre-assigned by role. These may be reassigned based on incident and personnel. Use the “Person Assigned” column to designate the individual responsible.

Action/Measure	Person Assigned	Time Complete	Further Action?
Ensure the scene is safe.			
Staff get the nearest safety officer to initiate advanced medical response (either via person, radio, phone, or by driving to get them at the local clinic, police station, or other).			
Program Staff , move group/others safely away from the scene.			
Doctor/Safety Officer/EMS on scene treats the patient(s) within their protocols.			
Incident Manager identifies the Incident Response Team and provide procedures .			
Incident Manager with Doctor/Safety Officer use the BLA Evacuation to US Assessment to determine course of action/ transport and route.			
BLA Point-of-Contact Contact local clinic for Dr to travel and/or note.			
Incident Manager establish and maintains communication between BLA Point-of-Contact and SD Point-of-Contact (e.g., establish regular calling/check-in schedule).			
EMS Coordinator gather patient(s) and staff traveling with the patient passport, travel visa, notarized letter (for minors), required medications, emergency money, food bars, water, toothbrush, underwear, light jacket/sweatshirt.			

EMS Coordinator prepare for travel: Vehicle, emergency money, water, Travel Safety Kit, Emergency Preparedness Binder.			
Safety Officer facilitate packaging of patient for transportation and gather trauma kit/medical supplies needed.			
Ocean Leader Program Manager ensure basic program coverage.			
BLA Point-of-Contact Establish communication with Dr. Pacal.			
BLA Point-of-Contact notify Traveler's Insurance as needed.			
BLA Point-of-Contact notify US Consulate for guidance and assistance (with border crossing or other). Include Miki Angel and Maximo Cervantes.			
BLA Point-of-Contact facilitate making a police report in BLA (to provide record of actions).			
Incident Manager communicate route/destination to BLA Point-of-Contact and SD Point of Contact.			

BLA POINT-OF-CONTACT PROCEDURE (BLA)

Responsibility: Serves as point-of-contact for Incident Manager for team in Mexico. Assists in coordinating the efforts between San Diego and BLA and communication by ensuring proper flow of information.

Special Equipment:

- ☐ Clipboard, writing utensils, paper

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.

Prior to Departure:

- ☐ Contact Clinic Dr to see if they can travel with us.
- ☐ Obtain medical note for use crossing the border.
- ☐ Engage Dr. Adam Pacal (adampacal@gmail.com, 619-952-3230), as needed.
- ☐ Notify **Traveler's Insurance** as needed.
- ☐ Notify Consulate as needed. Also, call Miki Angel and Maximo Cervantes.
- ☐ Establish communication method with Incident Manager.

After Departure:

- ☐ Maintain communication with Incident Manager.
- ☐ Support decision making and communication with outside agencies as needed.
- ☐ Record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation

After Event:

- ☐ Brief Incident Manager on any issues that arose, any information that needs follow-up, or any tasks that require further action (parent notification, etc.).

EMS COORDINATOR PROCEDURE (BLA)

Responsibility: Serve as point-of-contact for emergency personnel and assists in coordinating efforts of these outside agencies to facilitate border crossing and care. Provides incident information to Incident Manager.

****Do NOT release information unless authorized to do so by the Incident Manager.**

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.

Prior to Travel

- ☐ Identify and mitigate safety hazard and situations as quickly and thoroughly as possible. Stop and modify all unsafe operations.
- ☐ Gather for each Traveler, including self:
 - Passport, travel visa, notarized letter (for minors)
 - Required medications for a minimum of 2 days
 - Toothbrush
 - Underwear
 - Light jacket or sweatshirt
 - Food bars
- ☐ Gather travel supplies and equipment:
 - Vehicle
 - Emergency Money
 - Water
 - Travel Safety Kit
 - **Emergency Preparedness Binder** – BLA, which includes:
 - **ASC Action Plan: Major/Serious Medical Emergency BLA**
 - **Baja California Emergency Contact List, Resources, & Map**
 - **BLA Evacuation to the United States**

During Travel

- ☐ Alert destination of our estimated arrival and condition of patient. Use **Baja California Emergency Contact List** and **Baja California Emergency Resources & Map**.
 - Develop a list of questions with the Safety Officer to ask when calling the hospitals.
 - San Felipe hospital (and which one as there are two)
 - Confirm if they have what is required, e.g.,
 - Anti-venom
 - Ambulance transport to border (and how long would it take)
 - Aircraft (how long would it take to arrive in El Centro)
 - El Centro hospital (Trauma 4)
- ☐ Determine ambulance support.
 - If traveling to El Centro:
 - determine if an ambulance can meet in San Felipe to transport remainder of way
 - determine if an ambulance can meet at the border
- ☐ Determine border crossing.
 - Coordinate with consulate for guidance including re border crossing

- ☐ Ensure coordination of efforts by keeping Incident Manager informed of agencies' action plans.
- ☐ Coordinate with **Emergency Traveler's Insurance**, as needed.
- ☐ Brief emergency personnel on current situation, priorities, and ASC plan.
- ☐ Be available for EMS communication – whether by phone or in-person.
- ☐ Drive, as needed, to the destination via the route determined by the Incident Manager using the **BLA Evacuation to the US Procedure**.
- ☐ Record pertinent information and maintain all required records and documentation:
 - Messages received
 - Actions taken
 - Decision justifications and documentation

After Event:

- ☐ Brief Incident Manager on any issues that arose, any information that needs follow-up, or any tasks that require further action (parent notification, etc.).

SAFETY OFFICER PROCEDURE (BLA)

Responsibility: The person with the highest medical training available. Provides and documents primary patient care. Provides incident information to Incident Manager.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen
- ☐ Trauma Bag
- ☐ Other medical supplies as needed
- ☐ Note sheet (to track vitals and record patient notes)

During Event:

Prior to Travel

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Package patient for travel.
- ☐ Obtain trauma bag and other medical supplies, as needed.
- ☐ Ensure all individuals needing medical attention are receiving care by highest trained staff.
- ☐ Keep the Incident Manager advised of the status of all safety aspects and activity as well as any problematic areas which require attention.

During Travel

- ☐ Care for patient noting vitals and patient notes.
- ☐ Communicate status updates to **Incident Manager**.
- ☐ Engage the **Safety Officer Assist** in patient care, as needed.

After Event:

- ☐ Brief Incident Manager on any issues that arose, any information that needs follow-up, or any tasks that require further action (parent notification, etc.).

SAFETY OFFICER SUPPORT PROCEDURE (BLA)

Responsibility: Drives patient and Travelling Incident Response Team members in the case of an evacuation to the US via vehicle.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.

Prior to departure:

- ☐ Support Safety Officer in packaging patient and obtaining needed medical supplies.

During Travel:

- ☐ Report to Safety Officer.
- ☐ Assist the Safety Officer with patient care as needed. Reports to Safety Officer.
- ☐ Drive, as needed, to the destination via the route determined by the Incident Manager using the **BLA Evacuation to the US Procedure.**

After Event:

- ☐ Brief Incident Manager on any issues that arose, any information that needs follow-up, or any tasks that require further action (parent notification, etc.).

SAN DIEGO POINT-OF-CONTACT PROCEDURE (BLA)

Responsibility: Serves as point-of-contact for Incident Manager for team in San Diego. Establishes and maintains communication with family. Assists in coordinating the efforts between San Diego and BLA and communication by ensuring proper flow of information. Activates staff in San Diego as needed.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen
- ☐ San Diego Staff Response for Emergency in BLA (BLA)
- ☐ Emergency Preparedness Binder - BLA

During Event:

- ☐ If the alert comes from Ocean Discovery in BLA:
 - Check in with the Incident Manager in BLA for a situation briefing.
 - Use the **San Diego Staff Response for Emergency in BLA** Form to gather information on the incident.
 - Email all communication including the above questions/answers to all staff in BLA and pertinent staff in SD. Include Dr. Adam Pacal (adampacal@gmail.com), if needed.
- ☐ If the alert comes from a source other than Ocean Discovery:
 - Use the **San Diego Staff Response for Emergency in BLA** Form to gather information on the incident.
 - Establish communication with the team in BLA. Reach via all staff email, imessage to all potential MODs, or calling local BLA contacts and ask them to call San Diego Incident Manager to talk through the emergency and response.

If you are trying to reach Ocean Discovery Institute and it is an emergency say the following in Spanish: *Bueno, quisiera localizar al personal de Ocean Discovery Institute cerca de Estacion Glendale. Es urgente, favor de avisarles que me contacten por su telefono lo antes posible. Gracias.*

Hold on the line until a staff is available or provide a number to return a call with location and details.

- Confirm the presence of an emergency (e.g., ensure the EPIRB didn't get set off accidentally).
 - Email all communication including the above questions/answers to all staff in BLA and pertinent staff in SD. Include Dr. Adam Pacal (adampacal@gmail.com), if needed.
- ☐ Assemble San Diego incident response team (if on a weekend, arrange a Teams meeting) and brief them on the situation.
- ☐ Support decision making and communication with outside agencies as needed.
- ☐ Use **Emergency Procedures** and **Position Activation Procedures** as appropriate.
- ☐ Use the Emergency Contact Forms from Student Roster to begin communication with each individual's parent and/or emergency contact.
 - Notate which phone calls have been made and contact's response for each individual.

- Parents may be required to pick children up from the Living Lab or another designated location.
- ☐ Keep the Incident Manager advised of the status of any efforts taking place from the San Diego team or coordinated agencies as well as any problematic areas which require attention.
- ☐ Record pertinent information and maintain all required records and documentation:
 - Messages received
 - Actions taken
 - Decision justifications and documentation

After Event:

- ☐ Brief Incident Manager on any issues that arose, any information that needs follow-up, or any tasks that require further action (parent notification, etc.).

San Diego Staff Response for Emergency in BLA

While staff and/or students are in Bahía de los Angeles for program-related activities (including planning), a San Diego Point-of-Contact will be established to maintain communication and coordinate efforts in the event of an emergency. The following response protocol is to be used in assessing the situation and coordinating response and resources.

Alert comes to San Diego

Ask for call back #: _____ and Name: _____

Find San Diego Emergency Point of Contact (Lindsay or Elvia) to take the call.

If both POCs are unavailable, find the Manager on Duty or highest trained staff available, which may be you.

Get the Medical & Safety Binder from the Info Center.

Record all relevant information about the incident that can inform decision making. Ask:

1. **Who** am I speaking to? **Who**/how many are involved? **Who** else has already been alerted?

2. **Where** is the location of the emergency?

3. **What** is the problem/emergency? **What** is being done right now - who is responding? **What** are the recommended steps I/San Diego staff should take?

4. Here is my contact number(s) if you need to be in touch with me (include cell).

Immediately following this first conversation use the **San Diego Point of Contact Response Procedure**.

PART V. OFF-HOURS EMERGENCIES

- If an Incident Manager is not in position (e.g., the incident occurs outside of business hours), the first person to receive and alert is the Incident Manager until a clear transition is made and communicated.
- Intrusion Alarm: A third party alarm company will notify Anne, Lindsay, Elvia, Jo, in that order unless modified for staff absences. Once one person answers they will tell the company to dispatch police, notify the other staff so they are aware a response has been initiated.
- Fire Alarm: A third party alarm company will notify Anne, Lindsay, Elvia Jo, in that order unless modified for staff absences. Once one person answers they will tell the company to notify first responders and will contact the other two staff so they are aware that a response has been initiated.