

LOCATION	INCIDENT COMMANDER	ALTERNATE INCIDENT COMMANDER	CHIEF COMMUNICATIONS OFFICER	SAFETY COORDINATOR	BUSINESS CONTINUITY	AGENCY LIAISON	SCRIBE
1400 WSR	Gayle Garbolino-Mojica	Phillip Williams	Michelle Eklund	Troy Tickle	Chris Womack	Brad Tooker	Kim Chase
360 Nevada	Susan Connolly	Stacy Barsdale		Valerye Salazar	Chris Womack		
365 Nevada	Gib Benthin			Tammie Banuelos	Chris Womack		
iCARE	Shanna Parker	Michelle Frisch/Arthur Soares	Holly Nikkel	Rene Perry	Chris Womack		Tina Angell
iLearn	Andrew Wood	Chris Berry	Kimberly Berryman	Sharon Hughes	Chris Womack	Kristen Evans	Jessica Reynolds
Olive Ranch	Heidi Peacock	Jessica Gilmore	Amanda Smith	Sunshine Handley	Chris Womack	Lindsay Zaremba	

PCOE LOCATION	EVACUATION LOCATIONS					
	Primary	Secondary	Alternate	Alternate	Alternate	Alternate
1400 WSR	Rear Parking Lot 1400 West Stanford Ranch					
360 Nevada	Auburn Garden Theater 350 Nevada Street	The Domes Parking Lot 175 Fulweiler Ave.	Staples Parking Lot 411 Grass Valley Hwy	Old Auburn Cemetery 172 Fulweiler Ave.	N/A	
365 Nevada	MOT Back Parking Lot 365 Nevada Street	DMV Front Parking Lot 11722 Enterprise Dr.	Lifestyle Fitness 11800 Enterprise Drive	Ferguson Plumbing 11900 Enterprise Dr.	Auburn Cemetery 1040 Collins Drive	
iCARE	iCARE Parking Lot 655 Menlo Drive	Church Parking Lot 5901 Lone Tree Blvd.	N/A	N/A	N/A	
iLearn	Auburn Garden Theater 350 Nevada Street	The Domes Parking Lot 175 Fulweiler Ave.	Staples Parking Lot 411 Grass Valley Hwy	Old Auburn Cemetery 172 Fulweiler Ave.	Green Acres/Eisley's 380 Nevada St (pkg lot)	
Olive Ranch	Olive Ranch Parking Lot 5280 Stirling Street	Greenhills Elementary 8200 Greenhills Way	Bayside Church 8191 Sierra College Blvd.	N/A	N/A	

## **PCOE Location Check-In Checklist**

Gayle Garbolino-Mojica, Incident Commander – 1400 WSR

Troy Tickle, Safety Coordinator – 1400 WSR

Valerye Salazar, Safety Coordinator – 360 Nevada

<b>LOCATION</b>	<b>ADDRESS</b>	<b>CONFIRM CHECK-IN</b>	<b>COMMENTS</b>
1400 WSR	1400 West Sanford Ranch, Rocklin	<input type="checkbox"/>	
360 Nevada	360 Nevada Street, Auburn	<input type="checkbox"/>	
365 Nevada	365 Nevada Street, Auburn	<input type="checkbox"/>	
Catheryn Gates	1051 Treehowell Drive, Roseville	<input type="checkbox"/>	
Creekview Ranch	8779 Cook Riolo Road, Roseville	<input type="checkbox"/>	
Del Oro	3301 Taylor Road, Loomis	<input type="checkbox"/>	
Honour Schaps	11260 B. Avenue, Auburn	<input type="checkbox"/>	
iCARE	655 Menlo Drive, Rocklin	<input type="checkbox"/>	
iLearn	364 Nevada Street, Auburn	<input type="checkbox"/>	
LMEC	3775 Richardson Drive, Auburn	<input type="checkbox"/>	
Onorato	925 Kentucky Greens Way, Newcastle	<input type="checkbox"/>	
Ophir	1373 Lozanos Road, Newcastle	<input type="checkbox"/>	
Quail Glen	1250 Canevari Drive, Roseville	<input type="checkbox"/>	
Shepherd of the Sierra	5400 Barton Road, Loomis	<input type="checkbox"/>	
Sierra College	5100 Sierra College Blvd., Rocklin	<input type="checkbox"/>	
Sierra Vista (Olive Ranch)	5280 Stirling Street, Granite Bay	<input type="checkbox"/>	
Skyridge	800 Perkins Way, Auburn	<input type="checkbox"/>	
Weimar Hills	200 Weimar Crossroad, Weimar	<input type="checkbox"/>	
Twelve Bridges	2360 Fieldstone Drive, Lincoln	<input type="checkbox"/>	

## Safety Checklist During Emergency

Site Location:						Date:	
<b>Lockdown/Barricade</b>	Close/Lock Doors <input type="checkbox"/>	Close Windows & Blinds <input type="checkbox"/>	Front Entrance Locked <input type="checkbox"/>	Turn off Lights <input type="checkbox"/>	Barricade <input type="checkbox"/>		Report to Incident Commander <input type="checkbox"/>
<b>Secure Building</b>	Close/Lock Doors <input type="checkbox"/>	Close Windows & Blinds <input type="checkbox"/>	Front Entrance Locked <input type="checkbox"/>	Signs on Doors for Closure <input type="checkbox"/>			Report to Incident Commander <input type="checkbox"/>
<b>Shelter in Place</b>	Close/Lock Doors <input type="checkbox"/>	Close Windows/Blinds <input type="checkbox"/>	Shut Down HVAC <input type="checkbox"/>	Turn Off Fans <input type="checkbox"/>	Seal Door Gaps/Vents <input type="checkbox"/>	Turn Off Sources of Ignition <input type="checkbox"/>	Report to Incident Commander <input type="checkbox"/>
<b>Evacuate</b>	Sweep the Building for Evacuees <input type="checkbox"/>	Assemble in Evacuation Location <input type="checkbox"/>	Take attendance <input type="checkbox"/>				Report to Incident Commander <input type="checkbox"/>

## Critical Incident Recovery Checklist

<b><u>FOLLOW UP ITEMS</u></b>	<b><u>DONE</u></b>	<b><u>COMMENTS</u></b>
Appoint a responsible close-out Officer In Command (OIC)	<input type="checkbox"/>	
Close outer perimeter to inner perimeter as security device – Maintain scene integrity – Log all who enter and leave	<input type="checkbox"/>	
Photos/video of school/office scene prior and after	<input type="checkbox"/>	
Everyone check out (sign in/out rosters) – through staging area	<input type="checkbox"/>	
Follow-up person for neighborhood briefing and thank you	<input type="checkbox"/>	
Team for estimation of damages – Call out of Risk Management – Staff	<input type="checkbox"/>	
Damage forms – For District liability	<input type="checkbox"/>	
1 <sup>st</sup> report of injury forms	<input type="checkbox"/>	
Workers' Compensation forms	<input type="checkbox"/>	
Clean up of all areas used	<input type="checkbox"/>	
Designate or confirm who writes the After-Action Report – Admin.	<input type="checkbox"/>	
Arrange for post-traumatic stress debriefings – Students and Staff	<input type="checkbox"/>	
Announce date, time and location for After-Action Critique	<input type="checkbox"/>	

## Critical Incident Report

REPORT ITEMS	COMMENTS
Start Date of Incident:	
Start Time of Incident:	
End Date of Incident:	
End Time of Incident:	
What occurred?	
Where did it occur?	
Who was involved?	
How was the situation resolved?	
Did authorities need to be contacted?	

## **PCOE Radio Procedures**

- 1. Know what you are going to say before transmitting**
- 2. Identify yourself first, then identify to whom you want to speak**
- 3. Hold down the transmit key, pause, then begin speaking**
- 4. Transmit pertinent information only – no idle chatter**
- 5. Outsiders, including media, are able to monitor transmissions**

## PCOE Contacts

Name		Office Phone	Cell Phone	Other Phone
Gayle Garbolino-Mojica	Placer County Superintendent of Schools	(530) 889-5922	(916) 768-7176	
Kimberly Chase	Executive Assistant to the County Superintendent	(530) 889-5941	(916) 616-1176	
Phillip Williams	Deputy County Superintendent	(530) 745-1389	(916) 502-6686	
Stephanie Schau	Administrative Assistant to the Deputy Superintendent	(530) 745-1310	(916) 768-2916	
Brad Tooker	Deputy Superintendent/Chief of Staff	(530) 889-5921	(916) 709-4411	
Stephanie Perlberg	Administrative Assistant to the Deputy Superintendent	(530) 889-5918	(916) 666-1464	
Michelle Eklund	Chief Communications Officer	(530) 889-5913	(951) 314-3707	
Marianna Bakkie	Administrative Secretary, CCO	(530) 745-1492	(530) 305-6245	
Roger Van Putten	Associate Superintendent, Business Services	(530) 889-5920	(916) 709-6201	
Jackie Keeler	Administrative Assistant, Business Services	(530) 889-5917	(530) 368-6661	
Jennifer Hicks	Associate Superintendent, Educational Services	(530) 745-1488	(916) 743-5619	
Patricia Otley	Administrative Assistant, Educational Services	(530) 889-5988	(916) 257-1930	
Susan Connolly-Fox	Associate Superintendent, Student Services	(530) 745-1440	(916) 849-0117	
Melissa Guess	Administrative Assistant, Student Services	(530) 745-1328	(916) 690-7160	
Troy Tickle	Assistant Superintendent, SELPA	(530) 886-5870	(661) 808-0374	
Melanie Purdy	Administrative Assistant, SELPA	(530) 886-5873	(530) 906-8788	
Brian Swank	Executive Director, Human Resources	(530) 889-5952	(734) 945-8333	
Amanda Maynard	Administrative Assistant, Human Resources	(530) 889-5951	(530) 263-0303	
Christopher Womack	Senior Director, IT	(530) 889-5991	(530) 308-0998	
Sarah Cook	Staff Secretary, IT	(530) 863-8452		
Gib Benthin	Coordinator, MOT	(916) 415-4442	(530) 913-7494	
Tammie Banuelos	Specialist, MOT	(916) 415-4440		

**PCOE Contacts, Cont.**  
**Trauma Support Team**

<b>Name</b>		<b>Cell Phone</b>
Stephanie Kaiser	Trauma Support Team Leader	(916) 572-6671
Allison Murphy	Trauma Support Alternate Team Leader	(916) 206-9514
Alicia Rozum	Trauma Support Team Member	(510) 333-9676
Rio Poliquin	Trauma Support Team Member	(530) 746-8861
Mallory French	Trauma Support Team Member	(530) 320-2668
Rigo Hernandez	Trauma Support Team Member	(530) 750-9042

## Emergency Contacts

	Name	Office Phone	Contact	Email
POLICE	Auburn Police Department	(530) 823-4237	Joe Almeida	<a href="mailto:jalmeida@auburn.ca.gov">jalmeida@auburn.ca.gov</a>
	Colfax Police Department	(530) 346-2256		
	Lincoln Police Department	(916) 645-4040		
	Loomis Sub Station (Placer County Sheriff/Loomis)	(916) 652-2400		
	Rocklin Police Department	(916) 625-5400		
	Roseville Police Department	(916) 786-6444		
SHERIFF/CHP	Placer County Sheriff's Department	(530) 889-7800		
	California Highway Patrol (CHP)	(916) 663-3344		
FIRE	Auburn Fire Department	(530) 885-2424		
	Colfax Fire Department	(530) 346-2323		
	Lincoln Fire Department	(916) 645-4040		
	Loomis Fire Department	(916) 652-6858		
	Newcastle Fire Department	(530) 823-4411		
	Penryn Fire Department	(916) 663-3389		
	Placer Hills Fire Department	(530) 878-0405	John Williamson	<a href="mailto:jwilliamson@placerhillsfire.org">jwilliamson@placerhillsfire.org</a>
	Rocklin Fire Department	(916) 632-4093		
	Roseville Fire Department	(916) 774-5800		
	Cal Fire	(530) 889-0111	Jim Hudson	<a href="mailto:Jim.Hudson@fire.ca.gov">Jim.Hudson@fire.ca.gov</a>
	Cal Fire	(530) 889-0111	Brian Mackwood	<a href="mailto:Brian.Mackwood@fire.ca.gov">Brian.Mackwood@fire.ca.gov</a>
OTHER	Placer County Office of Emergency Services (OES)	(530) 621-5895	Mike Romero	<a href="mailto:mromero@placer.ca.gov">mromero@placer.ca.gov</a>
	Placer County Children's System of Care (CSOC)	(530) 889-6700		
	PG&E	(916) 472-2241	Brandon Sanders	<a href="mailto:BLSY@pge.com">BLSY@pge.com</a>

## Notes