



# NOVATO UNIFIED SCHOOL DISTRICT

1015 SEVENTH ST. • NOVATO, CALIFORNIA 94945 • TEL: (415) 897-4211 • FAX: (415) 897-4221

**Achievement for All – Our Call to Action**

**District Safety and Emergency Preparedness Committee Meeting**

**September 28, 2015**

**3:30 – 4:30 pm**

**District Office, Room 107**

**Attendees:**

Stefanie Parnell - Hamilton  
Brenda Pfeifer – Loma Verde  
Madeline Martin – Lu Sutton  
Irene Howard - Rancho  
Darrell Cox – San Ramon  
Rob Celli – Novato High  
Mike Casper – San Marin High

Jeffrey Erkelens – Novato Charter  
Mark Silva – MOT  
Sean Rozell – District Office  
Joanne Briggs – District Office  
Leslie Benjamin – District Office  
John Wyek, Community Member

**Notes from the Meeting:**

**Lonnie Karste – 2015-16 Pathway to Disaster Drill Training**

- Overview of the upcoming disaster drill trainings

**Incident Command System Chart – updated**

- Reviewed the updated Incident Command System Chart (see attached)

**Call out system for staff members**

- Reviewed the Edulink call out system

**Disaster Worker Form**

- Reviewed the form (see attached)
- Reminder for all staff to complete the form

**Site Safety Issues/Comments/Suggestions:**

- Hamilton – PA/Alarm system not working properly

**Future Meetings:** (Monday from 3:30-4:30 in Room 107, District Office)

November 16 3:30 – 4:30 pm  
February 8 3:30 – 4:30 pm  
April 25 3:30 – 4:30 pm

*Achievement for All – Our Call to Action*

BOARD OF TRUSTEES: Maria Aguila, Debbie Butler, Thomas Cooper, Derek Knell, Greg Mack, Ross Millerick, Shelly Scott  
www.NUSD.org

**Incident Commander**  
Principal or Designee

Scribe

Safety Officer

NUSD Liaison

OPERATIONS

Search & Rescue

Security/Traffic

Site Assessment

PLANNING

Student Supervision

Medical Care

Student Release

FINANCE/ADMINISTRATION

LOGISTICS

Supplies/Staffing/  
Transportation

Facilities/IT

Name \_\_\_\_\_



## Disaster Service Worker (DSW) Self-Certification for Novato Unified School District Employees

### CONFIDENTIAL SELF-CERTIFICATION

I am aware that California Government Code §3100 designates all public employees as Disaster Service Workers.

I understand that in the event of a declared national, state or local emergency, I may be called into service to perform activities that promote the protection of public health and safety and the preservation of lives and property.

In accordance with the Novato Unified School District's DSW Plan to take into consideration the family needs of employees for early or phased release of staff as an emergency de-escalates, I am self-certifying for the following release protocol:

- Phase #1 Release (one or more of the conditions below apply)
  - I am a single parent with a child/children living at home.
  - I have sole custodial care for housebound/medically-fragile dependents.
  - I have health problems or disabilities that would inhibit my participation as a Disaster Service Worker.
  
- Phase #2 Release (one or more of the conditions below apply)
  - I am married with an infant child or child/children in childcare, preschool or elementary school.
  - I reside in another county (name) \_\_\_\_\_.
  - May include living in an area of major damage.
  
- Phase #3 Release
  - All other staff.

If any of the conditions checked above change, I will submit a revised Confidential Self-Certification to Human Resources and my Supervisor.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_