



## Incident Command Teams

LOCATION	INCIDENT COMMANDER	ALTERNATE INCIDENT COMMANDER	CHIEF COMMUNICATIONS OFFICER	SAFETY COORDINATOR	AGENCY LIAISON	SCRIBE
PCOE Main	Gayle Garbolino-Mojica	Martin Fregoso	Michelle Eklund	Troy Tickle	Colleen Slattery	Suzie Arcuri
PCOE Annex	Phillip Williams	Susan Connolly	Kimberly Lilienthal	Mike Lombardo	N/A	Stephanie Schau
PCOE MOT	Matt Shawver	N/A	Tammie Banuelos	Tammie Banuelos	Tammie Banuelos	N/A
PCOE ECE	Teresa Dawson-Roberts	Alexandra Robin	Jennifer Hicks	Janet Larsen	Cindy Schmidt	Vanessa Sepulveda
iCARE	Christina Fahlstrom	Chris Berry	Joseph Olsen	Suzan Kizirian	Alana Coday	Tina Angell
iLearn	Andrew Wood	Celeste Elsey	Kimberly Berryman	Jennifer Thilmony	Meredith Tanaka	April Doherty
Olive Ranch	Bryce Lauritzen	N/A	Heidi Peacock-Morrow	Justin Moore	Amanda Smith	Gina Hall
Onorato	Brett Adam	N/A	TBD	Kellie Darbo	TBD	N/A

PCOE LOCATION	EVACUATION LOCATIONS				
	Primary	Secondary	Alternate	Alternate	Alternate
PCOE Main	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
PCOE Annex	Annex 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
PCOE MOT	Pond at MOT 645 Kentucky Greens Way	N/A	N/A	N/A	N/A
PCOE ECE	Starbucks Parking Lot 1241 Pleasant Grove Blvd.	Lollicup Café 1253 Pleasant Grove Blvd.	Los Cabos Grill 7451 Foothills Blvd.	N/A	N/A
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.	N/A
Olive Ranch	Olive Ranch Parking Lot 5280 Stirling Street	Greenhills Elementary 8200 Greenhills Way	Bayside Church 8191 Sierra College Blvd.	N/A	N/A
Onorato	Onorato Playground 925 Kentucky Greens Way	MOT 645 Kentucky Greens Way	Park and Ride I-80 Hwy 193 Exit	N/A	N/A

**PCOE Location Check-In Checklist**

For: Gayle Garbolino-Mojica, Incident Commander – PCOE Main  
 Troy Tickle, Safety Coordinator – PCOE Main  
 Mike Lombardo, Safety Coordinator – PCOE Annex

<b>LOCATION</b>	<b>ADDRESS</b>	<b>CONFIRM CHECK-IN</b>	<b>COMMENTS</b>
PCOE Main	360 Nevada Street, Auburn	<input type="checkbox"/>	
PCOE Annex	365 Nevada Street, Auburn	<input type="checkbox"/>	
PCOE MOT	645 Kentucky Greens Way, Newcastle	<input type="checkbox"/>	
PCOE ECE	1229 Pleasant Grove Blvd., Roseville	<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"/>	
Olive Ranch	5280 Stirling Street, Granite Bay	<input type="checkbox"/>	
Onorato	925 Kentucky Greens Way, Newcastle	<input type="checkbox"/>	
Rock Creek	3050 Bell Road, Auburn	<input type="checkbox"/>	
Shepherd of the Sierra	5400 Barton Road, Loomis	<input type="checkbox"/>	
Sierra College	5100 Sierra College Blvd., Rocklin	<input type="checkbox"/>	

Safety Checklist During Emergency

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

**Critical Incident Recovery Checklist**

FOLLOW UP ITEMS	DONE	COMMENTS
Appoint a responsible close-out Officer In Command (OIC)	<input type="checkbox"/>	
Closing of 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	<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**

<b>REPORT ITEMS</b>	<b>COMMENTS</b>
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. Motorola XPR 6550**

**and Motorola XPR 7550**

**Radios – Stay on Zone 2 channel 1 unless**

**directed to change to another channel**



**2. Motorola CP 200**

**Radios – Stay on Channel 1 or 2 as directed by your Incident Command Team**

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

**PCOE Contacts**

<b>Name</b>		<b>Office Phone</b>	<b>Cell Phone</b>	<b>Other Phone</b>
Gayle Garbolino-Mojica	Placer County Superintendent of Schools	(530) 889-5922	(916) 768-7176	
Phillip Williams	Deputy Superintendent	(530) 745-1389	(916) 502-6686	(916) 632-8712
Michelle Eklund	Chief Communications Officer	(530) 889-5913	(951) 314-3707	
Martin Fregoso	Associate Superintendent, Business Services	(530) 889-5920	(530) 400-4043	
Jennifer Hicks	Assistant Superintendent, Educational Services	(530) 745-1488	(916) 743-5619	
Susan Connolly	Assistant Superintendent, Student Services	(530) 745-1440	(916) 995-3001	
Troy Tickle	Assistant Superintendent, SELPA	(530) 886-5870	(661) 808-0374	
Colleen Slattery	Assistant Superintendent, Human Resources	(530) 889-5952	(916) 960-9207	
Christopher Womack	Director, IT	(530) 889-5991	(530) 308-0998	
Matt Shawver	Director, MOT	(916) 415-4442	(530) 933-7157	
Suzie Arcuri	Executive Assistant to the County Superintendent	(530) 889-5941	(916) 761-6909	
Stephanie Schau	Administrative Assistant to the Deputy Superintendent	(530) 745-1310	(916) 768-2916	
Lori Grasberger	Administrative Secretary, CCO	(530) 745-1492	(530) 305-6245	
Jackie Keeler	Administrative Assistant, Business Services	(530) 889-5917	(530) 368-6661	
Patricia Skellenger	Administrative Assistant, Educational Services	(530) 889-5988	(916) 257-1930	
Katherine Christie	Administrative Assistant, Educational Services	(530) 745-1365	(530) 263-3356	
Melissa Guess	Administrative Assistant, Student Services	(530) 745-1328	(916) 690-7160	
Melanie Purdy	Administrative Assistant, SELPA	(530) 886-5873	(530) 906-8788	
Amanda Maynard	Administrative Assistant, Human Resources	(530) 889-5951	(530) 263-0303	
Sarah Hendricks	Staff Secretary, IT	(530) 863-8452		
Tammie Banuelos	Specialist , MOT	(916) 415-4440		

**Emergency Contacts**

	<b>Name</b>	<b>Office Phone</b>	<b>Contact</b>	<b>Email</b>
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	(916) 652-2400		
	Rocklin Policy Department	(916) 625-5400		
	Roseville Policy Department	(916) 774-5000	Jerry Wernli	<a href="mailto:jwernli@roseville.ca.us">jwernli@roseville.ca.us</a>
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	Mitch Higgins	<a href="mailto:mhiggins@penryrfire.org">mhiggins@penryrfire.org</a>
	Rocklin Fire Department	(916) 632-4093	Shawn Watkins	<a href="mailto:Shawn.Watkins@rocklin.ca.us">Shawn.Watkins@rocklin.ca.us</a>
	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	Dave Atkinson	<a href="mailto:DAtkinso@placer.ca.gov">DAtkinso@placer.ca.gov</a>
	Placer County Children’s System of Care (CSOC)	(530) 889-6700		
	PG&E		Charlene Alvarez	<a href="mailto:Csj6@pge.com">Csj6@pge.com</a>
	DMV – Auburn	(800) 777-0133		



**Notes**
