

## **OUSD Emergency Management Advisory Council (EMAC) Recruitment Letter**

On behalf of Oakland Unified School District (OUSD) Police Chief Pete Sarna and Jenny Wong, OUSD Emergency Preparedness Manager, we wish to invite you to participate in a very important and exciting advisory board/working group. With the chief's leadership we are forming the OUSD Emergency Management Advisory Council (EMAC). You are receiving this invitation/request to participate in the EMAC because we believe that you have some of the essential skills, understanding, experience, and professional connectivity that are necessary to help us succeed with the mission with which we have been tasked. Below is a brief description of the purpose, mission and goals of the EMAC, as well as requirements of the participants we are recruiting.

### **Purpose of this Document**

This document outlines the mission as well as the role & function of the Oakland Unified School District's Emergency Management Advisory Council (EMAC.) As such, the document will highlight the following:

- The goals & mission statement
- The focus areas
- Role prerequisites

### **Goals**

The main goal of the EMAC is to assist school sites in preparing for a disaster and/or other emergencies by creating a framework that will allow for comprehensive planning throughout OUSD despite extreme statewide budget cuts & layoffs in recent years, with emphasis on safety as the #1 priority. Special attention will be paid to planning for our most fragile and at-risk populations, i.e., students with special needs, as ensuring for the safety and wellbeing of the most fragile will ensure we are prepared to care for all of our students.

In the planning stages of the advisory council, we will use Police Services as the centralized focal point but there will be flexibility based on site needs. We will leverage the expertise of non-OUSD personnel and organizations for planning and response with "adopt-a-school" or "adopt-a-region" strategy by having experts review, evaluate and provide feedback on school sites safety plan, work aggressively to achieve a 100% compliance with on-time submission of safety plan, as well as ensure that the mandate of the Education Code 32280-32289 is executed in the most effective and efficient fashion.

### **Mission Statement**

The Emergency Management Advisory Committee's mission is to provide ongoing support to Oakland schools in emergency/disaster planning and preparation. The EMAC provides the District with a network of emergency planning professionals covering a wide-range of critical domain expertise, to create a framework of support for comprehensive, site-based, safety readiness. The EMAC recognizes the need for specialized support and preparedness for our most vulnerable, at-risk populations and to ensure that the needs of special needs students are an integral part of safety planning throughout the District.

The Emergency Management Advisory Council will strive to maintain a high level of preparedness, to protect the children of the Oakland Unified school district, to mitigate loss of life and vital assets prior to, during, and in the immediate aftermath of a disaster, and to facilitate the speedy recovery of OUSD in the mid and long term intervals following a disaster.

### **Key Focus Areas**

- EMAC members will have the responsibility to understand all project issues and make appropriate decisions to keep the project on track
- This role entails gathering and updating action items status, communicating advisory council decisions, and ensuring that decisions are carried out
- Monitors progress, reviews reports, makes decisions if necessary and attends regular Advisory Council meetings
- Supports the program vision and strategic direction
- Holds the sponsor accountable for achieving tasks within the agreed-upon timeline and costs
- Proactively manages risks to the program within their area of responsibility

### **Advisory Committee Member Qualifications & Prerequisites:**

- Represent one or more of the following interests:
  1. Law enforcement industry
  2. Fire Department
  3. Medical Operations / Health Services industry
  4. Emergency Preparedness industry
  5. Parent
  6. Principal
  7. Special Needs Specialist
- Have executive level decision making authority
- Have a high-level industry understanding
- Have strategic level perspective
- Have specialized knowledge, training or expertise needed to contribute to the committee's work
- Have a fundamental understanding of the importance of communication, the role of leadership action and competence in creating the right psychological climate for change

### **What is a comprehensive Safe School Plan?**

A comprehensive safe school plan includes the specific roles and responsibilities of personnel and strategies to plan for and respond to any kind of crisis or emergency. Crisis response and disaster preparedness plans helps teachers, administrators and other school staff to know:

- Where to store and retrieve class lists
- How to respond to different types of alerts lockdown, shelter in place, evacuate, etc.)
- How to alert parents
- Where to take students during an evacuation
- Where emergency supplies are stored in case of extended lockdowns or isolation from the community
- How to respond to types of medical emergencies that occur during a disaster
- What advance preparation and special modifications may be needed for special needs students.

School emergency preparedness assessments are one of the most effective ways to identify significant gaps in crisis planning before an incident occurs. Plan failure can still occur if simple gaps are not identified. Therefore, it is important for schools to assess their emergency preparedness plans. During a plan evaluation, we will look at emergency preparedness plan and compare it to current best practices. Usability and practicality of the plan are among the key items we will look for.

Whether conducting in-depth on-site audits or more economical off-site plan evaluations, our emergency preparedness assessments will provide valuable feedback to even the most highly prepared schools. Time and resources permitting, we will provide written reports with understandable & practical recommendations and concise & informative summary overview.

If you are interested in contributing to the EMAC please contact Jenny Wong at: [Jenny.Wong@ousd.k12.ca.us](mailto:Jenny.Wong@ousd.k12.ca.us).

Thank You

OUSD Emergency Management Advisory Council  
Exploratory Committee

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OUSD Chief of Police Services

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OUSD Emergency Preparedness Manager

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Brian Blaisch, MD  
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