

October 28, 2008

**MEMORANDUM FOR: OSS JPA Liaisons
OSS Safety Officers
OSS Contact People
OSS Servicing Agents**

SUBJECT: Emergency Preparedness

Emergency preparedness is a topic that occasionally needs to be reviewed. CASBO has offered a number of conferences around the state dealing with this topic. Here are some thoughts gleaned from the Fresno workshop:

1. If you have not already done so, consider designating an emergency preparation officer. This individual may be your safety officer.

2. Ensure this employee receives some training. Inservice can be obtained by:

a. Attending a workshop

b. Contacting me and I will send your district the CD from the CASBO workshop

c. Contracting with a consultant to provide your district with appropriate training. The two CASBO presenters were:

1. Jeannie Goobanoff, ARM/CPSI, Loss Prevention Director, 707-836-0779

x107, jgoobanoff@resig.org

2. Ranee Domingo, Oakland OES,

radowingo12@yahoo.com

d. Another safe schools contact who presented at the annual CASBO conference is

Wayne

Sakamoto,

Director, Safe Schools, Murrieta Valley Unified

School District, 951-696-1600 x1155,
wsakamoto@murieta.k12.ca.us

3. Compare your Emergency Action Plan to the model Emergency Operation Plan available on the previously mentioned CD.

If you would like the CD or have any questions, please contact me.

Henry Brock
Risk Manager