

Business and Non-Instructional Operations

Emergencies and Disaster Preparedness Plan

To save lives and protect property, all District staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events which threaten to result in a disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes.

The principal or designee shall augment the District plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Superintendent or designee.

In addition, the Superintendent or designee shall ensure that District and school site procedures address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff
2. Earthquake or other natural disasters
3. Environmental hazards
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical and other terrorist activities, or heightened warning of such activities

The Superintendent or designee shall also ensure that the District's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to the following:

1. Regular inspection of school facilities and equipment and identification of risks
2. Instruction and practice for students and employees regarding emergency plans
3. The roles and responsibilities of staff during a disaster or other emergency
4. Personal safety and security, including the supervision, evacuation, and release of students, the administration of first aid, and the closure of the school if necessary

5. Communications among staff, parents/guardians, the Board of Education, other governmental agencies and the media during an emergency
6. Cooperation with other agencies, including guidelines for law enforcement involvement and intervention
7. Steps to be taken following the disaster or emergency, including inspection of school facilities and provision of mental health services for students and staff as needed

The Superintendent or designee shall use state-approved Standard Emergency Management System guidelines when updating District and site-level emergency and disaster preparedness plans.

The Superintendent or designee shall consult with city and/or county agencies so that District and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each District school.

The Superintendent or designee may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (E.C. 39834) (cf. 3543 - Transportation Safety and Emergencies)

Disaster simulation exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

### **School Response to an Emergency**

The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she may use his/her discretion in emergency situations which do not permit execution of prearranged plans.

Students may be released to the custody of a parent/guardian or other adult in accordance with Board policy and administrative regulation. When reference to the emergency card is impossible, individual students shall be released to parents/guardians, persons authorized by the parents/guardians, or authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student. All such persons shall present identification before a student is released to their custody.

The Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

**BP 3516(c)**

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered at least once a year for District staff.

All staff, students, and parents/guardians shall receive information about District and school site procedures to be followed in the event of an emergency. Procedures shall be regularly reviewed and practiced. Evacuation routes shall be posted in classrooms, multipurpose rooms and other school facilities as appropriate.

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

38132 Mass care and welfare shelters

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

3100 Public employees as disaster service workers

860 Standardized emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system