

**Business and Noninstructional Operations**

**Emergencies and Disaster Preparedness Plan**

In order 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.

District and site plans shall address at least the following situations:

- 1) Fire on or off school grounds which endangers students
- 2) Natural or man-made disasters
- 3) Bomb threat or actual detonation
- 4) Attack or disturbance by individuals or groups`

The Superintendent or designee should ensure that the plan includes:

- 1) Procedures for personal safety and security
- 2) Ways to ensure smooth administrative control of operations during a crisis
- 3) Procedures to establish a clear, effective communications system
- 4) Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

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 p[rovide 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. (EC 39834)

Disaster preparedness 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.

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.

**Legal Reference:**

Education Code

- 32000-32004 Uniform fire signals
- 32040 Duty to equip school with first aid kit
- 35295-35297 Earthquake emergency procedures
- 39834 Operating overloaded bus
- 40041.5 Mass care and welfare shelters
- 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

8607 Standard emergency management system

Code of Regulations, Title 5: 550 Fire drills

560 Civil defense and disaster preparedness plans

Code of Regulations, Title 19: 2400 et seq. Standardized Emergency Management System Regulations