

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 3513.3 - District Police/Security Department)*

## EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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 the district may deem necessary to meet the community's needs. (Education Code 32282)

*(cf. 1330 - Use of School Facilities)*

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

*(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)*

*(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)*

*Legal Reference:*

*EDUCATION CODE*

*32001 Fire alarms and drills*

*32040 Duty to equip school with first aid kit*

*32280-32289 School safety plans*

*32290 Safety devices*

*39834 Operating overloaded bus*

*46390-46392 Emergency average daily attendance in case of disaster*

*49505 Natural disaster; meals for homeless students; reimbursement*

*CIVIL CODE*

*1714.5 Release from liability for disaster service workers and shelters*

*GOVERNMENT CODE*

*3100-3109 Public employees as disaster service workers; oath or affirmation*

*8607 Standardized emergency management system*

*CALIFORNIA CONSTITUTION*

*Article 20, Section 3 Oath or affirmation*

*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*

*UNITED STATES CODE, TITLE 42*

*12101-12213 Americans with Disabilities Act*

*Management Resources:*

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

*Crisis Response Box, 2000*

*CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS*

*Active Shooter Awareness Guidance, February 2018*

*State of California Emergency Plan, 2017*

*School Emergency Response: Using SEMS at Districts and Sites, June 1998*

*FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS*

*National Incident Management System, 3rd ed., October 2017*

*U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*

*Guide for Developing High-Quality School Emergency Operations Plans, 2013*

*WEB SITES*

*CSBA: <http://www.csba.org>*

*American Red Cross: <http://www.redcross.org>*

*California Attorney General's Office: <http://oag.ca.gov>*

*California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>*

*California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>*

*California Seismic Safety Commission: <http://www.seismic.ca.gov>*

*Centers for Disease Control and Prevention: <http://www.cdc.gov>*

*Federal Emergency Management Agency: <http://www.fema.gov>*

*U.S. Department of Education, Emergency Planning: <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>*

*U.S. Department of Homeland Security: <http://www.dhs.gov>*

Policy

adopted: January 27, 2010

Revised: September 19, 2018

MOUNTAIN UNION ELEMENTARY SCHOOL DISTRICT

Montgomery Creek, California

## EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

*(cf. 3516.1 - Fire Drills and Fires)*

2. Earthquake, flood, or other natural disasters

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

3. Environmental hazards, such as leakages or spills of hazardous materials

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.2 - Integrated Pest Management)*

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

*(cf. 3515.2 - Disruptions)*

*(cfr. 3515.7 - Firearms on School Grounds)*

*(cf. 5131.4 - Campus Disturbances)*

5. Bomb threat or actual detonation

*(cf. 3516.2 - Bomb Threats)*

6. Biological, radiological, chemical and other terrorist activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza breakout

*(cf. 5141.22 - Infectious Diseases)*

## EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

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, and implementation of strategies and measures to increase the safety and security of school facilities

*(cf. 3513.3 - District Police/ Security Department)*

*(cf. 3515 - Campus Security)*

*(cf. 3517 - Facilities Inspection)*

*(cf. 3530 - Risk Management/Insurance)*

2. Instruction for district staff and ~~practice for students and employees~~ regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation
  - b. Regular practice of emergency procedures by students and staff

*(cf. 4131/4231/4331 - Staff Development)*

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including the determination of:
  - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
  - b. Individuals responsible for specific duties
  - c. Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
  - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
  - e. Assignment of responsibility for identification of injured persons and administration of first aid
4. Personal safety and security, including
  - a. Identification of areas of responsibility for the supervision of students
  - b. Procedures for the evacuation of students and staff, including posting of evacuation routes
  - c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible.

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5142 - Safety)*

- d. Identification of transportation needs, including 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

*(cf. 3543 - Transportation safety and Emergencies)*

- e. Provision of a first aid kit to each classroom
- f. Arrangements for students and staff with special needs

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

- g. Upon notification that a pandemic situation exists, adjustment or attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 6183 - Home and Hospital Instruction)*

- 5. Closure of schools, including analysis of:
  - a. The impact on student learning and methods to ensure continuity of instruction
  - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

*(cf. 3516.5 - Emergency Schedules)*

- 6. Communications among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:
  - a. Identification of spokesperson(s)

*(cf. 1112 - Media Relations)*

- b. Development and testing of communication platforms, such as hotlines, telephone trees, web sites, social media, and electronic notifications

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand.
      - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
- 7. Cooperation with other state and local agencies, including:
  - a. Development of guidelines for law enforcement involvement and intervention

- b. Collaboration with the local health department, including development of a tracking system to alert the local health department of substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease.

*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*

8. Steps to be taken following the disaster or emergency, including:
  - a. Inspection of school facilities
  - b. Provision of mental health services for students and staff as needed

*(cf. 6164.2 - Guidance/Counseling Staff)*

The Superintendent of designee shall assemble key information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, and procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept in another location in case the primary location is inaccessible.

AR 3516(c)

## **EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)**

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