Regulation 3516: Emergencies And Disaster

Preparedness Plan

Original Adopted Date: 11/01/2004 | Last Revised Date:

03/01/2024 | Last Reviewed Date: 03/01/2024

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

Status: ADOPTED

- 1. Fire on or off school grounds which endangers students and staff
- 2. Earthquake, flood, or other natural disasters
- 3. Environmental hazards, such as leakages or spills of hazardous materials
- 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 activities, or heightened warning of such activities
- 7. Medical emergencies and quarantines, such as a pandemic influenza outbreak
- 8. Attack or threat of attack to the district's digital network and technology infrastructure

The Superintendent or designee shall 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, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities
- 2. Routine monitoring of the security of the district's digital network and technology infrastructure
- 3. Instruction for district staff and students regarding emergency plans, including:
 - 1. Training of staff in first aid and cardiopulmonary resuscitation
 - 2. Regular practice of emergency procedures by students and staff
- 4. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- 1. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
- 2. Individuals responsible for specific duties
- 3. Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use discretion in situations which do not permit execution of prearranged plans
- 4. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
- 5. Assignment of responsibility for identification of injured persons and administration of first aid
- 5. Personal safety and security, including:
 - 1. Identification of areas of responsibility for the supervision of students
 - 2. Procedures for the evacuation of students and staff, including posting of evacuation routes
 - 3. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible
 - 4. 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
 - 5. Provision of a first aid kit to each classroom
 - 6. Arrangements for students and staff with special needs
 - 7. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease
- 6. Closure of schools, including an analysis of:
 - 1. The impact on student learning and methods to ensure continuity of instruction
 - 2. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
- 7. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

- 1. Identification of spokesperson(s)
- 2. Development and testing of communication platforms, such as hotlines, automatic dialing devices, telephone trees, websites, social media, and electronic notifications
- 3. 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
- 4. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
- 8. Cooperation with other state and local agencies, including:
 - 1. Development of guidelines for law enforcement involvement and intervention
 - 2. Collaboration with the local health department, including development of a tracking system to alert the local health department of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
- 9. Steps to be taken after the disaster or emergency, including:
 - 1. Inspection of school facilities
 - 2. Provision of mental health services for students and staff, as needed

The Superintendent or designee shall assemble critical 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, procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems, information to access the district's technology infrastructure, and insurance information. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.

State Description Standardized Emergency Management System 19 CCR 2400-2450 5 CCR 550 Fire drills 5 CCR 560 Civil defense and disaster preparedness plans CA Constitution Article 20, Section 3 Oath or affirmation Release from liability for disaster service workers and shelters Civ. Code 1714.5 Ed. Code 32001 Fire alarms and drills Ed. Code 32040 Duty to equip school with first aid kit Ed. Code 32280-32289.5 School safety plans Ed. Code 32290 Safety devices Ed. Code 39834 Operating overloaded bus Ed. Code 46390-46392 Emergency average daily attendance in case of disaster Natural disaster; meals for homeless students; reimbursement Ed. Code 49505 Gov. Code 11549 Cybersecurity assessment

Gov. Code 11549.3 Gov. Code 3100-3109 Gov. Code 8586.5

Gov. Code 8607

Public Utilities Code 2872

Federal

20 USC 1400-1482 29 USC 794

42 USC 12101-12213

Management Resources

Cal OES Publication

Cal OES Publication

Cal OES Publication

Cal OES Publication

California Department of Education Publication

Federal Emergency Management Agency

Publication

U.S. Department of Education Publication

Website

Website

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Code 0400

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0450 0450 1100

1112 1113 1113

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1330 1330 1330.1 1340 1340 Office of information security

Oath or affirmation of allegiance

California Cybersecurity Integration Center Standardized Emergency Management System

Automatic dialing

DescriptionIndividuals with Disabilities Education Act
Rehabilitation Act of 1973; Section 504

Americans with Disabilities Act

Description

California Emergency Management for Schools: A Guide for

Districts and Sites

School Emergency Response: Using SEMS at Districts and Sites,

June 1998

State of California Emergency Plan, 2017

Active Shooter Awareness Guidance, February 2018

Crisis Response Box, 2000

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

Guide for Developing High-Quality School Emergency

Operations Plans, 2013

California Public Utilities Commission

California Office of Emergency Services: School Emergency

Planning & Safety

California Department of Education, Comprehensive School

Safety Plans

California Cybersecurity Integration Center

CSBA District and County Office of Education Legal Services
California Department of Education, Crisis Preparedness

Centers for Disease Control and Prevention

U.S. Department of Education, Emergency Planning

<u>U.S. Department of Homeland Security</u> Federal Emergency Management Agency

California Governor's Office of Emergency Services

California Seismic Safety Commission

American Red Cross

California Attorney General's Office

CSBA

Description

Comprehensive Plans
School Plans/Site Councils
School Plans/Site Councils
Comprehensive Safety Plan
Comprehensive Safety Plan
Communication With The Public

Media Relations

District And School Websites
District And School Websites
District And School Websites
District-Sponsored Social Media
District-Sponsored Social Media
Citizen Advisory Committees
Citizen Advisory Committees

Civility

Use Of School Facilities
Use Of School Facilities
Joint Use Agreements
Access To District Records
Access To District Records

1400 Relations Between Other Governmental Agencies And The Schools 3000 **Concepts And Roles** 3511 **Energy And Water Management** 3511 **Energy And Water Management** 3513.3 **Tobacco-Free Schools** 3513.3 **Tobacco-Free Schools** 3514 **Environmental Safety** 3514 **Environmental Safety** 3514.2 **Integrated Pest Management** 3515 **Campus Security** 3515 Campus Security 3515.2 **Disruptions** 3515.2 Disruptions Firearms On School Grounds 3515.7 3516.1 Fire Drills And Fires 3516.2 **Bomb Threats** Earthquake Emergency Procedure System 3516.3 3516.5 **Emergency Schedules** 3517 Facilities Inspection 3517-E(1) **Facilities Inspection** 3530 Risk Management/Insurance 3530 Risk Management/Insurance 3540 Transportation 3543 **Transportation Safety And Emergencies** 3580 District Records 3580 **District Records** 4112.3 Oath Or Affirmation 4112.3-E(1) Oath Or Affirmation **Working Remotely** 4113.5 **Employees With Infectious Disease** 4119.41 4131 Staff Development 4157 **Employee Safety** 4157 **Employee Safety** 4212.3 Oath Or Affirmation 4212.3-E(1) Oath Or Affirmation 4213.5 **Working Remotely** 4219.41 **Employees With Infectious Disease** 4231 Staff Development 4257 **Employee Safety** 4257 **Employee Safety** 4312.3 Oath Or Affirmation 4312.3-E(1) Oath Or Affirmation 4313.5 **Working Remotely Employees With Infectious Disease** 4319.41 4331 Staff Development 4357 **Employee Safety** 4357 **Employee Safety** 5113 **Absences And Excuses** 5113 Absences And Excuses 5131.4 **Student Disturbances** 5131.4 Student Disturbances 5141 **Health Care And Emergencies** 5141 **Health Care And Emergencies** 5141.21 Administering Medication And Monitoring Health Conditions 5141.21 Administering Medication And Monitoring Health Conditions 5141.22 Infectious Diseases 5141.22 Infectious Diseases 5142 Safety 5142 Safety 6142.8 Comprehensive Health Education

6142.8 6153 6153 6164.2 7111 9320 9321 9321-E(1)	Comprehensive Health Education School-Sponsored Trips School-Sponsored Trips Guidance/Counseling Services Evaluating Existing Buildings Meetings And Notices Closed Session Closed Session
9321-E(2)	Closed Session