

## **Business and Noninstructional Operations**

### **EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

#### **Components of the Plan**

The Superintendent or designee shall ensure that district and 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 or other natural disasters.

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards.

(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 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5131.4 - Student Disturbances)

5. Bomb threat or actual detonation.

(cf. 3516.2 - Bomb Threats)

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

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

(cf. 5141.22 - Infectious Diseases)

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 and identification of risks

(cf. 3530 - Risk Management/Insurance)

**AR 3516**

2. Instruction 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 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including 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 the 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 supervision of students.
- b. Procedures for evacuation of students and staff, including posting of evacuation routes.
- c. Procedures for 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)

- g. 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.

(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 an 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. Communication 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, and web sites.

(cf. 1113 - District and School Web Sites)

- 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.

**AR 3516**

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 to a 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 after 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 Services)

Regulation adopted: **January 10, 2012**

**FRUITVALE SCHOOL DISTRICT**, Bakersfield, CA