

## 2. DISASTER PLAN OVERVIEW

### Responsibilities for a School Disaster Plan

Everyone at a school will have some responsibilities in an emergency based on their job, and some people will have additional responsibilities. In the event of an emergency, school staff is required by law to stay on site and help in disaster relief efforts, until released by supervisors. Below is a short discussion of how the Standard Emergency Management System (SEMS) and the Incident Command System (ICS) can be adapted to our school.

#### Major Concepts and Components

Every emergency, no matter how large or small, requires that certain tasks be performed. In SEMS, these tasks are called *Management, Planning, Operations, Logistics, and Finance/Administration*.

SEMS can be expanded or reduced, depending on the situation and the immediate needs. One person can do more than one function.

#### How ICS Functions

Every incident needs a person in charge. In SEMS and ICS, this person is called the *Incident Commander*.

No one person should be in charge of more than seven people (the optimum number is five). This does not apply to the Student Supervision Team under *Logistics*, however.

Common terminology:

All teachers and staff in the school should use the same words to refer to the same actions. The terminology should be known *before* a disaster. ICS is a system that, when used properly, affords common terminology.

If the fire department or other responding agencies come on campus, they will coordinate better with the site's command structure if similar situations and actions are described with similar wording. All sites use ICS as a basis for their organizational structure. The District Emergency Plan contains detailed response and management procedures for all personnel at the Education Center and at the Service Center.

At the school site, one person is in charge - the *Incident Commander* -, and the *Emergency Manager* is in charge at the District Level. These top-level persons work closely with the *Public Information Officer* at the *District Emergency Operations Center*, the Liaison Officer, the Safety Officer, and the section chiefs.

A *Section Chief* oversees and coordinates the activities of each of the four functions: **Operations, Planning/Intelligence, Logistics, Finance/Administration.**

Everyone should know this chain of command, and should be trained to fit into it in one or more of various places.

## **PREPAREDNESS**

Preparing the school for emergencies starts with staff preparedness. The backbone of school planning is dependent on the staff's willingness to stay at school during a major community emergency. Personal preparedness makes this much easier.

Each staff member needs the following items to prepare their family and home for earthquakes and other emergencies:

- \_ A 72-hour supply kit for the home
- \_ A car kit, including comfortable clothes/shoes and medications
- \_ To develop a plan to reunite and communicate with their family
- \_ A neighborhood preparedness program

Preparedness brochures are available from the local chapter of the American Red Cross, Santa Clara County Office of Emergency Services, [www.redcross.org](http://www.redcross.org), [www.prepare.org](http://www.prepare.org) or [www.ready.gov](http://www.ready.gov).

If the disaster occurs during school time, Emergency Management recommends the child stay at school until the parent or a trusted friend (see Emergency Cards) picks up the child. We have no idea, especially in an earthquake, how impacted our neighborhoods may be.

This means the school staff will need to stay with the children. Staff can only do this if they are prepared at home! Staff must feel that their family can activate their **Family Plan** without them.

**Disaster Service Worker Status:** *California Government Code* Section 3100 declares that public employees are disaster services workers, subject to such disaster service activities as may be assigned to them by the superiors or by law. The term public employees include all persons employed by the state or any county, city, city & county, state agency or public district, excluding aliens legally employed. This law applies to public school employees in the following cases:

1. When a local emergency has been proclaimed,
2. When a state of emergency has been proclaimed, or
3. When a federal disaster declaration has been made.

## **DISTRICT AND PARENT RESPONSIBILITIES FOR STUDENTS**

### **District Responsibilities**

If the superintendent declares a District emergency during the school day, the following procedures will be followed:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.

1. Until regular dismissal time and released only then if it is considered safe, OR until released to an adult authorized by the parent or legal guardian whose name appears on district records.
2. If students are on their way to school, they will be brought to school if they are being bussed, or they should proceed to school if walking.
3. If students are on their way home from school, they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by District personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the site to keep parents informed.

### **Parent Responsibilities**

Parents and legal guardians of students will be provided with a Student Health/Emergency Form each year. In case of a Declared Emergency, students will be released ONLY to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times.

Parents are asked to share with the schools the responsibility for informing students what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while he/she is under district supervision.

It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.

## EMERGENCY RESPONSE TEAM ASSIGNMENTS, TRAINING AND PROCEDURES

### **Incident Command System (ICS): School Site**

The ICS provides a flexible management system that is adaptable to incidents involving multi-jurisdictional response. The ICS is the combination of personnel, facilities, equipment, procedures and communications operating within a common organizational framework to manage the resources required to effectively accomplish objectives related to the emergency or incident.

The main concepts behind the ICS structure are: a) every emergency requires the execution of certain tasks or functions, b) every incident needs a person in charge, c) no one should direct more than seven people, and d) no one should report to more than one person.

Components of the ICS include:

- Common terms established for organizational functions, resources and facilities;
- Unified command structure with a common set of objectives and strategies;
- Modular organization which expands or contracts as the incident progresses;
- Manageable span of control by one person;
- Integrated communications

The ICS is organized into five functional areas for on-scene management of all major incidents: **Management, Operations, Planning, Logistics, Finance/Administration.**

**Management:** Provides overall emergency policy and coordination. This function is directed by the Incident Commander (IC) who is typically the principal. The IC is assisted in carrying out this function by an Incident Command Team which includes a Public Information Officer, Safety Officer, and Agency Liaison.

**Operations:** Directs all tactical operations of an incident including implementation of response activities according to established emergency procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

**Planning:** Collects, evaluates and disseminates information needed to measure the size, scope and seriousness of an incident and to plan an appropriate response.

**Logistics:** Supports emergency operations by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution; coordinating personnel; assembling and deploying volunteer

teams; and facilitating communications among emergency responders. This function may take on a major role in extended emergency situations.

**Finance/ Administration:**

Oversees all financial activities including purchasing of necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation to FEMA for reimbursement and recovering school records following an emergency.