

INSTRUCTION

Emergencies and Disaster Preparedness Plan

All County Office of Education 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 assigns responsibility to the Deputy/Associate Superintendents to ensure that disaster preparedness plans which detail provisions for handling all foreseeable emergencies and disasters are developed and maintained. Working plans and procedures shall be specific to each school site. All employees and students, when appropriate, shall receive instruction regarding these plans. Each program located on a school site shall follow the disaster emergency plan developed for that school site.

Appropriate administrators shall consult with city and/or county agencies so that site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each County Office of Education site.

The County Superintendent of Schools shall grant the use of County Office owned 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 County Office of Education shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

Disaster simulation exercises may be held in coordination with County Office of Education programs or at school sites and shall demonstrate how safe procedures may be applied to various types of emergencies.

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 County Office of Education and site-level emergency and disaster preparedness plans.

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.

The Superintendent 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 County Office of Education staff.

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills
32040 Duty to equip school with first aid kit
35295-35297 Earthquake emergency procedures
38132 Mass care and welfare shelters
39834 Operating overloaded bus
39836 National emergency; transportation of pupils engaged in the harvesting of crops
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