

Regulation 3516: Emergencies And Disaster Preparedness Plan

Status: DRAFT

Original Adopted Date: 11/27/2012 | Last Reviewed Date: 11/27/2012

Components of the 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
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

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, **and implementation of strategies and measures to increase the safety and security of school facilities**
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
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~~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
 - 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
 - e. **Provision of a first aid kit to each classroom**
 - f. Arrangements for students and staff with special needs
 - 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
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
6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:
- a. Identification of spokesperson(s)
 - b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites, **social media, and electronic notifications**
 - 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 ~~toof~~ a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
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

The Superintendent or 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 at another location in case the primary location is inaccessible.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
19 CCR 2400-2450	Standardized Emergency Management System - https://simbli.eboardsolutions.com/SU/ObndV9AprOzBEMdp32davQ==
5 CCR 550	Fire drills
5 CCR 560	Civil defense and disaster preparedness plans
CA Constitution Article 20, Section 3	Oath or affirmation - https://simbli.eboardsolutions.com/SU/R9x0MkoG204v94pkEU0Qng==
Civ. Code 1714.5	Release from liability for disaster service workers and shelters - https://simbli.eboardsolutions.com/SU/DnbvNzKmOoalqSaGRDRLtQ==
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
Ed. Code 49505	Natural disaster; meals for homeless students; reimbursement
Gov. Code 3100-3109	Oath or affirmation of allegiance
Gov. Code 8607	Standardized Emergency Management System

Federal References

	Description
42 USC 12101-12213	Americans with Disabilities Act

Management Resources References

	Description
Cal OES Publication	School Emergency Response: Using SEMS at Districts and Sites, June 1998
Cal OES Publication	State of California Emergency Plan, 2017
Cal OES Publication	Active Shooter Awareness Guidance, February 2018
California Department of Education Publication	Crisis Response Box, 2000
Fed. Emgcy. Mgmt. Agency Pub.	National Incident Management System, 3rd ed., October 2017
U.S. DOE Publication	Guide for Developing High-Quality School Emergency Operations Plans, 2013
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	California Department of Education, Crisis Preparedness - https://simbli.eboardsolutions.com/SU/SZQwe94eBAU3uvCldPplus4pQ==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/UUjirqtk65lplusLWplusApdRjg==

Website	U.S. Department of Education, Emergency Planning - https://simbli.eboardsolutions.com/SU/EslshWplusplztHDC53D48Vuvh0Q==
Website	U.S. Department of Homeland Security - https://simbli.eboardsolutions.com/SU/md2yQ1dESjoilf4HhNBn5g==
Website	Federal Emergency Management Agency - https://simbli.eboardsolutions.com/SU/CymJLrPo3hyHyY1yiRWvSA==
Website	California Governor's Office of Emergency Services - https://simbli.eboardsolutions.com/SU/paQuTKALN4viPICvsIshz93ig==
Website	California Seismic Safety Commission - https://simbli.eboardsolutions.com/SU/Lkdqz8ic1gSgDXiPG33tyw==
Website	American Red Cross - https://simbli.eboardsolutions.com/SU/HmYHtm3CslshQj2g9FQfr7fqg==
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/5plusfKUn3aL8gJu7D0hZoQ9A==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/DyK0YaDQplusW63SpOOgvT99g==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/ELwFdqqM1dlmLodslshc59CTg==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XVeModcEEplusmIKmViNyG8g==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/vQZUWC8qslshfqZpV1MmtaRBg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/Hywu1plusUHmPznTnAojQejslshg==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/3IHEaJYmsnDktqG0qiC94Q==
1113-E(1)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/oJaE6pBfeb1TIUhdIbjlHA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/BzLslshM03JGp7plus8dzh1Fzc4Q==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/LkplusM8wFuCJc9T99n32Hnw==
1113-E PDF(1)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/fCje9zCXa1OFcXTUBQYRhw==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/JfCojzMhplusqvfyECOp9Cgiw==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/LnhNVipgsss47FWyv0docA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7obBkz3eDZdX6UuwdxRCNQ==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/tHSbWzMDkTpvVHIIUAI5KQ==
1313	Civility - https://simbli.eboardsolutions.com/SU/yOa4hXbmytyIs4p2JKUbNw==

1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/bweubRumzjCMEFsRwfPRVQ==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/OsPXtQrBZmNcjhUi2mwN3Q==
1330-E PDF(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/mJDGwwleQuuHMmknzSltrQ==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/6vO5XmWvh6GiKCUrP6C73w==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ilradJh510f82Bjhbu4vRw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/zrxxplusFTeTpg8XDnadUSa6Q==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/bol2K0plusfOV4IODLslshnZFOsg==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/esslshvk4e9OagAbIEwiPdF8A==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/39H2M5i3Hc5V4lxUohqBFw==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/vHQbrL1bTl0xplusplusIUInUcDg==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/LVtbcNpnXgQ4l3S1uk4oVg==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/r2bqvQEbcwEp8g54nBYyuQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/shlp06OGQEJcPeXKe3plusuA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/9cYjplusPqjvLii7eaOJH77og==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/W2Yj24iIN4UhsIshQ1VklYZmQ==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/wE5EP5B8fBx9Ez6nvEHRMA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/AQ7S7fhstypcOUpESqlxQw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/3zz1tl0X4ZIN7VAPLICn2w==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/hYBA18WQjRYFsreDPu6slQ==
3515.7	Firearms On School Grounds - https://simbli.eboardsolutions.com/SU/OtrNvslshMDMIBSs1slshkJyWUoQ==
3516.1	Fire Drills and Fires - https://simbli.eboardsolutions.com/SU/Vw1a5BBfGxNcSsIshLwHQBw==
3516.2	Bomb Threats - https://simbli.eboardsolutions.com/SU/qz0d6tsfAHzXebzeQw1MJg==
3516.3	Earthquake Emergency Procedure System - https://simbli.eboardsolutions.com/SU/25YbWjB0b0eHgAsIsh9trs5VQ==
3516.5	Emergency Schedules - https://simbli.eboardsolutions.com/SU/plusFpbrKLEOwD9KslshU3yRTj7Q==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/ixzZz8Zdmg1Go04LzihkPA==

3517 Facilities Inspection -
<https://simbli.eboardsolutions.com/SU/br82blIsT1NLYrfluzitww==>

3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/AwD0gWC1fp3vplus35CcotDig==>

3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/usslshWhTtZbMepJAoA7BVd6g==>

3540 Transportation -
<https://simbli.eboardsolutions.com/SU/oHIB8FMU3wvBplusClxqkkoGg==>

3540 Transportation -
<https://simbli.eboardsolutions.com/SU/pjEuL7zEoSZE6Exf5UeCpQ==>

3543 Transportation Safety And Emergencies -
<https://simbli.eboardsolutions.com/SU/3h3co6oeaQVFPUwobu8KQA==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/slshum9iqFSJwslshMnliyP5FuWQ==>

4112.3 Oath Or Affirmation -
<https://simbli.eboardsolutions.com/SU/AplusnvYaaToWpkmaaOMMfhDw==>

4112.3-E PDF(1) Oath Or Affirmation -
<https://simbli.eboardsolutions.com/SU/SXplusrxaW662W4JJaT8dCGbA==>

4119.41 Employees With Infectious Disease -
<https://simbli.eboardsolutions.com/SU/UW7i21Bcj9ORkQ5ObHAUAQ==>

4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/qM93MntQ08IXE19SqyYgzA==>

4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/xnlUHul4wamrtLwplus2OFxcA==>

4212.3-E PDF(1) Oath Or Affirmation -
<https://simbli.eboardsolutions.com/SU/pqvX2dNmtHnvjZfth7qplusfQ==>

4219.41 Employees With Infectious Disease -
<https://simbli.eboardsolutions.com/SU/NpZq3EcMaaBylSSsQZkUvw==>

4312.3-E PDF(1) Oath Or Affirmation -
<https://simbli.eboardsolutions.com/SU/3jLZ3JDGXWVycEZEjgeK3Q==>

4319.41 Employees With Infectious Disease -
<https://simbli.eboardsolutions.com/SU/U6X8VCGYePZQtETEvg6GyQ==>

4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/mi31ZJfJZ6P6XlztQhGr3Q==>

4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/hqxZRIEbEWMHD9ZDrfApig==>

5113 Absences And Excuses -
<https://simbli.eboardsolutions.com/SU/5WjNpF3QWadlewTbgJwn2Q==>

5113 Absences And Excuses -
<https://simbli.eboardsolutions.com/SU/Nr0hpqWFRbmYmhrMwSDvfA==>

5131.4 Student Disturbances -
<https://simbli.eboardsolutions.com/SU/LI3WnRLoXmLkeMY3u4u1bw==>

5131.4 Student Disturbances -
<https://simbli.eboardsolutions.com/SU/UqQ9HwSmY1ubUAbnvCCAzw==>

5141 Health Care And Emergencies -
<https://simbli.eboardsolutions.com/SU/zOGaTyaz8y3Px5h4jX6jfQ==>

5141 Health Care And Emergencies -
<https://simbli.eboardsolutions.com/SU/EyWdU9HUGyejrQYEpLTGrg==>

5141.22 Infectious Diseases -
<https://simbli.eboardsolutions.com/SU/fofkG2y9KkyVYtEf5VpjPQ==>

5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/SSzp7t1kSjfizyJJoaeq7A==
5142	Safety - https://simbli.eboardsolutions.com/SU/vslshigYplusv4NHL39jRnsIBHXQ==
5142	Safety - https://simbli.eboardsolutions.com/SU/slshsco1xZIT7EdARuvpslshR7rg==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/GVzAgUNrmwjxJNKmsgl1rQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/IJW9DH2z29vRFUTVfplusjDjQ==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/slshS7ov5CQAyeHkdawLt926g==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/28erFYy07ToHyAAt1lfEOA==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/0psiUSAQ3yvLJ3a0KUzODQ==
7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/E1SSrpluswYLLnAmSxe4Ln1tw==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/O70wY0BUVD9cl4jLHNLjSQ==
9321-E PDF(1)	Closed Session - https://simbli.eboardsolutions.com/SU/JouF3slshhdp1t8S6jR9jTrVg==
9321-E PDF(2)	Closed Session - https://simbli.eboardsolutions.com/SU/R7DIbSlsh4Z8zkiT8c3evrPAg==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/eQxvTE4sunzJru8wB8gc1g==