

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

In order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events which threaten to result in a disaster.

The district's primary concern is the safety of students and staff, and the preservation of property in the event of an emergency, crisis or disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee delegates authority, through the district emergency response plan, to specific employees who are expected to ensure the most effective and efficient use of resources for the maximum benefit and protection of students, staff, and facilities.

Guidelines

In the event of an emergency within the district or a school, the Superintendent or designee grants the emergency operations center director/alternate and the incident commander/alternate the authority to make immediate decisions regarding emergency response, as guided by the district emergency response plan. As soon as practical, the incident commander/alternate shall contact the district's emergency operations center director, as per the district emergency response plan activation processes, to report the situation and to seek further guidance. When a state of emergency or disaster has been proclaimed or executive orders issued by one of federal, state or local authorities, the responsibility for responding to the emergency shall rest with the respective jurisdiction's emergency service agency.

The Superintendent or designee is responsible for assigning an individual to the positions of:

Program Coordinator for the District Emergency Response Plan
Emergency Operations Center Director for the District

The Superintendent shall ensure appropriate resources are available to implement and maintain the district Emergency Response Plan.

The school principal is required to assume the role or assign someone the responsibility of Incident Commander.

In the event of an emergency, the Board grants the Superintendent or designee the authority to make final decisions in executing a response, as guided by the district Emergency Response Plan.

The district Emergency Response Plan establishes guidelines and a standard set of response protocols for dealing with a variety of emergency events to ensure that district personnel are familiar with roles and processes in the event of an emergency.

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The district Emergency Response Plan will be reviewed annually.

Communications with all internal and external stakeholders will follow the lines of authority set out in the plan. All questions or inquiries from the media or public shall be referred to information officer without further response or comment.

The district Emergency Response Plan shall enforce:

Employee Identification: All employees shall wear a district issued identification badge at all times while on a district school or administrative site. All faculty and staff members in the district are required to wear the personal identification badge provided by the school district at all times during the workday and during any district-sponsored events.

1. Faculty and staff members new to the district will be issued a temporary identification badge by the office of human resources to be worn until such time as a permanent badge can be produced.
2. Faculty and staff members are to report lost, stolen or damaged badges immediately to the assistant superintendent for human resources. Faculty and staff members will be given a temporary identification badge under those circumstances.
3. All identification badges remain the property of the school district and must be returned to the district immediately upon cessation of employment.

Visitor Identification: All visitors shall register in a school office and be required to sign the visitor log. They shall be positively identified, e.g., drivers license, photo ID, and be issued visitor identification badge before accessing the campus. A school staff member will escort the visitor to the classroom. Note: If there is a question regarding the visitor's status, have the visitor leave their vehicle keys and/or driver's license with the office.

Classroom Doors: All classroom doors shall be kept in a locked and closed state to facilitate effective lockdown procedures.

Edline: Content of emergency messages and time of dissemination to schoolwide audiences of external and/or internal recipients, particularly in an emergency situation, * shall not be made without the approval of the Public Information Officer, or, in his/her absence, a member of the district's cabinet. Below are broad guidelines for sending emergency messages; however, any message related to emergencies/crisis situations need to be coordinated with the Superintendent and Public Information Officer. Sample scripts will be developed.

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<u>Situation</u>	<u>Time</u>	<u>Individual to Send</u>
Evacuation*	Immediately	Superintendent
Weapon on campus	Immediately	Principal
Lockdown	Immediately	Principal
Fire	Immediately	Principal
Bus incident	Immediately	Principal
Injury or death*	End of day	Superintendent or designee
Inclement weather/notice*	Varies	Principal/Transportation
Inclement weather/closure*	Varies	Superintendent

*Weather-related and other emergency messages, such as abduction, injury, death and other situations that have districtwide implications will usually be delivered by the Superintendent or designee after solutions are formulated.

Definitions

An emergency is a serious, unexpected, and potentially dangerous, situation, either present or imminent, requiring immediate action to protect the health, safety, or well-being of people or to limit damage of property.

An emergency can range in scope and intensity from incidents directly or indirectly affecting a single student to ones impacting an entire school community. An emergency can happen before, during, or after school and on or off school property.

Level 1-An unplanned occurrence that interrupts the normal course of business but to which standard internal response protocols apply.

Level 2-An unplanned occurrence that interrupts the normal course of business, requires enhanced response protocols, has the potential to escalate to Level 3 and may require response from external agencies.

Level 3- An unplanned occurrence that discontinues normal business functions, and requires a broad-based response by the district and/or third party such as an emergency service or government agency. (As per the State of California Emergency Services Act).