

## **Instruction**

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

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. It is the policy of the Natomas Unified School District to attempt to place the children in the hands of their parents as soon as possible in the event of emergency of disaster.

The Superintendent or designee shall develop and maintain as disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

Principals shall augment the district plan with working plans and procedures specific to each school building. All students and employees shall receive instruction regarding these plans.

The Superintendent or designee shall consult with city and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.

District and site plans shall address at least the following situations:

1. Fire in a building
2. Fire from an external source, such as a forest, brush or grass
3. Enemy attack by land, sea or air
4. Bomb threat or actual detonation
5. Natural disasters, i.e., floods, heavy snows, blizzards, torrential rains, earthquakes, tornados.
6. Man-made disasters, i.e., smog, riots, airplane crashes, chemical accidents
7. Attack or disturbance by criminal or insane individuals or groups

(cf. 3514 – Safety)

(cf. 3515 – Security)

(cf. 4141.6/4241.6 – Concerted Activities/Work Stoppage)

(cf. 5142 – Student Safety)

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. (Education Code 39834)

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)**

The Board shall grant the use of school 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 Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs. (Education Code 40041.5)

Disaster simulation exercises shall be held annually at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. Each principal 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 district staff.

Legal Reference:

**EDUCATION CODE**

- 32000-32004 Uniform fire signals
- 32040 Duty to equip school with first aid kit
- 35295-35297 Earthquake emergency procedures
- 39634 Operating overloaded bus
- 40041.5 Shelters
- 46390-46392 Emergency average daily attendance in case of disaster

**CODE OF REGULATIONS, TITLE 5**

- 550 Fire drills
- 560 Civil defense and disaster plans

**GOVERNMENT CODE**

- 3100 Public employees as disaster service workers

Management Resources

**CDE PROGRAM ADVISORIES**

- 0316.89 Contingency Plan for School Campus Emergencies

**CDE MANAGEMENT ADVISORIES**

- 0319.09 Disaster planning
- 0222.09 ADA credit during periods of emergency

## **Instruction**

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

The district disaster preparedness plan shall be available to staff, students and the public in the office of the Superintendent and in the office of each principal. Individual building disaster plans shall be provided to each teacher and shall be available for public inspection at the principal's office. The principals shall make certain that students and staff are familiar with the plan and shall periodically conduct preparedness drills to ensure effective behavior in the event of an actual emergency or disaster.

The Superintendent or designee shall appoint a committee each year to review the disaster preparedness plan and recommend changes and/or improvements.

#### **1. Principal**

The principal or designee shall assume overall direction of disaster procedures. Each principal shall prepare written disaster plans for his/her school and present a copy to the Superintendent or designee.

The principal shall:

- a. Direct evacuation of buildings, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using a manual bell for signals in case of power failure.
- b. Arrange for transfer of students when their safety is threatened by floods or approaching fires.
- c. Issue orders to teachers if children are able to assemble in preselected safer areas within the school.
- d. Schedule monthly/periodic fire drills and keep appropriate records.
- e. Use discretionary judgment in emergencies which do not permit execution of prearranged plans.
- f. Inform the Superintendent or designee of all emergency actions taken as soon as possible.
- g. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.

#### **2. Teachers**

Teachers shall be responsible for supervision of students in their charge. Teachers shall:

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)**

- a. Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, warning written notification, or intercom orders.
- b. Give the DROP command during an earthquake or in a surprise attack.
- c. Take roll when the class is relocated in an outside or inside assembly area or at another location.
- d. Report missing students to the principal or designee.
- e. Send students in need of first aid to the school nurse or person trained in first aid.

The science teacher, or teacher designated, shall supervise the use of radiological equipment and direct protective measures, as appropriate against radiological fallout.

**3. Custodial**

Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodians shall:

- a. Survey and report damage to the principal.
- b. Direct rescue operations as required.
- c. Direct firefighting efforts until regular fire fighting personnel take over.
- d. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines.
- e. Disburse supplies and equipment as needed.
- f. Conserve usable water supplies.

**4. School Secretary**

The school secretary shall:

- a. Report a fire or disaster to the appropriate authorities.
- b. Assist the principal as needed.
- c. Provide for the safety of essential school records and documents.

**5. Secretarial Staff**

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)**

The secretarial staff shall:

- a. Man telephones
- b. Monitor radio emergency broadcasts
- c. Assist the school nurse as needed
- d. Act as messengers and carriers when so directed

**6. School Nurse**

The school nurse shall:

- a. Administer first aid
- b. Supervise the administration of first aid
- c. Organize first aid and medical supplies

**7. Cafeteria Manager**

The cafeteria manager shall:

- a. Direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster

**8. Bus Driver**

The bus driver(s) shall:

- a. Supervise students if a disaster occurs while they are in the bus
- b. Issue the DROP command if an earthquake or surprise attack occurs while students are in the bus
- c. Transfer students to a new location when directed by the principal
- d. Assist the custodian in damage control