

SAN LORENZO UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS

Operations

AR 3516 (a)

EMERGENCY OPERATIONS & DISASTER PREPAREDNESS

The District's facilities, schools and alternative, adult and special education centers (hereinafter collectively referred to as "school sites") shall develop site-specific disaster response and emergency operations plans in accordance with these guidelines and in coordination with the District Office Emergency Operations Center. The disaster response and emergency operations plans shall be modeled after the State's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Definitions

National Incident Management System ("NIMS"): A uniform system for emergency response that is required to be used by all federal, state and local governments and special districts, including school districts. (Government Code §8607.) The NIMS utilizes the following key components that should be incorporated into all school site disaster response and emergency operations plans:

- 1) Incident Command System- method for organizing emergency response efforts into five functions:
 - a) Command/management- responsible for overall policy and coordination;
 - b) Planning/Intelligence- responsible for collecting, evaluating, and disseminating information; maintaining documentation, and evaluating incoming information to determine the potential situation in the near future;
 - c) Operations- responsible for actually performing the actions that make up the emergency response;
 - d) Logistics- responsible for providing facilities, services, personnel, equipment, and materials;
 - e) Finance/Administration- responsible for financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures.
- 2) Emergency Operations Center- centralized location at each school site and the District Office with staff organized into the five functions of the incident command system.
- 3) Multiple Agency Coordination- District Office Emergency Operations Center will coordinate with the City, County, or County Offices of Education Emergency Operations Centers as needed.

In addition, each school site plan should be used to apply the NIMS model when the school site conducts training, exercises, and during actual emergencies. School sites should document each use of the NIMS.

Incident: An occurrence or event, either natural or human-caused, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources. Examples include, but are not limited to: earthquakes, fires, bus accidents, school shootings, riots, hazardous materials releases, medical emergencies, operational failures, death or serious injury to students and/or staff.

Emergency: An incident that results in extreme peril to the safety of the school community. There are three levels of emergency recognized by the State: State of War Emergency, State of Emergency, and State of Local Emergency. Only the President of the United States may declare a State of War. Only the President of the United States or the Governor of California may declare a State of Emergency. Only the governing body of a city, county, or city and county may declare a Local Emergency. (Government Code §8620-8634.)

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g. an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire, explosion, or hazardous materials release. Disasters are either single or multiple events that have many separate incidents associated with them. The resources demanded to deal with a disaster are generally beyond local capabilities and extensive mutual aid and support are needed. The effects of a disaster may last over a substantial period of time and local government may declare a Local Emergency.

Uniform Disaster Response Procedures

The following are standard elements and procedures that should be incorporated into each school site's emergency response plan in order to ensure uniformity among the school sites throughout the District.

Facility Closure: If a disaster occurs during school hours, school will not be dismissed without the express approval of the Superintendent or, if the Superintendent is not available, the next designated administrator. (See Chain of Command Chart attached as Appendix A.) Students will remain under the supervision of school authorities until released to parents or their pre-authorized representative. Closure may affect one school site or all school sites in the District depending upon the level of the disaster.

Release of Students: In the event of a facility closure, students will only be released to parents, guardians, or pre-authorized individuals, any of whom must present valid, picture identification.

Personnel Responsibilities: No District personnel shall leave their assigned school site in the event of an emergency without express permission from the District Incident Commander or his/her designee. School personnel shall wear their identification badges at all times so that their identification is clearly visible to both students and staff alike, especially during an emergency. Personnel are expected to know, in advance, their respective roles in an emergency. Arrangements for the care of their own family should be prearranged in order to permit discharge

of their emergency responsibilities. The designated roles for all school site personnel should be modeled after the District Office Emergency Operations Plan.

Site Incident Commander: Each school site will have a designated Site Incident Commander who shall act as the incident commander during an emergency and who shall supervise the planning and implementation of the Site Emergency Operation Plan. The Site Incident Commander will be the site Principal or site manager. A clear chain of command shall be established at each site, including, an alternate designated Site Incident Commander in the event the principal or site manager are not available or absent.

Emergency Operations Center Director: The incident commander at the District Office will be the Superintendent or, in the event the Superintendent is unavailable or absent, the next administrator so designated on the chain of command chart. The Emergency Operations Center Director serves as the Site Incident Commander for the District Office and management of the school sites' Site Incident Commanders.

Emergency Roles: Each Site Incident Commander shall conduct a survey of certificated and classified personnel to determine each employee's experience in terms of first aid training (must have at least one per site), disaster preparedness training, and other emergency experience and training. The Site Incident Commander will keep records of such information current as changes in personnel occur and forward a copy to the Assistant Superintendent, Business Services. Each school year, the Site Incident Commander will prepare a list of the site staff that are assigned specific emergency response roles. The Site Incident Commander is responsible for ensuring that the site personnel receive emergency response training as needed, and that they are aware of their designated roles.

Student Involvement: Students should be aware of the school site emergency operations plan and may be included in the planning and implementation. Sports teams, clubs, and other student organizations should be encouraged to become sources of leadership among their peers in an emergency.

Parent Involvement: Parents and parent groups, such as the PTA, should be familiar with the school site's emergency operations plan and procedures for picking up students in the event of an emergency or school closure. Parents should be encouraged to discuss disaster preparedness with their students in the event of an emergency during school hours. The Site Incident Commander may solicit input from parent groups regarding the site's emergency response plan.

Notification: The district may, at its discretion, release the names and telephone numbers of students and parents to a private service that in an emergency will provide automated parent notification services for the district. The purpose of this service is to notify the greatest numbers of parents possible in the shortest period of time.

Special Needs: Annually, the Site Incident Commander shall prepare a list of students and personnel who have special conditions requiring medications and/or special attention in the event of an emergency and/or a long stay at the school site.

Mandatory Elements

The following components must be incorporated into each school site emergency operations plan:

- a) All District emergencies must be reported to the Superintendent's Office and to the Site Incident Commander.
- b) School sites may implement their respective emergency operations plans independent of the District Office Emergency Operations Plan.
- c) The Site Incident Commander shall be responsible for assessing the scope and severity of an emergency and determine whether activation of the emergency operations plan is necessary.
- d) The Site Incident Commander shall determine the level of staffing necessary to implement the emergency operations plan depending upon the severity of the emergency.
- e) The emergency operations plans at each school site shall automatically be activated if a Local Emergency is proclaimed.

Specific Emergency Operations Plan Elements

- 1) Designate the Site Incident Commander and personnel for each of the five NIMS functions (management, planning/intelligence, operations, logistics, and finance/administration) by position or title. Each plan should include an organizational chart for each school site and an organizational chart for the District Office for easy reference.
- 2) Describe the roles and responsibilities for personnel in each of the NIMS functions. Checklists may be useful to clarify responsibilities for each function.
- 3) Description of school site functions and District Office functions.
- 4) Each plan should be updated annually, at a minimum, and more frequently as needed. Documentation and identification of each update is critical to successful implementation.
- 5) The plan and its updates should be distributed to designated personnel at each school site.
- 6) Each school site will conduct training sessions and exercises so that personnel in each function will be familiar with their responsibilities and proper implementation of the emergency operations plan in the event of an actual emergency. All trainings and exercises must be documented and reflect consistency with the five NIMS functions.

Annual emergency drill requirements:

Elementary Schools:

- 9 fire drills (one per month)
- 4 earthquake/disaster drills (one every other month)
- 2 shelter-in-place drills (two annually)
- 2 lockdown drills (two annually)

Middle Schools:

- 4 fire drills (one per quarter)
- 2 earthquake/disaster drills (one per semester)
- 2 shelter-in-place drills (one per semester)
- 2 lockdown drills (one per semester)

High Schools/Adult School:

- 2 fire drills (one per semester)
 - 2 earthquake/disaster drills (one per semester)
 - 2 shelter-in-place drills (one per semester)
 - 2 lockdown drills (one per semester)
- 7) Designate the physical location for the school site emergency operations center, including backup locations in the event the primary location is inaccessible in an emergency. Each plan should also identify, in accordance with the District Office Emergency Operations Plan, the location of the District Office emergency operations center and alternate locations. Include a floor plan for each center.
 - 8) Identify a secure outside facility to store vital data, such as student and personnel records, along with instructions on how to access such information.
 - 9) List hazards that are specific to the school site or site area, including instructions on how to deal with each one, e.g. nuclear power plant, oil refinery, earthquake fault lines, airports, etc.
 - 10) Develop a comprehensive communications system during an emergency that addresses method for routing messages and conveying critical information such as damage reports or situation updates. Damage report forms may also be utilized to disseminate information to other school sites, the District Office, and other local authorities. Important contact phone numbers, e-mail addresses, and two-way radio stations should be detailed in the plan and updated frequently.
 - 11) Specify any mitigation projects that may reduce future losses.
 - 12) Procedures for coordinating recovery efforts with the District Office and/or other school sites.

A copy of each school site's plan must be sent to the Assistant Superintendent, Business Services, including all updates or revisions. All school sites should obtain input into the emergency response plan from the Assistant Superintendent, Business Services, and from local emergency response organizations such as the fire and police departments, city or county offices of emergency services, and local hospitals or medical centers.

District Emergency Operation Plan

In addition to information required in the School Site Emergency Operation Plan, the following should also be included in the District Emergency Operation Plan:

- a) 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.
- b) 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.