

 Meadows Arts and Technology Elementary School	Disaster Preparedness Policy	
	Last Reviewed/Revised: 11/26/2018	Effective Date: 07/20/2010
Reference Number: BO-DP1-11262018	Original Author: MATES Board	Policy Status: Active

PURPOSE:

The Board of Directors (“Board”) of Meadows Arts and Technology Elementary School (“MATES”) recognizes that all staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

SCOPE:

This policy shall serve as the MATES policy and procedures for Disaster Preparation. It shall direct strategies, plans and actions related to MATES Disaster Preparedness. All MATES personnel are expected to act in accordance with this policy.

GENERAL POLICY STATEMENT:

The Board is fully committed to the development of policies and plans that prepare its staff, students and affiliates for the occurrence of emergencies, disasters, and threats of disaster. As such, the Board instructs the Executive Director (“Director”) to establish and execute a comprehensive school safety plan that includes disaster preparedness.

POLICY DETAILS:

1. Emergencies And Disaster Preparedness Plan
 - 1.1. The Executive Director, Assistant Director, or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the comprehensive school safety plan (“Safety Plan”).
 - 1.2. In developing the school emergency plans, the Executive Director or designee shall collaborate with city and county emergency responders, including local public health administrators.
 - 1.3. The Executive Director or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating site-level emergency and disaster preparedness plans.
 - 1.4. 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 they deem necessary to meet the community’s needs.
 - 1.4.1. School employees are considered disaster service workers and are subject to disaster service activities assigned to them.

2. Components of the Emergencies And Disaster Preparedness Plan
 - 2.1. The Executive Director or designee shall ensure that school site plans address, at a minimum, the following types of emergencies and disasters:
 - 2.1.1. Fire on or off school grounds which endangers students and staff
 - 2.1.2. Earthquake or other natural disasters

- 2.1.3. Environmental hazards
- 2.1.4. Active Shooter and/or Suspicious Individual on Campus, attack or disturbance, or threat of attack or disturbance, by an individual or group
- 2.1.5. Bomb threat or actual detonation
- 2.1.6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
- 2.1.7. Medical emergencies and quarantines, such as a pandemic influenza outbreak
- 2.2. The Executive Director or designee shall ensure that the procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:
 - 2.2.1. Regular inspection of school facilities and equipment and identification of risks
 - 2.2.2. Instruction and practice for students and employees regarding emergency plans, including:
 - 2.2.2.1. Training of staff in first aid and cardiopulmonary resuscitation
 - 2.2.2.2. Regular practice of emergency procedures by students and staff at least one time per month.
 - 2.2.3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
 - 2.2.3.1. The appropriate chain of command at the site
 - 2.2.3.2. Individuals responsible for specific duties
 - 2.2.3.3. Designation of the Executive Director or Assistant Director for the overall control and supervision of activities at the school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
 - 2.2.3.4. Identification of at least one person at the site who holds a valid certificate in first aid and cardiopulmonary resuscitation
 - 2.2.3.5. Assignment of responsibility for identification of injured persons and administration of first aid
 - 2.2.4. Personal safety and security, including:
 - 2.2.4.1. Identification of areas of responsibility for supervision of students
 - 2.2.4.2. Procedures for evacuation of students and staff, including posting of evacuation routes
 - 2.2.4.3. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible
 - 2.2.4.4. 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
 - 2.2.4.5. Provision of a first aid kit to each classroom
 - 2.2.4.6. Arrangements for students and staff with special needs
 - 2.2.4.7. 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
 - 2.2.5. Closure of the schools, including an analysis of:
 - 2.2.5.1. The impact on student learning and methods to ensure continuity of instruction
 - 2.2.5.2. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

- 2.2.6. Communication among staff, parents/guardians, the Board, other governmental agencies, and the media during an emergency, including:
 - 2.2.6.1. Identification of spokesperson(s)
 - 2.2.6.2. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites
 - 2.2.6.3. 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
 - 2.2.6.4. Distribution of information about school site emergency procedures to staff, students, and parents/guardians
 - 2.2.7. Cooperation with other state and local agencies, including:
 - 2.2.7.1. Development of guidelines for law enforcement involvement and intervention
 - 2.2.7.2. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
 - 2.2.8. Steps to be taken after the disaster or emergency, including:
 - 2.2.8.1. Inspection of school facilities
 - 2.2.8.2. Provision of mental health services for students and staff, as needed
3. Fire Drills and Fires
- 3.1. Fire Drills
 - 3.1.1. The Executive Director or Assistant Director shall cause the fire alarm signal to be sounded a minimum of 4 times during each school year.
 - 3.1.2. The Executive Director or Assistant Director shall notify staff as to the schedule for fire drills.
 - 3.1.3. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building.
 - 3.1.4. Teachers shall ascertain that no student remains in the building.
 - 3.1.5. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
 - 3.1.6. The Executive Director, Assistant Director, or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Executive Director, Assistant Director or designee.
 - 3.2. Fires
 - 3.2.1. When a fire is discovered in any part of the school, the following actions shall be taken:
 - 3.2.1.1. The Executive Director, Assistant Director, or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system.
 - 3.2.1.2. The Executive Director, Assistant Director, or designee shall call 911.
 - 3.2.1.3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
 - 3.2.1.4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
 - 3.2.1.5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.

3.2.1.6. In outside assembly areas, the Executive Director, Assistant Director, or designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.

3.2.1.7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

4. Bomb Threats

4.1. Receiving Threats

4.1.1. Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/she should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

4.1.2. Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

4.2. Procedures

4.2.1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Executive Director, Assistant Director, or designee. If the threat is in writing, he/she shall place the message in an envelope and take note of where and by whom it was found.

4.2.2. Any student or employee seeing a suspicious package shall promptly notify the Executive Director, Assistant Director, or designee.

4.2.3. The Executive Director, Assistant Director, or designee shall immediately use fire drill signals and institute standard evacuation procedures as specified in the emergency plan.

4.2.4. The Executive Director, Assistant Director, or designee shall turn off any two-way radio equipment which is located in a threatened building.

4.2.5. Law enforcement and/or fire department staff shall conduct the bomb search. School police officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

4.2.6. Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the Executive Director, Assistant Director, or designee that reentry is safe.

4.2.7. Any student who makes a bomb threat shall be subject to disciplinary procedures.

5. Earthquake Preparedness

5.1. Earthquake emergency procedures shall be established and shall be incorporated into the comprehensive school safety plan.

5.2. Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System.

5.3. Earthquake emergency procedures shall include, but not be limited to, all of the following:

5.3.1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff

- 5.3.2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows
 - 5.3.2.1. Drop procedures shall be practiced at least three times per year.
- 5.3.3. Protective measures to be taken before, during, and following an earthquake
- 5.3.4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system
- 5.4. The Executive Director, Assistant Director, or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)
- 5.5. Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.
- 5.6. Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.
- 5.7. Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Executive Director, Assistant Director, or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.
- 5.8. Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.
- 5.9. The Executive Director, Assistant Director, or designee shall identify potential earthquake hazards in classrooms and other district facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.
- 5.10. Earthquake While Indoors at School
 - 5.10.1. When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:
 - 5.10.1.1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
 - 5.10.1.2. In laboratories, burners should be extinguished if possible before taking cover.
 - 5.10.1.3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.
 - 5.10.1.4. After the earthquake, the Executive Director, Assistant Director, or designee shall determine whether planned evacuation routes and

assembly areas are safe and shall communicate with teachers and other staff.

5.10.1.5. When directed by the Executive Director, Assistant Director, or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

5.11. Earthquake While Outdoors on School Grounds

5.11.1. When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

5.11.1.1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.

5.11.1.2. Staff shall have students perform the drop procedure.

5.11.1.3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

5.12. Earthquake While on the Bus

5.12.1. If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the Executive Director, Assistant Director, or designee for instructions before proceeding on the route.

5.13. Subsequent Emergency Procedures

5.13.1. After the earthquake has subsided, the following actions shall be taken:

5.13.1.1. Staff shall extinguish small fires if possible.

5.13.1.2. Staff shall provide assistance to any injured students, take roll, and report missing students to the Executive Director, Assistant Director, or designee.

5.13.1.3. Staff and students shall not light any stoves or burners until the area is declared safe.

5.13.1.4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.

5.13.1.5. The Executive Director, Assistant Director, or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.

5.13.1.6. The Executive Director, Assistant Director, or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

6. Reverse Evacuation Drills and Procedures

6.1. Reverse Evacuation Drills

6.1.1. The Executive Director or Assistant Director shall cause the lockdown alarm signal to be sounded at least one time per school year.

6.1.2. The Executive Director or Assistant Director shall notify staff as to the schedule for reverse evacuation drills.

6.1.3. Whenever a reverse evacuation drill is held, all teachers and other employees shall be directed to bring all students and staff inside, and try to restore calm.

- 6.1.4. Teachers and/or staff shall secure the building by closing and locking all doors and windows.
- 6.1.5. Teachers and/or staff shall be prepared to keep students in a well hidden area until the drill is lifted.
- 6.1.6. The Executive Director, Assistant Director, or designee shall keep a record of each reverse evacuation drill conducted and file a copy of this record with the office of the Executive Director.
- 6.2. Reverse Evacuation Procedures
 - 6.2.1. When the presence of an active shooter, suspicious individual, drive-by shooting, or threat of attack or disturbance is discovered in any part of the school, the following actions shall be taken:
 - 6.2.1.1. Discovering party shall notify the office immediately.
 - 6.2.1.2. The Executive Director, Assistant Director, or designee shall sound the lockdown alarm.
 - 6.2.1.3. The Executive Director, Assistant Director, or designee shall call 911.
 - 6.2.1.4. All students, teachers, and staff shall bring all students inside and try to restore calm.
 - 6.2.1.5. All teachers and staff shall secure the building by closing and locking all doors and windows.
 - 6.2.1.6. All teachers and staff shall give students clear direction and supervision, to remain calm, avoid window areas if possible, and find a well-hidden area to remain inside until the lockdown is lifted.
 - 6.2.1.7. When possible, teachers and staff should take roll, report missing students, and provide assistance to any injured students.
 - 6.2.1.8. All teachers and staff shall take roll of their buddy teacher's class if that teacher is unavailable. They shall also report missing students, and provide assistance to any of their buddy teacher's students.
 - 6.2.1.9. All teachers, staff, and students shall not leave the building or area unless there is imminent danger remaining in that area.
 - 6.2.1.10. During the lockdown, if safe to do, all teachers and staff shall communicate any suspicious activities or noises to the office.
 - 6.2.1.11. During the lockdown teachers and staff shall continue to restore calm among students.
 - 6.2.1.12. Once it has been determined that it is safe, the Executive Director, Assistant Director, or designee shall lift the lockdown.
 - 6.2.1.13. Once the lockdown has been lifted, the Executive Director, Assistant Director, or designee shall account for all teachers, staff, and students. Missing teachers, staff, or students shall be reported to the authorities.
 - 6.2.1.14. All students shall remain in protective custody of school personnel until parents/guardians can pick them up or until they can be safely transported to their homes.

7. Facilities Inspection

- 7.1. The Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional.
- 7.2. The Executive Director, Assistant Director, or designee shall conduct a facilities inspection and maintenance program to ensure that school facilities are

maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

- 7.2.1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.
 - 7.2.2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.
 - 7.2.3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.
 - 7.2.4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.
 - 7.2.5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
 - 7.2.6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
 - 7.2.7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.
 - 7.2.8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.
 - 7.2.9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.
 - 7.2.10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.
 - 7.2.11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, operational and supplied.
 - 7.2.12. Sewers: Sewer line stoppage is not evident.
 - 7.2.13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.
 - 7.2.14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.
 - 7.2.15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.
- 7.3. The Executive Director, Assistant Director, or designee shall work with CVUSD administration to ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Executive Director, Assistant Director, or designee shall provide the Board with regular reports regarding the facility inspection program and updates of any visits to the site by the County Director of Charter Schools.

NON-COMPLIANCE TO POLICY:

Lack of adherence to this policy by MATES personnel may result in the employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE:

The Executive Director and MATES Board will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
BO-DP1-07202010	7/20/2010	Original Version
BO-DP1-03152010	3/15/2010	Modify Review Cycle section to modify cycle from bi-annual to every two years.
BO-DP1-05212012	5/21/2012	Reviewed and modified in accordance with review every two years requirement.
BO-DP1-03182014	03/18/2014	Reviewed and modified in accordance with review every two years requirement.
BO-DP1-05192014	05/19/2014	Active shooter (2.1.4) added and entire section on reverse evacuation (Section 6) added
BO-DP1-11262018	11/26/2018	Updated to include Assistant Director. Reviewed and modified in accordance with review every two years requirement.