

EMERGENCIES AND DISASTER PREPAREDNESS PLAN**A. Purpose and Scope**

To provide guidance and direction for school personnel regarding safety in the work place.

B. General

1. 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.
2. Individual disaster plans should be available to each teacher and shall be available for public inspection in the principal's office.
3. The principal shall make certain that students and staff are familiar with the plan.
4. Periodical preparedness drills will be conducted periodically to ensure effective behavior in the event of an actual emergency disaster.
5. The Superintendent or designee shall appoint a committee each year to review the disaster preparedness plan and recommend changes and/or improvements.

C. Forms Used and Additional References

District Disaster Plan/Site Disaster Plan

D. Procedures

1. Principal
 - a. 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.
 - b. 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.
 - c. Arrange for transfer of students when their safety is threatened by floods or approaching fires.

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- d. Issue orders to teachers if children are to assemble in pre-selected safer areas within the school.
 - e. Schedule periodical fire drills, as prescribed by law, and keep appropriate records.
 - f. Use discretionary judgment in emergencies which do not permit execution of prearranged plans.
 - g. Inform the Superintendent or designee of all emergency actions taken as soon as possible.
 - h. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.
2. Teachers
- a. Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signs, 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 of 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.
3. Custodian/Maintenance
- a. Survey and report damage to the principal.
 - b. Direct rescue operations as required.
 - c. Direct fire fighting efforts until regular fire fighting personnel take over.

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- 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. The school secretary:
- 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.
 - d. The secretarial staff shall man telephones, monitor radio emergency broadcasts, assist the school nurse as needed, and act as messengers and carriers when so directed.
5. The district nurse:
- a. Administer first aid.
 - b. Supervise the administration of first aid.
 - c. Organize first aid and medical supplies.
6. The cafeteria manager:
- a. Direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.
7. The bus driver(s):
- 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.

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- d. Assist the district by radio communication when on the bus. When on site, assist the custodian in damage control.

E. Reports Required

Disaster update to Business Services.

F. Record Retention

Accident Forms.

G. Responsible Administrative Unit

Business Services/Site Principals

H. Approved by Administrator of Division

Assistant Superintendent of Business Services