

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 3516
Adopted: January 22, 2002
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BUSINESS AND NON-INSTRUCTIONAL OPERATIONS Emergency Plans

General Staff Responsibilities

I. Emergency Services Planning Advisory Committee

The Emergency Services Planning Advisory Committee composed of the Superintendent, Assistant Superintendents, school principals and the Chief Financial Officer shall meet yearly to discuss, evaluate, and update, if necessary, the District's Emergency Preparedness Plan.

II. Superintendent

District Superintendent shall act as communications officer and shall be responsible for keeping open lines of communication between the ~~school~~ Board, the community, and the press. In addition, the Superintendent shall supervise the overall operation.

III. Assistant Superintendent

The Assistant Superintendents will act as District Emergency Coordinators. They will be responsible for prescribing the necessary training, disseminating information and transmitting commands during threats of disaster.

IV. Chief Financial Officer

This person will assume the responsibility for transportation of pupils, as may be required, in emergency situations. In addition, this person will assist the Superintendent as needed.

V. Director of Buildings and Grounds

- A. Responsible for the assignment and the coordination of the activities of all maintenance and grounds personnel.
- B. Develop and conduct training and preparation of emergency plans for maintenance and grounds personnel.

- C. Coordinate with principals to facilitate efficient functioning of custodial personnel.
- D. Respond to site of any emergency as needed and will provide and assign tools, equipment and staff.
- E. Serve as a liaison to police and fire authorities on site to assist with access to buildings, securing of buildings, location of utility services and general layout and design of buildings including storage areas.
- F. Verify and maintain local radio communication.
- G. Verify status of utility services and take corrective action where feasible.
- H. Restore facilities to pre-emergency conditions as soon as practical.

VI. School Principals

All functions of the emergency operations at the school level will be conducted by the school principal in coordination with the appropriate government authorities. In the absence of specific directions from the District Office, principals are authorized to implement the school emergency plan if, in their opinion, it is necessary. In addition to these instructions, the school principal is assigned the following responsibilities.

- A. Direct the specific organization, training, and preparation of his/her school. Organization at his/her school will include the designation of the principal's first and second alternate officers-in-charge. Such persons will expect to perform their functions should an alert occur during the principal's absence.

As part of the pre-service training each year, principals will devote a portion of an in-service training day to review the District's Emergency Preparedness Plan and to train teachers to call out their assigned responsibilities.

- B. Prepare and maintain an accurate and up-to-date roster of students, by classroom, that includes the name and address of the person to be contacted in case of an emergency.
- C. Direct all rescue, first-aid, and evacuation operations that are required at his/her school.
- D. Supervise the evacuation of the students of his/her school when appropriate and release the teachers from their posts when authorized to do so.
- E. Prepare written disaster plans for his/her school for submittal to the Superintendent each year.

- F. Prepare and disseminate information to the parents of his/her students concerning the school disaster plan and the part that the parents are to play in this plan.
- G. Assign teachers, as needed, to act as adult crossing guards at key crossings.
- H. Hold emergency drills as indicated in Policies 3516.1 and 3516.2 and keep appropriate records.
- I. Inform the Superintendent or designee of all emergency related actions taken as soon as possible.
- J. Post directions for fire drills and civil defense drills in classroom, multipurpose rooms, etc.
- K. Inform all school employees of their responsibilities under Government Code, Chapter 8, Division 4 of Title 1. (Section 3100 - *All public employees* are hereby declared to be Disaster Workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Subject 3101 - *Public employees* includes all persons employed by the state or any country, city, city and county state agency or public district, excluding aliens legally employed).

VII. Teachers

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

- A. Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, written warning notification, or intercom orders.
- B. Give *drop* command during an earthquake, if indicated.
- C. Take roll when class is relocated and report results.
- D. Remain with and in control of students of his/her class until relieved by proper authority.
- E. Assist the principal or designee as directed until emergency is declared over.

VIII. Custodian

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

- A. Survey and report damage to principal.

- B. Assist with rescue operations as required.
- C. Direct firefighting efforts until regular firefighting personnel take over.
- D. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas or water mains or fallen electrical lines. E. Disburse supplies and equipment as needed.
- F. Assist the principal or designee as directed until emergency is declared over.

IX. School Secretary

- A. Report fire or disaster to appropriate authorities.
- B. Assist the principal as needed.
- C. Provide for the safety of essential school records and documents.
- D. Secretarial staff, including clerks, etc. will man telephones, monitor radio emergency broadcasts, assist school nurse as needed, and act as messengers and carriers when directed.

XI. Yard Duty Supervisors

In the event an emergency/disaster takes place during the lunch hour when yard duty supervisors are on duty, their duties are:

- A. In the event of an earthquake, they are to help keep children away from the building until further instructions are given.
- B. In the event of an outdoor emergency (plane crash, automobile crash in yard, etc.), they are to remove children as far as possible from the situation until further instructions are given.
- C. Assist the principal or designee as directed until the emergency is declared over.

XII. Other Personnel

All personnel will assist their immediate supervisor or designee as directed until the emergency is declared over.