

## **Administration**

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

**BP 3516**

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, the Superintendent shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

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 the district may deem necessary to meet the community's needs. (Education Code 32282)

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District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

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#### Policy Reference Disclaimer:

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

<b>State</b>	<b>Description</b>
19 CCR 2400-2450	<a href="#"><u>Standardized Emergency Management System</u></a>
5 CCR 550	Fire drills
5 CCR 560	Civil defense and disaster preparedness plans
CA Constitution Article 20, Section 3	<a href="#"><u>Oath or affirmation</u></a>
Civ. Code 1714.5	<a href="#"><u>Release from liability for disaster service workers and shelters</u></a>
Ed. Code 32001	<a href="#"><u>Fire alarms and drills</u></a>
Ed. Code 32040	<a href="#"><u>Duty to equip school with first aid kit</u></a>
Ed. Code 32280-32289.5	<a href="#"><u>School safety plans</u></a>
Ed. Code 32290	<a href="#"><u>Safety devices</u></a>
Ed. Code 39834	<a href="#"><u>Operating overloaded bus</u></a>
Ed. Code 46390-46392	<a href="#"><u>Emergency average daily attendance in case of disaster</u></a>
Ed. Code 49505	<a href="#"><u>Natural disaster; meals for homeless students; reimbursement</u></a>
Gov. Code 11549	Cybersecurity assessment
Gov. Code 11549.3	Office of information security
Gov. Code 3100-3109	<a href="#"><u>Oath or affirmation of allegiance</u></a>
Gov. Code 8586.5	California Cybersecurity Integration Center
Gov. Code 8607	<a href="#"><u>Standardized Emergency Management System</u></a>
Public Utilities Code 2872	Automatic dialing
<b>Federal</b>	<b>Description</b>
20 USC 1400-1482	Individuals with Disabilities Education Act
29 USC 794	Rehabilitation Act of 1973; Section 504
42 USC 12101-12213	Americans with Disabilities Act
<b>Management Resources</b>	<b>Description</b>
Cal OES Publication	California Emergency Management for Schools: A Guide for Districts and Sites
Cal OES Publication	School Emergency Response: Using SEMS at Districts and Sites, June 1998
Cal OES Publication	State of California Emergency Plan, 2017
Cal OES Publication	Active Shooter Awareness Guidance, February 2018
California Department of Education Publication	Crisis Response Box, 2000

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<i>Federal Emergency Management Agency Publication</i>	<i>National Incident Management System, 3rd ed., October 2017</i>
<i>U.S. Department of Education Publication</i>	<i>Guide for Developing High-Quality School Emergency Operations Plans, 2013</i>
<i>Website</i>	<a href="#"><u>California Public Utilities Commission</u></a>
<i>Website</i>	<a href="#"><u>California Office of Emergency Services: School Emergency Planning &amp; Safety</u></a>
<i>Website</i>	<a href="#"><u>California Department of Education, Comprehensive School Safety Plans</u></a>
<i>Website</i>	<a href="#"><u>California Cybersecurity Integration Center</u></a>
<i>Website</i>	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
<i>Website</i>	<a href="#"><u>California Department of Education, Crisis Preparedness</u></a>
<i>Website</i>	<a href="#"><u>Centers for Disease Control and Prevention</u></a>
<i>Website</i>	<a href="#"><u>U.S. Department of Education, Emergency Planning</u></a>
<i>Website</i>	<a href="#"><u>U.S. Department of Homeland Security</u></a>
<i>Website</i>	<a href="#"><u>Federal Emergency Management Agency</u></a>
<i>Website</i>	<a href="#"><u>California Governor's Office of Emergency Services</u></a>
<i>Website</i>	<a href="#"><u>California Seismic Safety Commission</u></a>
<i>Website</i>	<a href="#"><u>American Red Cross</u></a>
<i>Website</i>	<a href="#"><u>California Attorney General's Office</u></a>
<i>Website</i>	<a href="#"><u>CSBA</u></a>

### Cross References

<b>Policy</b>	<b>Description</b>
0400	<a href="#"><u>Comprehensive Plans</u></a>
0420	<a href="#"><u>School Plans/ Site Councils</u></a>
0420	<a href="#"><u>School Plans/ Site Councils</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
1100	<a href="#"><u>Communication With The Public</u></a>
1112	<a href="#"><u>Media Relations</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113-E(1)	<a href="#"><u>District And School Websites</u></a>
1114	<a href="#"><u>District-Sponsored Social Media</u></a>
1114	<a href="#"><u>District-Sponsored Social Media</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1313	<a href="#"><u>Civility</u></a>
1330	<a href="#"><u>Use Of School Facilities</u></a>
1330	<a href="#"><u>Use Of School Facilities</u></a>
1330.1	<a href="#"><u>Joint Use Agreements</u></a>

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1340	<a href="#"><u>Access To District Records</u></a>
1340	<a href="#"><u>Access To District Records</u></a>
1400	<a href="#"><u>Relations Between Other Governmental Agencies And The Schools</u></a>
3000	<a href="#"><u>Concepts And Roles</u></a>
3511	<a href="#"><u>Energy And Water Management</u></a>
3511	<a href="#"><u>Energy And Water Management</u></a>
3513.3	<a href="#"><u>Tobacco-Free Schools</u></a>
3513.3	<a href="#"><u>Tobacco-Free Schools</u></a>
3514	<a href="#"><u>Environmental Safety</u></a>
3514	<a href="#"><u>Environmental Safety</u></a>
3514.2	<a href="#"><u>Integrated Pest Management</u></a>
3515	<a href="#"><u>Campus Security</u></a>
3515	<a href="#"><u>Campus Security</u></a>
3515.2	<a href="#"><u>Disruptions</u></a>
3515.2	<a href="#"><u>Disruptions</u></a>
3515.7	<a href="#"><u>Firearms On School Grounds</u></a>
3516.1	<a href="#"><u>Fire Drills And Fires</u></a>
3516.2	<a href="#"><u>Bomb Threats</u></a>
3516.3	<a href="#"><u>Earthquake Emergency Procedure System</u></a>
3516.5	<a href="#"><u>Emergency Schedules</u></a>
3517	<a href="#"><u>Facilities Inspection</u></a>
3517-E(1)	<a href="#"><u>Facilities Inspection</u></a>
3530	<a href="#"><u>Risk Management/ Insurance</u></a>
3530	<a href="#"><u>Risk Management/ Insurance</u></a>
3540	<a href="#"><u>Transportation</u></a>
3543	<a href="#"><u>Transportation Safety And Emergencies</u></a>
3580	<a href="#"><u>District Records</u></a>
3580	<a href="#"><u>District Records</u></a>
4112.3	<a href="#"><u>Oath Or Affirmation</u></a>
4112.3-E(1)	<a href="#"><u>Oath Or Affirmation</u></a>
4113.5	<a href="#"><u>Working Remotely</u></a>
4119.41	<a href="#"><u>Employees With Infectious Disease</u></a>
4131	<a href="#"><u>Staff Development</u></a>
4157	<a href="#"><u>Employee Safety</u></a>
4157	<a href="#"><u>Employee Safety</u></a>
4212.3	<a href="#"><u>Oath Or Affirmation</u></a>
4212.3-E(1)	<a href="#"><u>Oath Or Affirmation</u></a>
4213.5	<a href="#"><u>Working Remotely</u></a>
4219.41	<a href="#"><u>Employees With Infectious Disease</u></a>
4231	<a href="#"><u>Staff Development</u></a>
4257	<a href="#"><u>Employee Safety</u></a>
4257	<a href="#"><u>Employee Safety</u></a>
4312.3	<a href="#"><u>Oath Or Affirmation</u></a>

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4312.3-E(1)	<a href="#"><u>Oath Or Affirmation</u></a>
4313.5	<a href="#"><u>Working Remotely</u></a>
4319.41	<a href="#"><u>Employees With Infectious Disease</u></a>
4331	<a href="#"><u>Staff Development</u></a>
4357	<a href="#"><u>Employee Safety</u></a>
4357	<a href="#"><u>Employee Safety</u></a>
5113	<a href="#"><u>Absences And Excuses</u></a>
5113	<a href="#"><u>Absences And Excuses</u></a>
5131.4	<a href="#"><u>Student Disturbances</u></a>
5131.4	<a href="#"><u>Student Disturbances</u></a>
5141	<a href="#"><u>Health Care And Emergencies</u></a>
5141	<a href="#"><u>Health Care And Emergencies</u></a>
5141.21	<a href="#"><u>Administering Medication And Monitoring Health Conditions</u></a>
5141.21	<a href="#"><u>Administering Medication And Monitoring Health Conditions</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
5142	<a href="#"><u>Safety</u></a>
5142	<a href="#"><u>Safety</u></a>
6142.8	<a href="#"><u>Comprehensive Health Education</u></a>
6142.8	<a href="#"><u>Comprehensive Health Education</u></a>
6153	<a href="#"><u>School-Sponsored Trips</u></a>
6153	<a href="#"><u>School-Sponsored Trips</u></a>
6164.2	<a href="#"><u>Guidance/ Counseling Services</u></a>
7111	<a href="#"><u>Evaluating Existing Buildings</u></a>
9320	<a href="#"><u>Meetings And Notices</u></a>
9321	<a href="#"><u>Closed Session</u></a>
9321-E(1)	<a href="#"><u>Closed Session</u></a>
9321-E(2)	<a href="#"><u>Closed Session</u></a>

### Policy

**Adopted:** November 12, 1996

**Revised:** 2/13; 9/19; 5/24

**PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California