

Administration

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

AR 3516

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff
2. Earthquake, flood, or other natural disasters
3. Environmental hazards, such as leakages or spills of hazardous materials
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak
8. Attack or threat of attack to the district's digital network and technology infrastructure

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities
2. Routine monitoring of the security of the district's digital network and technology infrastructure
3. Instruction for district staff and students regarding emergency plans, including:

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- a. Training of staff in first aid and cardiopulmonary resuscitation
- b. Regular practice of emergency procedures by students and staff
4. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
 - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
 - b. Individuals responsible for specific duties
 - c. Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use discretion in situations which do not permit execution of prearranged plans
 - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
 - e. Assignment of responsibility for identification of injured persons and administration of first aid
5. Personal safety and security, including:
 - a. Identification of areas of responsibility for the supervision of students
 - b. Procedures for the evacuation of students and staff, including posting of evacuation routes
 - c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible
 - d. 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

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their safety

- e. Provision of a first aid kit to each classroom
 - f. Arrangements for students and staff with special needs
 - g. 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
6. Closure of schools, including an analysis of:
- a. The impact on student learning and methods to ensure continuity of instruction
 - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
7. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:
- a. Identification of spokesperson(s)
 - b. Development and testing of communication platforms, such as hotlines, automatic dialing devices, telephone trees, websites, social media, and electronic notifications
 - c. 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
 - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
8. Cooperation with other state and local agencies, including:

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- a. Development of guidelines for law enforcement involvement and intervention
 - b. Collaboration with the local health department, including development of a tracking system to alert the local health department of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
9. Steps to be taken after the disaster or emergency, including:
- a. Inspection of school facilities
 - b. Provision of mental health services for students and staff, as needed

The Superintendent or designee shall assemble critical information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems, information to access the district's technology infrastructure, and insurance information. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.

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.

State

19 CCR 2400-2450

5 CCR 550

5 CCR 560

CA Constitution Article 20, Section 3

Civ. Code 1714.5

Ed. Code 32001

Description

[Standardized Emergency Management System](#)

Fire drills

Civil defense and disaster preparedness plans

[Oath or affirmation](#)

[Release from liability for disaster service workers and shelters](#)

[Fire alarms and drills](#)

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<i>Ed. Code 32040</i>	<u>Duty to equip school with first aid kit</u>
<i>Ed. Code 32280-32289.5</i>	<u>School safety plans</u>
<i>Ed. Code 32290</i>	<u>Safety devices</u>
<i>Ed. Code 39834</i>	<u>Operating overloaded bus</u>
<i>Ed. Code 46390-46392</i>	<u>Emergency average daily attendance in case of disaster</u>
<i>Ed. Code 49505</i>	<u>Natural disaster; meals for homeless students; reimbursement</u>
<i>Gov. Code 11549</i>	Cybersecurity assessment
<i>Gov. Code 11549.3</i>	Office of information security
<i>Gov. Code 3100-3109</i>	<u>Oath or affirmation of allegiance</u>
<i>Gov. Code 8586.5</i>	California Cybersecurity Integration Center
<i>Gov. Code 8607</i>	<u>Standardized Emergency Management System</u>
<i>Public Utilities Code 2872</i>	Automatic dialing
Federal	Description
<i>20 USC 1400-1482</i>	Individuals with Disabilities Education Act
<i>29 USC 794</i>	Rehabilitation Act of 1973; Section 504
<i>42 USC 12101-12213</i>	Americans with Disabilities Act
Management Resources	Description
<i>Cal OES Publication</i>	<i>California Emergency Management for Schools: A Guide for Districts and Sites</i>
<i>Cal OES Publication</i>	<i>School Emergency Response: Using SEMS at Districts and Sites, June 1998</i>
<i>Cal OES Publication</i>	<i>State of California Emergency Plan, 2017</i>
<i>Cal OES Publication</i>	<i>Active Shooter Awareness Guidance, February 2018</i>
<i>California Department of Education Publication</i>	<i>Crisis Response Box, 2000</i>
<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>	<u>California Public Utilities Commission</u>
<i>Website</i>	<u>California Office of Emergency Services: School Emergency Planning & Safety</u>
<i>Website</i>	<u>California Department of Education, Comprehensive School Safety Plans</u>
<i>Website</i>	<u>California Cybersecurity Integration Center</u>
<i>Website</i>	<u>CSBA District and County Office of Education Legal Services</u>
<i>Website</i>	<u>California Department of Education, Crisis Preparedness</u>
<i>Website</i>	<u>Centers for Disease Control and Prevention</u>
<i>Website</i>	<u>U.S. Department of Education, Emergency Planning</u>
<i>Website</i>	<u>U.S. Department of Homeland Security</u>
<i>Website</i>	<u>Federal Emergency Management Agency</u>

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Website	<u>California Governor's Office of Emergency Services</u>
Website	<u>California Seismic Safety Commission</u>
Website	<u>American Red Cross</u>
Website	<u>California Attorney General's Office</u>
Website	<u>CSBA</u>

Cross References

Policy	Description
0400	<u>Comprehensive Plans</u>
0420	<u>School Plans/ Site Councils</u>
0420	<u>School Plans/ Site Councils</u>
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
1100	<u>Communication With The Public</u>
1112	<u>Media Relations</u>
1113	<u>District And School Websites</u>
1113	<u>District And School Websites</u>
1113-E(1)	<u>District And School Websites</u>
1114	<u>District-Sponsored Social Media</u>
1114	<u>District-Sponsored Social Media</u>
1220	<u>Citizen Advisory Committees</u>
1220	<u>Citizen Advisory Committees</u>
1313	<u>Civility</u>
1330	<u>Use Of School Facilities</u>
1330	<u>Use Of School Facilities</u>
1330.1	<u>Joint Use Agreements</u>
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>
1400	<u>Relations Between Other Governmental Agencies And The Schools</u>
3000	<u>Concepts And Roles</u>
3511	<u>Energy And Water Management</u>
3511	<u>Energy And Water Management</u>
3513.3	<u>Tobacco-Free Schools</u>
3513.3	<u>Tobacco-Free Schools</u>
3514	<u>Environmental Safety</u>
3514	<u>Environmental Safety</u>
3514.2	<u>Integrated Pest Management</u>
3515	<u>Campus Security</u>
3515	<u>Campus Security</u>
3515.2	<u>Disruptions</u>
3515.2	<u>Disruptions</u>
3515.7	<u>Firearms On School Grounds</u>
3516.1	<u>Fire Drills And Fires</u>

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3516.2	<u>Bomb Threats</u>
3516.3	<u>Earthquake Emergency Procedure System</u>
3516.5	<u>Emergency Schedules</u>
3517	<u>Facilities Inspection</u>
3517-E(1)	<u>Facilities Inspection</u>
3530	<u>Risk Management/ Insurance</u>
3530	<u>Risk Management/ Insurance</u>
3540	<u>Transportation</u>
3543	<u>Transportation Safety And Emergencies</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4112.3	<u>Oath Or Affirmation</u>
4112.3-E(1)	<u>Oath Or Affirmation</u>
4113.5	<u>Working Remotely</u>
4119.41	<u>Employees With Infectious Disease</u>
4131	<u>Staff Development</u>
4157	<u>Employee Safety</u>
4157	<u>Employee Safety</u>
4212.3	<u>Oath Or Affirmation</u>
4212.3-E(1)	<u>Oath Or Affirmation</u>
4213.5	<u>Working Remotely</u>
4219.41	<u>Employees With Infectious Disease</u>
4231	<u>Staff Development</u>
4257	<u>Employee Safety</u>
4257	<u>Employee Safety</u>
4312.3	<u>Oath Or Affirmation</u>
4312.3-E(1)	<u>Oath Or Affirmation</u>
4313.5	<u>Working Remotely</u>
4319.41	<u>Employees With Infectious Disease</u>
4331	<u>Staff Development</u>
4357	<u>Employee Safety</u>
4357	<u>Employee Safety</u>
5113	<u>Absences And Excuses</u>
5113	<u>Absences And Excuses</u>
5131.4	<u>Student Disturbances</u>
5131.4	<u>Student Disturbances</u>
5141	<u>Health Care And Emergencies</u>
5141	<u>Health Care And Emergencies</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>

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5142	<u>Safety</u>
5142	<u>Safety</u>
6142.8	<u>Comprehensive Health Education</u>
6142.8	<u>Comprehensive Health Education</u>
6153	<u>School-Sponsored Trips</u>
6153	<u>School-Sponsored Trips</u>
6164.2	<u>Guidance/ Counseling Services</u>
7111	<u>Evaluating Existing Buildings</u>
9320	<u>Meetings And Notices</u>
9321	<u>Closed Session</u>
9321-E(1)	<u>Closed Session</u>
9321-E(2)	<u>Closed Session</u>

Regulation

Approved: November 12, 1996

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

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California