

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**Description of Phases**

**PHASES OF EMERGENCY MANAGEMENT**

**PREPAREDNESS PHASE**

The Preparedness Phase of Emergency Management at each site within the Burbank Unified School District provides that:

- ▶ All school sites within the Burbank Unified School District have been provided with a Disaster Plan that is customized for each site.
- ▶ Staff members at each site have been trained and are aware of the roles and responsibilities as defined in the District's Disaster Plan.
- ▶ Staff members have been trained to perform the responsibilities under the Standardized Emergency Management System (SEMS).
- ▶ The District regularly conducts disaster drills, which incorporate and practice SEMS responsibilities.
- ▶ Staff members of the Burbank Unified School District have received training in first aid, damage assessment, search and rescue and fire suppression.
- ▶ Staff members at each site have been shown the location of the main gas, electricity and water shut-off valves at the site and utility shut-off maps have been posted on the inside of the disaster bin door at each site.
- ▶ Each school site maintains a list of emergency supplies and a map of the site.
- ▶ Each school site has an evacuation plan/map at the site and on file at the District administrative offices.
- ▶ All staff members have been notified that they will assume the responsibility of a Disaster Service Worker as specified under the Government Code.
- ▶ Each site has been provided with sufficient supplies (first aid, water, blankets and rescue items), to handle emergency periods that may last up to 3-4 days. Food and snack items may be provided by the P.T.A. if desired.
- ▶ Staff members at each site are aware of the primary evacuation routes and alternate routes.

**RESPONSE PHASE**

The Response Phase of Emergency Management within the Burbank Unified School District insures that:

- ▶ The District has an emergency response system in place according to SEMS and District Policy.
- ▶ All Burbank Unified School District staff have been provided with the District Policy and Administrative Regulations Accompanying Board Policy 5030: Pupils, Student Safety, Emergency Drills, requiring the use of SEMS and the expectations thereof.

- ▶ The principles of SEMS have been incorporated in the District's Disaster Plan, emergency response procedures and training manuals.
- ▶ The staff of the Burbank Unified School District have been educated on the basic principles of SEMS and have been trained in a variety of functions.

### **RECOVERY PHASE**

The Recovery Phase of Emergency Management within the Burbank Unified School District maintains that:

- ▶ All sites have been instructed to keep detailed records and logs of the incident.
- ▶ The District has an established absentee policy for teachers/students after a disaster.
- ▶ The District is prepared to provide counseling through staff psychologists, to students and families after a disaster.
- ▶ A plan for conducting classes if facilities are damaged, has been developed (half-day sessions, alternate sites, portable classrooms, etc.), as well as alternative teaching plans for students.
- ▶ The District has worked and will continue to work closely with the City of Burbank in regard to cost-recovery abilities.

### **MITIGATION PHASE**

The Mitigation Phase of Emergency Management within the Burbank Unified School District certifies that:

- ▶ Hazard mitigation is ongoing and most bookshelves, file cabinets and freestanding cupboards have been bolted to the wall or arranged to support each other; however, due to continual relocation of classrooms, mitigation is ongoing.
- ▶ The District continues to check that all heavy items have been removed from the tops of bookshelves and cupboards.
- ▶ Windows in classrooms and other campus buildings have been equipped with safety glass or covered with protective film.
- ▶ Partitions, ceilings, overhead lights and air ducts are secured to the structure of each building.
- ▶ Inventories are kept of all hazardous chemicals on site and these items are stored in minimum quantities in accordance with Material Safety Data Sheets (MSDS) Guidelines for storage.
- ▶ The District has provided curriculum concerning earthquake preparedness to the students.
- ▶ Each site is encouraged to establish programs between the school and parent groups to discuss school policies regarding student release and retention and the development of an emergency plan for the home.
- ▶ The District maintains and stores vital data and records and has duplicate copies stored in an off-site location.