

Business and Noninstructional Operations

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

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. 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, he/she 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)

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

Legal Reference:

State

19 CCR 2400-2450

5 CCR 550

5 CCR 560

Description

[Standardized Emergency Management System](#)

Fire drills

Civil defense and disaster preparedness plans

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Legal Reference:

StateCA Constitution Article 20,
Section 3

Civ. Code 1714.5

Ed. Code 32001

Ed. Code 32040

Ed. Code 32280-32289.5

Ed. Code 32290

Ed. Code 39834

Ed. Code 46390-46392

Ed. Code 49505

Gov. Code 3100-3109

Gov. Code 8607

Federal

42 USC 12101-12213

Management Resources

Cal OES Publication

Cal OES Publication

Cal OES Publication

California Department of
Education PublicationFed. Emergency. Mgmt.
Agency Pub.

U.S. DOE Publication

Website

Website

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Description[Oath or affirmation](#)[Release from liability for disaster service workers and shelters](#)[Fire alarms and drills](#)[Duty to equip school with first aid kit](#)[School safety plans](#)[Safety devices](#)[Operating overloaded bus](#)[Emergency average daily attendance in case of disaster](#)[Natural disaster; meals for homeless students; reimbursement](#)[Oath or affirmation of allegiance](#)[Standardized Emergency Management System](#)**Description**

Americans with Disabilities Act

DescriptionSchool Emergency Response: Using SEMS at Districts and
Sites, June 1998

State of California Emergency Plan, 2017

Active Shooter Awareness Guidance, February 2018

Crisis Response Box, 2000

National Incident Management System, 3rd ed., October 2017

Guide for Developing High-Quality School Emergency
Operations Plans, 2013[CSBA District and County Office of Education Legal Services](#)[California Department of Education, Crisis Preparedness](#)[Centers for Disease Control and Prevention](#)[U.S. Department of Education, Emergency Planning](#)[U.S. Department of Homeland Security](#)[Federal Emergency Management Agency](#)[California Governor's Office of Emergency Services](#)[California Seismic Safety Commission](#)[American Red Cross](#)[California Attorney General's Office](#)[CSBA](#)

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WESTMINSTER SCHOOL DISTRICT

Westminster, California

Policy Adopted: July 5, 1990
Revised: April 17, 1997
Revised: April 18, 2024