RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 6014: CIVIL DEFENSE, EMERGENCIES AND DISASTER PREPAREDNESS PLANS

A. General Provisions

The Board hereby designates the Superintendent as the Chief Safety Officer of the District. A Civil Defense, Emergencies and Disaster Preparedness Plan shall be developed by the Superintendent. The Plan shall reflect building diagrams, architecture, site location and special environment, ages of pupils, transportation facilities, and other appropriate concerns. The Plan will include the specific courses of action to be taken in case of disaster, including an earthquake. The Plan shall also include emergency and community agency phone lists, emergency equipment lists, procedures for review of the plan by all staff and drills. The Plan shall be provided to all employees who shall be responsible for studying the plan and being prepared to operate effectively within its framework.

B. Earthquake Emergency Procedures

The earthquake emergency procedure system shall include, but not be limited to, all of the following:

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.

2. A drop procedure, which means an activity whereby pupils and staff members take cover under a table or desk, dropping to the knees with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter.

3. Protective measures to be taken before, during and following an earthquake.

4. A program to ensure that the pupils and staff are aware of and properly trained in the earthquake emergency procedure system.

C. Fire Drills

The Superintendent or designee shall ensure that regular fire drills are conducted at least once every calendar month at the elementary level and at least four (4) times every school year at the intermediate level.

D. Smog Episodes

The Superintendent has the authority to declare a smog episode even though there has not been notification of one from the San Diego County Air Pollution Control District.

E. Comprehensive School Safety Plan

The District shall establish, annually review/update, and report on its comprehensive school safety plan in accordance with the requirements in Education Code sections 32280-32289.6. The District shall share its comprehensive safety plans with local law enforcement, the fire department, and other first responder entities and all District employees shall receive training on this plan.

F. Emergency Action Plan For Athletics

The Superintendent shall ensure that there is a written Emergency Action Plan in place that describes the location and procedures to be followed in the event of sudden cardiac arrest and other medical emergencies related to the District's athletic program activities or events.

G. Automated External Defibrillator (AED) Requirements

1. Effective July 1, 2019, the District shall maintain at least one AED on campus to render emergency care or treatment.

2. The Principal shall ensure that the school administrators and staff annually receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The Principal shall also ensure that instructions, in no less than 14-point type, on how to use the AED are posted next to every AED. The Principal shall, at least annually, notify school employees and pupils in grades 6-8 as to the location of all AED units on the campus.

3. The District shall ensure that the AED or AEDs are available to athletic coaches and authorized persons at athletic events.

4. The District shall ensure that its AED(s) are reasonably maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer, the American Heart Association, or the American Red Cross, and according to any applicable rules and regulations set forth by the governmental authority under the federal Food and Drug Administration and any other applicable state and federal authority.

5. Any employee who reasonably renders emergency care or treatment through the use, attempted use, or nonuse of an AED at the scene of an emergency shall not be liable for any civil damages.

H. Concussion and Head Injury Procedures

1. The Superintendent shall ensure that there are written Concussion and Head Injury Procedures in place that describe the procedures to be followed in the event of a suspected concussion or head injury. The written Concussion and Head Injury Procedures shall be annually distributed to District parents and staff.

2. District staff shall receive annual training on the Concussion and Head Injury Procedures, including education on the signs and symptoms of concussions and head injuries; the procedures for responding to concussions and head injuries; and the protocol for students returning to school or athletic activities after a concussion or head injury. The Superintendent may exempt any employee from this training whose duties do not bring the employee into contact with children on a regular basis.

Legal Reference:
Education Code sections 32280-32289.6 - Comprehensive School Safety Plan
Education Code section 32001 - Fire Drills
Education Code sections 35179.4 and 35179.6, 49417
Health and Safety Code section 1797.196
Title 5, C.C.R. sections 550, 560
Website: http://www.anyonecansavealife.org/

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