

Business and Noninstructional Operations

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

Components of the Plan

The Superintendent/designee shall ensure that the District's Emergency Operations Plan and school site emergency procedures plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds that endangers students and staff.

*(cf. 3516.1 - Fire Drills and Fires)*

2. Earthquake or other natural disasters.

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

3. Environmental hazards.

*(cf. 3514.2 - Integrated Pest Management)*

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group.

*(cf. 3515.2 - Disruptions)*

*(cf. 3515.7 - Firearms on School Grounds)*

5. Bomb threat or actual detonation.

*(cf. 3516.2 - Bomb Threats)*

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities.

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak.

*(cf. 5141.22 - Infectious Diseases)*

The Superintendent/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:

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1. Regular inspection of school facilities and equipment and identification of risks.

*(cf. 3530 - Insurance Management)*

*(cf. 3515 - Security)*

*(cf. 3517 - Facilities Inspection)*

*(cf. 3530 - Risk Management/Insurance)*

2. Instruction and practice for students and employees regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation.
  - b. Regular practice of emergency procedures by students and staff.

*(cf. 4131 - Staff Development)*

3. 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 the emergency, including authorization to use his/her discretion in situations that 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.
4. Personal safety and security, including:
  - a. Identification of areas of responsibility for supervision of students.

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- b. Procedures for evacuation of students and staff, including posting of evacuation routes.
- c. Procedures for release of students, including a procedure to release students when reference to the emergency cards is not feasible.

*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5142 - Safety)*

- d. Identification of transportation needs, including a plan that allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety.
- e. Provision of a first aid kit to each classroom.
- f. Arrangements for students and staff with special needs.

*(cf. 6159 - Individualized Education Program)*

- 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.

*(cf. 5113 - Absences and Excuses)*  
*(cf. 6183 - Home and Hospital Instruction)*

5. 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 ongoing communication with students and parents/guardians.

*(cf. 3516.5 - Emergency Schedules)*

6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

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- a. Identification of spokesperson(s).
- (cf. 1112 - Public Press, Radio, and Television)*
- b. Development and testing of communication platforms, such as telephone systems and web sites.
  - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that are easy for parents/guardians to understand.
  - d. Distribution of information about District and school site emergency procedures to students, parents/guardians, and staff.
7. Cooperation with other state and local agencies, including:
- 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 to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease.
- (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*
8. 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.

Regulation

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California