

Business and Noninstructional Operations

**EMERGENCY PROCEDURES 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 Superintendent or designee shall develop and maintain a disaster preparedness plan that details provisions for handling emergencies and disasters and that shall be included in the comprehensive school safety plan. (Education Code 32282)

*(cf. 0450 – Comprehensive Safety Plan)*

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the District and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use the National Incident Management System (NIMS), state-approved Standardized Emergency Management System (SEMS), and the Incident Command System (ICS) guidelines when updating District and site-level emergency and disaster preparedness plans.

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 they deem necessary to meet the community's needs. (Education Code 32282)

*(cf. 1330 – Use of Facilities)*

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

Legal Reference:

EDUCATION CODE

- 32001 Fire alarms and drills
- 32040 Duty to equip school with first aid kit
- 32280-32289 School safety plans
- 32290 Safety devices
- 39834 Operating overloaded bus

Business and Noninstructional Operations

**EMERGENCY PROCEDURES PLAN (continued)**

Legal Reference (continued):

46390-46392 Emergency average daily attendance in case of disaster  
49505 Natural disaster; meals for homeless students; reimbursement  
GOVERNMENT CODE  
3100 Public employees as disaster service workers  
8607 Standardized emergency management system  
CODE OF REGULATIONS, TITLE 5  
550 Fire drills  
560 Civil defense and disaster preparedness plans  
CODE OF REGULATIONS, TITLE 19  
2400-2450 Standardized emergency management system  
UNITED STATES CODE, TITLE 42  
12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS  
Avian Influenza, Governance and Policy Services Fact Sheet, April 2006  
911! A Manual for Schools and the Media During a Campus Crisis, 2001  
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS  
Pandemic Influenza Planning Checklist, 2006  
CONTRA COSTA COUNTY OFFICE OF EDUCATION  
Pandemic Flu School Action Kit, June 2006  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
School Emergency Response: Using SEMS at Districts and Sites, June 1998  
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS  
Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003  
WEB SITES:  
CSBA: [www.csba.org](http://www.csba.org)  
American Red Cross: [www.redcross.org](http://www.redcross.org)  
California Department of Education, Crisis Preparedness: [www.cde.ca.gov/ls/ss/cp](http://www.cde.ca.gov/ls/ss/cp)  
California Office of Emergency Services: [www.oes.ca.gov](http://www.oes.ca.gov)  
California Seismic Safety Commission: [www.seismic.ca.gov](http://www.seismic.ca.gov)  
Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)  
Contra Costa County Office of Education, Pandemic influenza resources:  
[www.cccoe.k12.ca.us/about/flu/resources\\_flu\\_action\\_kit](http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit)  
Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov)  
U.S. Department of Education, Emergency Planning: [www.ed.gov/admis/lead/safety/emergencyplan](http://www.ed.gov/admis/lead/safety/emergencyplan)  
U.S. Department of Homeland Security: [www.dhs.gov](http://www.dhs.gov)