

**Emergencies and Disaster Preparedness Plan**

The Solano County Office of Education (SCOE) recognizes that all its staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The County Superintendent (Superintendent) or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters, and which shall be included in SCOE's comprehensive safety plan.

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

In developing SCOE's 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 state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating SCOE and site-level emergency and disaster preparedness plans.

The Superintendent or designee 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 when there is a signed mutual aid agreement signed between public agencies and SCOE. SCOE shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs as outlined in a signed mutual aid agreement.

School employees are considered disaster service workers and are subject to disaster service activities assigned to them.

**Components of the Plan**

The Superintendent or designee shall ensure that SCOE and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off SCOE grounds which endangers students and staff
2. Earthquake or other natural disasters
3. Environmental hazards
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

The Superintendent or designee shall ensure that SCOE's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

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

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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
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 SCOE and, if communication between SCOE and the site is not possible, at each site
  - b. Individuals responsible for specific duties
  - c. Designation of the site administrator for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which 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 (CPR)
  - 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
  - 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 card is not feasible
  - d. Identification of transportation needs, including a plan which 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 and site
  - f. Arrangements for students and staff with special needs
  - 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
5. Closure of schools and/or programs, 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 payroll and ongoing communication with students and parents/guardians
6. Communication among staff, parents/guardians, the County Board of Education, other governmental agencies, and the media during an emergency, including:
  - a. Identification of spokesperson(s)

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- b. Development and testing of communication platforms, such as hotlines, telephone trees, and websites
  - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
  - d. Distribution of information about SCOE and school site emergency procedures to staff, students, and parents/guardians
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
8. Steps to be taken after the disaster or emergency, including:
- a. Inspection of SCOE facilities
  - b. Provision of mental health services for students and staff, as needed

Attachments: (A) School/Site Preparedness Plan Form

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
- 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

Policy Cross-Reference:

0450 Comprehensive Safety Plan  
1112 Media Relations  
1113 School Websites  
1330 Use of School Facilities  
1400 Relations between Other Governmental Agencies and the Schools  
3514 Environmental Safety  
3514.2 Integrated Pest Management  
3515 Campus Security  
3515.2 Disruptions  
3516.1 Fire Drills and Fires  
3516.2 Bomb Threats  
3516.3 Earthquake Emergency Procedure System  
3516.5 Emergency Schedules  
3530 Risk Management/Insurance  
3543 Transportation Safety and Emergencies  
4032 Reasonable Accommodation  
4112.3 Oath or Affirmation  
4119.3 Duties of Personnel  
4131 Staff Development  
4161.1 Personal Illness/ Injury Leave  
5113 Absences and Excuses  
5131.4 Student Disturbances  
5141 Health Care and Emergencies  
5141.22 Infectious Diseases  
5142 Safety  
6159 Individualized Education Program  
6164.2 Guidance/Counseling Services

SCHOOL/SITE PREPAREDNESS PLAN

California Administrative Code, Title V, and policy of the Solano County Superintendent of Schools require that each school/site not located at a unified school district site formulate a plan for responding to disasters. Programs that are located at district school sites will respond to the district plan.

SCHOOL/SITE \_\_\_\_\_

1. Person in charge \_\_\_\_\_
2. Person designated to:
  - Notify Police/Fire Departments \_\_\_\_\_
  - Notify and report to central office \_\_\_\_\_
  - Control main valves and switches \_\_\_\_\_
3. The following signals will be used to warn school personnel of:
  - (a) Fire \_\_\_\_\_
  - (b) Earthquake \_\_\_\_\_
  - (c) Other \_\_\_\_\_
4. Evacuation of buildings has been planned for. Evacuation routes are to be shown on map on the back of this plan.
5. A drill for responding to disasters will be conducted each semester. The drills (other than fire drills) will involve responses to different disasters.

	<u>Disaster Responded To</u>	<u>Date Drill Will Be Held</u>
1st Semester	_____	_____
2nd Semester	_____	_____

6. A review of disaster procedures will be conducted each semester on the following dates:
  - 1st Semester \_\_\_\_\_
  - 2nd Semester \_\_\_\_\_

This plan will be kept on file at each school/site.

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Date \_\_\_\_\_
Teacher/Supervisor \_\_\_\_\_