

# Emergency Preparedness Policies, Program, and Procedures for Public School Districts - Phases



Emergency Preparedness Program Phase	Activity	Priority	Frequency	Documentation	Requirement
<b>PHASE 1</b>	Written Emergency Preparedness Plan	<b>Immediate</b>	<b>Update Annually</b>	<b>Written Program</b>	<b>California Code of Regulations, Title 8, Section 3220, Emergency Action Plan; California Education Code, Sections 32280 - 32289</b>
	Develop a contact list of emergency services providers, including hospitals, fire and police stations, red cross centers, etc.				<b>Best Risk Management Practices</b>
	Provide all employees access to the emergency plans and procedures				<b>California Education Code Section 32001</b>
	Full time, part-time, and substitute staff aware that Public Employees are Disaster Service Workers: No employee may leave their site during an emergency until released		<b>Review Annually</b>	<b>Oath or Affirmation</b>	<b>California Government Code Section 3100</b>
	Conduct regular emergency drills at the District Office		<b>Annual</b>	<b>Drill Documentation Survey</b>	<b>Best Risk Management Practices</b>
	Bus Drill		<b>Annual</b>		<b>California Education Code Section 39830-39842</b>
	Fire Drill K-8 & Child Care Sites		<b>Monthly</b>		<b>California Education Code Section 32001</b>
	Fire Drill High School Sites		<b>Each Semester</b>		<b>California Education Code, Sections 32280 - 32289</b>
	Duck, Cover & Hold Drills K-8		<b>Quarterly</b>		
	Duck, Cover & Hold Drills High School Sites		<b>Each Semester</b>		
	Lockdown Drills - All Sites		<b>Annual</b>		<b>Communication Checklist</b>
	Utilize adequate communication and broadcast equipment (public announcement systems, bullhorns, and two-way radios)		<b>Review Annually</b>		
	Test alarm systems on a regular basis		<b>Quarterly</b>		
	Develop adequate two-way communication with the school sites and District EOC		<b>Quarterly</b>	<b>Classroom Checklist</b>	<b>California Code of Regulations, Title 19, Section 3.13, Fire Drills</b>
	Site emergency evacuation maps posted near all classrooms/office doors		<b>Review Annually</b>	<b>Follow FEMA's recommended list of supplies.</b>	<b>Best Risk Management Practices</b>
	Evaluate the need for emergency supplies, consideration should be given to regular employees and visitors to the site			<b>Emergency Supply Checklist</b>	
	Procure adequate First Aid supplies			<b>Written Program</b>	
	Provide access to the appropriate individuals to the emergency supplies		<b>Quarterly Inventory</b>	<b>Emergency Supply Checklist</b>	
	Ensure emergency supplies are in a location conducive to accessing and distributing during an emergency				
	Develop a roster of staff and students with special needs		<b>Update Annually</b>	<b>Written Program</b>	<b>California Education Code, Sections 32280 - 32289</b>
	Develop pre-defined written procedures for communicating with parents/guardians of minor students			<b>Written Procedures</b>	<b>Best Risk Management Practices</b>
	Have a system for parent notification & communication during an emergency		<b>Test Quarterly</b>	<b>Test Message</b>	

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<b>PHASE 2</b>	Ensure Emergency Management Staff include all applicable personnel	<b>High</b>	<b>Update Annually</b>	<b>Written Program</b>	<b>The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents</b>
	Develop specific procedures for emergency response teams			<b>Skill Assessment Survey</b>	
	Assess the skills and/or needs of staff			<b>N/A</b>	
	Issue District staff members identification cards			<b>Sign-in Sheet</b>	<b>Best Risk Management Practices</b>
	Develop and implement a protocol and training for District-wide two way communication			<b>Drill Documentation Survey</b>	
	Include when to not utilize electronic two-way communication (i.e. bomb threats, etc.) in communication training			<b>Classroom Checklist</b>	
	Develop a system of runners to augment electronic two-way communication			<b>Written Procedures</b>	
	Clearly identify buildings and rooms			<b>Written Program</b>	
	Develop pre-defined written procedures for communicating with parents/guardians of minor students		<b>Drill Documentation Survey</b>		
	District Office and site Incident Command System (ICS) and Emergency Operations Center (EOC) Organizational Charts		<b>Follow FEMA's recommended guidelines</b>	<b>Best Risk Management Practices</b>	
	Establish a primary and secondary Emergency Operations Center (EOC)				
	Establish School sites primary and secondary Incident Command Posts (ICP)		<b>Review Annually</b>		
	Responsibilities for "Staff identified with an ICS Functional Assignment" clearly identified and follow the SEMS/NIMS format				
	Assembly areas adequate for the expected evacuated population				
	Consideration should be made for how much food and water would be necessary to support students, employees, and visitors post emergency				

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<b>PHASE 3</b>	District Office EOC and each site/campus-based ICP located in an area conducive to effective command activities, and is secure	<b>Medium</b>	<b>Review Annually</b>	<b>Drill Documentation Survey</b>	<b>Best Risk Management Practices</b>
	District Office EOC and site-based ICP easily accessible to outside agencies				
	Student/staff release areas located in an area suited for such activities				
	Site keys, including the master key, clearly marked and readily available				
	Employees with duties identified in their ICS Functional Assignment are familiar with the location and operation of alarm and fire protection systems				
	Employees with duties identified in their ICS Functional Assignment are familiar with emergency utility shutoff procedures and Knox boxes; Locations should be clearly marked on maps				
	Train ALL employees in ICS Structure (ICS 100/ IC700)		<b>Initial</b>	<b>Completion Certificate</b>	<b>The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents</b>
	Training for employees with an ICS Functional Assignment prescribed by state/federal training guidelines in ICS 200/800				
	Training for employees with a Command Level ICS Functional Assignment in ICS 300/400				
	Training for all other personnel in their specific duties, as prescribed by their ICS functional assignment		<b>Annual</b>	<b>Sign In Sheet</b>	<b>Best Risk Management Practices</b>
	Active Shooter Drill				
	Practice the safe evacuation of persons with disabilities				
	Conduct regular student release drills				
	Involve the District EOC in District Drills		<b>Test Quarterly</b>	<b>Communication Checklist</b>	<b>Best Risk Management Practices</b>
	All sites have back-up power/generators and are they regularly tested				
	CPR/AED/First Aid Training for employees with duties identified in their ICS Functional Assignment relating to medical care		<b>Every Two Years</b>	<b>Completion Certificate</b>	<b>The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents</b>
Search & Rescue and Fire Suppression training	<b>Initial and Refresher</b>	<b>Sign In Sheet</b>			

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<b>PHASE 4</b>	Training for Board and executive level employees in ICS 402	<b>Low</b>	Initial	Completion Certificate	The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents	
	Training for Board and executive level employees in the SEMS Executive course		Annual	Drill Documentation Survey	Best Risk Management Practices	
	Tabletop exercises conducted for District Management and Emergency Command Staff		Bi-Annual			
	Consider working with the City and local emergency response organizations (American Red Cross) to conduct a community-wide disaster drill.		Updated as Needed	Written Agreements	The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents	
	Mutual aid agreements, memoranda of understanding, or joint use agreements with neighboring jurisdictions		Update Annually	Written Program	Best Risk Management Practices	
	Develop a Business Continuity Plan (Continuity of Operations)		Annual	Drill Documentation Survey		
	Conduct a tabletop Business Continuity Drill		Update Annually	Written Program		
	Develop procedures for securing vital records and data to access during recovery after an emergency		<b>Low</b>	Update Annually	Written Program	Best Risk Management Practices
	Technology backup procedures			Update every 5 years		
	Procedures and equipment in place for emergency power generation					
	Written Local Hazard Mitigation Plan					Disaster Mitigation Act (DMA) 2000