

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



Emergency Preparedness Program Phase	Activity	Priority	Frequency	Documentation	Requirement
PHASE 1	Written Emergency Preparedness Plan	Immediate	Update Annually	Written Program	California Code of Regulations, Title 8, Section 3220, Emergency Action Plan; California Education Code, Sections 32280 - 32289
	Develop a contact list of emergency services providers, including hospitals, fire and police stations, red cross centers, etc.				Best Risk Management Practices
	Provide all employees access to the emergency plans and procedures				California Education Code Section 32001
	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		Review Annually	Oath or Affirmation	California Government Code Section 3100
	Conduct regular emergency drills at the District Office		Annual	Drill Documentation Survey	Best Risk Management Practices
	Bus Drill		Annual		California Education Code Section 39830-39842
	Fire Drill K-8 & Child Care Sites		Monthly		California Education Code Section 32001
	Fire Drill High School Sites		Each Semester		California Education Code, Sections 32280 - 32289
	Duck, Cover & Hold Drills K-8		Quarterly		
	Duck, Cover & Hold Drills High School Sites		Each Semester		
	Lockdown Drills - All Sites		Annual		Communication Checklist
	Utilize adequate communication and broadcast equipment (public announcement systems, bullhorns, and two-way radios)		Review Annually		
	Test alarm systems on a regular basis		Quarterly		
	Develop adequate two-way communication with the school sites and District EOC		Quarterly	Classroom Checklist	California Code of Regulations, Title 19, Section 3.13, Fire Drills
	Site emergency evacuation maps posted near all classrooms/office doors		Review Annually	Follow FEMA's recommended list of supplies.	Best Risk Management Practices
	Evaluate the need for emergency supplies, consideration should be given to regular employees and visitors to the site			Emergency Supply Checklist	
	Procure adequate First Aid supplies			Written Program	
	Provide access to the appropriate individuals to the emergency supplies		Quarterly Inventory	Emergency Supply Checklist	
	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		Update Annually	Written Program	California Education Code, Sections 32280 - 32289
	Develop pre-defined written procedures for communicating with parents/guardians of minor students			Written Procedures	Best Risk Management Practices
	Have a system for parent notification & communication during an emergency		Test Quarterly	Test Message	

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PHASE 2	Ensure Emergency Management Staff include all applicable personnel	High	Update Annually	Written Program	The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents	
	Develop specific procedures for emergency response teams			Skill Assessment Survey		
	Assess the skills and/or needs of staff			N/A		
	Issue District staff members identification cards			Sign-in Sheet	Best Risk Management Practices	
	Develop and implement a protocol and training for District-wide two way communication			Drill Documentation Survey		
	Include when to not utilize electronic two-way communication (i.e. bomb threats, etc.) in communication training			Classroom Checklist		
	Develop a system of runners to augment electronic two-way communication			Written Procedures		
	Clearly identify buildings and rooms			Written Program		The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
	Develop pre-defined written procedures for communicating with parents/guardians of minor students		Review Annually	Drill Documentation Survey	Best Risk Management Practices	
	District Office and site Incident Command System (ICS) and Emergency Operations Center (EOC) Organizational Charts			Follow FEMA's recommended guidelines		
	Establish a primary and secondary Emergency Operations Center (EOC)					
	Establish School sites primary and secondary Incident Command Posts (ICP)					
	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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PHASE 3	District Office EOC and each site/campus-based ICP located in an area conducive to effective command activities, and is secure	Medium	Review Annually	Drill Documentation Survey	Best Risk Management Practices
	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)		Initial	Completion Certificate	The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
	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		Annual	Sign In Sheet	Best Risk Management Practices
	Active Shooter Drill				
	Practice the safe evacuation of persons with disabilities				
	Conduct regular student release drills				
	Involve the District EOC in District Drills		Test Quarterly	Communication Checklist	Best Risk Management Practices
	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		Every Two Years	Completion Certificate	The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
Search & Rescue and Fire Suppression training	Initial and Refresher	Sign In Sheet			

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PHASE 4	Training for Board and executive level employees in ICS 402	Low	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		Low	Update every 5 years		Disaster Mitigation Act (DMA) 2000
	Technology backup procedures					
	Procedures and equipment in place for emergency power generation					
	Written Local Hazard Mitigation Plan					