

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



Emergency Preparedness Policy, Program, or Procedure	Activity	Priority	Frequency	Documentation	Requirement
Adopt NIMS (National Incident Management System) and ICS (Incident Command System)	District Office and site Incident Command System (ICS) and Emergency Operations Center (EOC) Organizational Charts	Medium	Update Annually	Written Program	The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
	Establish a primary and secondary Emergency Operations Center (EOC)				
	Established 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				
	Ensure Emergency Management Staff include all applicable personnel				
	Develop specific procedures for emergency response teams				
	Full time, part-time, and substitute staff aware of their disaster roles				
	Assess the skills and/or needs of staff				
Continuity of Operations	Issue District staff members identification cards	Low	Update Annually	Written Program	Best Risk Management Practices
	Develop a Business Continuity Plan				
	Develop procedures for securing vital records and data to access during recovery after an emergency				
	Technology backup procedures				
Drills	Procedures and equipment in place for emergency power generation	High	Annual	Drill Documentation Survey	Best Risk Management Practices
	Conduct a tabletop Business Continuity Drill				
	Provide all employees access to the emergency plans and procedures				
	Conduct regular emergency drills at the District Office				
	Bus Drill				
	Fire Drill K-8 & Child Care Sites				
	Fire Drill High School Sites				
	Duck, Cover & Hold Drills K-8				
	Duck, Cover & Hold Drills High School Sites				
	Lockdown Drills - All Sites				
	Active Shooter Drill				
	Practice the safe evacuation of persons with disabilities				
	Conduct regular student release drills				
	Involve the District EOC in District Drills				
Tabletop exercises conducted for District Management and Emergency Command Staff					
Consider working with the City and local emergency response organizations (American Red Cross) to conduct a community-wide disaster drill.					
Emergency Communications	Utilize adequate communication and broadcast equipment (public announcement systems, bullhorns, and two-way radios)	High	Review Annually	Communication Checklist	Best Risk Management Practices
	Test alarm systems on a regular basis		Quarterly	Drill Documentation Survey	
	Develop adequate two-way communication with the school sites and District EOC		Annual	Sign-in Sheet	
	Develop and implement a protocol and training for District-wide two way communication			Sign-in Sheet	
	Include when to not utilize electronic two-way communication (i.e. bomb threats, etc.) in communication training			Drill Documentation Survey	
	Develop a system of runners to augment electronic two-way communication			Classroom Checklist	
Clearly identify buildings and rooms	Review Annually				

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	Develop pre-defined written procedures for communicating with parents/guardians of minor students		Annual	Written Procedures	
	Have a system for parent notification & communication during an emergency		Test Quarterly	Test Message	
Equipment & Supplies	Consideration should be made for how much food and water would be necessary to support employees and visitors, post emergency	Medium	Review Annually	Follow FEMA's recommended guidelines	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				
Site Layout	Site emergency evacuation maps posted near all classrooms/office doors	Medium	Review Annually	Classroom Checklist	California Code of Regulations, Title 19, Section 3.13, Fire Drills
	Assembly areas adequate for the expected evacuated population			Drill Documentation Survey	Best Risk Management Practices
	District Office EOC and each site/campus-based ICP located in an area conducive to effective command activities, and is secure				
	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				
All sites have back-up power/generators and are they regularly tested	Test Quarterly	Communication Checklist			
Training	Train ALL employees in ICS Structure (ICS 100/ IC700)	High	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		Annual	Sign In Sheet	
	Training for employees with a Command Level ICS Functional Assignment in ICS 300/400		Initial	Completion Certificate	
	Training for all other personnel in their specific duties, as prescribed by their ICS functional assignment		Every Two Years		
	Training for Board and executive level employees in ICS 402		Initial and Refresher		
	Training for Board and executive level employees in the SEMS Executive course				
	CPR/AED/First Aid Training for employees with duties identified in their ICS Functional Assignment relating to medical care				
Search & Rescue and Fire Suppression training					
Written Plans & Procedures	Written Emergency Preparedness Plan	High	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.		Update as Needed		Best Risk Management Practices
	Develop a roster of staff and students with special needs		Update Annually		California Education Code, Sections 32280 - 32289
	Mutual aid agreements, memoranda of understanding, or joint use agreements with neighboring jurisdictions		Updated as Needed	Written Agreements	The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
	Written Local Hazard Mitigation Plan		Update every 5 years	Written Plan	Disaster Mitigation Act (DMA) 2000