

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



Emergency Preparedness Policy, Program, or Procedure	Activity	Priority	Frequency	Documentation	Requirement
<b>Adopt NIMS (National Incident Management System) and ICS (Incident Command System)</b>	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				
<b>Continuity of Operations</b>	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				
<b>Drills</b>	Procedures and equipment in place for emergency power generation	High	Annual	Written Program	California Education Code Section 32001 Best Risk Management Practices California Education Code Section 39830-39842 California Education Code Section 32001 California Education Code, Sections 32280 - 32289 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				
<b>Emergency Communications</b>	Involve the District EOC in District Drills	High	Each Semester	Drill Documentation Survey	Best Risk Management Practices
	Tabletop exercises conducted for District Management and Emergency Command Staff		Quarterly		
	Consider working with the City and local emergency response organizations (American Red Cross) to conduct a community-wide disaster drill.		Each Semester		
	Utilize adequate communication and broadcast equipment (public announcement systems, bullhorns, and two-way radios)		Annual		
	Test alarm systems on a regular basis		Bi-Annual		
	Develop adequate two-way communication with the school sites and District EOC		Review Annually		
Develop and implement a protocol and training for District-wide two way communication	Quarterly	Communication Checklist	Best Risk Management Practices		
Include when to not utilize electronic two-way communication (i.e. bomb threats, etc.) in communication training	Annual	Sign-in Sheet	Best Risk Management Practices		
Develop a system of runners to augment electronic two-way communication	Annual	Sign-in Sheet	Best Risk Management Practices		
Clearly identify buildings and rooms	Review Annually	Drill Documentation Survey	Best Risk Management Practices		
Develop adequate two-way communication with the school sites and District EOC	Review Annually	Classroom Checklist	Best Risk Management Practices		

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

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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	
<b>Equipment &amp; Supplies</b>	Consideration should be made for how much food and water would be necessary to support employees and visitors, post emergency	<b>Medium</b>	<b>Review Annually</b>	<b>Follow FEMA's recommended guidelines</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				
<b>Site Layout</b>	Site emergency evacuation maps posted near all classrooms/office doors	<b>Medium</b>	<b>Review Annually</b>	<b>Classroom Checklist</b>	<b>California Code of Regulations, Title 19, Section 3.13, Fire Drills</b>
	Assembly areas adequate for the expected evacuated population			<b>Drill Documentation Survey</b>	<b>Best Risk Management Practices</b>
	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	<b>Test Quarterly</b>	<b>Communication Checklist</b>			
<b>Training</b>	Train ALL employees in ICS Structure (ICS 100/ IC700)	<b>High</b>	<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		<b>Annual</b>	<b>Sign In Sheet</b>	
	Training for employees with a Command Level ICS Functional Assignment in ICS 300/400		<b>Initial</b>	<b>Completion Certificate</b>	
	Training for all other personnel in their specific duties, as prescribed by their ICS functional assignment		<b>Every Two Years</b>		
	Training for Board and executive level employees in ICS 402		<b>Initial and Refresher</b>		
	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					
<b>Written Plans &amp; Procedures</b>	Written Emergency Preparedness Plan	<b>High</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>Update as Needed</b>		<b>Best Risk Management Practices</b>
	Develop a roster of staff and students with special needs		<b>Update Annually</b>		<b>California Education Code, Sections 32280 - 32289</b>
	Mutual aid agreements, memoranda of understanding, or joint use agreements with neighboring jurisdictions		<b>Updated as Needed</b>	<b>Written Agreements</b>	<b>The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents</b>
	Written Local Hazard Mitigation Plan		<b>Update every 5 years</b>	<b>Written Plan</b>	<b>Disaster Mitigation Act (DMA) 2000</b>