Santa Barbara School Districts
Administrative Regulation

AR 3516

Business and Non-Instructional Operations

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

Components of the Plan

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

1. Fire on or off school grounds which endangers students and staff

2. Earthquake or other natural disasters

3. Environmental hazards

(cf. 3514.2 - Integrated Pest Management)

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

(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district'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

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 the district and, if communication between the district and site is not possible, at each site
    b. Individuals responsible for specific duties
    c. Designation of the principal 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
    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
    f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)

    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

(cf. 5113 - Absences and Excuses)

5. Closure of schools, 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 Governing Board, other governmental agencies, and the media during an emergency, including:

    a. Identification of spokesperson(s)

b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites
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 district 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 school facilities
b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Services)

Regulation: SANTA BARBARA SCHOOL DISTRICTS
Adopted: January 9, 2007 Santa Barbara, California