

**EL DORADO UNION HIGH SCHOOL DISTRICT  
BOARD POLICY**

**Business and Noninstructional Operations**

**EMERGENCIES AND  
DISASTER PREPAREDNESS PLAN  
BP 3516**

*Note: 5 CCR 560 mandates the Board to adopt policy for use by district schools in formulating individual civil defense and disaster preparedness plans.*

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a district disaster preparedness plan which details provisions for handling all emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (*Education Code 32282*)

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3516.3 - Earthquake Emergency Procedure System)*

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (*Education Code 32282*)

*(cf. 1330 - Use of School Facilities)*

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (*Government Code 3100*)

*(cf. 4112.3 / 4212.3 / 4313.3 - Oath or Affirmation)*  
*(cf. 4119.3 / 4219.3 / 4319.3 - Duties of Personnel)*

**Legal Reference:**

*EDUCATION CODE*

32001 *Fire alarms and drills*  
32040 *Duty to equip school with first aid kit*  
32280-32289 *School safety plans*  
32290 *Safety devices*  
38132 *Mass care and welfare shelters*  
39834 *Operating overloaded bus*  
46390-46392 *Emergency average daily attendance in case of disaster*  
49505 *Natural disaster; meals for homeless students; reimbursement*

*GOVERNMENT CODE*

3100 *Public employees as disaster service workers*  
8607 *Standard emergency management system*

*CODE OF REGULATIONS, TITLE 5*

550 *Fire drills*  
560 *Civil defense and disaster preparedness plans*

*CODE OF REGULATIONS, TITLE 19*

2400 -2450. *Standardized Emergency Management System Regulations*

*UNITED STATE CODE, TITLE 42*

12101-12213 *Americans with Disabilities Act*

**Management Resources:**

*CSBA PUBLICATIONS*

*Avian Influenza, Governance and Policy Services Fact Sheet, April 2006*  
*911! A Manual for Schools and the Media During a Campus Crisis, 2001*

*CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS*

*Pandemic Influenza Planning Checklist, 2006*

*CONTRA COSTA COUNTY OFFICE OF EDUCATION*

*Pandemic Flu School Action Kit, June 2006*

*GOVERNOR'S OFFICE OF EMERGENCY SERVICES*

*School Emergency Response: Using SEMS at Districts and Sites, June 1998*

*U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*

*Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003*

*WEBSITES*

CSBA: <http://www.csba.org>

American Red Cross: <http://www.redcross.org>

California Department of Education, Crisis Preparedness:  
<http://www.cde.ca.gov/lr/ss/cp>

California Office of Emergency Services: <http://www.oes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic influenza resources:  
[http://www.cccoe.k12.ca.us/about/flu/resources\\_flu\\_action\\_kit](http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit)

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan>

U.S. Department of Homeland Security: <http://www.dhs.gov>