

Instruction

Emergencies and Disaster Preparedness Plan

The district disaster preparedness plan shall be available to staff, students and the public in the office of the Superintendent and in the office of each principal. Individual building disaster plans shall be provided to each teacher of the building. The principal shall make certain that students and staff are familiar with the plan, and shall periodically conduct preparedness drills to ensure effective behavior in the event of an actual emergency or disaster.

The Superintendent will appoint a committee each year to review the disaster preparedness plan and to make recommendations for changes and improvements.

Staff Responsibilities

1. Principal

The principal, or his/her designated representative, will assume overall direction of disaster procedures. Each principal shall prepare written disaster plans for his/her school and a copy shall be presented to the Superintendent.

The principal will:

- a. Direct evacuation of buildings, using fire signals and procedures, as required, for fire, threatened explosion, or following cessation of earthquake tremors. Use of manual bell for signals in case of power failure.
- b. Arrange for transfer of students when their safety is threatened by floods or approaching fires.
- c. Issue order to teachers if children are to assemble in preselected safer areas within the school.
- d. Hold monthly/periodical fire drills and keep appropriate records.
- e. Use discretionary judgment in emergencies which do not permit execution of prearranged plans.
- f. Inform the Superintendent, or designee, of all actions taken as soon as possible.
- g. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.

Staff Responsibilities (continued)2. Teachers

Teachers will be responsible for supervision of students in their charge. Teachers will:

- a. Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, warning written notification, or intercom orders.
- b. Give DROP command during an earthquake or in a surprise attack.
- c. Take roll when class is relocated in an outside or inside assembly area or at another location.
- d. Report missing students to principal or designee.
- e. Send students in need of first aid to school nurse or person trained in first aid.

Science teacher, or teacher designated, will supervise the use of radiological equipment and direct protective measures as appropriate, against radiological fallout.

3. Custodian

Custodians are responsible for the use of emergency equipment, the handling of supplies and use of available utilities. Custodians will:

- a. Survey and report damage to principal.
- b. Direct rescue operations as required.
- c. Direct fire fighting efforts until regular fire fighting personnel take over.
- d. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas or water mains or fallen electrical lines.
- e. Disburse supplies and equipment as needed.
- f. Conserve usable water supplies.

Staff Responsibilities (continued)

4. School secretary will:
 - a. Report fire or disaster to appropriate authorities.
 - b. Assist the principal as needed.
 - c. Provide for the safety of essential school records and documents.
5. Secretarial staff will man telephones, monitor radio emergency broadcasts, assist school nurse as needed, and act as messengers and carriers when directed.
6. School nurse will:
 - a. Administer first aid.
 - b. Supervise administration of first aid.
 - c. Organize first aid and medical supplies.
7. Cafeteria Manager will direct the use and preparation of cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.
8. Bus drivers will:
 - a. Supervise students if disaster occurs while they are in bus.
 - b. Issue DROP command if earthquake or surprise attack occurs while students are in bus.
 - c. Transfer students to new location when directed by principal.
 - d. Assist custodian in damage control.