

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 3515.6**

**ADOPTED: 04/01/97**

**CLASSIFICATION: General Administrative Policies**

**REVISED:**

**SUBJECT: Emergencies and Disaster Preparedness Plan**

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In order to save lives and protect property, all VCOE staff must be prepared to respond quickly and responsibly to emergencies, disasters, and events which threaten to result in a disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes.

The Principal or designee shall augment the VCOE plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Superintendent.

VCOE and site plans shall address at least the following situations:

1. Fire on or off school grounds that endangers students
2. Natural or man-made disasters
3. Bomb threat or actual detonation
4. Attack or disturbance by individuals or groups

The Superintendent or designee should ensure that the plan includes:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Procedures to establish a clear, effective communications system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

The Superintendent or designee shall use state-approved Standard Emergency Management System (*SEMS*) guidelines when updating VCOE and site-level emergency and disaster preparedness plans.

The Superintendent or designee shall consult with city and/or county agencies so that site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each facility/school.

The Superintendent or designee may provide a plan that allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 39834)

Disaster preparedness exercises shall be held regularly at each facility/school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All employees shall receive instruction regarding emergency plans.

The Superintendent encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR in-service training to be offered at least once a year for VCOE staff.

#### Legal Reference:

##### EDUCATION CODE

32000-32004	Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)
32040	Duty to equip school with first aid kit
35295-35297	Earthquake emergency procedures
39834	Operating overloaded bus
40041.5	Mass care and welfare shelters
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 et seq.	Standardized Emergency Management System Regulations
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Management Resources:

CDE PROGRAM ADVISORIES

224.94 Contingency Planning for School Campus Emergencies, CIL: 93/94-04

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Standardized Emergency Management System (SEMS) Guidelines, March 1995

SEMS Approved Course of Instruction, March 1995