

**EMERGENCIES AND DISASTER  
PREPAREDNESS PLAN**

INTRODUCTION

1. The California Administrative Code, Title 5, Section 560, regarding emergency action preparedness, reads as follows:

Emergency Action and Disaster Preparedness Drills

The governing board of any school District shall adopt written emergency action and disaster preparedness plans that shall be reviewed by the governing board not less frequently than annually. By regulation the board shall provide for emergency action and disaster preparedness drills on any day when school classes are maintained.

Such plans and/or regulations shall provide that such drills be conducted in accordance with the existing approved emergency action and disaster preparedness plans of the school District

- a. Each school District governing board shall file a copy of its most recent plans with the county superintendent of schools having jurisdiction over the District.
  - b. A record shall be kept in the principal's office of the date and hour of each drill conducted, the time consumed, and the nature of such drill.
2. An emergency means the existence of disaster or extreme peril such as to potentially affect the safety of staff members, pupils, or District property caused by such conditions as wind, fire, flood, chemical, fallen aircraft, explosion, bomb threat, military action, epidemic, earthquake, or campus unrest.
  3. The Salinas Union High School District Emergency Preparedness Organization through the District Superintendent is responsible for working with the City of Salinas and coordinating the Emergency Action operations with the County of Monterey to assure effective handling of any and all emergencies.
  4. All public employees are "civilian defense workers subject to such civilian defense activities as may be assigned to them by their superiors or by law." (Government Code Ch. 8 Division 4, Title I, Section 3100 and 3101)
  5. Legal References
    - a. School administrators should become familiar with the legal basis for civil defense and disaster preparedness, particularly those cited in this section:

(1) Federal

- (a) The Federal Civil Defense Act of 1950, Public Law 920, 81st Congress, is the basic civil defense law

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- (b) Public Law 875, 81st Congress, September 30, 1950, authorizes federal assistance to states and local governments in major natural disasters
- (c) The FEDERAL CIVIL DEFENSE GUIDE, which is the national plan for emergency preparedness, sets forth the national, state and local government responsibilities for civil defense
- (d) Public Law 4, 58th Congress, January 5, 1905 (33 Stat. 599), authorizes the American National Red Cross to undertake activities for the relief of persons suffering from disaster

(2) State

- (a) California Administrative Code, Title 5, Education, Section 560. Civil Defense and Disaster Preparedness Plans. (Adopted by the State Board of Education in July, 1973)

-1-The governing board shall:

-a- Adopt a written policy guideline for use by schools of the District in formulating individual civil defense and disaster preparedness plans. The policy guideline shall meet the criteria established in that part of the Civil Defense and Disaster Planning Guide for School Officials entitled "Essential Characteristics of the School Planning Guide", published by the State Department of Education, and shall be subject to approval by the county superintendent of schools. The policy guideline shall be reviewed at least annually and revised as needed. Plans and revisions may be subject to review and approval by the State Department of Education

-b- Require the principal of each school in the District to formulate and submit to the District superintendent for approval a civil defense and disaster preparedness plan for that school. Each school plan shall satisfy the governing board's policy guideline, coordinate with the appropriate local government plan, be reviewed at least annually and be kept current

-c- Require each school to test its plan (other than fire drills) or each portion thereof on a rotating basis at least two times during the school year and keep a record of such tests. The record shall be maintained in a manner determined by the governing board, and available to the Department of Education upon request

- (b) Education Code Section 31301 limits personal liability of school District employees for injury or death resulting from civil defense and fire drills

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- (c) Education Code Section 16555.5 authorizes school boards to grant use of school property and equipment for public use during disasters and emergencies and to cooperate in furnishing and maintaining services required by the community
- (d) Military and Veterans Code, Division 7, Chapter 1, Sections 1500 through 1600, are the legal basis for civil defense in California
- (e) Civil Code, Section 1714.5, Liability for Civil Defense Activities, limits liability during a state of extreme emergency in connection with the use of civil defense and other facilities during any destructive operation, enemy attack, or any defense test. Civil Code Section 1714.6 relates to negligence as a matter of law and defenses for acts or omissions in complying with orders or proclamations of military and civil authorities
- (f) Government Code Section 3102 requires all civil defense workers to take the oath of affirmation of allegiance prescribed in Section 3 of Article XX or the Constitution of California
- (g) Labor Code, Division 4, Part 1, Workman's Compensation Benefits for Civil Defense Service Works, provides for compensation benefits to volunteers
- (h) Vehicle Code Sections 40830, 41401, 41402 relate to violations of the Vehicle Code required in order to comply with regulations promulgated under federal law or the California Disaster Act
- (i) Orders, Rules, and Regulations Promulgated by the Governor to Take Effect Upon the Existence of a State of Extreme Emergency as a Result of Enemy Attack or Warning That an Enemy Attack Is Probable or Imminent are executive orders pertaining to war-caused emergencies
- (j) The California Disaster and Civil Defense Master Mutual Aid Agreement requires that the state, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster, and that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases in which a state of extreme emergency has been proclaimed
- (k) Executive Order No. 67-CD-1, November 9, 1967, relates to Section 1540 of the Military and Veterans Code, which provides for the assignment of civil defense activities to state agencies, including the State Department of Education
- (l) Administrative Order No. 68-5, March 8, 1968, assigns specific civil defense activities to the State Department of Education

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(m) STATE OF CALIFORNIA CIVIL DEFENSE AND DISASTER PLAN is the official operations plan for state government as well as policy and guidance for local governments

(n) Office of Emergency Services Bulletin No. 3, Section 1, "Relationships with the American Red Cross," is the written understanding between the American Red Cross and the Office of Emergency Services listing the services the Red Cross will perform in other than war-caused emergencies

(3) County or City

(a) Local government ordinances pertaining to civil defense, county or city civil defense operations plans

(4) School District

(a) Resolutions and actions of the Board of Trustees pertaining to civil defense

**DISASTER PREPAREDNESS PLAN**

1. District Level

- a. The Superintendent is responsible to insure that provisions of all State regulations and District policies that pertain to emergency disaster plans are enforced and appropriate action is taken to correct deficiencies.
- b. Board Policy 6114, related Administrative Regulations, and the individual site/facility detailed plans to cope with various disaster emergencies comprise the Disaster Preparedness Plan of the Salinas Union High School District.
- c. To carry out these responsibilities, a School District Emergency Organization is created consisting of the Board of Trustees, the Emergency Services Director (Superintendent), the Emergency Cabinet (Superintendent, Assistant Superintendent-Instructional Services, Assistant Superintendent-Business Services), and other designated management positions (see Emergency Staff below).

(1) Emergency staff assignments shall be as established herein. Each administrator shall be responsible for designating an alternate to act in his capacity in the event of his/her absence during an emergency.

District Title

Emergency Title

Superintendent

Emergency Svs. Dir.

Assoc. Superintendent/CBO

Resource Coordinator

Salinas Union High School District

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Associate./Supt.-Personnel	Service Coordinator
Assoc. Supt.-Instruct.	Public Information Coordinator.
Dir./Community Ed.	Red Cross/Salvation
Dir./Special Projects	Manpower Director
Dir./Pupil Pers. Svs.	Health/Medical Care Dir.
AHS, EAHS, HSHS, SHS	Assistant Principal
ESMS, HMS, LPMS, WMS	Assistant Principal
Dir./Career Ed.	Dir./Career Ed.
Dir./Alternative Ed.	Dir./Alternative Ed.
Dir./Community Ed.	Dir./Community Ed.
Dir./Career Ed.Shelter	Director
Supv./Transportation	Transportation Dir.
Mgr. Food Sv.	Food Services Dir.
Mgr. Purch. Food Sv.	Procurement Dir.
Mgr. MOTS	Utilities Director

**EMERGENCY ORGANIZATION CHART**

	Board of Trustees	
	Emergency Services Director (Superintendent)	
	Emergency Cabinet	
Public Information Coord. (Assoc. Supt. Instruction)	Service Coordinator (Assoc. Supt. Personnel)	Resource Coordinator (Assoc. Supt. Business)
Red Cross/ Salvation Army Coordinator	Principals	Food Service Director
	Assistant Principals	

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(3) Duties and Responsibilities of Emergency Staff

(a) Designated emergency staff members and their alternates shall be fully knowledgeable of their assignments and shall have emergency assignment plans prepared as required and on file with the Emergency Services Director (Superintendent). The primary duties and responsibilities of the emergency staff shall be as follows:

-1- Board of Trustees

The Board of Trustees may proclaim a District emergency and shall provide direction for the Emergency Services Director

-2- Emergency Services Director (Superintendent)

The Emergency Services Director may request the Board of Trustees to proclaim the existence or threatened existence of a District emergency if the Board of Trustees is in session, or issue such a proclamation if the Board is not in session, subject to its ratification

The Director shall in an emergency activate the emergency organization or a portion thereof, make emergency decisions, issue orders, issue operation schedules, establish priorities, direct and control the emergency organization, and provide instructions to the staff, students, and parents

The Director shall coordinate appropriate emergency activities with the Monterey County Civil Defense and Disaster Coordinator and with the various city and military coordinators

-3- Emergency Cabinet

The Cabinet shall meet on call and provide recommendations for the Emergency Services Director

-4- Public Information Coordinator (Associate Supt.- Instruction)

The Public Information Coordinator shall establish procedures for the dissemination of information to the media and alternate methods of informing the parents and general public

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-5- Red Cross/Salvation Army (Director of Community Education)

The Red Cross/Salvation Army Coordinator shall maintain and coordinate mutual aide relations and commitments with the American Red Cross/Salvation Army as authorized by the Board of Trustees

-6- Service Coordinator (Assoc. Supt./Human Resources)

The Service Coordinator shall be responsible to the Emergency Service Director for the emergency duties and responsibilities of the principals and building administrators

-7- Resource Coordinator (Assoc. Supt./CBO) The Resource Manager shall be responsible to the Emergency Services Director for the administration, allocation, and continual operation of support resources during time of emergencies

-8- Food Services Director (Mgr. of Purchasing/Food Services)

The Food Director shall be responsible for and have plans on file as established herein for the conservation, preparation, allocation, and distribution of food stocks and water, in the event of an emergency

-9- Manpower Director (Director of Special Projects)

The Manpower Director shall maintain a manpower inventory and provide for the procurement and allocation of manpower skills as requested

-10- Procurement Director (Mgr. of Food Services)

The Procurement Director shall secure current supplies and materials and shall be responsible for the procurement of supplies and equipment in support of District emergency operations

-11- Shelter Director (Director of Career Education)

The Shelter Director shall be fully knowledgeable of the existing school housing and shelter, shall assess shelter damage and arrange for repairs

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-12- Health/Medical Director (Director of Pupil Personnel Services)

The Health and Medical Director shall maintain an inventory of health resources and services and provide for their allocation. He/she shall measure student health hazards and provide technical guidance. The Health and Medical Director shall also arrange for medical treatment for sick and injured persons; the Director shall provide medical registration services and manage identification and disposition of the injured and the dead

-13- Transportation Director (Transportation Supervisor)

The Transportation Director shall maintain a resource inventory and provide for the procurement and security and allocation of transportation resources. The Director shall direct the operations of essential transportation services and the service and repair of District vehicles

-14- Utilities Director (MOTS Manager)

The Utilities Director shall be responsible for liaison with the public utilities which service the District. Such liaison shall involve the restoration, operation, and maintenance of the utilities

(b) In carrying out his responsibilities, the Superintendent must establish and maintain primary and alternate emergency communication systems within the District.

-1- Telephone Fan-Out System (Primary Emergency Communication System)

The Telephone Fan-Out System may be used by the Superintendent or his designee to communicate with all administrators and/or the entire District staff in case of emergencies or other important matters.

Each designated administrator is responsible for immediately calling other specified persons. In this chain-call manner, all involved personnel should receive the fan-out message within minutes of its initiation. It shall be the site administrator's responsibility to convey the fan-out message to his/her staff.



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**Method**

- a- An administrator who receives a "fan-out" message shall immediately call other administrators as listed below.
- b- The administrator shall alert the recipient that the call is a "fan-out" message and then read the message to them.
- c- The recipient shall read it back to verify its content.
- d- The recipient shall then in turn, make his/her assigned calls.

Order of Calls

CALLER

RECIPIENT

Superintendent  
(Emergency Svcs.  
Director)

Service Coordinator (Asst.  
Information Coordinator  
Associate Superintendent

Business Manpower Director  
Transportation Director

Associate Superintendent  
Human Relations  
(Service Coord.)

SHS  
WMS

Director/Career Education  
Director/Alternative Ed.  
Director/Community Ed.

Assoc. Supt.-  
Instruction  
(Information Coordinator)

Members-Board of Trustees.  
Resource Coordinator (Asst.  
Associate Supt.-Business Svcs.)  
Associate Supt.-Human Relations)  
(Associate Supt.-Instruction)  
Food Director  
(Resource Coord.) Procurement Director  
Utilities Director  
AHS Assistant Principal  
ESMS Assistant Principal  
NSHS Assistant Principal

Red Cross/Sa./Army Director  
Shelter Director  
Health/Medical Director

- 2- Alternate Emergency Communication System. Emergency messages shall follow the line of authority of the emergency organization chart in the event the primary emergency communication system (fan-out) becomes inoperative.

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Emergency messages may be sent by the central office to television stations and newspapers:

Radio Stations--KDON-1460, KTOM-1380, KCTY-103.9

Television Station--KSBW Channel 8

Newspaper--The Salinas Californian

-3- Posting of Emergency Telephone Numbers. The posting of emergency phone numbers, including law enforcement agencies and the fire department, near all telephones in each building is required.

-a- Each Principal and Assistant Principal(s) shall have available to him/her the telephone numbers of his/her personnel.

-4- Building Signs and Bulletins. Each principal shall display signs in prominent places and distribute bulletins to all building staff members, listing the names of those who hold valid Red Cross/First Aid Cards and who are certified in C.P.R.

(c) In order for the Superintendent to carry out his responsibilities, it is necessary to establish procedures for evaluating and responding to property damage resulting from disaster and non-disaster causes.

-1- The morning following a fire, earthquake, power failure, or other damage, the Principals and other staff designated by him/her, shall report for work at least one hour prior to the start of school. They shall immediately check the plant for damage and power or gas failure.

-2- Notification of Property Damage. Each Principal or his designee shall immediately notify the Superintendent of any significant property damage resulting from any disaster or non-disaster cause. In case of power, water, gas failure or property damage which could jeopardize the student's welfare, the following steps shall be taken:

-a- The Principal shall immediately notify the Superintendent of the problem

-b- The Principal shall also immediately notify the Manager of Buildings and Grounds of the problem

-c- The Manager of Buildings and Grounds shall contact the Associate Superintendent/CBO

-d- The Superintendent, in consultation with staff members, shall make the final decision regarding the closing of school

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-e- The school Principal shall assign staff to meet the school buses with instruction to return the children to their homes. Other staff, certificated and classified, shall be assigned the task of advising parents who are delivering children to the school, that the school will be closed for that day. The same procedure shall be followed for students who normally arrive at a later starting time

- 3- Report to the Superintendent. The Principal and the Manager of Buildings and Grounds shall keep the Associate Superintendent/CBO informed regarding progress on the problem. The Associate Superintendent/CBO shall in turn inform the Superintendent.
- 4- Principal Assignment. The school Principal and designated staff members shall remain at the school in order to be available to the maintenance department, the utility companies, employees and parents.

(d) Emergency Closing of Schools/Facilities

- 1- The decision to close one or more schools or other District facilities because of an emergency shall rest with the Superintendent. If neither the Superintendent nor one of the Associate/Assistant Superintendents is immediately available, the Principal or Director may make the decision.
- 2- Notification. The following designated administrators shall immediately notify assigned individuals and agencies, as deemed appropriate, of any Superintendent decision to close one or more schools or District facilities because of an emergency.

-a- The Superintendent of Schools shall notify:

Associate Superintendent/Human Relations  
Associate Superintendent-Instruction  
Associate Superintendent/CBO  
Board Members  
Others as necessary

-b- Associate Superintendent/Human Relations

Appropriate Law Enforcement Agencies  
Appropriate Fire Department  
County Superintendent of Schools  
Others as necessary

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-c- The Associate Superintendent-Instruction

Local Press, Radio and Television Stations  
Other Principals and Directors  
Others as necessary

-d- Associate Superintendent/CBO

Transportation Supervisor  
City and County Civil Defense Offices  
Others as necessary

-3- Alternates. Each individual responsible for these communications shall designate an alternate to act in his/her absence.

-4- Closing of School Facility. Each Principal or Director who receives an order to close his/her facility shall immediately notify all personnel under his/her supervision of the decision. The Principal who is required to close a school before the end of the school day shall determine the teachers' and other staff members' assignments for the remaining normal assigned time and shall notify them accordingly. If a school is closed for the entire school day, the Superintendent shall determine whether it will be a work day.

-5- Communications with Parents. If it becomes necessary to close a school before the end of the regular school day, the Principal shall make every reasonable effort to notify the parents of the students of such a closure. The Principal may enlist the aid of PTA members for this purpose.

2. School Site/Facility Level

a. Each principal and site director shall develop and submit to the Superintendent for approval detailed civil defense and disaster preparedness plans for his/her facility.

(1) School and building plans shall be reviewed at least annually by the site administrator and his/her staff. A copy of each approved plan shall be on file in the main office of each facility and in the office of the Superintendent.

(2) Each plan shall provide for the following:

(a) Compliance with the District policies and procedures

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- (b) Designation of leadership and alternate positions for all building level Civil Defense and Preparedness Operations
  - (c) Checklists for action required prior to, during, and after predictable disasters: fire, civil defense (military action and/or war), bomb threats, natural disasters, civil disorder, inclement weather, campus disturbances, fallen aircraft, utility failure, chemical accident, escaping gas
  - (d) Training of staff and instructing students for emergency situations
  - (e) Selection of the safest place for safety on each campus or grounds
  - (f) Drills for each foreseeable emergency
  - (g) Scheduled evaluation of each drill
  - (h) Ongoing parent information programs
  - (i) Other
- (3) Students shall be kept at school in the event of immediate danger and if there is not time for students to reach home. If a school structure is affected by the emergency, students shall be assembled on the grounds at a safe distance from the buildings until it is safe to return or until they are dismissed.
- (4) Students may be sent home at the discretion of the Superintendent when the District has been notified by the proper authorities that there is sufficient time for their safe arrival.
- (5) Principals shall encourage parents to establish major emergency family protection plans. These plans should provide instructions for the student who is sent home from school because of a major emergency. The instructions should include a prearranged family meeting place in case of a separation and procedures in the event parents are not at home when the children arrive.
- (6) Emergency Drills
- (a) The Salinas Union High School District, in assuming its welfare and safety responsibilities for its students and staff, shall comply with the State laws which require the District to hold various emergency drills.
  - (b) Classroom Drill Instruction. Prior to actual drills, care shall be taken to explain to students that the purpose of the drills is to provide maximum protection in the case of fire, earthquake, or other emergencies.
- 1- The teacher shall instruct the students as to the quickest and safest manner to achieve the desired protective position.

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(c) School Drills. The Principal or Director shall maintain a record of the the date and time of each conducted drill and the rating of the drill. Drill reports shall be sent to the Office of the Superintendent at the end of each semester. The Superintendent shall notify the Principal of any discrepancies with the compliance of this procedure.

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