

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The Monterey County Superintendent of Schools (County Superintendent) designates the Chief Officer of General Services and Business Support to ensure that Monterey County Office of Education (County Office) 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
(cf. 3516.1 - Fire Drills and Fires)
2. Earthquake, flood, or other natural disasters
(cf. 3516.3 - Earthquake Emergency Procedure System)
3. Environmental hazards, such as leakages or spills of hazardous materials
(cf. 3514 - Environmental Safety)
(cf. 3514.2 - Integrated Pest Management)
4. Attack, disturbance, or active shooter, by an individual or group
(cf. 3515.2 - Disruptions)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 5131.4 - Student Disturbances)
5. Bomb threat or actual detonation
(cf. 3516.2 - Bomb Threats)
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 Chief Officer of General Services and Business Support shall ensure that the County Office procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of County Office facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities
(cf. 3513.3 - District Police/Security Department)
(cf. 3515 - Campus Security)
(cf. 3517 - Facilities Inspection)
(cf. 3530 - Risk Management/Insurance)
2. Instruction for County Office staff and students regarding emergency plans, including:

- a. Training of staff in first aid and cardiopulmonary resuscitation
 - b. Regular practice of emergency procedures by students and staff
(*cf. 4131 - Staff Development*)
(*cf. 4231 - Staff Development*)
(*cf. 4331 - Staff Development*)
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 County Office and, if communication between the County Office 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 an emergency, including authorization to use their 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 the supervision of students
 - b. Procedures for the evacuation of students and staff, including posting of evacuation routes
 - c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible
(*cf. 5141 - Health Care and Emergencies*)
(*cf. 5142 - Safety*)
 - 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
(*cf. 3543 - Transportation Safety and Emergencies*)
 - e. Provision of a first aid kit to each classroom
 - f. Arrangements for students and staff with special needs
(*cf. 4032 - Reasonable Accommodation*)

(*cf. 6159 - Individualized Education Program*)
 (*cf. 6164.6 - Identification and Education Under Section 504*)

- 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. 4161.1/4361.1 - Personal Illness/Injury Leave*)
 (*cf. 4261.1 - Personal Illness/Injury Leave*)
 (*cf. 5113 - Absences and Excuses*)
 (*cf. 6183 - Home and Hospital Instruction*)

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
 (*cf. 3516.5 - Emergency Schedules*)

6. Communication among staff, parents/guardians, the Monterey County Board of Education and the Monterey County Superintendent of Schools, other governmental agencies, and the media during an emergency, including:

- a. Identification of spokesperson(s)
 (*cf. 1112 - Media Relations*)
- b. Development and testing of communication platforms, such as hotlines, telephone trees, web sites, social media, and electronic notifications
 (*cf. 1113 - District and School Web Sites*)
 (*cf. 1114 - District-Sponsored Social Media*)
- 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 the County Office 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 of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

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)