**Business and Noninstructional Operations** BP 3516(a)

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

The Governing Board recognizes that all College and Career Advantage (CCA) Regional Occupational Program staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Executive Director shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in CCA’s comprehensive safety plan. (Education Code 32282)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

The Executive Director shall also develop and maintain emergency plans for each school site.

In developing the CCA emergency plans, the Executive Director shall collaborate with city and county emergency responders, including local public health administrators.

The Executive Director shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating CCA 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. 4112.3/4212.3/4312.3 - Oath or Affirmation)*

*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*

*39834 Operating overloaded bus*

*46390-46392 Emergency average daily attendance in case of disaster*

*49505 Natural disaster; meals for homeless students; reimbursement*

BP 3516(b)

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

*Legal Reference (continued):*

*GOVERNMENT CODE*

*3100 Public employees as disaster service workers*

*8607 Standardized 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*

*UNITED STATES 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***

*WEB SITES*

*CSBA: http://www.csba.org*

*American Red Cross:* [*http://www.redcross.org*](http://www.redcross.org/)

*California Department of Education, Crisis Preparedness:* [*http://www.cde.ca.gov/ls/ss/cp*](http://www.cde.ca.gov/ls/ss/cp)

*California Office of Emergency Services:* [*http://www.oes.ca.gov*](http://www.oes.ca.gov/)

*California Seismic Safety Commission:* [*http://www.seismic.ca.gov*](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*

*Federal Emergency Management Agency:* [*http://www.fema.gov*](http://www.fema.gov/)

*U.S. Department of Education, Emergency Planning:* [*http://www.ed.gov/admins/lead/safety/emergencyplan*](http://www.ed.gov/admins/lead/safety/emergencyplan/index.html)

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

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| Policy  adopted: October 25, 2007  revised: December 18, 2023 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |