

Lewis Center for Educational Research

**BP 3516: BUSINESS AND NONINSTRUCTIONAL OPERATIONS
EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

Adopted: June 5, 2003

Revised:

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

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

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

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

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

The CEO 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 CEO or designee shall use state-approved Standard Emergency Management System guidelines when updating LCER emergency and disaster preparedness plans.

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

The CEO or designee may provide 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.

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

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