

## Lewis Center for Educational Research

**AR 3516: BUSINESS AND NONINSTRUCTIONAL OPERATIONS  
EMERGENCIES AND DISASTER PREPAREDNESS PLAN  
PROCEDURES**

**Adopted: June 5, 2003**

**Revised: September 10, 2007**

The LCER disaster preparedness plan shall be available to staff, students and the public in the office of the CEO and in the office of each school location. Individual school site disaster plans shall be provided to each teacher and shall be available for public inspection at the principal's office. The principal shall make certain that students and staff are familiar with their site plan.

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 it deems necessary to meet the community's needs.

### Release of Students

The following procedures shall be followed in releasing students in the event of an emergency or disaster:

1. The principal or designee shall receive authorization from the CEO or designee before releasing students.
2. Individual students shall not leave a school site without receiving permission from the principal or designee.
3. Staff shall release students only to persons authorized on the student emergency card.
4. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual students shall be released, upon presentation of identification, to parents/guardians, persons authorized by the parents/guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student.
5. The principal or designee shall record the release of all students.

### Role of Staff

School staff are considered disaster service workers and are subject to disaster service activities assigned to them. Staff shall not leave the campus without permission of CEO or designee.

During an emergency, staff shall fulfill the following roles:

1. The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she shall have authority to use discretionary judgment in emergency situations which do not permit execution of prearranged plans.

\* In the event that the Town of Apple Valley is using our facility as the EOC (Emergency Operations Center) and their directions supercede those of the principal, we will follow those directions.

The principal or designee shall:

- a. Direct evacuation of buildings
- b. Arrange for transfer of students when their safety is threatened
- c. Inform the CEO or designee of all emergency actions taken as soon as possible
- d. Schedule periodical fire drills and other disaster preparedness exercises and keep appropriate records
- e. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.

2. Teachers shall be responsible for supervision of students in their charge. Teachers shall:

- a. Direct evacuation of students in their charge in accordance with the principal's instruction
- b. Give the DROP command as necessary
- c. Take attendance, stay with the students and provide supervision
- d. Report missing students to the principal or designee
- e. Send students in need of first aid to a person trained in first aid

3. Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodians shall:

- a. Survey and report damage to the principal
- b. Direct rescue operations as required
- c. Direct fire-fighting efforts until regular fire-fighting personnel take over
- d. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines
- e. Disburse supplies and equipment as needed

4. The school secretary and secretarial staff shall:

- a. Report a fire or disaster to the appropriate authorities
- b. Answer telephones and monitor radio emergency broadcasts
- c. Provide for the safety of essential school records and documents
- d. Assist the principal as needed