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**SAMPLE****Earthquake Emergency Procedure System***Instruction*

Since earthquakes occur without warning, students shall be taught methods of protecting themselves.

The superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to, the following:

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff. This plan shall outline roles, responsibilities and procedures for students and staff.
2. A DUCK, COVER AND HOLD ON procedure, whereby each student and staff member takes cover under a table or desk, drops to the knees, takes hold of the desk, and faces away from the window.
3. Protective measures to be taken before, during and after an earthquake.
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system. (Education Code 35297)

DUCK, COVER AND HOLD ON procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 35297)

Legal Reference: EDUCATION CODE  
35295-35297 Emergency Earthquake Procedures

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**SAMPLE****Earthquake Emergency Procedure System***Instruction***Earthquake While Indoors at School**

When an earthquake occurs, the following actions shall be taken inside the school building and in individual classrooms:

1. The teacher or other person in authority shall implement the DUCK, COVER AND HOLD ON action. Each student shall:
  - (a) Get under equipment (desk, table, etc.) where available. Otherwise get next to an inside wall or under an inside doorway.
  - (b) Drop to knees with back to the windows and knees together.
  - (c) Hold on to the desk.
  - (d) Bury face in arms, protecting the head. Close the eyes tightly.
  - (e) Stay there until the procedure or emergency is over or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings.
2. As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Teachers shall ensure that students do not run.

**Earthquake While on School Grounds**

When an earthquake occurs, the following actions shall be taken if teachers and students are on school playgrounds:

1. The teacher or other person in authority shall direct the students to WALK away from buildings, trees, poles, or exposed wires.
2. The teacher shall implement the DUCK, COVER AND HOLD ON action. Teachers and students shall cover as much skin surface as possible, close eyes, and cover ears.

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**Earthquake Emergency Procedure System** (continued) **Code: 6114.3(a)**

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3. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

**Subsequent Emergency Procedures**

1. Teachers shall see that students avoid touching electrical wires that may have fallen.
2. Teachers or students shall not turn on/off any light switch and/or light any fires after the earthquake until the area is declared safe.
3. Teachers shall render first aid if necessary.
4. Teachers shall take roll of their classes.
5. The principal shall see that guards are posted at a safe distance from all building entrances to see that no one reenters for any reason until the buildings are declared safe. Guards may be custodians, teachers, or students.
6. The principal shall direct a custodian to shut off all pilot lights on water heaters or furnaces, as well as stoves in homemaking classrooms.
7. The principal shall request assistance as needed, through appropriate channels, from the county or city Civil Defense Office or fire and police departments.
8. The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve.
9. The principal shall, if possible, contact the district office for further instructions.
10. The principal shall determine the advisability of closing the school, with the advice of the City Building Inspector, Fire Department, etc.
11. Following the quake, the principal and custodian shall inspect all buildings for safety in accordance with inspection procedures below.
12. If the building is safe for use, the principal or designee shall clear debris in order to resume educational activities as soon as possible.
13. Until such time as the buildings are safe for use, the principal shall provide educational facilities outside so that the educational program may be continued with as little interruption as possible.

### **General Procedures**

1. The safest place to be is in the open. Stay there.
2. Move away from buildings, trees, and exposed wires. DO NOT RUN!
3. After the earthquake, if you are on your way to school, continue to school.
4. After the earthquake, if you are on your way home, continue home.

### **Inspections After Earthquake**

1. The school custodian shall make a thorough inspection immediately after a severe earthquake shutting off all utilities to the buildings.

Check points:    Large cracks affecting buildings  
                      Earth slippage affecting buildings  
                      Water leaks  
                      Gas Leaks  
                      Electrical breakage's

2. The building principal shall inspect the facility. If the principal believes the school is damaged sufficiently to be a hazard, he/she shall notify the superintendent or designee and request assistance to check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.
3. A City and/or County Building Inspector shall be responsible for determining if the structure is safe for occupancy. The superintendent or designee shall expedite reconstruction and replacement of equipment.

### **Earthquake While on the Bus**

When students are on the school bus and an earthquake occurs, the following actions shall be taken:

1. The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges, if possible, and issue the DROP, COVER AND HOLD ON action.
2. The driver shall set the brakes and turn off the ignition.

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**Earthquake Emergency Procedure System** (continued) **Code: 6114.3(a)**

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3. The bus driver shall wait until the earthquake is over before proceeding on the route.
4. If the bus driver continues on, he/she shall watch for hazards created by earthquakes, such as fallen electrical wires, cracked roads, or fallen poles.
5. The bus driver shall contact the director of transportation for instructions.

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**SAMPLE****Emergencies and Disaster Preparedness Plan***Instruction*

All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events which threaten to result in a disaster.

The superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

Principals shall augment the district plan with working plans and procedures specific to each school building. All students and employees shall receive instruction regarding these plans.

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

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

1. Fire
2. Enemy attack
3. Bomb threat
4. Natural disasters, i.e., floods, torrential rains, earthquakes.
5. Man-made disasters, i.e., airplane crashes, chemical accidents.
6. Attack or disturbance by criminal or unstable individuals or groups

(cf. 3514 - Safety)

(cf. 3515 - Security)

(cf. 4141.6/4241.6 - Concerted Activities/Work Stoppage)

(cf. 5142 - Student Safety)

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**Emergencies and Disaster Preparedness Plan (cont'd) Code: 6114(a)**

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The Superintendent 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. (Education Code 39834)

The Board may 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. (Education Code 40041.5)

Disaster simulation exercises shall be held annually at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies.

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

Legal References:

EDUCATION CODE

- 32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)
- 32040 Duty to equip school with first aid kit
- 32200 Liability of employees for civil damage for injury during fire or other drill (shall not be held personally liable unless negligence or willful act of employee is proven)
- 35295-35297 Earthquake emergency procedures
- 39834 Operating overloaded bus
- 40041.5 Mass care and welfare shelters
- 46390-46392 Emergency average daily attendance in care of disaster

CODE OF REGULATIONS, TITLE 5

- 550 Fire drills
- 560 Civil defense and disaster preparedness plans

GOVERNMENT CODE

- 3100 Public employees as disaster service workers

**SAMPLE****Emergencies and Disaster Preparedness Plan***Instruction*

The district disaster preparedness plan shall be available to staff, students and the public in the office of the Superintendent and in the office of each principal. Individual building 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 the plan and shall conduct preparedness drills in accordance with state requirements to ensure effective behavior in the event of an actual emergency or disaster.

The Superintendent or designee shall appoint a committee each year to review the disaster preparedness plan and recommend changes and/or improvements.

**1. Principal**

The principal or designee shall assume overall direction of disaster procedures. Each principal shall prepare written disaster plans for his/her school and present a copy to the Superintendent or designee.

The principal shall:

- a. Direct evacuation of buildings, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using alternate systems in case of power failure.
- b. Arrange for transfer of students when their safety is threatened by floods or approaching fires.
- c. Issue orders to teachers if children are to assemble in preselected safer areas within the school.
- d. Schedule required fire drills and keep appropriate records.
- e. Use discretionary judgment in emergencies which do not permit execution of prearranged plans.
- f. Inform the Superintendent or designee of all emergency actions taken as soon as possible.
- g. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.

**2. Teachers**

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

- a. Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, warning written notification, or intercom orders.
- b. Give the DUCK, COVER AND HOLD ON command during an earthquake or in a surprise attack.
- c. Take roll when the class is relocated in an outside or inside assembly area or at another location.
- d. Report missing students to the principal or designee.
- e. Send students in need of first aid to the school nurse or person trained in first aid.

**3. Custodian**

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

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

**4. School Secretary**

School secretary shall:

- a. Report a fire or disaster to the appropriate authorities.
- b. Assist the principal as needed.
- c. Provide for the safety of essential school records and documents.

**4. Secretarial Staff**

Secretarial staff shall:

- a. Operate telephones.
- b. Monitor radio emergency broadcasts.
- c. Assist the school nurse as needed.
- d. Act as messengers and carriers when so directed.

**5. School Nurse**

School nurses shall:

- a. Administer first aid.
- b. Supervise the administration of first aid.
- c. Organize first aid and medical supplies.

**6. Cafeteria Manager**

Cafeteria manager shall:

- a. Direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.

**7. Bus Driver**

Bus driver(s) shall:

- a. Supervise students if a disaster occurs while they are in bus.
- b. Issue the DUCK, COVER AND HOLD ON command if an earthquake or surprise attack occurs while students are in the bus.
- c. Transfer students to a new location when directed by the principal.
- d. Assist the custodian in damage control.

**SAMPLE****Fire Drills and Fires***Instruction*

The principal of each school shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year in all high schools. (Code of Regulations, Title 5, 550)

1. All students, teachers, and other employees shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that no student remains in the building.
2. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked.
3. A record shall be kept in the principal's office of each fire drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee.

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building.

Principals and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

In case of an actual fire emergency, the following actions will be taken:

1. Sound fire signals.
2. Call fire departments and police.
3. Students and adults evacuate the building to outside assembly areas.
4. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to injured students.
5. If the fire is serious, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

## Legal References:

EDUCATION CODE

32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)

32040 Duty to equip school with first aid kit

32200 Liability of employees for civil damage for injury during fire or other drill (shall not be held personally liable unless negligence or willful act of employee is proven)

CODE OF REGULATIONS, TITLE 5

550 Fire drills

## **Civil Defense and Disaster Preparedness Plans.**

### **Title 5, Division 1, Chapter 2, Subchapter 3, Section 560**

#### **560. Civil Defense and Disaster Preparedness Plans.**

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.

## **Earthquake Emergency Procedures**

### **Title 2, Division 3, Part 21, Chapter 2, Article 10.5, Sections 35295-35297**

#### **§ 35295. Legislative Findings and Declarations**

The Legislature finds and declares the following:

- (a) Because of the generally acknowledged fact that California will experience moderate to severe earthquakes in the foreseeable future, increased efforts to reduce earthquake hazards should be encouraged and supported.
- (b) In order to minimize loss of life and disruption, it is necessary for all public or private elementary schools and high schools to develop school disaster plans and specifically an earthquake emergency procedure system so that students and staff will act instinctively and correctly when an earthquake disaster strikes.
- (c) It is therefore the intent of the Legislature in enacting this article to authorize the establishment of earthquake emergency procedure systems in kindergarten and grades 1 through 12 in all the public or private schools in California. (*Added by Stats. 1984, c. 1659 § 1.*)

#### **§ 35296. Establishment of Systems**

The governing board of each school district and the county superintendent of schools of each county shall establish an earthquake emergency procedure system in every public school building under its jurisdiction having an occupant capacity of 50 or more pupils or more than one classroom. The governing board of each private school shall establish an earthquake emergency procedure system in every private school building under its jurisdiction having an occupant capacity of 50 or more pupils or more than one classroom. Governing boards and county superintendents may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure systems. (*Added by Stats. 1984, c. 1659, § 1. Amended by Stats. 1990, c. 1263 (A.B. 2875), § 9.*)

#### **§ 35297. Components of System**

The earthquake emergency procedure system shall include, but not be limited to, all of the following:

- (a) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.

- (b) A DUCK, COVER AND HOLD ON procedure. As used in this article, DUCK, COVER AND HOLD ON procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A DUCK, COVER AND HOLD ON procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
- (c) Protective measures to be taken before, during, and following an earthquake.
- (d) A program to ensure that the students and that both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system. (*Added by Stats. 1984, c. 1659, § 1. Amended by Stats. 1988, c. 448 § 1.*)

## **School Safety Plans**

### **Title 1, Division 1, Part 19, Chapter 2.5, Article 5, Sections 32280-32286**

#### **§ 32280 Legislative Intent**

It is the intent of the Legislature that all California public schools, in kindergarten, and grades 1 to 12, inclusive, operated by school districts, in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and other persons who may be interested in the prevention of campus crime and violence, develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process. For the purposes of this section, law enforcement agencies include local police departments, county sheriffs' offices, school district police or security departments, probation departments, and district attorneys' offices. For purposes of this section, a "safety plan" means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus. *(Added by Stats. 1989, c. 1253, § 1.)*

#### **§ 32281 School Safety Plan Development**

- (a) Each school district and county office of education is responsible for the overall development of all comprehensive school safety plans for its schools operating kindergarten or any of grades 1 to 12, inclusive.
- (b) Except as provided in subdivision (d) with regard to a small school district, the school site council established pursuant to Section 52012 or 52852 shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school. The school site council may delegate this responsibility to a school safety planning committee .

#### **§ 32282 School Safety Plans**

- (a) The comprehensive school safety plan shall include, but not be limited to, both of the following:
  - (1) Assessing the current status of school crime committed on school campuses and at school-related functions.
  - (2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety.

**§ 32286 Annual Review**

- (a) Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. A new school campus that begins offering classes to pupils after March 1, 2001, shall adopt a comprehensive school safety plan within one year of initiating operation, and shall review and update its plan by March 1, every year thereafter.
- (b) Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256.

## **Use of School Facilities**

### **§ 40041.5 Mass Care and Welfare Shelters**

Notwithstanding Section 40043, the governing board of any school district 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 governing board shall cooperate with these agencies in furnishing and maintaining such services as the governing board may deem necessary to meet the needs of the community. *(Added by Stats. 1984, c. 1659, § 3.)*

### **§ 40042. Management, Direction and Control; Rules and Regulations**

The management, direction, and control of school facilities under this article is vested in the governing board of the school district which shall promulgate all rules and regulations necessary to provide, at a minimum, for the following:

- (1) Aid, assistance, and encouragement to any of the activities authorized in Sections 40041 and 40041.5.
- (2) Preservation of order in school facilities and on school grounds, and protection of school facilities and school grounds, including, if the governing board deems necessary, appointment of a person who shall have charge of the school facilities and grounds for purposes of their preservation and protection.
- (3) That the use of school facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes or interferes with the regular conduct of schoolwork. *(Added by Stats. 1982, c. 1502, p. 5829, § 5. Amended by Stats. 1984, c. 1659, § 4.)*

*(Former § 40042 was repealed by Stats. 1982, c. 1502, p. 5828, § 4.)*

**Title 15, Chapter 1.1, § 627****§ 627.2 School Visitors**

No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee, except to proceed expeditiously to the office of the principal or designee for the purpose of registering. If signs posted in accordance with Section 627.6 restrict the entrance or route that outsiders may use to reach the office of the principal or designee, an outsider shall comply with such signs.

**§ 627.6 Signage**

At each entrance to the school grounds of every public school at which this chapter is in force, signs shall be posted specifying the hours during which registration is required pursuant to Section 627.2, stating where the office of the principal or designee is located and what route to take to that office, and setting forth the applicable requirements of Section 627.2 and the penalties for violation of this chapter.