

**REGULATION 3516: Emergencies and Disaster Preparedness Plan  
Comparison Chart**

Section: Business and Noninstructional Operations

**SUMMARY OF UPDATE**

**Summary of Update:** Regulation expands prevention strategies to include measures to increase the security of school facilities, expands crisis communications methods to include social media and electronic communications, and adds assembly of key information into a "crisis response box" that can be easily accessed in an emergency.

PARA	Section	Sub-Section	October 15, 2015 CURRENT VERSION	May 2018 REVISED VERSION	CSBA MODIFICATIONS and/or NOTES
			<b><u>Components of the Plan</u></b>	<b>Delete</b>	
1			The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:	The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:	CSBA NOTE: The following administrative regulation should be modified to reflect district practice.
	1		Fire on or off school grounds which endangers students and staff	<b>No change</b>	
	2		Earthquake or other natural disasters	<b>No change</b>	
	3		Environmental hazards	Environmental hazards, such as leakages or spills of hazardous materials	
	4		Attack or disturbance, or threat of attack or disturbance, by an individual or group	<b>No change</b>	
	55		Bomb threat or actual detonation	<b>No change</b>	
	6		Biological, radiological, chemical, and other activities, or heightened warning of such activities	<b>No change</b>	
	7		Medical emergencies and quarantines, such as a pandemic influenza outbreak	<b>No change</b>	

2			The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:	No change	
	1		Regular inspection of school facilities and equipment and identification of risks	Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities	
	2		Instruction and practice for students and employees regarding emergency plans, including:	Instruction for district staff and students regarding emergency plans, including:	
		a	Training of staff in first aid and cardiopulmonary resuscitation	No change	
		b	Regular practice of emergency procedures by students and staff	No change	
	3		Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:	No change	
		a	The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site	No change	
		b	Individuals responsible for specific duties	No change	
		c	Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans	No change	

		d	Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation	No change	
		e	Assignment of responsibility for identification of injured persons and administration of first aid	No change	
	4		Personal safety and security, including:	No change	
		a	Identification of areas of responsibility for supervision of students	No change	
		b	Procedures for evacuation of students and staff, including posting of evacuation routes	No change	
		c	Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible	Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible	
		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	No change	CSBA NOTE: Although loading a school bus in excess of capacity is generally prohibited, Education Code 39834 allows the Governing Board to adopt a policy or rule permitting such overloading for the evacuation of students in case of an emergency, as provided in the following paragraph.
		e	Provision of a first aid kit to each classroom	No change	
		f	Arrangements for students and staff with special needs	No change	
		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	No change	
	5		Closure of schools, including an analysis of:	No change	

	a	The impact on student learning and methods to ensure continuity of instruction	No change	
	b	How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians	No change	
6		Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:	No change	
	a	Identification of spokesperson(s)	No change	
	b	Development and testing of communication platforms, such as hotlines, telephone trees, and web sites	Development and testing of communication platforms, such as hotlines, telephone trees, web sites, social media, and electronic notifications	
	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	No change	
	d	Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians	No change	
7		Cooperation with other state and local agencies, including:	No change	
	a	Development of guidelines for law enforcement involvement and intervention	No change	
	b	Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease	No change	

	8		Steps to be taken after the disaster or emergency, including:	No change	
		a	Inspection of school facilities	No change	
		b	Provision of mental health services for students and staff, as needed	No change	
				The Superintendent or designee shall assemble key information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, and procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.	<b>New paragraph added</b>  CSBA NOTE: The following optional paragraph reflects a recommendation of the California Office of the Attorney General and the California Department of Education (CDE) in their joint publication Crisis Response Box, which is available on the CDE's web site.

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