

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3516**

**ADOPTED: 08/22/2022**

**CLASSIFICATION: Business and Noninstructional Operations**

**SUBJECT: Emergencies and Disaster Preparedness Plan**

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The County Superintendent recognizes that all VCOE Schools and Program staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. VCOE shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on students, staff, and schools.

The Risk Manager or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Risk Manager or designee shall involve staff at all levels, including administrators, facilities, school psychologists, counselors, school nurses, teachers, classified employees, and the Director of Communication. As appropriate, the Risk Manager shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System (NIMS) .

The Risk Manager or designee will provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The VCOE 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 VCOE will cooperate with such agencies in furnishing and maintaining whatever services the VCOE may deem necessary to meet the community's needs. (Education Code 32282)

VCOE employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Legal References:

EDUCATION CODE

32282 School Safety Plans

GOVERNMENT CODE

3100 Oath or affirmation of allegiance