

LEGAL RESPONSIBILITIES OF PUBLIC EMPLOYEES

The Government Code of the State of California (Chapter 8, Division 4, Title 1) has defined the legal obligations for emergency services of School Board members as well as their employees.

SECTION 3100: It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private protection of its citizens and resources, **all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by the superiors by law.**

SCHOOL DISTRICT POLICIES REGARDING STAFF RESPONSIBILITIES

All school personnel will participate in definitely assigned responsibilities in the emergency preparedness and disaster relief program. Their primary responsibility is for the safety and welfare of their pupils.

THE TEACHER SHOULD:

1. Keep currently and accurately informed about the emergency preparedness plans of the school. Know what to do and when and how to do it.
2. In accordance with the school program, provide instruction for the pupils in techniques of survival and in the emergency procedures they must follow in actual operation of the emergency preparedness plan.
3. Understand and put into practice the psychology of handling the students so that confidence and morale is maintained before, during, and after an emergency.
4. Maintain and have readily accessible at all times when on duty, a listing of personal data on all pupils in his/her charge: name, address, parent or guardian, phone number, brothers and sisters in school, etc., along with special instructions as to the duties of the individual teachers in an emergency. This information must be available for use by a substitute teacher.
5. Have available a planned program of activities for use during periods of enforced confinement in order to maintain morale, alleviate tension, and control hysteria.

As a basic principle, faculty members should serve in no official emergency service capacity outside of their school responsibilities (exception: after school hours they may serve on an emergency services staff as instructors, training

coordinators or consultants, and administrators in the emergency service training services). Their primary responsibility is to the school for the safety and welfare of the students.

NON-TEACHING STAFF

The non-teaching staff must work in unity with the principal, the school emergency services coordinator, and the teachers. As public employees, they are by law “disaster service workers” when so assigned. They should be assigned specific duties in the school’s emergency preparedness plan, in accordance with their particular knowledge, skills and abilities.

It is advisable that non-teaching staff, as well as teachers, be trained in first-aid and in the use of available fire-fighting equipment.