

EMERGENCY PLANS

All Excelsior Charter Group staff must be prepared to respond quickly and responsibly to emergencies, disasters, and events which threaten to result in disaster.

The Chief Financial Officer 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 the beginning of each fiscal year.

The CFO or designee shall augment the plan with working plans and procedures specific to each building. All employees shall receive instruction regarding these plans.

The CFO or designee shall consult with local agencies so that ECG and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and Excelsior Charter Group.

Response to common disasters/emergencies (fire and earthquake) are outlined in this policy. Response procedures for rare emergencies/disasters such as acts of war, hazardous materials clouds, criminal or insane acts, etc. change regularly with scientific discoveries and improved public safety procedures and techniques. ECG will post an Emergency Response Guide in each office. The Emergency Response Guide will be updated as changes are required and reviewed at the beginning of each fiscal year.

Disaster Plan

The intent of this plan is to clarify office procedures in the case of an emergency. The objectives of our plan are the following:

1. To provide for action which will minimize injuries and loss of life of staff and emergency personnel if an emergency occurs during office hours;
2. To provide for maximum use of ECG personnel and ECG facilities;
3. To ensure the safety and protection of our personnel immediately after a disaster;

To meet these objectives, the following action plan would be implemented.

Assigned Excelsior Employee Will:

1. In the event of a fire, shut off gas, electricity and water (in that order).
2. In the event of an earthquake, if gas is smelled, turn off gas; if there is an electrical problem, turn off electricity; if there are water leaks, turn off water.
3. Inspect buildings for damage.
4. Report to CFO for further instructions.

5. Set up and coordinate a first aid center.

Assigned Personnel Will:

1. Assign available adults to tasks as needed.
2. Decide if evacuation to a designated shelter is necessary.

Receptionist Will:

1. If telephones are operable:
 - Notify the police department and/or fire department.
 - Monitor incoming phone calls.
2. Maintain communication with staff and outside agencies.

Food and Water

In the event that staff would need to remain in the office for several hours after any sort of a disaster, there will be a supply of fresh water and limited food in the earthquake kit.

Disaster Relief (taken from BP 6114)

The Board of Directors shall grant the use of ECG's 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 the Board deems necessary to meet the community's needs.

ECG staff are considered disaster service workers and subject to disaster service activities which may be assigned to them. If a disaster occurs during office hours, they may be required to remain at the office. (Government Code 3100)

Adopted: 04/17/2018

Amended: