

SAFETY SPOTLIGHT

EMERGENCY PREPAREDNESS

The best time to prepare for an emergency is before it happens. When disaster strikes, the way we respond can make all the difference for our schools, colleges, and communities.



As a school employee, you play a critical role in keeping students, faculty, staff, and campuses safe.

Know the Plan

- Every California school and community college must have a comprehensive emergency action plan.
- Familiarize yourself with your site's evacuation routes, reunification points, and roles.

Gather Your Supplies

Have personal supplies ready at work and at home, such as:

- Water, food, and medications
- Flashlight and batteries
- Sturdy shoes and basic tools
- Hygiene items

Get Trained

- Participate in CERT (Community Emergency Response Team) training.
- Learn ICS, SEMS, and NIMS basics.
- Take free FEMA online courses to build confidence and readiness.

Stay Informed

- Pay attention to alerts via:
 - Emergency Alert System (EAS)
 - Local media and radio
 - Official websites and social media
- Make sure you have reliable access to receive updates.

Your Role as Emergency Worker

- School employees are considered Emergency Workers.
- In a disaster, you may be asked to stay on site to support students and staff.
- Prepare your family at home with supplies and a communication plan so you can focus on your school role.

Build Partnerships

- Strengthen ties with local law enforcement, utility providers, and Red Cross.
- Districts often create mutual aid agreements for buses, staff, and facilities.
- Collaboration speeds recovery and reduces disruption.

Takeaway for Staff:

Your preparedness at home ensures you can perform your duties at school. Bring your personal kit, know your role in the site plan, stay informed, and be ready to support your students and colleagues.

Please contact your ASCIP Risk Services Consultant or our Risk Services team at RM_Info@ascip.org for questions or to discuss further.