

## CHAPTER 8.00 - AUXILIARY SERVICES

### Emergency Disaster

8.05

- 1) In the event of an emergency disaster, school centers shall be available for use as emergency shelters. If it is predicted that a storm or hurricane will hit in or near this geographical area, each school building principal shall be available in order to make the school plan for which he or she is responsible is available as an emergency shelter.
- 2) Each school building principal shall provide an emergency disaster plan in the event of a hurricane, tornado, or other civil defense emergency. This plan shall be made available to all concerned parents and the school employees as needed and upon request. Each school building principal shall be responsible to instruct and train all employees on the emergency disaster plan.
- 3) The School District shall cooperate with the St. Johns County Office of Emergency Management or other designated emergency management coordinating groups and shall enter into a Memorandum of Understanding with such groups to facilitate a unified response to emergency disasters. The Memorandum of Understanding shall address the use of school buildings as emergency shelters for residents.
- 4) In case of an emergency, the Superintendent is authorized to close schools and to dismiss students prior to the regular daily dismissal hour. The principal may dismiss the school when the Superintendent cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such early dismissal made by the principal shall be reported immediately to the Superintendent's office with a statement describing the reasons for early dismissal. The Superintendent shall immediately notify each School Board member of any such early dismissal. Such report shall be formally submitted to the School Board at its next regular meeting unless a special meeting is held relating to the emergency.
  - A) In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school or in the case of transported students, until they depart from the school bus.
  - B) The principal shall cooperate with the emergency preparedness authorities during a natural or man-made disaster.

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- 5) In case of an emergency where the St. Johns County Department of Emergency Management requests the opening and operation of one or more shelters, St. Johns County School District employees (exempt and non-exempt) that are approved to work for the purpose of emergency preparedness, response and recovery will be working in separate job positions for emergency management. While performing duties in emergency management positions, non-exempt school district employees will receive premium pay (the same pay as if on overtime status) regardless of their regular work schedule. Those employees who are in non-exempt positions with the school district will be paid at an overtime rate (1.5 times their normal hourly rate) for all hours worked in emergency management positions. This special premium pay will not change the employee's normal base rate for overtime purposes and non-exempt employees working in emergency management positions will not receive any additional overtime pay for hours worked over 40 in a 7 day period. Those who are normally considered exempt employees will be considered reassigned to non-exempt positions and paid at a rate equal to their calculated hourly rate which will be determined by dividing their base salary by 40 hours to determine their hourly rate of pay. Exempt employees will receive overtime pay for any hours worked in their emergency management positions over 40 in a week.

### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

### LAWS IMPLEMENTED:

1001.43; 1001.51; 1013.10, F.S.

### HISTORY:

ADOPTED: 08/18/98  
REVISION DATE(S): 04/14/09  
11/21/06