

Emergency Response Team

Due to the recent snow day, I wanted to clarify expectations for staff. This explanation supersedes any past practices or traditions.

The Emergency Response Team (ERT) is a natural extension of the Incident Command System now used to respond to any school or district crisis or emergency. Regardless of the event, Article 13 of the Negotiated Agreement with the Carson Educational Support Association (CESA) will be followed. Supervisors and staff should work out any unanswered questions based on Article 13 of the CESA Negotiated Agreement and this memo.

Each crisis or emergency might require more, fewer, or different personnel depending on the event. ERT members are to be identified by the Principal or supervisor of each school or department. As a frame of reference, however, the ERT at a school should include the Principal, Office Manager, custodial staff, and/or grounds/maintenance workers. All other staff should remain home or return home unless the Principal determines that other specific staff is needed at the school or site.

The Principal and Office Manager are expected to greet the public and manage administrative duties associated with a school closure. Custodial staff should remove snow and spread ice-melt as necessary. A weather-related closure is not a day for any staff to do non-emergency or routine work at the schools or sites.

When it appears that the ERT duties have been completed, the Principal will dismiss the ERT staff and any non-ERT staff for the remainder of the day and the buildings are to be secured. When non-ERT (classified or certified) staff members arrive at school they should be directed to return home. Non-ERT classified staff who arrive at school and are unable to immediately return home will be paid their regular hourly wage and will not be required to make-up their time worked. Designated CESA ERT members will be paid time and one-half of his/her hourly wage for every hour worked and regular pay for the balance of the hours of their shift, even if sent home. Certified staff who arrive and stay at the school, are to return home as soon as practicable. Flex time equal to the time spent at school during a closure may be applied, as agreed upon between the teacher and administrator.

District Office, PDC, Transportation, Nutrition Services, and Operations directors or supervisors must also identify key individuals to support the work-effort during an emergency or crisis. As an example, if school is closed due to snow, notification to the public, student reunification, and snow removal are top priorities. Doing non-essential or regular administrative work does not identify a reporting staff member as part of the ERT. Unnecessarily exposing staff to unsafe travel conditions to complete non-essential tasks defeats the intent of a school closure. District Office and departmental directors and supervisors should establish which staff member(s) are essential to be at work on a day when school has been canceled. Once the staff in these departments or offices have completed their emergency-related tasks, they should return home.

Please remember, the District's annual academic calendar designates three (3) additional workdays at the end of the school year as make-up days for students and staff when school closures occur. Do not plan vacations or other leave on the designated days.

I expect there may be questions about this process and we will continue all necessary dialog for future events.

Thanks,

Richard

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