

In Case of Emergency: A Legal Toolkit for Disaster Preparedness

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Lessons Learned

Collaboration among colleagues is essential in disaster preparation and recovery

….and in preparing a speech regarding disaster preparation and recovery

Merri and Ellen wish to thank their colleagues at Thompson & Horton and Rogers, Morris & Grover for their input and their materials, many of which were created in the minutes and hours following Hurricane Harvey from lawyers in Houston (and many of which make appearances here)

Merri and Ellen also thank TASB for their usual thorough guidance (much of which makes appearances here as well)

A list of additional resources is included at the end of the presentation

Part I: Before the Disaster

PREVENTATIVE MEASURES AND POLICIES TO HAVE IN PLACE

Emergency Operations Planning (EOP)

- ❑ Adopt a multi-hazard EOP in compliance with Texas Education Code Chapter 37
  - District employee training, disaster drills, measures to coordinate with law enforcement
  - Resources at Texas School Safety Center: https://txssc.txstate.edu/

- ❑ Create a school safety and security committee
  - Develop and implement emergency plans
  - Provide the district with campus, facility, or support services information
  - Conduct safety and security audit (required by law at least once every three years)
  - Conduct drills and training on mock scenarios

Tex. Educ. Code §§37.108; 37.109; Policy CK

Policies to Adopt

- Categorize employees: Nonexempt, Exempt non-educators, and Exempt Educators
- Develop a policy on how to pay employees in the event of a disaster
- Develop an absence policy for staff and employees
- Create a written policy providing for the payment of labor costs to assist with FEMA reimbursement
- Consider development of Disaster Leave Bank policies

Documentation to Have Handy and Secured

- Insurance Policies
  - Understand your insurance policies
  - Review insurance policies with disaster situations in mind
  - What coverage do you have/What coverage do you not have
- Receipts/Contracts
  - Reimbursements based on what you can prove you paid

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Title search: In Case of Emergency: A Legal Toolkit for Disaster Preparedness

Also available as part of the eCourse
Advice and Tools for Schools when Preparing and Dealing with Disaster or Catastrophic Events

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