

# UNITED SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EMERGENCY  
PREPAREDNESS

ADOPTED: May 13, 2008

REVISED: October 8, 2013

805. EMERGENCY PREPAREDNESS	
<p>1. Purpose</p>	<p>The Board recognizes its responsibility to safeguard the health and welfare of district students and employees. Therefore, the Board shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.</p>
<p>2. Authority 35 Pa. C.S.A. Sec. 7701 Title 22 Sec. 10.24</p> <p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p>	<p>The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.</p> <p>The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p> <p>The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>District staff shall be trained to assist in implementing the emergency preparedness plan.</p> <p>The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.</p>

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<p>SC 1517</p>	<p>Annually, by April 10, the Superintendent shall certify that emergency and evacuation drills have been conducted in the manner prescribed by law.</p>
<p>SC 1303-A Title 22 Sec. 10.11 Pol. 805.1</p>	<p>In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.</p>
<p>4. Guidelines SC 1302.1-A 35 Pa. C.S.A. Sec. 7701 Title 22 Sec. 10.24</p>	<p>The emergency preparedness plan shall be maintained in each district building, shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over the school property. The emergency preparedness plan shall be communicated to students, parents/guardians, the community and other relevant stakeholders.</p>
<p>Title 22 Sec. 10.24 Pol. 805.1</p>	<p>Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.</p>
	<p><u>Memorandum Of Understanding</u></p>
<p>SC 1303-A Pol. 909</p>	<p>As required by state law and regulation and as an essential element of the emergency preparedness plan, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over district property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal.</p>
<p>SC 1303-A Pol. 218, 218.1, 218.2, 222, 227</p>	<p>The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.</p>
<p>SC 1303-A</p>	<p>The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department who has jurisdiction over the school property.</p>
<p>SC 1303-A</p>	<p>Every two (2) years, the memorandum of understanding shall be updated by the Superintendent, re-executed with the appropriate police department, and filed with the Office of Safe Schools.</p>



<p>35 Pa. C.S.A. Sec. 7701</p>	<p><u>Continuity Of Student Learning/Core Operations</u></p> <p>In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize district-owned buses and other transportation vehicles.</p> <p>The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences. Such alternatives may include:</p> <ol style="list-style-type: none"> <li>1. Web-based district instruction.</li> <li>2. Telephone trees.</li> <li>3. Mailed lessons and assignments.</li> <li>4. Instruction via local television or radio stations.</li> </ol> <p>The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.</p>
<p>Pol. 203.1</p>	<p><u>Education</u></p> <p>Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.</p> <p>Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.</p>
<p>35 Pa. C.S.A. Sec. 7701</p>	<p><u>Required Drills</u></p> <p>At least annually, all district schools shall conduct a disaster response or emergency preparedness plan drill.</p>
<p>SC 1517, 1518</p>	<p>Fire drills shall be conducted at least once a month during the school year.</p>
<p>SC 1517</p>	<p>Bus evacuation drills shall be conducted twice a year, in accordance with law.</p>

References:

School Code – 24 P.S. Sec. 1302.1-A, 1303-A, 1517, 1518

State Board of Education Regulations – 22 PA Code Sec. 10.11, 10.24

Disaster Prevention – 35 Pa. C.S.A. Sec. 7701

Board Policy – 203.1, 805.1, 810, 909