

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS

ADOPTED: October 16, 2017

REVISED:

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

| 805. EMERGENCY PREPAREDNESS | |
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| <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</p> <p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p> | <p>The district, in cooperation with the local 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 mandates that the Superintendent ensures 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, implementation, and regular review of 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>District staff shall be trained, annually, to assist in implementing the emergency preparedness plan.</p> |
| <p>4. Guidelines SC 1302.1-A 35 Pa. C.S.A. Sec. 7701</p> | <p>The emergency preparedness plan shall be maintained in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be provided to the Emergency Management Agency and each local police department with jurisdiction over the school property. The emergency preparedness plan shall be communicated to staff, students, parents/guardians, the community, and other relevant stakeholders.</p> <p>Principals to keep emergency kits including: but not limited to hard copies of or digital access to student rosters, building maps, student demographic and health information, flashlights, NOAA radio, safety vests, critical phone numbers, emergency plans, essential district procedures and forms.</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 approved by the board and 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, and controlled substances.</p> |
| <p>SC 1303-A</p> | <p>Every two (2) years, the memorandum of understanding shall be updated by the Superintendent, reviewed by the board, and 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> |

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| | <p>The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences of the student population or any smaller grouping of the student population as determined by the Administration. Such alternatives may include:</p> <ol style="list-style-type: none"> 1. Web-based district instruction. 2. Telephone trees. 3. Mailed lessons and assignments. 4. Instruction via local television or radio stations. <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><u>Education</u></p> <p>Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.</p> <p>Pol. 203.1 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><u>Required Drills</u></p> <p>35 Pa. C.S.A. Sec. 7701 At least annually, all district schools shall conduct a disaster response or emergency preparedness plan drill.</p> <p>SC 1517, 1518 Fire drills shall be conducted at least once a month during the school year.</p> <p>SC 1517 Bus evacuation drills shall be conducted twice a year, in accordance with law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A, 1517, 1518</p> |
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| | <p>Disaster Prevention – 35 Pa. C.S.A. Sec. 7701</p> <p>Board Policy – 203.1, 218, 218.1, 218.2, 222, 227, 810, 909</p> |
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