

A. W. BEATTIE CAREER CENTER

SECTION: OPERATIONS
 TITLE: EMERGENCY PREPAREDNESS AND RESPONSE
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805. EMERGENCY PREPAREDNESS AND RESPONSE	
<p>1. Purpose</p> <p style="padding-left: 40px;">Pol. 705</p>	<p>The A.W. Beattie Career Center Joint Operating Committee (JOC) recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the JOC shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fire, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the Career Center community.</p>
<p>2. Authority</p> <p style="padding-left: 40px;">22 PA Code 10.24 35 Pa. C.S.A. 7701</p> <p style="padding-left: 40px;">35 Pa. C.S.A. 7701 24 P.S. 1517, 1518</p>	<p>The A.W. Beattie Career Center Joint Operating Committee directs the established policy shall be followed for emergency operations that affect the Career Center.</p> <p>The Career Center, 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 PEMA and other applicable state requirements.</p> <p>The Career Center shall utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education and local law enforcement agencies</p> <p>The JOC requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.</p>
<p>3. Definitions</p> <p style="padding-left: 40px;">24 P.S. 1517</p> <p style="padding-left: 40px;">24 P.S. 1301-B</p>	<p>School Security Drill - a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.</p> <p>School Safety and Security Assessment - a strategic evaluation of a school entity's facilities and programs used to identify potential safety and security threats.</p>

<p>4. Delegation of Responsibility</p> <p>24 P.S. 1517</p> <p>24 P.S. 1303-A 22 PA Code 10.11</p> <p>24 P.S. 1301-B 24 P.S. 1303-B</p>	<p>The Executive Director or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, local law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>The Executive Director or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire Career Center community when necessary.</p> <p>Annually, on or before April 10, the Executive Director shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.</p> <p>In accordance with state law and regulations, the Executive Director shall execute a memorandum of understanding with the Town of McCandless Police Department.</p> <p>The JOC directs the Executive Director or designee to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the Career Center and availability of funding and resources.</p>
<p>5. Guidelines</p> <p>22 PA Code 10.24 35 Pa. C.S.A. 7701 24 P.S. 1302.1-A</p> <p>35 Pa. C.S.A. 7701 Pol. 804</p> <p>35 Pa. C.S.A. 7301 et seq.</p>	<p><u>Emergency Planning</u></p> <p>The emergency preparedness plan shall be accessible in the Career Center, be reviewed at least annually and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency and the Town of McCandless emergency services. The Career Center shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.</p> <p>Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.</p> <p><u>Continuity of Student Learning/Core Objectives</u></p> <p>In the event of an emergency, local, county or state officials may require the Career Center be made available to serve as mass-care facilities. The Executive Director or designee shall determine whether the Career Center be closed for educational purposes to safeguard student and staff health and safety.</p> <p>State officials may also direct schools to close in order to mitigate the spread of infectic or illness in designated emergencies.</p> <p>The Career Center shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, in accordance with law.</p> <p>The continuity of core operations such as payroll and ongoing communication with staff, students and parents/guardians shall be an essential part of the emergency preparedness plan.</p>

<p>24 P.S. 1517, 1518</p> <p>Pol. 203</p> <p>24 P.S. 102 24 P.S. 1310-B Pol. 333</p> <p>Pol. 333</p> <p>Pol. 249</p> <p>Pol. 227</p> <p>Pol. 805</p> <p>24 P.S. 1310-B</p> <p>35 Pa. C.S.A. 7701</p> <p>24 P.S. 1517, 1518</p> <p>24 P.S. 1517</p>	<p><u>Education and Training</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 education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at the Career Center.</p> <p>The Career Center shall provide mandatory training to Career Center employees on school safety and security based on the Career Center's needs and in accordance with the law. Training shall address any combination of one (1) or more of the following areas:</p> <ol style="list-style-type: none"> 1. Situational awareness. 2. Trauma informed approaches. 3. Behavioral health awareness. 4. Suicide and bullying awareness. 5. Substance use awareness. 6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. 7. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p><u>Required Drills</u></p> <p><u>Emergency Preparedness Drill -</u> The JOC directs the Career Center to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of the law.</p> <p><u>Fire Drills -</u> The JOC directs the Career Center to conduct fire drills at least once a month while students are in attendance during the school year, in accordance with provisions of law.</p> <p><u>School Security Drills -</u> The JOC directs the Career Center to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.</p> <p>The school security drill may take the place of a fire drill for the month in which it is conducted.</p>
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<p>24 P.S. 1517</p>	<p>The Executive Director or designee shall:</p> <ol style="list-style-type: none"> 1. Oversee instruction and training of students and Career Center employees in procedures for conducting school security drills and responding to emergency situations. 2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill. 3. Notify parents/guardians, as needed, that a school security drill is scheduled in advance of conducting the drill. <p><u>Bus Evacuation Drills -</u> Bus evacuation and safety drills are conducted by the consortium school districts as they contract the bus service.</p> <p><u>Safe2Say Something Program</u></p>
<p>24 P.S. 1303-D</p>	<p>The JOC directs the Executive Director or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which Career Center administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and Career Center facilities.</p> <p><u>Legal References:</u></p> <p>School Code: 24 P.S. Sec. 102, 1205.7, 1301-B, 1302.1-A, 1303-A, 1303-B, 1303-D, 1310-B, 1501, 1506, 1517, 1518</p> <p>22 PA Code 10.11, 10.24</p> <p>35 Pa. C.S.A. 7301 et seq., 7701 75 Pa. C.S.A. 4552</p> <p>20 U.S.C. 7112, 7118, 7801</p> <p>JOC Policies: 203, 227, 236, 249, 333, 705, 804, 805, 810</p>