



POTTSGROVE SCHOOL DISTRICT

FACILITIES DEPARTMENT * 1301 KAUFFMAN ROAD * POTTSTOWN, PA 19464-2398
(610) 327-2277 * FAX (610) 327-2530

Dear Organizational Leader,

One of the highest priorities in the Pottsgrove School District is the safety and security of our students, staff, and community. As a result, we have instituted safety measures to ensure your use of our facilities meets your organizational needs in a safe and orderly manner. Starting July 1, 2019, we will be requiring you to acknowledge and agree to these new protocols when you apply for facilities usage. These new protocols are as follows:

Safety Coordinator - Each organization that is requesting utilization of any of Pottsgrove School District's facilities or grounds will be responsible to designate a Safety Coordinator for every use. Your acceptance and your agreement to abide by this practice must be documented in your facility use agreement. All leader members of your group must be notified of this as part of their responsibility with your organization. The Safety Coordinator must be present for the entire use of the facility and your organization's activity that day. The Safety Coordinator could be a coach, a parent, or a volunteer. The Safety Coordinator must be over the age of 18, not a student in a public or private school, and a responsible adult. The Safety Coordinator does not have to be the same person each time but there must be one designated for every use or event. Your acceptance of these protocols will be mandatory as part of the application process.

We are providing the action steps on the next page to assist in an emergency situation. These action steps will be posted to the website and available for your use. The Pottsgrove School District looks forward to assisting your organization in its facilities needs and hope these protocols increase the level of safety for all your participants.

Thank you for your assistance in this extremely important endeavor,

Pottsgrove School District Administration

In the event of an emergency such as fire, medical, intruder, altercation, chemical spills, or other, follow the steps outlined below:

In the event of an Emergency

Action	Notes	Response Time
Call 911	Notify 911 of closet exterior door number (All exterior doors are numbered) and details of your emergency	Immediately
Notify District Personnel	Call 484-524-0095	Immediately
Find a District Employee	If possible, find a district employee (Custodian, Teacher, Administrator) to notify them to get support and help	Immediately
Complete Written Incident Report	This form can be found on the Pottsgrove School District website (www.pgisd.org) under Use of Facilities Request.	Within 24 Hours of Incident submit the Incident Report to District Administration

Additional Emergency Procedure Information:

Emergency Defibrillator - All of our school buildings are resourced with at least one defibrillator in the event of a cardiac emergency. These are located in the general gathering areas of the school such as the main lobby.

Door Numbering System - The district has numbered all of our interior and exterior doors to assist first responders in the event of an emergency. Please note the door number where your organization enters so you can notify 911 in the event of an emergency. Township first responders have been trained in our numbering system so they can quickly respond to your emergency.

Weather Emergency - In the event of impending weather, our district participates in WeatherBug, a weather station which notifies users of impending weather, lightning strikes, and weather emergencies. Please download the WeatherBug app wherever you download apps and set Pottsgrove as your location. You can sign up to receive alerts to be notified of lightning strikes and how many miles away the lightning is occurring.

If lightning is seen or thunder is heard, take shelter for at least thirty minutes (From each occurrence) before returning to the activity.