LENAPE TECHNICAL SCHOOL

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS AND RESPONSE

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	805. EMERGENCY PREPAREDNESS AND RESPONSE
Purpose	The Joint Operating Committee recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Joint Operating Committee shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, 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 school community.[1]
Authority	The school, 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.[2][3] The Joint Operating Committee shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and law enforcement agencies.[4] The Joint Operating Committee requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law. [3][5][6]
Definitions	**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.[5] **School Safety and Security Assessment** – a strategic evaluation of a school entity's facilities and programs used to identify potential safety and security threats.[7]
Delegation of Responsibility	The Administrative Director or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.

	The Administrative Director or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary. Annually, on or before April 10, the Administrative Director shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[5] In accordance with state law and regulations, the Administrative Director shall execute a memorandum of understanding with each law enforcement agency that has jurisdiction over school property.[4][8][9][10] The Joint Operating Committee directs the Administrative 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 school and availability of funding and resources.[7][11]
Guidelines	<u>Emergency Planning</u> The emergency preparedness plan shall be accessible in each school building, 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, each law enforcement agency and each local fire department that have jurisdiction over school property. The school shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[2][3][9] Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, participating school districts, the community and other relevant stakeholders. Annually, by September 30, the school shall assemble information required to assist law enforcement agencies 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.[2][3][4] Schools and school buses or transportation vehicles owned or leased by the school shall be made available to local, county and state officials for emergency planning and exercises.[3] <u>Continuity of Student Learning/Core Operations</u> In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize school-owned buses and other transportation vehicles. The Administrative Director or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[3][12]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[13]

The school shall make provisions in the emergency preparedness plan and any applicable health and safety plan for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days or hours for fulfilling the minimum required days or hours of instruction under the law. Instructional activities may include:[14][15][16][17][18][19]

1. Web-based instruction.
2. Mailed lessons and assignments.
3. Cooperation with sending school districts.

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.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6][20]

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 school.[21][22]

The school shall provide mandatory training for school staff on school safety and security , in accordance with law and the standards specified by the state's School Safety and Security Committee:[20][23][24][25]

1. Two (2) hours of required training addressing any combination of one (1) or more of the following areas shall be completed each year, in person or virtually:

    a. Situational awareness.
    b. Trauma-informed approaches.[24][26]
    c. Behavioral health awareness.
    d. Suicide and bullying awareness.[27][28]
    e. Substance use awareness.[29][30]

2. One (1) hour of required training in the following areas shall be completed each year:
    a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. This training must be conducted in person.[31]
    b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees,

other individuals, school facilities, or the community. This training may be conducted in person or virtually.[32][33]

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the school's Professional Education Plan.[20][24][34]

Required Drills

Emergency Preparedness Drill –

The Joint Operating Committee directs the school to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.[3]

Fire Drills –

The Joint Operating Committee directs the school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.[5][6]

School Security Drills –

The Joint Operating Committee directs the school 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.[5]

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Administrative Director or designee may conduct additional school security drills in the school after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[5]

The Administrative Director or designee shall:[5]

1. Oversee instruction and training of students and school 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 of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills –

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.[5][35]

Safe2Say Something Program –

The Joint Operating Committee directs the Administrative 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 school administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, in accordance with applicable law and Joint Operating Committee policy and administrative regulations.[4][25][31][33][36]

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Legal References
1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 22 PA Code 10.11
9. 24 P.S. 1306.2-B
10. 24 P.S. 1319-B
11. 24 P.S. 1303-B
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 133
15. 24 P.S. 1501
16. 24 P.S. 1505
17. 24 P.S. 1506
18. 22 PA Code 11.2
19. Pol. 803
20. 24 P.S. 1310-B
21. Pol. 203
22. Pol. 203.1
23. 24 P.S. 102
24. Pol. 333
25. Pol. 805.2

	26. Pol. 146.1 27. Pol. 249 28. Pol. 819 29. Pol. 227 30. Pol. 351 31. Pol. 805 32. 24 P.S. 1302-E 33. Pol. 236.1 34. 24 P.S. 1205.2 35. 75 Pa. C.S.A. 4552 36. 24 P.S. 1303-D 24 P.S. 1205.7 20 U.S.C. 7112 20 U.S.C. 7118 20 U.S.C. 7801 Pol. 146 Pol. 236 Pol. 709 Pol. 810 Copyright PSBA 2025 805 Attach - Safe2SayProcedures.docx (126 KB)