

Book	Policy Manual
Section	(J) OPERATIONS
Title	Policy J104 - Emergency Preparedness
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Policy Number: J104
Title: Emergency Preparedness
Section: Operations

It is the responsibility of EASTERN to safeguard the health and welfare of School students and employees by developing and implementing, in cooperation with community governmental agencies, special emergency drill activities that would be appropriate to an emergency, including but not limited to natural disasters, weather conditions, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics, that would demand that students remain at school. Drill activities shall assure accounting for students, orderly movement of students, and placement of students in the safest available building area – an area so designated in consultation with the appropriate experts.

The Joint Committee directs that the Director or his/her designee establish procedures to be followed for emergency evacuations that affect the operation of EASTERN.

The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and local law enforcement. The plan shall also be communicated, in pertinent part to students, parents/guardians, relevant stakeholders, and the community.

Emergency Responses

All threats to the safety of EASTERN shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness as promulgated by the Director or his/her designee.

Reports of fire shall normally require the evacuation of the threatened school or building, after consideration of mitigating circumstances.

The Director or his/her designee is the authorized person to close or not open school during emergency situations.

In the event of an emergency, local, county or state officials may require EASTERN 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 EASTERN's transportation vehicles.

Education

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.

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 EASTERN.

Fire Drills and Other Emergency Evacuations

Fire drills and instruction on fire dangers shall be conducted in accordance with Sections 1517 and 1518 of the Public School Code. It is the responsibility of the Director to develop and implement detailed written fire emergency procedures and procedures for other types of emergency evacuations including directions posted in each classroom and occupancy area indicating exit procedures.

Weather Emergencies

If weather conditions make it too dangerous for buses to travel, EASTERN will not be opened, or will be closed if already opened, and the appropriate radio and television stations will be notified and will carry the information in their broadcasts.

In the event that EASTERN is in session and an emergency develops which would indicate that sufficient time is available to transport pupils to their homes, EASTERN will be closed and buses will transport students in the usual manner. It is the responsibility of the parents to arrange for places for their children to go if EASTERN is closed at other than the regular time and their own home is not available.

In the event that an emergency arises and no time is available to transport students to their homes, students will remain at EASTERN. Again, radio and television stations will be notified if possible. If parents appear at EASTERN, children may be dismissed to parents on order of the person in charge.

Guidelines

The Director or his/her designee shall develop procedures for handling school emergencies which include:

1. Immediate notification to appropriate administrative personnel whenever an emergency or impending emergency arises.
2. A plan for sequestering students either in EASTERN buildings or in a safe place other than EASTERN buildings.
3. Design of a communications system to notify parents of the evacuation of students and to alert the whole school community when necessary.
4. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.
5. Cooperation with local agencies, such as the police department, fire department and emergency management agency.
6. Instruction of staff members in the techniques of handling emergencies.
7. Advising the community about School emergency and safety policies.

School Code Section 1517, 1518

35 Pa. C.S.A. Sec. 7701

Adopted: 12/11/13

See also:
DP J104 - Emergency Preparedness