



**SECTION: OPERATIONS**

**POLICY: 805**

**TITLE: EMERGENCY  
PREPAREDNESS AND RESPONSE**

**ORIGINAL:** March 17, 2008

**CURRENT REVISION:** December 13,  
2021

**LAST REVIEWED BY THE  
COMMITTEE:**

**I. PURPOSE**

The Board recognizes its responsibility to safeguard the health and welfare of district students, employees, visitors, and facilities. Therefore, the Board shall provide the 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 and comprehensive implementation are key components in protecting the safety and security of the school community.

**II. DEFINITIONS**

- A. **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.
- B. **School Safety and Security Assessment** – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.

**III. POLICY**

A. Emergency Planning

- a. The emergency preparedness plan shall be accessible in each district building to the appropriate district personnel, shall be reviewed at least annually, and shall be modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency, each local police department, and each local fire department that has jurisdiction over school property. The district shall obtain assurances from each receiving agency that the emergency preparedness plan will be safeguarded and maintained confidentially.
- b. Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.
- c. Annually, by September 30, the district shall assemble information required to assist local police 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.
- d. Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.

B. Core Operations

- a. 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 district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.
- b. State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.
- c. 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.

#### C. Education and Training

- a. Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.
- b. The district shall provide mandatory training to school employees on school safety and security based on the district's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas, and employees are required to complete a minimum of three (3) hours of training in these topics every five (5) years:
  - i. Situational awareness.
  - ii. Trauma-informed approaches.
  - iii. Behavioral health awareness.
  - iv. Suicide and bullying awareness.
  - v. Substance use awareness.
  - vi. Emergency training drills, including fire, natural disaster, active shooter, hostage situation, and bomb threat.
  - vii. 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.

#### D. Required Drills

- i. Emergency Preparedness Drill – The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.
- ii. Fire Drills – The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.
- iii. School Security Drills – The Board directs each district 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. The school security drill may take the place of a fire drill for the month in which it is conducted.
- b. The Superintendent or designee may conduct additional school security drills in district schools 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.
- c. The Superintendent or designee shall:
  - i. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.
  - ii. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.

- iii. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.
- d. Bus Evacuation Drills – bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.
- e. Safe2Say Something Program – the Board directs the Superintendent 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 district 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 school facilities.

**IV. DELEGATION OF AUTHORITY**

- A. The Superintendent or designee shall:
  - 1. Collaborate with relevant stakeholders, including parents/guardians, staff, community agencies, local law enforcement agencies, and first responders during the development and implementation of the emergency preparedness plan.
  - 2. Implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.
- B. The Superintendent shall:
  - 1. Annually, on or before April 10, certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.
  - 2. In accordance with state law and regulations, execute a memorandum of understanding with each local police department that has jurisdiction over school property.
- C. The School Safety and Security Coordinator shall periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.

**V. REFERENCES**

- 22 PA Code 10.24
- 22 PA Code 11.2
- 35 Pa. C.S.A. 7701
- 24 P.S. 520.1
- 24 P.S. 15-1517
- 24 P.S. 15-1518
- 24 P.S. 13-1301-B
- 24 P.S. 13-1303-A
- 22 PA Code 10.11
- 24 P.S. 13-1303-B
- 24 P.S. 13-1302.1-A
- 35 Pa. C.S.A. 7301 et seq
- 24 P.S. 15-1501
- 24 P.S. 15-1506
- 24 P.S. 1-102
- 24 P.S. 13-1310-B
- 75 Pa. C.S.A. 4552
- 24 P.S. 13-1303-D
- 24 P.S. 12-1205.7

20 U.S.C. 7112  
20 U.S.C. 7118  
20 U.S.C. 7801  
Pol. 146  
Pol. 203  
Pol. 203.1  
Pol. 227  
Pol. 236  
Pol 236.1  
Pol. 249  
Pol. 333.1  
Pol. 351  
Pol. 431.1  
Pol. 712  
Pol. 803  
Pol. 805.1  
Pol. 805.2  
Pol. 810  
Pol. 819