

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS  
& RESPONSE

ADOPTED: August 19, 2002

REVISED: September 17, 2007  
August 19, 2013  
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| <p>805. EMERGENCY PREPAREDNESS <u>&amp; RESPONSE</u></p>  |   |
| <p>1. Purpose<br/><u>Pol. 705</u></p>   | <p>The Board recognizes its responsibility <del>for the safety of to safeguard the health and welfare of district</del> students, staff, visitors, and facilities. <del>and employees.</del> Therefore, the Board shall provide the facilities, equipment and training necessary to <del>minimize the effects</del> <u>protect against</u> <del>of</del> all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, <u>intruders</u>, terrorism, communicable diseases and pandemics. Advance planning, <u>training, practice</u> and comprehensive implementation are key components in <del>ensuring the</del> <u>protecting on the safety and security</u> of the school community.</p>   |
| <p>2. Authority<br/>35 Pa. C.S.A.<br/>Sec. 7701<br/>Title 22<br/>Sec. 10.24</p> <p><u>Pol. 805.1</u></p> <p>SC 1517, 1518<br/>35 Pa. C.S.A.<br/>Sec. 7701</p> | <p>The district, 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 the Pennsylvania Emergency <del>m</del>Management Agency and other applicable state requirements.</p> <p>The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, <del>the Pennsylvania Department of Education, and the Pennsylvania Emergency management Agency and other applicable state requirements and local law enforcement agencies.</del></p> <p>The Board <del>shall ensure</del> <u>requires</u> that emergency <u>preparedness, emergency evacuation</u> and <del>evacuations</del> <u>school security</u> drills <del>are</del> <u>be</u> conducted at intervals required by state law.</p> |
| <p><u>3. Definitions</u><br/><u>SC 1517</u></p>   | <p><u>School Security Drill</u>—<u>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.</u></p>  |
| <p><u>SC 1301-B</u></p>   | <p><u>School Safety and Security Assessment</u>—<u>a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.</u></p>  |

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| <p><u>43.</u> Delegation of Responsibility</p> <p>SC 1517</p> <p>SC 1303-A<br/>Title 22<br/>Sec. 10.11<br/>Pol. 805.1</p> <p><u>SC 1301-B,<br/>1303-B</u></p>   | <p>The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, <u>students</u>, staff, community agencies, <u>local law enforcement</u> and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>District staff shall be trained to assist in implementing the emergency preparedness plan.</p> <p>The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation <u>or sheltering</u> of students and to alert the entire school community when necessary.</p> <p>Annually, <u>by on or before</u> April 10, the Superintendent shall certify that emergency <del>and</del> evacuation drills <u>and school security drills</u> have been conducted in the manner prescribed by law.</p> <p>In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.</p> <p><u>The Board directs the School Safety and Security Coordinator 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 district and availability of funding and resources.</u></p> |
| <p><u>45.</u> Guidelines</p> <p>SC 1302.1-A<br/>35 Pa. C.S.A.<br/>Sec. 7701<br/>Title 22<br/>Sec. 10.2<u>45</u></p> <p><u>35 Pa. C.S.A.<br/>Sec. 7701</u></p> <p>Title 22<br/>Sec. 10.24<br/>Pol. 805.1</p> <p><u>35 Pa. C.S.A.<br/>Sec. 7701</u></p> | <p>The emergency preparedness plan shall be maintained in each school building, be reviewed at least annually and 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 have jurisdiction over school property. <u>The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.</u></p> <p><u>Appropriate information regarding</u> <del>T</del>the emergency preparedness plan shall be communicated to students, parents/guardians, <u>staff</u>, relevant stakeholders, and the community.</p> <p>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.</p> <p><u>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.</u></p>  |

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| <p>35 Pa. C.S.A.<br/>Sec. 7701<br/><u>Pol. 804</u></p> | <p><u>Continuity Of Student Learning/Core Operations</u></p> <p>In the event of an emergency, local, county or <del>s</del>State officials may require that schools be <del>closed</del> <u>made available</u> to serve as mass-care facilities, <del>or to mitigate the spread of infection or illness.</del> Local, county or state officials may also utilize district-owned buses and other transportation vehicles. <u>The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.</u></p>  |
| <p><u>35 Pa. C.S.A.<br/>Sec 7301 et<br/>Seq</u></p>    | <p><u>State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.</u></p>  |
| <p><del>Pol. 810</del><br/><u>SC 1501, 1506</u></p>    | <p>The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, <u>in accordance with law. Such alternatives</u> <u>This may include, as appropriate, activities qualifying as instruction days for fulfilling the minimum required days of instruction under the law. Instructional activities may include: synchronous and/or asynchronous curricula whether delivered in printed or electronic form.</u></p> <ul style="list-style-type: none"> <li><del>Web-based district instruction.</del></li> <li><del>Telephone trees.</del></li> <li><del>Mailed lessons and assignments.</del></li> <li><del>Instruction via local television or radio stations.</del></li> </ul> <p>The continuity of core operations such as payroll and ongoing communication with <u>staff</u>, students and parents/guardians shall be an essential part of the emergency preparedness plan.</p> <p><u>Education and Training</u></p> |
| <p><u>SC 1517, 1518</u></p>                            | <p>Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.</p>   |
| <p>Pol. <u>203</u>, 203.1</p>                          | <p>Effective infection control and prevention <u>education and</u> procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.</p>  |
| <p><u>SC 102, 1310-B<br/>Pol. 333</u></p>              | <p><u>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:</u></p>  |

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| <p><u>Pol. 333</u></p> <p><u>Pol. 249, 819</u></p> <p><u>Pol. 227, 351</u></p> <p><u>Pol. 805</u></p> | <ol style="list-style-type: none"> <li><u>1. Situational awareness.</u></li> <li><u>2. Trauma-informed approaches.</u></li> <li><u>3. Behavioral health awareness.</u></li> <li><u>4. Suicide and bullying awareness.</u></li> <li><u>5. Substance use awareness.</u></li> <li><u>6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.</u></li> <li><u>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.</u></li> </ol> |
| <p><u>SC 1310-B</u></p>   | <p><u>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</u></p> <p><u>Required Drills</u></p>   |
| <p>35 Pa. C.S.A.<br/>Sec. 7701</p>  | <p><u>Emergency Preparedness Drill-</u></p> <p>At least annually, all district schools shall conduct a disaster response or emergency preparedness plan drill.</p>  |
| <p>SC 1517, 1518</p>  | <p><u>Fire Drills-</u></p> <p>Fire drills shall be conducted at least once a month during the school year, <u>in accordance with the provisions of law.</u></p>   |
| <p><u>SC 1517</u></p>   | <p><u>School Security Drills-</u></p> <p><u>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.</u></p> <p><u>The school security drill may take the place of a fire drill for the month in which it is conducted.</u></p>  |
| <p><u>SC 1517</u></p>   | <p><u>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</u></p>   |

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| <p><u>SC 1517</u></p><br><br><p><u>SC 1517</u><br/><u>75 Pa. C.S.A.</u><br/><u>4552</u></p> | <p><u>the month in which they are conducted.</u></p> <p><u>The Superintendent or designee shall:</u></p> <ol style="list-style-type: none"><li><u>1. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.</u></li><li><u>2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.</u></li><li><u>3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.</u></li></ol> <p><u><i>Bus Evacuation Drills-</i></u></p> <p>Bus evacuation <u>and safety</u> drills shall be conducted twice a year, in accordance with <u>the provision of law.</u></p>  |
| <p><u>SC 1303-D</u></p>   | <p><u>Safe2Say Something Program</u></p> <p><u>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.</u></p> <p>References:<br/>School Code – 24 P.S. Sec. <u>102, 1205.7, 1301-B, 1302.1-A, 1303-A, 1303-B, 1303-D, 1310-B, 1501, 1506, 1517,1518</u></p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.11, 10.24</p> <p>Disaster Prevention – 35 Pa. C.S.A. Sec. <u>7301 et seq, 7701</u></p> <p><u>20 U.S.C. 7112, 7118, 7801</u></p> <p><u>75 Pa. C.S.A. 4552</u></p> <p>Board Policy – <u>146, 203, 203.1, 227, 236, 249, 333, 351, 705, 709, 804, 805, 805.1, 810, 819, 909</u></p> |

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|  | <p>NOTES:</p> <p>False alarms – 18 Pa. C.S.A. Sec. 4905, 4906</p> <p><del>PSBA Revision 4/13</del></p> |
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