

EAST
STROUDSBURG
AREA
SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EMERGENCY PLAN

ADOPTED: August 19, 2002

REVISED: August 19, 2013

<p>1. Authority</p> <p>2. Guidelines</p>	<p style="text-align: center;">805.2. EMERGENCY PLAN</p> <p>The Board recognizes that it is a custodian of the next generation, our nation's most valuable resource. Consequently, this imposes the responsibility to provide facilities, equipment and training to minimize a school disaster plan that will provide as much protection as possible for children while at school and on their way to and from school and to provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety. Therefore, the following responsibilities shall be assigned.</p> <p>The Superintendent shall:</p> <ol style="list-style-type: none">1. Make recommendations for needed policy statements to the Board.2. Designate staff members to act as school emergency coordinators.3. Coordinate a school disaster plan with the local civil defense plan. <p>Each school principal shall:</p> <ol style="list-style-type: none">1. Be informed concerning his/her responsibilities for organizing and implementing the emergency preparedness program in the school.2. Select and assign faculty members to various positions of responsibility in accordance with the school plan.3. Request needed emergency preparedness supplies and equipment.4. Inform parents concerning the emergency plan program of the school. <p>Each teacher shall:</p> <ol style="list-style-type: none">1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
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2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first-aid procedures.
5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

Each school nurse shall:

1. Be prepared to render first aid, treat casualties, and identify and tag young children, unconscious persons, and others as indicated and prepare patients for transportation to hospitals.
2. Participate as a health resource person in faculty studies in the area of curriculum development in determining how to best meet the need for emergency preparedness.
3. Assist the school principal in determining the need for additional emergency supplies and equipment.

The cafeteria manager and cafeteria personnel shall:

1. Maintain an adequate supply of food and water for emergency use.
2. Be prepared for feeding services under emergency conditions.

Custodians and maintenance personnel shall:

1. Inspect facilities for structural safety and report defects.
2. Chart shutoff valves and switches for gas, oil, water and electricity, and post charts so that other personnel may use them in an emergency.
3. Be prepared to inspect the building following disaster and report damage to administration.
4. Be ready to make emergency repairs to building services.

Bus transportation personnel shall:

1. Identify various routes by which students could reach home, shelter or evacuation assembly points in case of disaster.
2. Know emergency precautions that need to be taken during school hours or while students are enroute to school or home.
3. Keep vehicles serviced and ready to transport evacuees at a moment's notice.
4. Familiarize themselves with available fuel sources in case of power stoppage.

REPEATED