

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS
& RESPONSE

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REVISED: September 17, 2007
August 19, 2013
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August 16, 2021

805. EMERGENCY PREPAREDNESS & RESPONSE	
<p>1. Purpose Pol. 705</p>	<p>The Board recognizes its responsibility for the safety of students, staff, visitors, and facilities. Therefore, the Board shall provide the facilities, equipment and training necessary to protect against all 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.</p>
<p>2. Authority 35 Pa. C.S.A. Sec. 7701 Title 22 Sec. 10.24</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 Management Agency and other applicable state requirements.</p>
<p>Pol. 805.1</p>	<p>The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies.</p>
<p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p>	<p>The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.</p>
<p>3. Definitions SC 1517</p>	<p>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.</p>
<p>SC 1301-B</p>	<p>School Safety and Security Assessment—a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.</p>

<p>4. Delegation of Responsibility</p> <p>SC 1517</p> <p>SC 1303-A Title 22 Sec. 10.11 Pol. 805.1</p> <p>SC 1301-B, 1303-B, <u>1314-B,</u> <u>1315-B</u></p>	<p>The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, local law enforcement 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 or sheltering of students and to alert the entire school community when necessary.</p> <p>Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills 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>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.</p>
<p>5. Guidelines</p> <p>SC 1302.1-A 35 Pa. C.S.A. Sec. 7701 Title 22 Sec. 10.24</p> <p>35 Pa. C.S.A. Sec. 7701 Title 22 Sec. 10.24 Pol. 805.1</p> <p>35 Pa. C.S.A. Sec. 7701</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. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.</p> <p>Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, 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>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.</p>

<p>35 Pa. C.S.A. Sec. 7701 Pol. 804</p> <p>35 Pa. C.S.A. Sec 7301 et Seq</p> <p>SC <u>520.1</u>, <u>1501</u>, <u>1506</u> <u>Title 22</u> <u>Sec. 11.2</u> <u>Pol. 803</u></p>	<p><u>Continuity Of Student Learning/Core Operations</u></p> <p>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.</p> <p>State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.</p> <p>The district shall make provisions in the emergency preparedness plan <u>and any applicable health and safety plan</u> for the continuity of student learning during school closings or excessive absences, in accordance with law. 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.</p> <p>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.</p>
<p>SC <u>1310-B</u>, <u>1517</u>, <u>1518</u></p> <p>Pol. 203, 203.1</p> <p>SC 102, 1310-B Pol. 333, <u>805.2</u></p> <p><u>Pol. 705</u></p> <p>Pol. <u>146.1</u>, 333</p>	<p><u>Education and Training</u></p> <p>Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.</p> <p>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 district schools.</p> <p>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 <u>and the standards specified by the state’s School Safety and Security Committee</u>.</p> <p><u>1. Two (2) hours of required training shall address</u> any combination of one (1) or more of the following areas <u>shall be completed each year, in person or virtually</u>:</p> <p><u>1.a.</u> Situational awareness.</p> <p><u>2.b.</u> Trauma-informed approaches.</p>

<p>Pol. 249, 819 Pol. 227, 351</p>	<p>3.c. Behavioral health awareness. 4.d. Suicide and bullying awareness. e. Substance use awareness.</p> <p><u>1. One (1) hour of training in the following areas shall be completed each year:</u></p> <p>5.</p>
<p>Pol. 805 <u>SC 1302-E</u> Pol. 236.1</p>	<p>6.a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. <u>This training must be conducted in person.</u></p> <p>7.b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, <u>other individuals</u>, school facilities, <u>or</u> the community or others. <u>This training may be conducted in person or virtually.</u></p> <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years. <u>The required school safety and security training shall be credited toward professional education requirements, in accordance with laws and the district’s Professional Education Plan.</u></p>
<p><u>SC 1205.2,</u> <u>1310-B</u> <u>Pol. 333</u></p>	<p><u>Required Drills</u></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>35 Pa. C.S.A. Sec. 7701</p>	<p><u>Fire Drills-</u></p> <p>Fire drills shall be conducted at least once a month during the school year, in accordance with the provisions of law.</p>
<p>SC 1517, 1518</p>	<p><u>School Security Drills-</u></p> <p>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.</p> <p>The school security drill may take the place of a fire drill for the month in which it is</p>

<p>SC 1517</p>	<p>conducted.</p> <p>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.</p>
<p>SC 1517</p>	<p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> 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.
<p>SC 1517 75 Pa. C.S.A. 4552</p>	<p><i>Bus Evacuation Drills-</i></p> <p>Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provision of law.</p>
<p>SC 1303-D <u>Pol. 236.1,</u> <u>805, 805.1,</u> <u>805.2</u></p>	<p><u>Safe2Say Something Program</u></p> <p>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>in accordance with applicable law and Board policy and administrative regulations.</u></p> <p>References:</p> <p>School Code – 24 P.S. Sec. 102, 1205.7, 1301-B, 1302.1-A, 1303-A, 1303-B, 1303-D, 1310-B, 1501, 1506, 1517,1518</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. 7301 et seq, 7701</p> <p>20 U.S.C. 7112, 7118, 7801</p>

	<p>75 Pa. C.S.A. 4552</p> <p>Board Policy – 146, 203, 203.1, 227, 236, 236.1, 249, 333, 351, 705, 709, 804, 805, 805.1, 810, 819, 909</p> <p>NOTES:</p> <p><u>School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).</u></p> <p>False alarms – 18 Pa. C.S.A. Sec. 4905, 4906</p>
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