



BOARD POLICY

805-DRAFT-2 Emergency Preparedness and Response Draft

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Purpose

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 ~~to minimize the effects of all~~ 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, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.** [\[1\]](#)

~~Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.~~

Authority

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 PEMA and other applicable state requirements.[\[2\]](#)[\[3\]](#)

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 law enforcement agencies. [\[4\]](#)

The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.[\[3\]](#)[\[5\]](#)[\[6\]](#)

Definitions

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.[\[5\]](#)

School Safety and Security Assessment – a strategic evaluation of a school entity's facilities and programs used to identify potential safety and security threats.[\[7\]](#)

Delegation of Responsibility

The Superintendent or ~~the Superintendent's~~ designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, ~~local~~ law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or ~~the Superintendent's~~ 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.

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.^[5]

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each ~~local police department~~ **law enforcement agency** that has jurisdiction over school property.^[4]^[8]^[9]^[10]

The Board directs the Superintendent or designee 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.^[7]^[11]

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and **be** modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each ~~local police department~~ **law enforcement agency** and each local fire department **with that have** jurisdiction over ~~the~~ school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.^[2]^[3]^[9]

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist ~~local police~~ **law enforcement agencies** 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.^[2]^[3]^[4]

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.^[3]

Continuity of Student Learning/Core Operations

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 **Superintendent's** designee shall determine whether schools shall be closed, or the **education educational** program suspended, to safeguard student and staff health and safety.[3] [12]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[13]

The district shall make provisions in the emergency preparedness plan and any applicable health and safety plan for the continuity of student learning during school closings or excessive absences, in accordance with law. ~~These alternatives~~ **This** may include, as appropriate, activities qualifying as instructional days **or hours** for fulfilling the minimum required days **or hours** of instruction under the law. Instructional activities may include:[14] [15][16][17][18][19] [20]

1. Web-based ~~district~~ instruction.
2. Mailed lessons and assignments.
3. **Instruction via local television or radio stations.**

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.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6][21]

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. [22] [23]

The district shall provide mandatory training for school staff on school safety and security, in accordance with law and the standards specified by the state's **Safety and Security Committee**. ~~Training shall address any combination of one (1) or more of the following areas~~ **School Safety and Security Committee**:[21][24] [25] [26]

1. Two (2) hours of required training addressing any combination of one (1) or more of the following areas shall be completed each year, in person or virtually:
 - a. Situational awareness.
 - b. Trauma-informed approaches. [25] [27]
 - c. Behavioral health awareness.
 - d. Suicide and bullying awareness. [28] [29]
 - e. Substance use awareness. [30] [31]

2. One (1) hour of **required** training in the following areas shall be completed each year:
 - a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. This training must be conducted in person. [\[32\]](#)
 - b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities, or the community. This training may be conducted in person or virtually. [\[33\]](#)
[\[34\]](#)

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan. [\[21\]](#) [\[25\]](#) [\[35\]](#)

~~Employees are required to complete a minimum of three (3) hours of training every (5) years, as indicated in policy.~~

Required Drills

Emergency Preparedness Drill -

~~At least annually, all District schools~~ The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, ~~shall conduct a disaster response or emergency preparedness plan drill~~ in accordance with the provisions of law. [\[3\]](#)

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. [\[5\]](#) [\[6\]](#)

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. [\[5\]](#)

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.

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. [\[5\]](#)

The Superintendent or ~~Superintendent's~~ designee shall: [\[5\]](#)

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.

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted ~~at least~~ twice a year, in accordance with the provisions of law.[\[5\]](#)[\[36\]](#)

Safe2Say Something Program

The Board directs the Superintendent or the ~~Superintendent's~~ 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, in accordance with applicable law and Board policy and administrative regulations. [\[4\]](#) [\[26\]](#) [\[32\]](#) [\[34\]](#) [\[3\]](#)

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

Legal Footnotes

[1] Pol. 705 – Facilities and Workplace Safety
POLICY REFERENCE

[2] 22 PA Code 10.24
LEGAL REFERENCE

[3] 35 Pa. C.S.A. 7701
LEGAL REFERENCE

[4] Pol. 805.1 – Relations With Law Enforcement Agencies
POLICY REFERENCE

[5] 24 P.S. 1517
LEGAL REFERENCE

[6] 24 P.S. 1518
LEGAL REFERENCE

[7] 24 P.S. 1301-B
LEGAL REFERENCE

[8] 22 PA Code 10.11
LEGAL REFERENCE

[9] 24 P.S. 1306.2-B
LEGAL REFERENCE

[10] 24 P.S. 1319-B
LEGAL REFERENCE

[11] 24 P.S. 1303-B
LEGAL REFERENCE

[12] Pol. 804 – School Day
POLICY REFERENCE

[13] 35 Pa. C.S.A. 7301
LEGAL REFERENCE

[14] 24 P.S. 133
LEGAL REFERENCE

[15] 24 P.S. 520.1
LEGAL REFERENCE

[16] 24 P.S. 1501
LEGAL REFERENCE

[17] 24 P.S. 1505
LEGAL REFERENCE

[18] 24 P.S. 1506
LEGAL REFERENCE

[19] 22 PA Code 11.2
LEGAL REFERENCE

[20] Pol. 803 — School Calendar
POLICY REFERENCE

[21] 24 P.S. 1310-B
LEGAL REFERENCE

[22] Pol. 203 — Immunizations and Communicable Diseases
POLICY REFERENCE

[23] Pol. 203.1 — HIV Infection
POLICY REFERENCE

[24] 24 P.S. 102
LEGAL REFERENCE

[25] Pol. 333 — Professional Development
POLICY REFERENCE

[26] Pol. 805.2 — School Security Personnel
POLICY REFERENCE

[27] Pol. 146.1 — Trauma-Informed Approach
POLICY REFERENCE

[28] Pol. 249 — Bullying/Cyberbullying
POLICY REFERENCE

[29] Pol. 819 — Suicide Awareness, Prevention and Response
POLICY REFERENCE

[30] Pol. 227 — Controlled Substances
POLICY REFERENCE

[31] Pol. 351 — Drug and Substance Abuse
POLICY REFERENCE

[32] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

[33] 24 P.S. 1302-E
LEGAL REFERENCE

[34] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[35] 24 P.S. 1205.2
LEGAL REFERENCE

[36] 75 Pa. C.S.A. 4552
LEGAL REFERENCE

Legal References

No additional references listed.