

SUN AREA TECHNICAL INSTITUTE

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS

ADOPTED: December 19, 2002

REVISED: June 20, 2013

805. EMERGENCY PREPAREDNESS	
<p>1. Purpose</p>	<p>The Joint Operating Committee recognizes its responsibility to safeguard the health and welfare of the school’s students and employees. Therefore, the Joint Operating Committee shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.</p>
<p>2. Authority 35 Pa. C.S.A. Sec. 7701 Title 22 Sec. 10.24</p> <p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p>	<p>The school, 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>The Joint Operating Committee shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p> <p>The Joint Operating Committee shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p>
<p>3. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>School staff shall be trained to assist in implementing the emergency preparedness plan.</p> <p>The Administrative Director or designee shall implement a communications system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.</p>

<p>SC 1517</p> <p>SC 1303-A Title 22 Sec. 10.11</p> <p>4. Guidelines SC 1302.1-A 35 Pa. C.S.A. Sec. 7701 Title 22 Sec. 10.24</p> <p>Title 22 Sec. 10.24</p> <p>35 Pa. C.S.A. Sec. 7701</p>	<p>Annually, by April 10, the Administrative Director shall certify that emergency and evacuation drills have been conducted in the manner prescribed by law.</p> <p>In accordance with state law and regulations, the Administrative Director shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.</p> <p>The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and each local police department and each local fire department that have jurisdiction over the school property. The emergency preparedness plan shall be communicated to students, parents/guardians, relevant stakeholders, and the community.</p> <p>Annually, by September 30, the school 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>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 closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize buses and other transportation vehicles owned by the school.</p> <p>The school shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences. Such alternatives may include:</p> <ol style="list-style-type: none"> 1. Web-based instruction. 2. Telephone trees. 3. Mailed lessons and assignments. <p>The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.</p>
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<p>35 Pa. C.S.A. Sec. 7701</p> <p>SC 1517, 1518</p> <p>SC 1517</p>	<p><u>Education</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 procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at the school.</p> <p><u>Required Drills</u></p> <p>At least annually, the school shall conduct a disaster response or emergency preparedness plan drill.</p> <p>Fire drills shall be conducted at least once a month during the school year.</p> <p>Bus evacuation drills shall be conducted twice a year, in accordance with law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A, 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. 7701</p> <p>Joint Operating Committee Policy – 810</p>
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