

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

No. 805

SECTION: OPERATIONS  
TITLE: EMERGENCY PREPAREDNESS  
AND RESPONSE  
ADOPTED: October 20, 2011  
REVISED: September 17, 2020

## **Purpose**

The Joint Operating Committee recognizes its responsibility for the safety of students, staff, visitors and the facilities. Therefore, the Joint Operating Committee shall provide the facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, 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.

## **Authority**

The center, in cooperation with the local 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.

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 and local law enforcement agencies.

The Joint Operating Committee requires that emergency preparedness evacuation and school security drills are conducted at intervals required by state law.

## **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.

School Safety and Security Assessment – a strategic evaluation of a school entities facilities and programs used to identify potential safety and security threats.

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### Delegations of Responsibilities

The Administrative Director or 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 Administrative Director 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.

Annually, on or before April 10, the Administrative Director shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.

In accordance with state law regulations, the Administrative Director shall execute a memorandum of understanding with each local police department that has jurisdiction over Center property.

The School Safety and Security Coordinator shall periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria based on the needs of the Center and the availability of funding and resources.

### Guidelines

#### Emergency Planning

The emergency preparedness plan shall be accessible in the building ~~and~~ **be** reviewed at least annually and modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency and each local police department and ~~the~~ **each local** fire department that have jurisdiction over the center property. The center shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.

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

Annually by September 30, the center shall assemble information required to assist local police and fire departments in responding to an emergency. **The required information shall be** ~~and~~ deployed **immediately to Incident Command Post** ~~these entities~~ in the event of ~~an~~ **for** emergency **planning and exercises** ~~incident or disaster~~.

#### Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be **made available** ~~closed~~ to serve as mass-care facilities. **Local, county or state officials may also**

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**utilize center-owned buses and other transportation vehicles.** The Administrative Director or designee shall determine whether schools shall be closed or the educational program suspended to safeguard student and staff health and safety.

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

The center shall make provision in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences in accordance with the law. This may include as appropriate activities qualifying as instructional days for fulfilling the minimum required days of instructions under the law. Instructional activities may include:

- Web based instruction
- Mailed lessons and assignments
- Instruction via local television or radio stations.

The continuity of core operations such as payroll and ongoing communications 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.

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 the center.

The center shall provide mandatory training to center employees on school safety and security based on the center's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas:

1. Situational awareness.
2. Trauma-informed approaches.
3. Behavioral health awareness.
4. Suicide and bullying awareness.
5. Substance use awareness.
6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.
7. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, center employees, center facilities, the community or others.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

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### Required Drills

#### *Emergency Preparedness Drill –*

The Joint Operating Committee directs the center to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.

#### *Fire Drills –*

The Joint Operating Committee directs the center to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.

#### *School Security Drills –*

The Joint Operating Committee directs the center 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.

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Administrative Director or designee may conduct additional school security drills in the center 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.

The Administrative Director or designee shall:

- Oversee instruction and training of students and center employees in procedures for conducting school security drills and responding to emergency situations.
- Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
- Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

#### **Safe2Say Something Program**

The Joint Operating Committee directs the Administrative Director 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 center 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 center facilities.

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### Legal

Pol. 705

22 PA Code 10.24

35 Pa. C.S.A. 7701

Pol. 805.1

24 P.S. 1517

24 P.S. 1518

24 P.S. 1301-B

22 PA Code 10.11

24 P.S. 1303-A

24 P.S. 1303-B

24 P.S. 1302.1-A

Pol. 804

35 Pa. C.S.A. 7301 et seq

24 P.S. 1501

24 P.S. 1506

22 Pa Code 11.2

Pol. 803

Pol. 203

24 P.S. 102

24 P.S. 1310-B

Pol. 333

Pol. 249

Pol. 819

Pol. 227

Pol. 351

Pol. 805

24 P.S. 1302-E

Pol. 236.1

75 Pa. C.S.A. 4552

24 P.S. 1303-D

24 P.S. 1205.7

20 U.S.C. 7112

20 U.S.C. 7118

20 U.S.C. 7801

Pol. 146

Pol. 236

Pol. 709

Pol. 810