

A. W. BEATTIE CAREER CENTER

SECTION: OPERATIONS
 TITLE: EMERGENCY PREPAREDNESS
 ADOPTED: June 24, 1999
 REVISED: April 25, 2013
 APPROVED: May 23, 2013

805. EMERGENCY PREPAREDNESS	
<p>1. Purpose</p> <p>SC 1518</p>	<p>The school's system of emergency preparedness shall ensure that:</p> <ol style="list-style-type: none"> 1. Health and safety of students and staff are safeguarded. 2. Minimum disruption occurs to the educational program. 3. Students are taught to respond appropriately to emergency situations.
<p>2. Authority</p> <p>35 Pa.C.S.A. Sec. 7701</p> <p>SC 1517, 1518 & 35 Pa.C.S.A. Sec. 7701</p>	<p>The Joint Operating Committee directs that established policy shall be followed for emergency evacuations that affect the operation of the Career Center.</p> <p>The A. W. Beattie Career 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 PEMA and other applicable laws and regulations. Such plan shall be reviewed annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and communicated to students, parents/guardians, relevant and other relevant community stakeholders.</p> <p>The Joint Operating committee shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p>
<p>3. Guidelines</p> <p>SC 1517, 1518</p>	<p>All threats to the safety of the school shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness.</p> <p>Bomb threats and reports of fire shall normally require the evacuation of the threatened school or building, after consideration of mitigating circumstances.</p> <p><u>Required Drills</u></p> <p>At least annually, the Career Center 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>

Fire Drills/False Alarms

All students are to leave the building during fire drills in a swift, orderly and quiet fashion following the assigned exit route or the directions of the teacher. Directions shall be posted in each room.

Students who are out of class in another part of the building should leave by the nearest exit and report to an instructor.

No student is to re-enter the building until the "all clear" signal has been sounded. Each student is to be counted for by the instructor.

People involved in false alarms shall be dealt with under the provisions of the Pennsylvania Criminal Code.

4. Delegation of Responsibility

The Executive Director shall develop procedures for the handling of the Career Center emergencies which include:

SC 1517

1. A plan for prompt and safe evacuation of students from schools, which shall be practiced monthly in fire drills conducted in accordance with law.
2. A plan for sequestering students in a safe place other than the school.
3. Design of a communications system to alert the whole Career Center community when necessary and to notify parents of the evacuation of students.

SC 1518
Pol. 105

4. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.
5. Immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.
6. Cooperation with local agencies, such as the police department, fire department, EMS and County Services.
7. Instruction of staff members in the techniques of handling emergencies.
8. Emergency planning is for student and staff protection and procedural operations will only be distributed on a need to know basis for student and staff protection.
9. If a student/parent reunification plan is required as part of any emergency situation; parents/guardians will be notified by the Global Connect and news media outlets.
10. A plan for sequestering students in a safe place other than the Career Center.
11. Ensure the annual certification of Emergency Evacuation Drills have been conducted and submitted to the Pennsylvania Department of Education in accordance with law.

35 Pa.C.S.A.
Sec. 7701

The effectiveness of emergency planning in preparing the school to cope with disaster shall be continually monitored by the Executive Director.