

NORTHERN TIER CAREER CENTER

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS

ADOPTED: August 23, 2012

REVISED:

805. EMERGENCY PREPAREDNESS	
<p>1. Purpose</p>	<p>The Joint Operating Committee recognizes its responsibility to safeguard the health and welfare of the center’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</p>	<p>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 operations 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>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</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 operations plan.</p> <p>The Administrative Director or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.</p>

<p>4. Guidelines SC 1302.1-A 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>Center staff shall be trained to assist in implementing the emergency operations plan.</p> <p>The emergency operations plan shall be maintained in each center building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and each local police department with jurisdiction over the center property. The emergency operations plan shall be communicated to students, parents/guardians, relevant stakeholders, and the community.</p>
	<p><u>Memorandum Of Understanding</u></p>
<p>SC 1303-A</p>	<p>As required by state law and regulation and as an essential element of the emergency operations plan, the Administrative Director shall execute a memorandum of understanding with each local police department that has jurisdiction over center property. The memorandum of understanding shall be signed by the Administrative Director, police chief and each building administrator.</p>
<p>SC 1303-A Pol. 218, 218.1, 218.2, 222, 227</p>	<p>The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.</p>
<p>SC 1303-A</p>	<p>The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Administrative Director and the local police department who has jurisdiction over the center property.</p>
<p>SC 1303-A</p>	<p>Every two (2) years, the memorandum of understanding shall be updated by the Administrative Director, re-executed with the appropriate police department, and filed with the Office of Safe Schools.</p>
<p>35 Pa. C.S.A. Sec. 7701</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 center.</p>

<p>35 Pa. C.S.A. Sec. 7701</p> <p>SC 1517, 1518</p> <p>SC 1517</p>	<p>The center shall make provisions in the emergency operations 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. 4. Instruction via local television or radio stations. <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> <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 center.</p> <p><u>Required Drills</u></p> <p>At least annually, the 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> <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>Disaster Prevention – 35 Pa. C.S.A. Sec. 7701</p> <p>Joint Operating Committee Policy – 218, 218.1, 218.2, 222, 227, 810</p>
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