

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS

ADOPTED: 12/22/2020

Capital Area School for the Arts Charter School

EMERGENCY PREPAREDNESS POLICY

The Board of Trustees (“Board”) of the Capital Area School for the Arts Charter School (“Charter School”) recognizes its responsibility to safeguard the health and welfare of Charter School students and employees. Therefore, the Board 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 Charter School community.

The Charter School must have a comprehensive emergency preparedness plan as required by 35 Pa. C.S.A. § 7701, which includes:

- a. The plan must be developed in cooperation with the local emergency management agency and Pennsylvania Emergency Management Agency (PEMA).
- b. The plan must be reviewed annually by the school safety and security coordinator and/or school administrator and filed with or submitted to the local emergency management agency.
- c. The plan must be submitted to each police department, fire department, and/or county communications dispatch center (Dauphin County EMA).

The Board shall instruct the CEO to utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education for emergency preparedness.

The Charter School's system of emergency preparedness shall ensure that the health and safety of students and staff are protected, the time necessary for instructional purposes is not unduly diverted, minimum disruption to the educational program occurs, and students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

School Safety and Security Coordinator

Per 24 P.S. § 13-1309-B, the CEO shall appoint a school administrator as the school safety and security coordinator for the Charter School. The appointment shall be made no later than August 31, 2018. The school safety and security coordinator shall oversee all Charter School police officers (if applicable), resource officers (if applicable), security guards (if applicable) and Charter School policies and procedures relating to safety and security. The security coordinator shall report directly to the CEO.

The Charter School safety and security coordinator shall:

- (1) Review the Charter School's policies and procedures relative to safety and security and compliance with Federal and State laws regarding safety and security.
- (2) Coordinate training and resources for Charter School students and staff in matters relating to situational awareness, trauma-informed education awareness, behavioral health awareness, suicide and bullying awareness, substance abuse awareness and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.
- (3) Coordinate safety and security assessments as necessary.
- (4) Serve as the Charter School liaison with committees, the Pennsylvania Department of Education, law enforcement and other relevant organizations on matters of Charter School safety and security.
- (5) Make a report no later than June 30, 2019, and each June 30 thereafter, to the Charter School's Board of Trustees ("Board") on the Charter School's current safety and security practices that identify strategies to improve safety and security. The report shall be presented to the Board at an executive session of the Board. The report shall not be subject to the act of February 14, 2008 (P.L. 6, No. 3), known as the Right-to-Know Law.
- (6) Coordinate a tour of the Charter School's buildings and grounds biennially or when a building is first occupied or reconfigured with the law enforcement agencies and first responders that are primarily responsible for protecting and

securing the Charter School to discuss and coordinate safety and security matters.

The CEO and other administrators in charge of Charter School are required to develop plans to be used when the Charter School is closed for an emergency during the school day. A copy of each emergency plan is to be forwarded to the Board of Trustees and a copy is to be retained in the Charter School administrative office. The CEO shall consult with relevant stakeholders, such as the local police and fire departments, regarding the development and implementation of the emergency preparedness plan.

The CEO shall develop procedures for the handling of Charter School emergencies which include: a plan for the prompt and safe evacuation of Charter School and safe dispersal of students from Charter School property which shall be practiced monthly in fire drills conducted in accordance with law, a plan for the sequestration of students in a safe place other than the Charter School, design of a communications system to alert the whole Charter School community when necessary and to notify parents of the evacuation of students, instruction in emergency preparedness and survival techniques as a part of the regular curriculum of the Charter School, the immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency, cooperation with local agencies such as police department or fire department or civil defense, instruction of staff members in the techniques of handling emergencies, the continual evaluation of the effectiveness of emergency planning in preparing the Charter School to cope with disaster, and the arrangement for an annual inspection by fire police officials.

If a developing storm leads to a decision by the CEO to close the Charter School, every attempt shall be made to have that information announced publicly as soon as feasible.

Prompt relays will be sent to all Board members.

On-Site Supervision:

- Pupils must not be left alone or unsupervised during emergency closings.
- Areas of the building to be used shall be easily accessible to entrances and to the office.
- Staff members must remain in the building until all pupils are dismissed. If the pupils are still in the building beyond 30 minutes after the official closing time, the procedures described below are to be followed. All other staff members may leave the building 30 minutes after the official closing time.

- The CEO is to remain in the Charter School to supervise the pupils. Additional personnel shall be retained only if there is a need beyond the CEO. The CEO does not receive extra compensation during this time.
- The number and positions of persons needed during an emergency shall be determined by the CEO and listed in the Emergency Preparedness Manual.

The CEO shall list a minimum of five (5) staff members in priority order who will assist with the supervision of pupils who may still be in the building 30 minutes after the official closing time.

The CEO shall be the last person to leave the building after all pupils are dismissed and no other emergencies exist. Just prior to leaving, the CEO shall notify the Board President that everyone has been dismissed, if necessary.

Special Situations -- School closings because of problems relating to heating, air conditioning, plumbing, vandalism, etc. will be made by the CEO as determined necessary with notice to the Board President, if necessary.

Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged throughout the school year to help limit the spread of germs at the Charter School in an effort to prevent any possible communicable disease emergency.

Emergency Preparedness Drill - At least annually, the Charter School shall conduct a disaster response or emergency preparedness plan drill.

Fire Drills -- The drill shall include the actual use thereof, and the complete removal of the pupils and teachers, in an expeditious and orderly manner, by means of fire-escapes and exits, from the building to a place of safety on the ground outside. Fire drills shall be held not less than once a month throughout the school year. A record of the dates and times of fire drills shall be maintained at the Charter School. These drills shall be held at irregular intervals and at different times during the school day.

Advance notice of fire drill shall be given to persons in charge of the cafeteria, medical, and science area, administrative offices in the building, and to the custodian.

Fire drill procedures pertaining to each room and all other Charter School areas must be posted conspicuously.

The status of all fire drill plans shall be reported annually in September.

All guests in a facility must participate in a scheduled fire drill and may be requested by the CEO to assist, if necessary.

In the event of a fire near the Charter School, the CEO or designee shall consult with the local fire department to determine the action to be taken to ensure the safety of Charter School personnel.

24 P.S. § 13-1303-B requires the School Safety and Security Committee (Committee) within the Pennsylvania Commission on Crime and Delinquency (PCCD) to annually review the Charter School's physical site, as well as its policies and training regarding the Charter School's safety and security. The committee has established that this requires discussions with Charter School employees in order to conduct the assessment. Please see the Committee's Safety and Security Assessment Criteria, available here: <https://www.pccd.pa.gov/schoolsafety/Documents/School%20Safety%20and%20Security%20Assessment%20Criteria%20-%20adopted%20Sept%2026%202018.pdf>