



**BRANDYWINE
HEIGHTS**
AREA
SCHOOL
DISTRICT

Book	BHASD Policies
Section	800 Operations
Title	Emergency Preparedness
Code	805
Status	Active
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Purpose

The Board recognizes its responsibility to safeguard the health and welfare of district 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 school community.

Authority

The district, 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.[\[1\]](#)

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.

The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.[\[2\]](#)[\[3\]](#)[\[1\]](#)

Delegation of Responsibility

The Superintendent 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.

The Superintendent 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.

Guidelines

The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the Emergency Management Agency and each local police department with jurisdiction over the school property. The emergency preparedness plan shall be communicated to students, parents/guardians, the community and other relevant stakeholders.[4][1]

Memorandum of Understanding

As required by state law and regulation and as an essential element of the emergency preparedness plan, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over district property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal.[5][6]

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.[5][7][8][9][10][11]

The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department who has jurisdiction over the school property.[5]

Every two (2) years, the memorandum of understanding shall be updated by the Superintendent, re-executed with the appropriate police department, and filed with the Pennsylvania Department of Education Office of Safe Schools.[5]

Education

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.

Required Drills

1. At least annually, all district schools shall conduct a disaster response or emergency preparedness plan drill.[1]
2. Fire drills shall be conducted at least once a month during the school year.[2][3]
3. Bus evacuation drills are to be conducted twice a year, in accordance with law.[2]

Effective Emergency Planning

1. Design of a communications system to notify parents/guardians of the evacuation of students and to alert the whole school community when necessary.
2. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.
3. Immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.
4. Cooperation with local agencies, such as the police department, fire department and civil defense.
5. Instruction of staff members in the techniques of handling emergencies.
6. Appointment of a school emergency procedures review committee.

Bomb Threats

In the event of a threat that a bomb has been placed in a district school, the established procedures shall be followed:

1. Bomb-threats normally require evacuation of the building, after consideration of mitigating circumstances by the Superintendent or designee.
2. Police and fire departments shall be notified immediately.
3. A search of the building shall be conducted, with the assistance of the police and/or fire departments personnel.
4. If a thorough search has discovered no bomb, the Superintendent or designee may permit reentry by students and staff.
5. A request for investigation shall be made to law enforcement agencies.

Any decision concerning dismissal of students and staff and subsequent action is at the discretion of the Superintendent.

Legal

1. 35 Pa. C.S.A. 7701

2. 24 P.S. 1517

3. 24 P.S. 1518

4. 24 P.S. 1302.1-A

5. 24 P.S. 1303-A

6. Pol. 909

7. Pol. 218

8. Pol. 218.1

9. Pol. 218.2

10. Pol. 222

11. Pol. 227

Pol. 203.1

Pol. 810