

Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness
Number	805
Status	Active
Adopted	October 27, 1994
Last Revised	August 27, 2020

Purpose

The Board of School Directors (“Board”) of Springfield School District’s (“District”) system of emergency preparedness shall ensure that:

1. The health and safety of students and staff are safeguarded.
2. The time necessary for instructional purposes is not unduly diverted.
3. Minimum disruption to the educational program occurs.

All threats to the safety of the schools and buses shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as set forth by the Superintendent.

Delegation of Responsibility

The Superintendent shall develop procedures for the handling of school emergencies which include:

1. A plan for the prompt and safe evacuation of the schools and safe dispersal of students from school property in case of fire, bomb threat or other life threatening event, which shall be practiced monthly in fire drills conducted in accordance with law.
2. The conduct of bus evacuation drills twice a year in accordance with the law.[\[1\]](#)
3. A plan for sequestering of students during severe weather conditions.
4. A plan for the sequestering of students in a safe place other than the school.
5. A design of a communications system to alert the whole school community when necessary and to notify parents of the evacuation of students.
6. Instruction in emergency preparedness and survival techniques as part of the regular curriculum of the schools (Policy No. 105, Curriculum Innovation).[\[2\]](#)[\[3\]](#)
7. The immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.

8. Cooperation with local agencies such as the police department, fire department, and civil defense.
9. Instruction of staff members in the techniques of handling emergencies.
10. The continual evaluation of the effectiveness of emergency planning in preparing the schools to cope with disaster.
11. Developing and submitting to the Board a proposed Health and Safety Plan in accordance with Pennsylvania Department of Education guidance relating to a pandemic and implementation of the Health and Safety Plan in the form approved by the Board.

Emergency procedures will be on file in the office of each school building, and evacuation procedures will be posted in each school building.

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

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Legal	1. 24 P.S. 1517
	2. 24 P.S. 1518
	3. Pol. 105
	24 P.S. 1302.1-A
	24 P.S. 1303-A
	22 PA Code 10.11
	22 PA Code 10.24
	35 Pa. C.S.A. 7701