

DISASTER AND EMERGENCY PLAN

The Muhlenberg School Board recognizes that a disaster or emergency may occur which would necessitate action by School District employees and/or involving the use of school facilities, supplies or equipment.

The Superintendent of Schools shall be responsible for the implementation of a Disaster and Emergency Plan.

Policy: 2.4
Adopted: 6/6/84
Amended: 12/12/01
Amended: 6/17/09

DISASTER AND EMERGENCY PLAN

OUTLINE OF PROCEDURES

- I. Communication Procedures
- II. Building Evacuation
- III. Chain of Command
- IV. Staff Responsibilities
 - A. District Superintendent/Principal
 - B. Coordinator of Buildings, Grounds, and Transportation
 - C. Business Manager
 - D. Building Principals
 - E. Assistant Superintendent
 - F. School Nurse
 - G. Faculty/Staff
- V. Emergency Use of District Facilities
- VI. Resource Agencies and Institutions

I. Communication Procedures

- A. In the event it is necessary to close school(s) or dismiss school(s) early because of a disaster or emergency, the procedure listed in Policy 1.5 “Emergency School Closing/Early Dismissal” Section I will be followed.
- B. The following systems of communication must be operational in the event of a disaster or emergency:
 - 1. Telephone system
 - 2. Two-way radio system
 - 3. Office of emergency preparedness emergency system
 - 4. Weather alarm monitor radio system
- C. Additional systems of communication may include:
 - 1. Intercom
 - 2. Written or verbal messages
 - 3. Bell system
 - 4. E-mail
 - 5. Automated Calling System
 - 6. Nextel phones
- D. Communication Procedure

Any staff member who first becomes aware of an emergency situation will call 911 and notify appropriate administrators. Students are taught in health and wellness classes and programs, situations and procedures for calling 911.

II. Building Evacuation

When it becomes necessary to evacuate a building, the procedures outlined in Policy 2.2 “Fire Drills” and 1.5 “Emergency School Closing/Early Dismissal” are to be followed if applicable. (See Attachment A)

III. Chain of Command

- A. In case of a District-wide emergency situation, responsibility for decisions shall be in the following order:
 - 1. Superintendent
 - 2. Assistant Superintendent
 - 3. Coordinator of Buildings, Grounds, and Transportation
 - 4. Superintendent Designee
- B. In the case of a school building emergency, responsibility for decisions shall be in the following order:

1. Situations requiring immediate decisions
 - a. Principal (after consultation with Supervisor)
 - b. Assistant Principal
 - c. Designee
2. Situations not requiring immediate decisions
 - a. Principal (after consultation with supervisor)
 - b. Assistant Principal (after consultation with supervisor)
 - c. Designee (after consultation with supervisor)

IV. Staff Responsibilities

A. District Superintendent/Principal shall be responsible for:

1. Ensuring a Multi Hazards Crisis Plan is in place.
2. Determine a course of action to be taken during an emergency and coordinate the school's/school district's response to the emergency.
3. Maintain school or district doctrine, plans and procedures (including this plan) in a current and usable state.
4. Ensure effective communication within the school/district, and serve as the single conduit for communication to agencies outside the school district.
5. Work through the Public Information Officer (PIO) and local mass media to ensure that families and the general public are aware of what's happening in the schools.
6. Report to the school command post and act as Incident Commander until the arrival of emergency services.
7. Act as liaison between emergency services on-site and the rest of the school/district.
8. Keep the staff and school board members apprised of the emergency.

B. Coordinator of Buildings, Grounds, and Transportation shall be responsible for:

1. The establishment, operation, and control of internal communications.
 - a. Telephone system
 - b. Two-way radio system
2. Liaison with local, state, and federal agencies.

3. Security of buildings and grounds.
4. Maintenance and sanitation.
5. The maintenance of records regarding staff operation and any other costs under his supervision.
6. Identification and training of transportation personnel as emergency staff.
7. Securing transportation when needed for emergency evacuation.
8. Maintenance of transportation records.
9. Review and assist in keeping plans and checklists current.
10. Determine the number and types of transportation needed.
11. Coordinate availability of buses and drivers.
12. Ensure that traffic control is in place and functioning.
13. Work with municipal/county transportation coordinators to ensure optimum utilization of resources.
14. Ensure purchase, maintenance and monitoring of the school/district NOAA Weather Alert Radio.

C. The Business Manager shall be responsible for:

1. The coordination and determination of all expenses to the District as a result of emergency operations.
2. Maintain records of overtime and emergency expenditures.
3. Review and assist in keeping plans and checklists current.
4. Procure emergency supplies and equipment as needed.
5. Coordination of food services in concert with the Coordinator of Food Services.
 - a. Notify cafeteria personnel of the situation.
 - b. Coordinate special needs with food suppliers.
 - c. Delivery of food supplies to emergency control centers.
 - d. If necessary, serve meals to students and others who may be confined to school building(s).

D. Building principals shall be responsible for:

1. The total control of the facility and all who become involved in the emergency.
2. The development of an emergency plan.
3. The development and planning of mass care arrangements.
4. The indoctrination and ongoing orientation of staff regarding evacuation.
5. Emergency communications within the building.
6. Documentation of emergency operations.
7. Procedures for accounting for all students, staff, and visitors.
8. Safekeeping of student and staff records.
9. The supervision and/or safe release of students.
10. Notifying parents of specific gathering locations for student pickup as safe for specific emergency situations.
11. The assignment of staff to remain with and supervise students until all have been evacuated from the building or transported to designated shelters.
12. In collaboration with the Supervisor of Special Education, identify staff and students with special needs and designate individuals to assist and support them during emergencies.
13. Rumor control.

E. Assistant Superintendent shall be responsible for:

1. The preparation of emergency health service plans.
2. The coordination of health care services.
3. The maintenance of records regarding the care and treatment of patients.
4. Identification and training of “emergency staff” and the ongoing orientation of these personnel.

F. School Nurse:

1. Review and assist in keeping plans and checklists current.
2. Review procedures and prepare for continued supply of medicines for students with special needs and common student population maladies.
3. Package and move records to a host facility (if needed).

4. Assist emergency responders in identifying those students/staff that may need special assistance, including mental health issues.

G. Faculty/Staff:

1. Review and assist in keeping plans and checklists current.
2. Maintain accountability of all personnel and all students.
3. Perform special assignments as specified in the plan checklists.

V. Emergency Use of District Facilities

- A. The Superintendent may make School District facilities available to the appropriate Emergency Preparedness Agencies at such time as an emergency or disaster has been officially declared by the Governor or Berks County Emergency Management Agency.
- B. The Superintendent or designee shall retain full authority for protection and use of school property.

VI. Resource Agencies and Institutions

- A. When a state of emergency has been declared by the Governor, the following officials may be contacted for information by the District Administration Center (as also outlined in the Muhlenberg School District Crisis Plan): See Attachment B
 1. Secretary of Education (717-787-5820)
 2. Commissioner of Basic Education (717-787-2127)
 3. Director of the Bureau of Management Support Services (717-783-9791)
 4. Berks County Emergency Management Agency (610-374-4800)
- B. The following local institutions/agencies may be contacted by the District Administration Center for information:
 1. Muhlenberg Township Police Department (610-929-5454)
 2. Laureldale Police Department (610-929-8816)
 3. Central Fire Company (610-655-4911)
 4. Goodwill Fire Company (610-655-4911)
 5. Temple Fire Company (610-655-4911)
 6. Muhlenberg Township Municipal Building (610-929-4727)
 7. Laureldale Borough (610-929-8700)

8. Berks County Flight Team (610-987-8615)

C. Checklist – See Attachment C

Administrative Procedures: 2.4
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ATTACHMENT A

Procedure for Evacuating a School Building

1. Principal assesses the need to evacuate and determines if injury has occurred.
2. Crisis Team activated if appropriate.
3. After the evacuation call has been issued, evacuation process begins.
4. Everyone should exit to designated areas according to posted evacuation routes.
5. Available Crisis Team members will survey their area and ensure that all have evacuated and that the rest rooms are clear. Defer to police when mandated.
6. Absolute silence is to be observed during evacuation.
7. Close doors and windows for fire and keep them open for a bomb threat. Do not lock them in case Emergency personnel need to enter the room. Leave the lights on.
8. Escort students and have them walk quietly, in single file. If the exit is blocked, use an alternate exit.
9. Ensure designated staff have moved to assist assigned individuals with disabilities.
10. Call roll once in designated area. Report any missing or added student to administrator in charge. Stay in your assigned area.
11. Keep students calm and in your area. Students should not be allowed to roam or talk. Teachers are responsible for the welfare and safety of their students; therefore, staff must remain with them at all times.
12. If evacuation is needed during lunch, changes of classes, or during an activity period, clear the area immediately. Keep students in groups. Teachers make a roster of who they have. Administrator in charge will retrieve the roster from you.
13. Teachers will be notified when they may return to the building by the All Clear signal. The All Clear signal is the building administrator's announcement that all is clear. Under no circumstances are you or the students to reenter the building until then.
14. In the case of long waiting periods for evacuations or inclement weather, designate other nearby facilities to be utilized.
15. A remote-site evacuation plan needs to be developed as well as a plan for contacting families.

**DO NOT, UNDER ANY CIRCUMSTANCES, RETURN TO THE BUILDING UNTIL
THE ALL-CLEAR SIGNAL IS GIVEN.**

ATTACHMENT B

EMERGENCY TELEPHONE NUMBERS

1. County Emergency Management Agency 911	911 – Specify <u>Building</u> Location
2. Intermediate Unit #14	610-987-8551 or 610-987-8585
3. Local Emergency Management Agency	610-374-4800
4. School Bus Services	610-987-8585 or 610-987-8551
5. Alternate Evacuation Site – Geigle Complex	610-371-5611 or 610-371-5684
6. Churches	Calvary Lutheran – 610-929-9606 HGA – 610-929-4124
7. Muhlenberg Central Office	610-921-8000
8. American Red Cross	610-375-4383
9. PA Emergency Management Agency.	610-562-3003
10. Poison Control Center	1-800-722-7112
11. National Response Center Emergency Toxic & Oil Spills	1-800-424-8802
12. Berks County Flight Team	610-987-8615

ATTACHMENT C

CHECKLIST

- _____ Parental Phone Chain, including emergency numbers.
- _____ Designate nearby facility.
- _____ NOAA Radio with special tone alert.
- _____ Signs for routes to evacuate building.
- _____ Cellular phone.
- _____ Disaster Supply Kit.
- _____ Established primary and secondary evacuation routes.
- _____ Building diagram.
- _____ Smoke detectors.
- _____ Sprinkler system.
- _____ Mark utility shutoff points.
- _____ Identify and label hazardous materials.
- _____ Identify nearby facilities using hazardous materials.
- _____ Check fire extinguishers regularly.
- _____ First Aid Kit.
- _____ Flashlight.
- _____ Extra batteries for radio and flashlight.
- _____ Emergency phone numbers.
- _____ Designated procedure releasing students to parents.
- _____ Media telephone numbers.