

**Spectrum Charter School
4369 Northern Pike
Monroeville, PA 15146**

Board of Trustees Policy 805

EMERGENCY PREPAREDNESS POLICY

The Board of Trustees (“Board”) of the Spectrum 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 Board shall instruct the Chief Executive Officer (“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.

All threats to the safety of the Charter School shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as promulgated by the CEO, consistent with these guidelines.

Bomb threats and reports of fire shall normally require the evacuation of the threatened Charter School building and/or site at which Charter School students are attending a school-sponsored activity or function.

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 school emergencies which include: a plan for the prompt and safe evacuation of Charter School and safe dispersal of students from school property which shall be practiced monthly in fire drills conducted in accordance with law, the conduct of bus evacuation drills twice a year in accordance with law, a plan for the sequestration of students in a safe place other than the school, design of a communications system to alert the whole 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 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 schools 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 school at noon, every attempt shall be made to have that information on radio and television by 11:00 a.m. If the decision is to close school during the afternoon but before regular dismissal time, every attempt will be made to have that information broadcast by 1:00 p.m.

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.
- All staff members must remain in the building until all pupils are dismissed. If the pupils are still in the building beyond one (1) hour after the official closing time, the procedures described below are to be followed. All other staff members may leave the building one hour 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 three (3) staff members in priority order who will assist with the supervision of pupils who may still be in the building one (1) hour 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.

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.

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 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. This advance notice shall not be given more than one (1) hour prior to calling the drill. In the absence of an advance notice, it shall be assumed an emergency exists.

Fire drill procedures pertaining to each room and all other 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 school, the CEO or designee shall consult with the Monroeville Fire Departments to determine the action to be taken to ensure the safety of Charter School personnel.

Bus Drills - If the Charter School uses or contracts for school buses for the transportation of its students, the Charter School shall conduct on school grounds two emergency evacuation drills on buses during each school year, the first to be conducted during the first week of the first school term and the second during the month of March, and at such other times as the CEO may require. Each such drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers and the proper evacuation of buses in the event of fires or accidents.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this _____ day of _____, 2021.

President

Secretary