



**STATE COLLEGE
Area School District**

LEARNING ENRICHMENT/GIFTED SUPPORT PROGRAM AND STUDENT SERVICES
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VI-B2

To: Dr. Robert O'Donnell

From: Jeanne Knouse

Date: October 21, 2013

Re: Policy Revisions and Adoptions

The first reading of the following policy will be presented at the October 28, 2013 State College Area School District School Board meeting as an information/discussion item:

- Policy 819 - Management of Traumatic Events replaced with a new policy, Policy 805 - All Hazards Plan

The District, in cooperation with the local Emergency Management Agency, local law enforcement and other emergency responders, developed this policy and a comprehensive All Hazards Plan consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.

STATE COLLEGE
AREA
SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: MANAGEMENT OF
TRAUMATIC EVENTS

ADOPTED: March 22, 1999

REVISED: August 10, 2009

	819. MANAGEMENT OF TRAUMATIC EVENTS
1.Purpose	To provide a systematic approach to dealing with traumatic or potentially traumatic events through a district plan that describes the procedures and guidelines to follow while permitting discretion to allow for unique and unplanned circumstances.
2.Guidelines	<p><u>Procedural Guidelines</u></p> <p>Procedural guidelines to implement this policy are documented in the Emergency Operations Plan, which will be updated on a regular basis to reflect the ever changing body of knowledge and legislation regarding the management of traumatic events.</p> <p>A copy of this policy, and Annex J of the Emergency Operations Plan will be kept in the front section of each school site's Traumatic Events Handbook.</p>

STATE COLLEGE
 AREA
 SCHOOL DISTRICT

SECTION: OPERATIONS
 TITLE: ALL HAZARDS PLAN
 ADOPTED:
 REVISED:

805. ALL HAZARDS PLAN	
<p>1. Purpose</p>	<p>The State College Area School District recognizes its responsibility to safeguard the health and welfare of district students and employees and acknowledges the necessity of developing an All Hazards Plan in the event that despite prevention efforts, a crisis should occur. Any disruptive event that threatens safety and security will be considered a crisis. Crisis situations that could impact the school district may or may not occur on school property and include but are not limited to natural disasters, severe weather, fires, chemical or hazardous material spills, bus crashes, school shootings, bomb threats, medical emergencies, pandemics, student or staff deaths (intentional, unintentional or natural), and acts of terror or war.</p>
<p>2. Authority 35 Pa. C.S.A. Sec. 7701</p>	<p>The District, in cooperation with the local Emergency Management Agency, local law enforcement, and other emergency responders will, develop and implement a comprehensive All Hazards Plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.</p> <p>The District will also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p>
<p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p> <p>3. Guidelines</p>	<p>The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p> <p>To take reasonable steps to ensure student and staff safety, to reduce the disruptive effects of a crisis and to minimize property damage, the District has directed the Superintendent or designee to convene a District Traumatic Events Committee to develop the All Hazards Plan. The District Traumatic Events Committee will consist of teachers, administrators, counselors and school psychologists. Development of the All Hazards Plan will involve local emergency agencies, staff members, and other appropriate persons. The plan will include:</p>

<p>35 Pa. C.S.A. Sec. 7701</p>	<ol style="list-style-type: none">1. Procedures for taking action in the event of a crisis to ensure the highest possible level of safety and security while minimizing confusion and error.2. Procedures for timely and effective communication with local law enforcement agencies, community emergency services, parents/guardians, students, and the community in the event of a crisis.3. A plan for All Hazards Training of all staff.4. Designation of specific management and reporting responsibilities of each staff member during a crisis.5. An outline of aftermath services for staff and students affected by trauma.6. A crisis intervention checklist to be widely distributed to employees and other appropriate persons for use in the event of a crisis. <p>The Superintendent or designee will work with the District Traumatic Events Committee members in developing the All Hazards Plan and will be responsible for reviewing the plan at regular intervals and amending it as needed. A copy of the plan will be provided to the county Emergency Management Agency and appropriate details will be communicated to students, parents/guardians, relevant stakeholders, and the community.</p> <p>The Emergency Operations Hierarchy will consist of the following teams and members, who will report to the Superintendent or designee on the progress of its work in implementing the All Hazards Plan:</p> <ol style="list-style-type: none">1. Management Team:<ol style="list-style-type: none">a. Superintendentb. Assistant Superintendentc. Business Managerd. Human Resources Directore. Instructional Technologies Directorf. Director of Facilities
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	<ul style="list-style-type: none">g. Director of Student Servicesh. Public Relations Directori. Transportation Directorj. Food Services Director <p>2. District Leadership Team:</p> <ul style="list-style-type: none">a. Public Relations Coordinatorb. Director of Facilitiesc. Elementary Principald. Middle School Principale. High School Principalf. K-12 Counselorsg. School Psychologisth. Secretaryi. Certified School Nursej. Elementary Teacherk. Secondary Teacherl. Community Member(s) <p>3. Emergency Operations Team (Building Level)</p> <ul style="list-style-type: none">a. Building Administratorb. Counselorc. Nursed. Custodian
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<p>35 Pa. C.S.A. Sec. 7701</p>	<p>e. Teacher</p> <p>f. Secretary</p> <p>g. Paraprofessional</p> <p><u>Continuity Of Student Learning/Core Operations</u></p> <p>In the event of an emergency, local, county, or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county, or state officials may also utilize district-owned buses and other transportation vehicles.</p> <p>The District will make provisions in the All Hazards Plan for the continuity of student learning during school closings or excessive absences. Such alternatives may include:</p> <ol style="list-style-type: none"> 1. Web-based district instruction. 2. Telephone trees. 3. Mailed lessons and assignments. 4. Instruction via local television or radio stations. <p>The continuity of core operations such as payroll and ongoing communication with students and parents/guardians will be an essential part of the All Hazards Plan.</p> <p><u>Required Drills</u></p> <p>At least annually, all District schools will conduct a disaster response or All Hazards Plan drill as defined in the All Hazards Plan document.</p> <p>Fire drills will be conducted at least once a month during the school year.</p> <p>Bus evacuation drills will be conducted twice a year, in accordance with law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1517, 1518</p>
<p>35 Pa. C.S.A. Sec. 7701</p>	<p>At least annually, all District schools will conduct a disaster response or All Hazards Plan drill as defined in the All Hazards Plan document.</p>
<p>SC 1517, 1518</p>	<p>Fire drills will be conducted at least once a month during the school year.</p>
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	Disaster Prevention – 35 Pa. C.S.A. Sec. 7701 Board Policy – 810
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