

THE SCHOOL DISTRICT OF  
PHILADELPHIA

No. 805

Section: Operations

Title: Emergency  
Preparedness

Adopted: August 18,  
2016

Revised: March 28,  
2019

**805 EMERGENCY PREPAREDNESS**

**Purpose**

The School District of Philadelphia's system of emergency preparedness shall ensure that the health and safety of students and staff are safeguarded. Staff and students are trained to respond sensibly to emergency situations. The District shall comply with all local, state and federal laws and requirements including but not limited to those prescribed by the Philadelphia Fire Code, Pennsylvania Department of Health, Pennsylvania Department of Education, Homeland Security, and US Department of Education. This policy is intended to ensure the protection of all students and staff to prevent emergencies and effectively manage emergencies that affect the operation of district schools.

**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][2] The District shall conduct periodic reviews to ascertain the necessity and practicality of implementing drills or other emergency preparedness protocols not otherwise mandated by local, state and federal laws and requirements including but not limited to those prescribed by the Philadelphia Fire Code, Pennsylvania Department of Health, Pennsylvania Department of Education, Homeland Security, and US Department of Education.

The District shall comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education. The District shall ensure that emergency and evacuation drills, including fire drills, are conducted at intervals required by state and local law.[1][3][4][5][6].

### **Delegation of Responsibility**

The Superintendent is authorized to delegate the development of administrative procedures for the handling of school emergencies. Administrative procedures shall include mandatory drill schedules for drills implemented by the District that are not mandated by local, state and federal laws and requirements including but not limited to those prescribed by the Philadelphia Fire Code, Pennsylvania Department of Health, Pennsylvania Department of Education, Homeland Security, and US Department of Education.

The Superintendent is authorized to delegate the primary responsibility for ensuring that fire drills are conducted and plans for evacuation and emergency preparedness are implemented to the school-based principal. Such responsibility shall be communicated to the principal through the Previstar System and various other modes of communication. School compliance shall be monitored by the Assistant Superintendent or designee.

The Superintendent is authorized to delegate other responsibilities to the Office of Safety, which shall have a key role in the management of evacuation plans and emergency preparedness plans, to include the sequestration of students in a safe place other than the school, instruction in emergency preparedness and safety techniques as part of the regular curriculum of the schools, instruction of staff members in handling emergencies, preparation and execution of a memorandum of understanding with the local police department, as outlined in the Board policy, preparation and dissemination of a vital information packet, and the continual evaluation of the effectiveness in emergency planning in preparing schools to cope with disaster and the emergency closing of schools. The emergency preparedness plan for all District high schools shall mandate the use of walk-through metal detectors and x-ray scanners at all designated points of student and visitor entry. [7] [8]

The Superintendent is authorized to delegate responsibility to the Division of Operations for the compliance of recordkeeping of all school-based fire drill records and school bus evacuation drills.

Annually, by April 10, the Superintendent shall certify that emergency and evacuation drills have been conducted in the manner prescribed by law and District Procedures.[3]

**Legal References:**

1. 35 Pa. C.S.A. 7701
2. 22 PA Code 10.24
3. 24 P.S. 1517
4. 24 P.S. 1518
5. Philadelphia Fire Code Sec. 405
6. Philadelphia Fire Code Sec. 408
7. Pol. 805
8. Pol. 805.1