

**Administrative Procedures for Emergency Preparedness**  
(Attachment for Policy No. 805)**Purpose**

The Board of Education (“Board”) and School District of Philadelphia (“District”) are committed to creating safe, welcoming, and healthy environments where our students, staff, and community want to be and learn each day. The purpose of these Administrative Procedures is to guide staff and students on preventing, preparing for, and effectively managing emergencies.

**Shared Ownership**

The ownership of this process is between the principal of the building and the Office of Operations/the Office of School Safety.

**Procedures****Incident Notification**

When a crisis/emergency incident occurs, school administrators shall follow the following Incident Notification process:

- Step 1            In a crisis/emergency, the Principal or Designee must notify:
  - a.      Philadelphia Police or Fire Department            911  
(When a crime is committed, threat of imminent harm, a public safety emergency exists or School District policy dictates.)
  - b.      School Safety Dispatch                                 215-400-6000  
(Schools shall notify the Assistant Superintendent AFTER notifying Philadelphia Police and School Safety Dispatch)
  - c.      Parents or Guardians
  
- Step 2            If it is necessary to send anyone to a hospital, send an identified staff member along to serve as a liaison.
  
- Step 3            If the crisis/emergency demands an evacuation, proceed to the predetermined “Rally Point” or “Evacuation Site.”

**School Fire Drills**

Detailed information and forms related to drills are available in the *Fire Prevention & Emergency Preparedness Manual*<sup>1</sup> accessible on the District’s website. The below should be considered a summary and not reflective of all required procedures relating to fire and

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<sup>1</sup> The Fire Prevention & Emergency Preparedness Manual is available at <https://www.philasd.org/schoolsafety/staff/fire-safety-emergency-management/>

emergency/evacuation drills.

1. At least annually, all District schools shall conduct a disaster response or emergency preparedness plan drill.
2. Principals shall be required to hold one (1) fire drill during the first ten (10) calendar days of school opening.
3. Fire drills shall be conducted once a month, every month the school is occupied i.e., more than one (1) person is in the building.
4. Fire drill procedures pertaining to each room and all other school areas, including portable and off-site locations, must be posted conspicuously.
5. The principal shall arrange for the Philadelphia Fire Department to conduct two (2) observances of fire and emergency evacuation drills annually, one in Spring and one in Fall.
6. Fire drills shall be conducted at different hours of the day or evening, during the change of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.
7. Rally Points (outdoor assembly areas) shall be designated by the principal at a safe distance from the building being evacuated so as to avoid interference with fire department operations. The Rally Points shall be arranged to keep each class separate in order to provide account for all individuals. The Office of School Safety will assist principals in planning and monitor compliance on a regular basis.
8. Frequency during Hybrid Learning:
  - a. If schools are engaged in hybrid learning, drills must be conducted twice as often as described above to ensure each group participates.
  - b. E.g.,: If groups of students attend school on different days or at different times, drills must be scheduled so that each group (Group A, Group B) participates in one (1) fire drill within the first ten (10) calendar days of school opening, one (1) Fall and one (1) Spring fire drill witnessed by the Philadelphia Fire Department, and fire drills once a month.

### Shelter-in-Place Drills

A shelter-in-place drill is to prepare for when chemical/biological contaminants have been released accidentally/intentionally into the environment or severe weather/flooding occurs in or around a School or District site.

1. Principals shall be required to conduct one (1) shelter-in-place drill during the school year. The shelter-in-place drill cannot substitute a fire drill.
2. Shelter-in-Place drills shall be recorded on the drill record in the Previstar system.

### Security (Hold/Secure/Lockdown) Drills

A security drill is to prepare for when a situation exists inside or outside the School or District site that threatens the safety of staff and students.

1. Principals shall be required to conduct one (1) security drill annually within the first 90 days of the school year.
2. Security drills shall be conducted while school is in session and students are present.

3. Principals shall provide advanced notice to local law enforcement, School Safety Dispatch, and the parents/guardians of the students attending the school.
4. Security drills shall be recorded on the drill record in the Previstar system.<sup>2</sup>

### Relocation Drills

A relocation drill is to prepare for when students and staff move to a relocation site other than the school itself and reunite students with their parents/guardians after an emergency. This is a STAFF ONLY drill.

1. Principals shall be required to conduct one (1) relocation drill annually, prior to the last day of the school year.
2. Relocation drills shall be conducted with all staff assigned to the school.
3. Relocation drills shall be recorded on the drill record in the Previstar system.

### Drill Records and Schedules

1. Records shall be maintained of required fire, shelter-in-place, lockdown, and relocation drills and shall include the following information:
  - a. Date and time of drill
  - b. Type of drill
  - c. Notification method used
  - d. Weather conditions at time of drill
  - e. Special conditions simulated
  - f. Staff on duty participating
  - g. Number of drill participants or occupants evacuated
  - h. Time required to complete the drill
  - i. Issues or comments
  - j. Name and title of person conducting the drill
2. Drill records are a running log and shall be maintained in Previstar and in hard copy in the School Safety Binder in the main office and updated in both places within three days of the drill. They must be retained in conformity with the Records Retention Schedule and Policy 800.
3. All drill schedules shall be submitted in Previstar annually in September of every year. Changes in drill schedules shall be submitted promptly for approval to the Assistant Superintendent and Office of Safety.

### Bus Evacuation Drills

1. Bus evacuation drills shall be conducted twice a year, in accordance with law.
2. The Office of Transportation shall conduct the drills on the school grounds, with confirmation by signature of the principal. The Office of Transportation is responsible for submitting, retaining and maintaining records associated with bus evacuation drills.

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<sup>2</sup> The Previstar system is available at <https://www.philasd.org/schoolsafety/safety-drills-and-exercises/>

Emergency Preparedness Plan

1. The Emergency Preparedness Plan is a school's safety plan and is comprised of the Vital Information Packet and Emergency Operations Plan.
2. Principals shall be required to update the school's Emergency Preparedness Plan on an annual basis, and modify as necessary, using the Previstar System through the District's portal.
3. The Principal or designee shall annually communicate the Emergency Operations Plan (which does not include the Vital Information Packet) to parents/guardians, the community and other relevant stakeholders.
4. The Principal or designee shall annually review emergency response procedures with students and staff.
5. Emergency Preparedness Plans must be on file in each building's main office and uploaded to the Previstar System. A copy of each school's Emergency Preparedness Plan is also available, through Previstar, to the local Emergency Management Agency, each local police department, and each local fire department that has jurisdiction over school property.
6. The Emergency Preparedness Plan for all District kindergarten through eighth grade schools shall mandate intruder prevention.
7. 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.
8. The Emergency Preparedness Plan for all District facilities shall designate points of entry and exit for all students and visitors to ensure the security of each building.
9. Annually, by September 30, the District shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post, which is location dependent, in the event of an emergency incident or disaster.
10. Additionally, as required by state law and regulations and as an essential element of the emergency preparedness plan, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over district property. The memorandum of understanding shall be signed by the Superintendent and police chief.
11. Emergency Preparedness Plans shall provide the following information for the purpose of assisting local police and fire departments in responding to an emergency:
  - a. Blueprints or floor plans of the school buildings.
  - b. Map or layout of the school campus.
  - c. Locations of predetermined or prospective command posts.
  - d. Current teacher/employee roster.
  - e. Current student roster.
  - f. School fire-alarm pull station locations.
  - g. Utility shutdown procedures.
  - h. Any other information the school entity deems applicable to assist local police and fire departments in responding to an emergency.

## Threat Assessment

A threat assessment is a structured group process used to evaluate the risk posed by a student whose behaviors may indicate a threat to the safety of the student, other students, staff, the school or themselves.

The District's Threat Assessment Team (TAT) is composed of the School Administrator, Counselor, School Safety Officer/Supervisor, a School Safety Threat Assessment Liaison, School Safety Investigator, and the Philadelphia Police Department (if necessary). When necessary, other relevant school staff i.e., Special Education, School Nurse, etc. participate to support the assessment and intervention process.

### *Reporting Threats*

When a student/situation poses a clear and immediate threat of serious violence i.e., threat to use a weapon, or threat to kill or inflict severe injury to self or others, with intent and a plan to carry out the threat, the Principal shall notify School Safety Dispatch (215-400-6000) and in the case of emergencies, dial 911. All pertinent information regarding the threat (i.e., emails, social media posts, text messages, voicemail, etc.) shall be stored and made available for investigation purposes.

### *Investigating Threats*

Any threats by a student that pose a clear and immediate threat of serious violence will activate the School Safety Threat Assessment Protocol. Upon activation, the TAT will triage the threat and ensure safety measures are in place to mitigate the threat.

During the assessment the TAT will:

1. Meet with student(s) of concern, staff and any witnesses to gather additional information about the threat,
2. Triage the threat (context, statements) to determine the seriousness of the threat,
3. Review the Threat Assessment Triage findings with the Office of School Safety Designee:
  - a. If threat is low/moderate (transient) as defined in the Threat Assessment Protocol and Procedures; develop a safety plan to address safety concerns to include referrals to school-based and/or community-based interventions
  - b. If threat is high/imminent (substantive) as defined in the Threat Assessment Protocol and Procedures; call the Philadelphia Police Department (911) and complete the Threat Assessment Investigative Report

NOTE: ALL threats of self-harm should also be referred to the School Counselor to conduct an Initial Risk Assessment.

4. Notify the student and victim's parent/guardian.

5. Implement/Establish a safety plan and monitor school-based intervention and behaviors.

### *Documenting Threats*

The District's TAT shall work in collaboration to complete a Threat Assessment Investigation Report documenting the team's efforts to identify, investigate, assess, and manage the specific threat.

### Safe2Say Something Program

Safe2Say<sup>3</sup> Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.

The Safe2Say Something Crisis Center forwards reports to the District's Safe2Say Team, via telephone communication, text, and/or email, depending on the nature and categorization of the report received.

### *Safe2Say Team*

The District's Safe2Say Team shall be designated, registered, and trained to receive and respond to Safe2Say Something reports for all school buildings in the District.

The District's threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.

The District's Safe2Say Team members who receive reports from the Crisis Center must attend training designated by the Safe2Say Something program. Training must include practicing report handling in the system.

### *Interplay with Child Protective Services Law*

The principal and designated staff will respond to Safe2Say Something reports involving suspected child abuse in accordance with Board policy and the Child Protective Services Law, and will follow the requirements for making a mandated report, even if the county emergency dispatch center or law enforcement agency has also received the Safe2Say Something report. When a report of suspected child abuse is made by a school employee as a member of the Crisis Team, the District is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, is not required to make an additional report.

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<sup>3</sup> The Safe2Say webpage is available at <https://www.safe2saypa.org/download/>

### *Confidentiality*

The District's Safe2Say Team members shall maintain appropriate confidentiality regarding Safe2Say incidents. Members whose other assignments and roles require confidentiality of specific student communications, will ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy, and administrative procedures.

The Office of Schools, in collaboration with the District's Safe2Say Team, will ensure that middle school and high school students and other staff members are provided with training in how to make reports and also awareness on risk factors and the importance of reporting. Training may include online and interactive video training.

The District will make training and awareness materials and opportunities available to parents/guardians and community members as well.

More information about Safe2Say is available [here](#).<sup>4</sup>

### Continuity of Student Learning/Core Operations

1. 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.

### Emergency Closings

1. In the event of an emergency, weather related or other, which leads to an early dismissal or school closure, the District shall establish prompt communication to parents/guardians, staff, school and administrative offices.
2. Students must not be left alone during emergency closings. All staff members must remain in the building until all students are dismissed. If the students are still in the building beyond one (1) hour after closing time, the principal shall determine the number of employees needed during the emergency in accordance with applicable provisions of an administrative compensation plan, collective bargaining agreement or individual contract. The principal shall be the last person to leave the building after all students are dismissed and no other emergencies exist. Just prior to leaving, the principal shall notify the Assistant Superintendent that everyone has been dismissed. The Division of Operations and Office of Safety will assist in the emergency response and school closure procedures.

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<sup>4</sup> More information about Safe2Say is available at <https://www.philasd.org/schoolsafety/programs/safe2say-something/>

**Maintenance Schedule**

These Administrative Procedures shall be reviewed upon review of the Policy, or a triggering event.

**Related Information:**

35 Pa. C.S.A. 7701

22 PA Code 10.24

24 P.S. 1517

24 P.S. 1518

Philadelphia Fire Code Sec. 405

Philadelphia Fire Code Sec. 408

Policy 805.1 - Relations with Law Enforcement Officials

24 P.S. 1302.1-A

22 PA Code 10.11

24 P.S. 1303-A

22 PA Code 12.12

42 Pa. C.S.A. 5945

42 Pa. C.S.A. 8337

Policy 207 - Confidential Communication of Students

Policy 810 - Transportation

Office of School Safety *Fire Prevention & Emergency Preparedness Manual*