



Section: OPERATIONS  
 Title: EMERGENCY PREPAREDNESS  
 Adopted: September 16, 1997  
 Revised: August 21, 2007

<b>804. EMERGENCY PREPAREDNESS</b>		
1. Purpose	<p>The Joint Operating Committee recognizes its responsibility to safeguard the health and welfare of the Lebanon County Career and Technology Center’s students and employees. Therefore, the Joint Operating Committee 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 school community.</p>	
2. Authority	<p>The Lebanon County Career and Technology Center, 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.</p> <p>The Joint Operating Committee shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p> <p>The Joint Operating Committee shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p>	<p>35 Pa. C.S.A. Sec. 7701</p> <p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>The Administrative Director or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.</p>	
4. Guidelines	<p>The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and communicated to students, parents/guardians/relevant stakeholders, and the community.</p>	<p>35 Pa. C.S.A. Sec. 7701</p>

	<p style="text-align: center;"><b>804. EMERGENCY PREPAREDNESS</b></p> <p style="text-align: center;"><u>Continuity of Student Learning/Core Operations</u></p> <p>In the event of an emergency, local, county or state officials may require that the Lebanon County Career and Technology Center 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 the Lebanon County Career and Technology Center owned buses and other transportation vehicles.</p> <p>The Lebanon County Career and Technology Center shall make provisions in the emergency preparedness plan for the continuity of student learning during the Lebanon County Career and Technology Center’s closings or excessive absences. Such alternatives may include:</p> <ul style="list-style-type: none"> <li>• Web-based CTC instruction.</li> <li>• Telephone trees.</li> <li>• Mailed lessons and assignments.</li> <li>• Instruction via local television or radio stations.</li> </ul> <p>The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.</p> <p style="text-align: center;"><u>Education</u></p> <p>Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.</p> <p>Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at the Lebanon County Career and Technology Center.</p> <p style="text-align: center;"><u>Required Drills</u></p> <p>At least annually, the Lebanon County Career and Technology Center shall conduct a disaster response or emergency preparedness plan drill.</p> <p>Fire drills shall be conducted at least once a month during the school year.</p> <p>References:  School Code – 24 P.S. Sec. 1517, 1518  Pennsylvania Consolidated Statutes Annotated –  35 Pa. C.S.A. Sec. 7701  Joint Operating Committee Policy - 810</p>	<p style="text-align: center;">Pol. 810</p> <p style="text-align: center;">35 Pa. C.S.A. Sec. 7701</p> <p style="text-align: center;">SC 1517, 1518</p>
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