



### Emergency Operations

The Board recognizes that the facilities of the Shippensburg Area School District must be maintained and operated in a safe condition for students, staff and visitors. The District recognizes the importance of programs and training to ensure a safe and secure environment for our children. The following procedures have been developed to ensure a safe school atmosphere:

- The District has Emergency Operations Plans in place for situations such as fires, evacuations, lockdowns, bomb threats, bus accidents, medical emergencies and severe weather. These plans were developed in coordination with local emergency responders and county public safety personnel.
- Every room within the District buildings has a Safe Schools flip chart which outlines how to respond to emergency situations. The flip charts break down the staff's responsibility depending on the emergency situation.
- Emergency drills are conducted routinely throughout the school year to remind students, staff and administrators of their responsibilities when an emergency does occur. Each building is required to conduct a weather drill, shelter in place, lockdown, bomb threat and train derailment exercise on a rotating monthly schedule set by the Superintendent. School bus evacuations are practiced at least twice a year.
- During regular school hours all school buildings can only be accessed by the main door and through a buzzer-system controlled by the building's office staff. Visitors are required to show photo identification to the office staff and sign-in at the office. Visitors will be provided a visitor pass. Upon leaving the building visitors are required to sign out and return the visitor badge. All school district personnel wear a photo identification badge provided by the District.
- The District has a parent notification system called Connect-Ed. This system can contact parents and staff in even there is an emergency. It is imperative that parents keep the school building informed if phone numbers have changed. Connect-Ed will be used to notify parents of weather-related delays and dismissals, to provide information about school-related events and activities. Secondary schools also use Connect-Ed for attendance information.
- The District works with local emergency responders including the police department, fire department and EMS unit, as well as the local emergency manager and both Franklin and Cumberland County Departments of Public Safety to conduct trainings for administrators, teachers, and support staff. The District has held various drills to test our emergency plans in coordination with local responders.
- District employees must provide a state police criminal history background check, a child abuse history clearance and a FBI background check in order to be employed by the District. The District also requires volunteers to maintain the above clearances prior to supporting certain volunteer activities in the district.

When an emergency occurs the District will communicate with parents and staff through the Connect-Ed system. The District may also contact local television and radio stations. The exact listing of the stations can be found in the student handbooks. The District website will also be updated with important information.

It may be necessary to relocate students and staff to a different facility due to an emergency. If this occurs parents will be contacted by the Connect-Ed system with information about the alternative facility. Parents are reminded that District staff will ask for identification in order for the District to release a student into your care. Parents should not go to the school buildings, as this creates traffic congestion which can be detrimental to buses and emergency responders.

School safety is the responsibility of everyone involved in the school district and the community. The District is continually reviewing and assessing the safety and security of their schools in collaboration with local, county, and state officials. Building level safety and security questions should be addressed to the building principal.