



SAFETY AND SECURITY

Safety for our students is our number one priority. The following procedures are in place to ensure that safety. It is an expectation that all of the drills will be reviewed and conducted throughout the school year. At the beginning of the school year, a week will be devoted to reviewing the procedures for each drill and conducting the drills so students and staff know the expectations for a safe and successful drill. It is critical that our students understand the purpose and the procedures for all drills so all are prepared in case of any emergency.

During any evacuation of the building, educators are required to carry class rosters. Office staff are required to take the emergency evacuation bag to the Command Post. The building administrator will coordinate any drills. The Director of Facilities may assist with these drills as needed. Staff and students will be notified by announcements through the intercom, fire strobes, horns, or phone systems.

Following is information regarding the types of drills and purposes of those drills that are conducted in every one of our schools throughout the school year.

Fire Drill: (Pennsylvania Department of Education Mandated Drill)

Fire Drills are conducted to prepare staff and students to exit the building in the event of a fire. Fire drills must be conducted monthly, twelve (12) times during each school year. The building administrator will coordinate all drills. Drills may include scenarios with staff member participation, blocked primary exits, and retention of students or staff during the spring and fall. Notification of drills should be shared with staff when a specific medical condition of a student or staff member necessitates prior knowledge of drill conditions. During months when ambient temperatures fall below 40 degrees, staff members may be briefed regarding the hour of the drill, but not the specific time of the drill. The intent of the notification is to ensure that students will have a coat readily available to wear outdoors. Drills will be conducted in accordance with Section 15-1517 of the Pennsylvania Public School Code of 1949.

Lock Down Drill: (South Western School District Mandated Drill)

Lock Down drills are conducted to prepare staff and students in the event of imminent danger to include an intruder entering the building. Drills are to be conducted **semi-annually**. Intruder drills may begin with an announcement that an intruder has entered the building or a realistic scenario with role playing of an intruder. Teachers must secure classrooms by locking the classroom door and moving students to a secure location on the floor of the classroom. During lock downs there is no movement within the building except by administrators, police, and authorized operations department personnel. In the event that a medical condition requiring assistance exists within a classroom, teachers should place the “Emergency Assistance Required” card under the classroom door. Drills will be conducted in accordance with South Western School District safety procedures.

Reverse Evacuation Drill: (South Western School District Mandated Drill)

Reverse evacuation drills are conducted simultaneously with lockdown drills to prepare staff and students for the event of an emergency situation in which students are outside the building (i.e., recess, gym class, etc.). During a lockdown students and staff quickly enter the building due to an exterior threat such as a suspicious person or a noxious chemical spill. If the lockdown occurs due to an intruder in the building, staff and students will not enter the building, but will move to an adjacent building to take shelter. The teacher will report directly to the office of the building providing the shelter, report accountability, and receive directions regarding where to report until the “all clear” is received from the home school. The sheltering school will immediately provide accountability reports to the home school office. Drills are to be conducted **semi-annually**. Upon notification that a lockdown has occurred and it is safe to enter the building, staff and students will return to the building and follow the procedures listed in lockdown drills. Drills will be conducted in accordance with South Western School District safety procedures.

Evacuation Drill: (South Western School District Mandated Drill)

Evacuation drills are conducted to prepare staff and students to exit the building in the event of a situation such as a bomb threat or noxious fumes/gas leak in the building. Evacuation drills may be conducted as a substitute to a lockdown drill. An evacuation drill is similar to a fire drill except the fire alarm is not activated. The same procedures are utilized to exit the building. Drills will be conducted in accordance with South Western School District safety procedures.

Bus Evacuation Drill: (Pennsylvania Department of Education Mandated Drill)

Bus evacuation drills are conducted to prepare staff and students to safely exit the bus in an emergency situation. Bus evacuation drills are to be conducted **semi-annually**, during the first week of school and in the month of March. Bus evacuation drills will be supervised by the Operations Department and the building principal(s). Also, a front and rear evacuation drill will occur annually. Drills will be conducted in accordance with Pennsylvania School Bus Driver’s Manual, Publication 117.

Severe Weather and Disaster Drill: (PA Emergency Management Agency Mandated Drill)

Severe weather and disaster drills are conducted to prepare staff and students in the event of a natural disaster such as a tornado or flood. Drills are to be conducted **semi-annually**. Drills will be conducted in accordance with Title 35, Pennsylvania Consolidated Statutes, Section 7701.

Drill Reporting Procedures: Building administrators are required to complete the South Western School District Drill Reporting Form at the conclusion of each drill. Reporting forms should be submitted to **Karen Miller, Safety Committee Secretary**, within seventy-two (72) hours of the completion of the drill. Documentation regarding each building's fire drills is submitted to the PA Department of Education. All other drill reporting forms may be used for training purposes and retained for the PA Safe Schools Audit.