

WILSON AREA SCHOOL DISTRICT
EMERGENCY OPERATIONS PLAN (EOP)

I. PURPOSE

A. Protection

To provide for the protection of persons and property in Wilson Area School District in the event of a natural or man-made emergency or disaster.

B. Procedures

1. To establish procedures for alerting the district staff and school principals.
2. To provide information and appropriate protective action instructions.
3. To provide for coordination and use of available school district resources during an emergency.

C. Roles and Responsibilities

1. To define the roles and responsibilities of school district personnel and administrators.
2. To define emergency functions and assign emergency duties.

D. Coordination

To assure coordination and cooperation with county efforts in accordance with the Northampton County Emergency Operations Plan.

II. SITUATION

A. Summary of Natural Hazards

The Wilson Area School District is subject to the following natural hazards: winter storms, hurricanes, tornadoes, and wind storms.

B. Summary of Man-made Hazards

The district is also subject to the following man-made disasters: fires, hazardous materials accidents, acts of vandalism/terrorism, and nuclear power plant incidents.

III. CONCEPT OF OPERATIONS

A. General

1. Functional Assignments

- a. Emergency management functional assignments in this plan are based on the concept that they parallel day-to-day functions as closely as possible.
- b. In an emergency, school officials will continue only those functions necessary to protect, in order, life, safety, and property.

B. Direction and Coordination

1. Wilson Area School District

- a. In the event an emergency should occur, the District Superintendent, may implement this Emergency Operations Plan and take such other action as might be required to protect the interests of the school district.
- b. The District Superintendent, by request of the Pennsylvania Department of Education, will consult with and serve as liaison between the public and private school systems concerning emergency response activities.
- c. Schools - All schools within the Wilson Area School District operational control shall be made available to State, county and local officials for emergency planning and exercise purposes and actual service as mass care facilities in the event of an emergency evacuation.
- d. Transportation - All school bus and transportation vehicles owned or leased by schools of the Wilson Area School District shall be made available to State, county and local officials for emergency planning and exercise purposes and actual service in event of an emergency evacuation.

2. District Schools

- a. Each facility within the Wilson Area School District, shall develop a plan, in consonance with this district plan, listing more specific procedures, responsibilities, duties and precautions to be followed in event of natural or man-made disasters or emergencies.

- b. School principals will implement their plan in the event of any local emergency or disaster that may endanger students, faculty, staff, and premises.

3. Northampton County

The County Commissioners will exercise coordination and control of the response to any county-wide emergency through their executive organization, the Northampton County Emergency Management Agency (EMA).

4. Pennsylvania Emergency Management Agency (PEMA)

The Pennsylvania Emergency Management Agency, in consultation with the Department of Education, will coordinate decisions relative to school operations during major emergencies and disasters affecting two or more counties within the Commonwealth.

C. Succession of Authority

1. Wilson Area School District

- a. Succession of authority in Wilson Area School District, in order of sequence is:

- (1) District Superintendent
- (2) Supervisor of Curriculum & Instruction
- (3) Building Principals

2. Schools

- a. Succession of authority in individual schools within the district in order of sequence is:

- (1) School principal
- (2) Head teacher (elementary) or Asst. Principal (middle school and high school)

D. Emergency Conditions

- 1. Emergency operations will be conducted under two emergency conditions as follows:

- a. Limited Emergency

A situation wherein a potential hazard has reached a dangerous level and could affect safety within Wilson Area School District and its schools.

b. Full Emergency

A situation wherein the potential hazard has increased to exceed the public safety level deemed acceptable by school officials.

E. Types of Protective Actions

1. Sheltering (Take Cover)

Action by a specific school to take advantage of the inherent protection against violent winds, hazardous material accidents, and/or radiation exposure afforded by remaining indoors, away from doors and windows and in basements.

2. Evacuation

a. Limited - By specific school in response to a local emergency such as a fire. (See Annex A)

b. General - By school district, i.e., the entire school population (students, faculty and staff) within the school district. (See Annex A)

3. Modified Operations - Actions taken to not open schools, delay opening of schools, effect early dismissal, delay closing of schools, take cover, and release students to parents/guardians as follows:

a. Delayed Opening, Early Dismissal, Delayed Closing, and Cancellation of Classes (See Annex B)

b. Sheltering (Take Cover) (See paragraph III.E.1, basic plan.)

c. Release of Students to Parents/Guardians (See Annex B)

F. Policy Guidelines

1. Wilson Area School District

a. Hazardous Material Incidents

(1) When both the schools attended and the parents' homes are located within an endangered area, students may be evacuated from the schools they attend to Host Schools where they will be retained under "Parent" school officials' custody until they are picked up by their parents or guardians.

- (2) When the schools attended are outside the endangered area and the parents' homes are inside it, students will be retained in the schools they attend under "Parent" school officials' custody until they are picked up by their parents or they will be evacuated to host schools as predetermined in the school plan.
- (3) Should an evacuation be required, all teachers and support staff (unless otherwise directed by the principal or a higher school authority) will accompany the students to the Host school and remain with their students until relieved of responsibility by the "Parent" school principal.
- (4) Evacuated students will remain the responsibility of a professional staff member until released to the parent or other authorized person.

b. Succession of Authority

Actions and responsibilities of staff and faculty will be carried out under the prescribed administrative chain of authority. See Concept of Operations, Paragraph 3.C.1 and 3.C.2, and the respective school plan for succession of authority.

c. Interagency Actions

Actions by the staff and faculty of the School District will be coordinated with other agencies that are affected by the emergency.

2. District Schools

a. Primary Responsibility

The primary responsibility of the Principal is to provide for the protection, safety, and welfare of their students.

b. Drills and Exercises

Provide prescribed training of staff and faculty on emergency plans, procedures, and duties; orientation of students on emergency procedures and responsibilities; and periodic safety drills in accordance with approved rules and regulations and as set forth in the specific school EOP.

c. Accountability for Students

In case of an evacuation, each student group (e.g., homeroom class) will be accompanied by school officials (e.g., homeroom teacher, classroom teacher, or member of the staff).

d. Special Requirements

Provide for the special support of students having physical or other limitations.

e. Official in Charge

One or more of the persons listed, see Succession of Authority, para. III.C.2, will generally be present for duty when classes are in session.

f. Applicability

All policy guidelines of Wilson Area School District, see para. III.F.1, also apply to district schools.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. Emergency Situations

In emergency situations, the day-to-day organization of Wilson Area School District will serve as the basis for operations.

2. Day-to-Day Duties

Emergency duties assigned herein parallel or complement day-to-day duties.

B. Responsibilities

1. Limited Emergency

a. District Superintendent

- (1) Receives notification from within the school district of an incident, or
- (2) Receives notification, from Northampton County, verifies notification with Northampton County EMA.
- (3) Reviews situation and determines course of action to be taken.

- (4) Ensures that "risk" schools, "host" schools, and Intermediate Unit Number 20 are notified.
- (5) Briefs district staff on situation and course of action to be taken.
- (6) Establishes communications with Northampton County EMA and district schools.
- (7) Monitors Emergency Broadcast System station.

b. Transportation Manager

- (1) Ascertains availability of buses and drivers.
- (2) Notifies the superintendent of availability.
- (3) Contacts the Easton Area School District or Northampton County EMA for any additional buses which are needed.

c. Food Service Director

- (1) Notifies cafeteria personnel on the situation. Coordinates special needs with food suppliers.

d. School Principal

- (1) Reviews emergency plans, notifies staff and faculty, and briefs them on course to be taken.
- (2) Reviews procedures for limited evacuation, and general evacuation.
- (3) Reviews procedures for clearing and securing buildings.
- (4) Reviews procedures and prepares for continued supply of medicines for students with special needs.

2. Full Emergency

a. District Superintendent

- (1) Determines need to escalate preparedness to Full Emergency condition when responses to the emergency are locally controlled.

- (2) Notifies school principals, Director of Intermediate Unit #20, and president of school board, in that order.
- (3) Notifies "Host" school superintendent/principal in case general evacuation becomes necessary.
- (4) Maintains communications with Northampton County EMA.

b. Transportation Manager

- (1) Notifies district bus drivers to move buses to schools in preparation for evacuation.

c. School Principal

- (1) Receives notification, briefs school staff and faculty.
- (2) Directs protective action deemed appropriate in case of sudden occurrences such as tornadoes, fires, etc.
- (3) Reports limited or general evacuation to the District Superintendent, as appropriate.
- (4) Initiates bus convoy to Host School, if appropriate. Reports arrival to District Superintendent.
- (5) Reports status to District Superintendent when all evacuated students have been released to parents or guardians.
- (6) Releases homeroom and back-up teachers when all in their student group have been released to parents.

A. Agreements and Understandings

1. School districts are responsible for development of reciprocal agreements with other school districts for provision of "Host" facilities.
2. Should a school district's resources prove to be inadequate for an emergency operation, their unmet needs should be provided through an agreement with a neighboring school district.

B. Unmet Needs

1. During an emergency, in which all local school district resources have been expended, unmet needs will be reported to Northampton County EMA.

VI. DEFINITIONS OF TERMS

- A. Emergency Broadcast System (EBS) Announcements - Official announcements made at the county level for the specific purpose of providing information, instructions or directions from the County Commissioners, or their designated official representative, to the permanent and transient residents of the county. Announcements are made over the legally designated EBS network. EBS announcements at the State levels are made only when they are applicable statewide. Priorities for EBS announcements are specified in law; first priority to the Federal government, second priority to county governments, and third priority to State governments. Restriction on use of EBS announcements does not preclude appropriate use of newspapers, radio and television for public information statements.
- B. Emergency Management - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kind.
- C. Host Schools - Fixed facility suitable for providing emergency lodging of students that have been evacuated from their regular school.
- D. Public Information Statements - Public announcements made by school district or county official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors. Reference to the emergency situation itself will be made only in the context of the reasons for governmental actions, and not to provide detailed information about it.
- E. Radiological Emergency Response Procedures (RERP) - Detailed incident response procedures developed by the State and its agencies and county emergency management agencies in coordination with PEMA and the nuclear power plants. There are five of these plants within Pennsylvania.
- F. Risk School - Those schools located with an endangered area wherein continued habitation may result in loss of life or injury.

- G. Sheltering - The act of using existing structures as a means for protection. Examples are: move to hallways, subterranean areas, or windowless areas; and huddle under desks and tables.
- H. Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective school district or school.

VII. TRAINING AND EXERCISES

A. Training

- 1. Training sessions on the emergency operations plan, duties, and related procedures will be conducted for:
 - a. School District staff
 - b. School staffs and faculty
 - c. Northampton County EMA
- 2. Fire safety training as outlined in local and county codes.

B. Exercises and Disaster Drills

- 1. The Wilson Area School District participates in exercises as follows:
 - a. National Weather Service (NWS) sponsored exercises
 - b. Pennsylvania Emergency Management Agency and Northampton County EMA sponsored exercises
 - c. Fire evacuation drills

VIII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

- A. Pennsylvania Department of Education has overall responsibility for the enforcement role of school district planning, preparation and execution of plans concerning emergency operations.
- B. School principals will coordinate the development and maintenance of the school's emergency operations plan. The plan will be updated as necessary and reviewed at least annually.
- C. This EOP will be executed upon order of the School District Superintendent or his authorized representative. Specific school EOPs will be ordered executed by the school principal or his authorized representative, who in turn will notify the School District Superintendent of his/her actions.

- D. Basic distribution of the Wilson Area School District
Emergency Operations Plan is one copy, except as noted.
1. School Board
 2. Superintendent
 3. Appropriate staff
 4. School Principals
 5. Intermediate Unit Number 20
 6. Northampton County Emergency Management Coordinator
 7. Local Municipalities
- E. Additional copies of this plan can be obtained by writing
to Business Manager, Wilson Area School District, Washington
Boulevard, Easton, PA 18042.

ANNEX A

HOST SCHOOL/DISTRICT

1. PURPOSE

A. To designate a host school/district to be used in case of an evacuation. This might be:

1. To another school within the school district.
2. To another school outside the school district.

2. SITUATION

See basic plan.

3. CONCEPT OF OPERATIONS

A. General

1. Two scenarios exist under which evacuation to a host school may become necessary. The first scenario involves evacuating to another school in close proximity within the school district. An example is evacuating to a neighboring school as a result of either a fire or bomb threat.
2. The second scenario involves evacuating to another school district. An example is the case of a large scale disaster in which the entire school district must be evacuated because of a hazardous material or radio-contaminant accident that affects a large land mass area.

B. Internal School District Host Schools

1. Host schools within Wilson Area School District follow:

<u>Risk School</u>	<u>Host School</u>
Wilson Area High School	Lauer Middle School
Lauer Middle School	Wilson Area High School
Avona Elementary	Wilson Borough Elementary
Wilson Borough Elementary	Williams Township Elementary
Williams Township Elementary	Wilson Borough Elementary

C. External School District Host Schools

1. The Easton Area School District will serve as the primary host to the Wilson Area School District in case of a major disaster requiring evacuation.
2. Other districts in Northampton County will be contacted as needed to serve as backup hosts.

4. RESPONSIBILITIES

A. Host School Operations

1. The staff and faculty of the Wilson Area School District will be prepared to supervise evacuated students while at the host school. The host school will provide support assistance to the extent that is practical.
2. The (Host) School provides to the extent possible, life support first aid, and social services to evacuees, and provides guides within the school to assist in moving evacuated students to room assignments.
3. Assists in movement of evacuated students to temporary quarters.
4. School Principals will preplan specific classroom assignments at the host school when applicable. When auditoriums are used, evacuated class integrity will also be maintained.

B. Recovery

Host school facilities will be returned to their original condition upon conclusion of operations. Host schools will provide janitorial services.

ANNEX B
MODIFIED OPERATIONS

1. PURPOSE

To prescribe procedures and responsibilities in the event it becomes necessary to adopt modified operations such as delayed school opening, cancellation of classes, early release of students, or delayed release of students.

2. SITUATION

Some examples of the cause of modified operations and appropriate actions follow:

<u>Cause</u>	<u>Action</u>
Winter Storm	Delay school opening Cancellation of classes Early release of students
Severe Storm	Delay school opening Delay release of students until the storm has passed
Severe weather warning, or loss of public utilities	Delay school opening Early release of students
Hazardous accident	Delay school opening Delay release of students until the danger has passed

3. RESPONSIBILITIES

A. Wilson Area School District Superintendent

1. In case of a severe weather warning, makes a decision by 6:00 a.m. to delay school opening or cancel classes.
2. Makes a decision, as appropriate, to effect early or delayed release of students.
3. Coordinates public announcements with appropriate radio and TV stations.
4. Notifies school principals on actions to be taken.
5. Directs selected staff to report for duty, if necessary.
6. Briefs staff on the situation and actions to be taken.

B. Transportation Manager

Coordinates changes in bus operations.

C. Food Service Director

Coordinates appropriate changes in regards to food delivery and food preparation.

D. School Principals

1. Brief school staff and faculty on the situation and actions to be taken.
2. Supervise modified operations.