

Emergency Readiness Plan:  
On-Site Instruction

May 2025



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**Forum Building, 607 South Drive  
Harrisburg, PA 17120  
www.education.pa.gov

**Pennsylvania Department of Education Logo
**

**Commonwealth of Pennsylvania**

The Honorable Josh Shapiro, Governor

**Department of Education**

Dr. Carrie Rowe, Acting Secretary

**Office of Elementary and Secondary Education**

Amy Lena, Deputy Secretary

**Bureau of School Support**

Sabrina Lindsay, Bureau Director

**Division of Student Services**

Carmen M. Medina, Division Chief

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education’s nondiscrimination policies:

**For Inquiries Concerning Nondiscrimination in Employment:**Pennsylvania Department of Education  
Equal Employment Opportunity Representative  
Bureau of Human Resources  
Voice Telephone: (717) 783-5446

**For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:**

Pennsylvania Department of Education

School Services Unit Director

Forum Building, 607 South Drive, Harrisburg, PA 17120  
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education

Bureau of School Support

607 South Drive, 4th Floor West, Harrisburg, PA 17126

Voice: (717) 783-6646, Fax: (717) 783-6642

[www.education.pa.gov](https://www.education.pa.gov)

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Table of Contents

[Introduction 1](#_Toc94693391)

[Fast Facts 3](#_Toc94693392)

[Fire Department Information 3](#_Toc94693393)

[Utility Information 4](#_Toc94693394)

[Emergency Generator 4](#_Toc94693395)

[Video Surveillance 4](#_Toc94693396)

[Emergency Contact Information 4](#_Toc94693397)

[Hospitals 5](#_Toc94693398)

[Program Contacts 5](#_Toc94693399)

[Command 5](#_Toc94693400)

[Emergency Response Team Roles 6](#_Toc94693401)

[Concurrence by Outside Resources 7](#_Toc94693402)

[Record of Changes and Review 7](#_Toc94693403)

[Emergency Readiness Plan 8](#_Toc94693404)

[Purpose and Scope 8](#_Toc94693405)

[Situation and Assumptions 8](#_Toc94693406)

[Concept of Operations 9](#_Toc94693407)

[Organization and Responsibilities 10](#_Toc94693408)

[Plan Development, Maintenance and Distribution 10](#_Toc94693409)

[Supersession 11](#_Toc94693410)

[Protective Actions 11](#_Toc94693411)

[Emergency On-Campus Evacuation Locations 11](#_Toc94693412)

[Emergency Off-Site Evacuation Locations 12](#_Toc94693413)

[Reverse Evacuation 12](#_Toc94693414)

[Transportation 13](#_Toc94693415)

[Shelter-in-Place 13](#_Toc94693416)

[Shelter 14](#_Toc94693417)

[Drop, Cover and Hold 14](#_Toc94693418)

[Lockdown / Intruders 15](#_Toc94693419)

[Communicable Disease Emergencies 16](#_Toc94693420)

[Verbally or Physically Threatening Individual in the Building 17](#_Toc94693421)

[Cyber Security Threat 17](#_Toc94693422)

[Appendix A: Floor Plans 19](#_Toc94693423)

[Appendix B: Shut-Off Procedures 20](#_Toc94693424)

[Fire Alarm 20](#_Toc94693425)

[Sprinkler System 20](#_Toc94693426)

[Gas/Utilities 21](#_Toc94693427)

[Appendix C: Control Points and Assembly Areas 22](#_Toc94693428)

[Appendix D: Notice of Relocation 24](#_Toc94693429)

[Appendix E: Shelter-in-Place 25](#_Toc94693430)

[Appendix F: Student / Parent / Guardian Roster 26](#_Toc94693431)

[Appendix G: Student Release Form – Multiple Students 27](#_Toc94693432)

[Appendix H: Sample Emergency Contact Form 28](#_Toc94693433)

[Appendix I: Private Vehicle Transportation Plan 30](#_Toc94693434)

[Appendix J: Memorandum of Understanding 32](#_Toc94693435)

[Appendix K: Pre-Incident Communication with Parents / Guardians 34](#_Toc94693436)

[Appendix L: Post-Incident Communication Plan 36](#_Toc94693437)

[Appendix M: Emergency Go-Kits and Supplies 37](#_Toc94693438)

[Appendix N: Important Information to Provide To 9-1-1 38](#_Toc94693439)

[Appendix O: Persons with Special Needs 39](#_Toc94693440)

[Appendix P: Emergency First Steps 40](#_Toc94693441)

[Checklist A: Emergency Plan Review 41](#_Toc94693442)

[Checklist B: Direction and Control Operations 43](#_Toc94693443)

[Checklist C: Protective Actions 44](#_Toc94693444)

# Introduction

All of Pennsylvania’s Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) are required to develop a formal, written emergency readiness plan that is specific and applicable to the program needs. While it may be appropriate to reference a school district’s emergency plan, it is important to develop a customized plan for your on-site 21st CCLC program since school staff and other resources may not be available during out of school time. In addition, since many 21st CCLC programs meet in alternate locations, the school district’s emergency plan may not be applicable.

This template was modified a second time during the COVID-19 pandemic as masking remained important but parent/public reaction has at times become aggressive and a threat to on-site program operation. New lists of protective actions has been added to help afterschool programs consider emergency situations while also following protocols related to communicable diseases, responding to escalating interactions during programming and cyber security threats.

The following content will guide you through various emergency scenarios and provide direction on what information is needed for each. *Note that items in italics are for explanation and are not designed to be part of the final plan.* Customize the content as needed and be sure to keep your plan updated. Most importantly, take the necessary time to train staff and practice the procedures outlined in your plan.

**Site Location Name**

**Grantee Name & Cohort**

**FC#**

**Nita M. Lowey 21st Century Community**

**Learning Centers Program**

**Emergency Readiness Plan: On-site Instruction**

Mailing Address

Township / Borough / City

County

Date

*NOTE: Items in italics are for explanation and are not designed to be part of the final plan.*

*By numbering the copies of the plan, you can keep track of where they all are and ensure that any changes are distributed to all of the holders.*

Copy Number:

# Fast Facts

Address:

Phone: Fax:

Hardwired Telephone:   
*(The hardwired non-network and non-VoIP is the fax number)*

Municipality: Fire Box:

GPS Info: *Ex: Latitude N-40o 21’ 03.03” Ex: Longitude W-76o 45’ 39.50”*

Primary Law Enforcement *(Example: PA State Police):*

Primary Fire Department:

Primary EMS:

Grade Levels:

Special Classes or Programming:

|  |  |
| --- | --- |
| Group | Average Daytime Population |
| Students |  |
| Staff |  |
| Total |  |

|  |  |
| --- | --- |
| Special Needs | Average Daytime Population |
| Mobility |  |
| Hearing |  |
| Visual |  |
| Cognitive (MR) |  |
| Emotional |  |
| Medical |  |
| Severe Allergies |  |
| Total |  |

## Fire Department Information

Knox Box Location:

Enunciator Panel Location:

Alarm Company:

Fire Sprinklers in Building:  Yes  No  Partial

Fire Department Connection:

## Utility Information

Electric Supplier:

Water Source:

Telephone:

Gas:  Yes  No Oil:  Yes  No

## Emergency Generator

Yes  No Location:

Power Source:  Diesel  Gasoline  Propane  Other:

Supply on Hand: Expected Run Time:

## Video Surveillance

Number of Cameras: Exterior: Interior:

Control Station Location:

Accessible via Internet:

Primary Contact for Access: Secondary Contact for Access:

Other Information:

## Emergency Contact Information

| Emergency Department | Contact Information |
| --- | --- |
| **ALL EMERGENCIES *(Police, Fire or EMS)*** | **911** |
| Poison Control Center: | 1-800-222-1222  Accessible via TTY using 7-1-1 |
| ***(County Name)*** County Emergency Management Agency |  |
| PA State Police or Local Police Department |  |
| Fire Department: |  |
| Local EMS |  |
| Alarm Company |  |
| Red Cross ***(Name of Regional Office)*** |  |
| Transportation Contractor *(if applicable)* |  |
| Special Needs Transportation Contractor *(if applicable)* |  |
| *Insert other applicable phone numbers* |  |

## Hospitals

| Hospital Name | Address | General Number | Emergency Department Number | Patient Information Number |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Program Contacts

Program Director’s Name:

Cell Phone Number:

## Command

During an emergency, the following persons shall be designated to assume the incident commander position. The incident commander will oversee directing emergency activity until relieved by local responders. The command post will be the physical location where the incident commander is located.

| Position | Contact |
| --- | --- |
| Primary Commander |  |
| Primary Commander’s Cell # |  |
| Secondary Commander |  |
| Secondary Commander’s Cell # |  |
| Tertiary Commander |  |
| Tertiary Commander’s Cell # |  |
| Primary Command Post Location |  |
| Primary Command Post Direct Phone # |  |
| Primary Command Post Fax # |  |
| Alternate Command Post Location |  |
| Alternate Command Post Direct Phone # |  |
| Alternate Command Post Fax # |  |

# Emergency Response Team Roles

The Program Director will designate staff to fill the following essential roles at each site.

**First Aid Coordinator**This person will be trained in first aid and cardiopulmonary resuscitation (CPR) and will deliver first aid to injured students and staff. The first aid coordinator will also serve as a liaison to the first emergency medical services (EMS) unit to provide a continuity of first aid care and information. Certification for the first aid coordinator must be kept up to date.

**Facilities and Materials Coordinator**This person will have knowledge of the physical building and mechanical operations and will provide on-site assistance to emergency providers and program staff during an emergency or critical event. They will serve as a liaison to the emergency incident commander as needed during actual events.

**Parent-Student Reunification Coordinator**This person will lead the efforts to ensure that students are reunited with their parents in an efficient and expeditious manner after an emergency occurs. Reunification will be conducted only when it is safe and authorized by the emergency services agencies on the scene.

| Emergency Team Role | Name | Contact Information |
| --- | --- | --- |
| First-Aid Coordinator |  |  |
| First-Aid Coordinator Alternate |  |  |
| Facility and Materials Coordinator |  |  |
| Facility and Materials Coordinator Alternate |  |  |
| Parent-Student Reunion Coordinator |  |  |
| Parent-Student Reunion Coordinator Alternate |  |  |
| First-Aid Assistant |  |  |
| First-Aid Assistant |  |  |
| First-Aid Assistant |  |  |
| Location of First Aid Kits |  |  |
| Location of Automated External Defibrillators (AED) |  |  |
| Location of Oxygen (if applicable) |  |  |

**List Other Staff Who Have First-Aid Training**

| Emergency Team Role | Name | Contact Information |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Concurrence by Outside Resources

*(Optional but recommended)*

We have examined this plan and are aware of the requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Organization | Signature | Date Plan Received | Copy Number |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*NOTE: This table can have as many lines as needed to accommodate the agencies reviewing and concurring. You should get concurrence from all outside agencies that will play a role in plan implementation, especially those that you are depending on to provide resources (shelter space or transportation). Ideally, they will be involved in the planning process. You need one original of this page. Copies of the page can be placed in the distribution copies of the plans.*

# Record of Changes and Review

|  |  |  |  |
| --- | --- | --- | --- |
| Date of  Change | Summary of Change | Signature of Person  Making Change | Date Change  Distributed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Signature of Responsible Party**

I have reviewed this plan and the procedures outlined in it. These procedures will be followed in case there is an emergency affecting the facility.

Signature of Program Director Print Name Date

# Emergency Readiness Plan

## Purpose and Scope

1. To provide for the protection of students and staff in the event of a natural disaster or human-caused emergency.
2. To ensure coordination and cooperation with local and county government, and emergency services.
3. The provisions of this plan are designed for situations involving groups of students or the entire facility. This plan is not designed to address emergency situations involving individual students or staff members.

## Situation and Assumptions

The ***(name of 2st CCLC Site)*** is located at ***(address, town)*** and normally has ***(number)*** students and ***(number)*** staff. Normal operating hours for the program are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_during the summer (if applicable). The facility assumes responsibility for the health and safety of the students attending the facility.

The facility is located in ***(name of township / borough / city)*** whose emergency management agency will be the primary source of governmental assistance during an emergency.

Assistance during emergencies will be dispatched through the ***(county name)*** County 9-1-1 and be coordinated by the ***(county name)*** County Emergency Management Agency.

The facility may be subject to the following natural disasters and emergencies:

1. Natural Disasters (e.g., tornado, severe storms, flood, blizzard, disease outbreak, etc.)

*One reliable source of information about the hazards in your area is your local emergency management agency (EMA). Visit* [*www.pema.pa.gov*](http://www.pema.pa.gov) *for a listing of county EMA coordinators who can direct you to your local EMA coordinator.*

*Insert the most common in your area:*

1. Human Caused Emergencies (e.g., HAZMAT spill, intruder, fire in the neighborhood, power outage)

*Insert the most common in your area:*

## Concept of Operations

1. Regular drills on emergency plans, procedures and duties will be conducted to:
   * Provide training for staff, including substitutes
   * Orient students on emergency procedures and responsibilities
   * Develop skills needed for a real emergency
   * Active shooter drills should be reviewed with staff but NOT practiced with students

*Insert schedule here:*

1. Special medical, physical, or behavioral needs:
   * Each site location which a part of is (name of 21st CCLC) will maintain a current listing of any students or staff who have a condition that may require special consideration or action to allow that person to take appropriate protective measures during an emergency (see Appendix O). The listing will include both long-term and short-term disabilities.
   * A staff member will be assigned responsibility to ensure that those individuals take the appropriate protective measures.
   * If special needs include medications or any physical equipment, a staff member will be assigned responsibility to ensure that the medications or equipment accompany the individual with special needs.
   * If the necessary specialized equipment requires batteries or supplies, those will be stocked and moved as well.
   * The listing of special needs personnel and medicine / equipment will be provided to county EMA along with the annual plan review.
2. Accountability:
   * Students will only be released to a parent or to an individual designated in writing by the parent.
   * In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) (if used) and upon the arrival at the relocation and reunification facilities.

## Organization and Responsibilities

1. Senior on-site facility person (also known in this document as the Primary Commander) will:
   * Be familiar with emergency plans for the municipality (borough, city, township, and county).
   * Determine a course of action to be taken during an emergency.
   * Maintain their plan in a current and usable state. (Ensure that staff names and numbers are up-to-date and ensure that the list of names of students with special needs is current).
   * Encourage parents to tune in to local media for information during an emergency.
   * Keep the staff and parents aware of the status of the emergency.
   * Determine the number and types of transportation needed if evacuation or relocation is required.
   * Ensure student’s emergency records are taken to the evacuation / relocation site.
   * When emergency services arrive, provide information about the status of the students, staff, and the facility.
   * Retain responsibility for the students and staff while the responders are dealing with the emergency.
   * Stay available to responders to provide information about the facility.

*NOTE: Some of the above responsibilities may be delegated as needed.*

1. Staff will:
   * Review and assist in keeping plans and checklists current.
   * Maintain supervision of students until they are released to parents or guardians.
   * Perform special assignments as specified in this plan.
2. Parents are requested to:
   * Be familiar with plans and procedures for ensuring safety of the students.
   * Check television, social media, district websites, phone and text alerts for information and instructions during an emergency.

## Plan Development, Maintenance and Distribution

1. The Program Director is responsible for:
   * The development, execution, and maintenance of the emergency plan.
   * Annual review and update of the plan.
   * Ensure agreements are current with relocation facilities and transportation providers (if applicable).
   * Documenting the review on the Record of Changes and Review.
   * Making sure that copies of the plan are distributed.
2. Distribute the Emergency Plan to:
   * (Name of County) County Emergency Management Agency
   * Other related organizations listed below (be sure to include all involved emergency response organizations and any labor organizations representing staff):

*NOTE: The Emergency Readiness Plan should be redistributed each time it is revised.*

## Supersession

This plan supersedes all previously developed emergency plans.

**OR**

This plan supersedes the plan for (name of 21st CCLC) dated (insert the date of the old plan).

# Protective Actions

## Emergency On-Campus Evacuation Locations

When it is determined that it is unsafe for students and staff to remain at their 21st CCLC site location, an evacuation will be ordered. This type of evacuation requires that the students and staff leave the building and go to a designated area on the immediate grounds (such as a nearby athletic field).

In the chart below, indicate if there are multiple groups at the site, where they are normally located and what the primary and secondary evacuation points will be as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| Team or  Group | Area of  Building | Primary  Evacuation  Point | Secondary  Evacuation  Point |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Insert map(s) here for both primary and secondary evacuation points.*

*Be sure to include any special instructions or evacuation areas for students with special needs.*

*Consider keeping the secondary evacuation points confidential for the sake of operational security.*

## Emergency Off-Site Evacuation Locations

When it is determined that it is not safe for students and staff to remain at their 21st CCLC site location or on the immediate grounds, an off-site evacuation will be ordered. Once all students have been safely accounted for, they will be escorted to the following locations:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Local  Evacuation Sites | Facility Name | Address | Facility  Telephone | MOU\*  on File |
| Primary Site |  |  |  |  |

Contacts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Local  Evacuation Sites | Facility Name | Address | Facility  Telephone | MOU\*  on File |
| Secondary Site |  |  |  |  |

Contacts:

*\*An MOU is a Memorandum of Understanding which is an agreement between the 21st CCLC and the facility / property willing to provide shelter in the event of an off-site evacuation. See Appendix I for an example.*

*Insert map(s) here for both primary and secondary evacuation points.*

*Be sure to include any special instructions or evacuation areas for students with special needs.*

*Consider keeping these evacuation sites confidential for the sake of operational security.*

## Reverse Evacuation

If an emergency occurs outside requiring students and staff to return to the site location for safety, the closest accessible doors should be used. Be sure that all students and staff know the locations of these doors when they exit the building during program hours.

*Insert map showing door locations.*

## Transportation

Please indicate which of the following scenarios applies to your program.

Students will walk to the evacuation point(s) listed above  
 Students will take buses to the evacuation point(s)

|  |  |
| --- | --- |
| Questions | Answers |
| Number of buses needed |  |
| Special transport vehicles needed |  |
| Transportation contractor |  |
| Transportation contractor’s office number |  |
| Transportation contractor’s cell number |  |
| Alternate Transportation Contractor *(for special transport vehicles)* |  |
| Alternate Transportation Contractor’s office number |  |
| Alternate Transportation Contractor’s cell number |  |

*Insert bus loading procedure here if applicable.*

*NOTE: Private vehicles will be used to transport students to evacuation points. See Appendix H.*

## Shelter-in-Place

With the potential of transportation accidents and other emergencies involving hazardous materials, it is likely that the students and staff may be given a direction to shelter-in-place as a protective action.

Upon receiving an emergency alert system or direction from civil authorities (typically county or local emergency management) the following action steps will be taken:

1. An announcement will be made to the site via the public-address system (or indicate an alternate method if a public-address system is not available) to shelter-in-place.
2. Outside activities will be cancelled and a reverse evacuation ordered.
3. All doors to the facility will be locked and signs (Appendix E) placed on the doors to the facility indicating that the site is sheltering-in-place.
4. will be contacted to shut down the HVAC (heating, ventilation, and air conditioning) to eliminate air flow exchange to the outside.
5. Students and staff will be held in the building until given an “all clear” signal from civil authorities.
6. Communications will be maintained with the Program Director.
7. Communications will be maintained with county or local EMA.
8. Parental notification will be made via internal and external notification systems under the communication plan included in this document.

## Shelter

During this protective action, all the above steps will be taken. However, the HVAC will not need to be shut down since there is no threat of hazardous materials entering the ventilation system.

*(NOTE: If there is a threat of hazardous materials entering the ventilation system, use the Shelter-in-Place procedures outlined above.)* Students and staff must find a safe area in the building and if they are located outdoors when this protective action is called, a reverse evacuation will be ordered.

## Drop, Cover and Hold

### Tornado Watch

1. The Program Director and each senior on-site facility person (Primary Commander) will follow commercial television/radio and National Oceanic and Atmospheric Administration (NOAA) weather channels for further updates.
2. Staff may be given a notice of the watch, but no protective actions are required during a watch.

### Tornado Warning

1. A tornado warning signals that a tornado has been sighted and may be approaching the site. A tornado warning announcement will be made on the public-address system (or indicate an alternate method if a public-address system is not available).
2. Procedures
   * All groups outside the building are to return to the facility and go to their designated safety area (as indicated in the chart on page 18).
   * Staff shall proceed with all students to the safety areas and remain there with the students until further notice.
     + Upper floors move to the first-floor hallways if time permits. If time does not permit, students will drop, cover, and hold in the classroom or hallway.
     + First floor should either relocate to a basement or drop, cover, and hold.
   * Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations.
   * No student shall be allowed out of his / her designated area unless his / her parent comes to the school and requests that the student be released.
   * Students will only be released to a parent or to an individual designated in writing by the parent. In an emergency, a student may be released to an individual upon verbal approval by the parent if the individual’s identity can be verified by a staff person.
   * Proceed to predetermined shelter areas.
     + Students shall crouch on their elbows and knees and face interior walls with their hands over their necks.
     + Students shall remain quiet to wait for instructions. Staff members shall remain alert for students who evidence signs of stress or panic, and when necessary, move such students to an area where they will not influence other students and remain with them until the “all clear” signal is given.
     + The senior on-site facility person (Primary Commander) shall give the “all clear” signal and provide further directions.
   * Areas to be avoided:
     + Spaces that are opposite doorways or openings into rooms that have windows in the exterior walls, and areas with large roof spaces.
     + Interior locations that contain glass, such as doors, windows, display cases and the like.
     + Areas where doors swing. When the storm hits, the doors are likely to swing violently.
     + Corridor intersections (stay at least 10 feet away).
     + Interior walls involving or adjacent to large areas such as gym walls or all-purpose room walls.

|  |  |  |
| --- | --- | --- |
| Room or Area | Primary Safety Area | Secondary Safety Area |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Ground Shaking Procedure

While most places in Pennsylvania are not in a high frequency or probability zone for earthquakes, should ground shaking begin the following actions should be taken.

1. DROP down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
2. COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you) and cover your head and neck with your arms and hands.
3. HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

## Lockdown / Intruders

Lockdown procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the facility. Local police input should be sought before finalizing the procedures recommended below.

Any staff member can issue a lockdown notification by announcing a warning over the public-address system, by sending a messenger to each room, or by sounding a bell or other pre-arranged signal. The Primary Commander should then immediately call 911 for assistance.

In an active shooter situation (or if one is suspected), staff should immediately follow this lockdown procedure even if an announcement has not been officially made.

Procedure once a lockdown notification has been given:

1. Everyone is to stay where they are. *(NOTE that fleeing from the building may be an option if the shooter is not close and a safe route and destination is identified).*
2. Teachers are to:
   * Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
   * Lock the door.
   * Barricade the room with desks and chairs to prevent entry.
   * Place students against the wall or in the “safe corner,” so that the intruder cannot see them if he / she looks in the door.
   * Turn out lights and computer monitors.
   * Keep students quiet.
   * DO NOT open the hallway door for anyone once locked down.
3. Students and staff in the gym should move into a locker room, lock all doors, and find a safe area.
4. Any students in the cafeteria or in a hallway should move to the nearest pre-designated classrooms.
5. If students and staff are outside the school building, they should relocate to a pre-designated safe location off-campus. If this is not possible, they should stop, drop, and remain still until further notice is given.
6. If staff and students are in the bathrooms, they should move to a stall, lock it, and stand on the toilet.
7. Students and staff in the library should remain in the library unless evacuation is a safe alternative. A teacher should lock the doors, turn out the lights and have students relocate to a safe area.
8. Never open doors during a lockdown, even in the event of a fire alarm unless you see smoke. A fire alarm may be a ploy to harm more people.
9. Stay in safe areas until directed to move or evacuate and escorted by law enforcement officers or the primary commander.
10. Defending your students is a last option if you and your students are in imminent danger of harm. (The Program Director in conjunction with local law enforcement personnel should define specific defense strategies that are permissible).

## Communicable Disease Emergencies

**When notified of students or staff infected with a dangerous, communicable disease, follow Health and Safety Plan protocols in response.**

1. If the program is operating and serving students on-site:
   * Immediately provide personal protective equipment (masks) to students and staff. Begin using hand-sanitizer and social distance as possible.
   * Take contact tracing steps, making note of staff or student contacts within the program for any reported to be infected. Place them in temporary quarantine pending their leaving the facility.
   * Make appropriate plans to contact student emergency contacts for early dismissal of all program participants OR the identified, infected students and those exposed to infection.
2. If the program is not operating and serving students on-site:
   * Consult the Health and Safety Plan and relevant authorities to decide next steps (i.e. suspending program several days for disinfecting program facilities).
   * Follow all protocols to communicate with all parties about steps being taken or planned. i.e.:
     + Health and Safety Plan rules about infected students’ return to the program after recovery.
     + Temporary program protocols such as required masking and social distancing.
   * Follow Health and Safety Plan protocols for recovered students’ return or resumption of programming.
3. Communicate as soon as possible with your PDE program officer about the emergency.

### Communicating/Responding to Parents, Schools and the Public

1. Transparency and communication
   * Communicate effectively and respectfully.
     + Share clear details.
     + Share rationale, including what rules you must follow.
     + Announce openness to dialogue - online, by email or in person by appointment.
2. Response to parent concerns
   * Promptly answer all emails, phone calls or text messages
   * Acknowledge those posting to your social media site(s) but avoid direct confrontation
   * On-site interaction
     + Offer one-on-one discussion of concerns, either immediately or at a scheduled time in a semi-private space
     + Offer that their concerns can be taken to higher authorities in your organization if resolution isn’t immediate”
     + If the individual becomes aggressive
       - Use de-escalation conversation skills noted below, to defuse the situation
       - Call building security or additional staff and gently ask the person to leave and return at a different time to continue the discussion
       - Call police if violent verbal threats are made

## Verbally or Physically Threatening Individual in the Building

(Best policy is to avoid such situations by using best practices in communication with all parties involved. The following are suggested steps if those efforts have not proven effective and an individual has become aggressive.)

1. If at any time the individual makes threats of physical harm or other violence, have staff call police immediately and activate your Emergency Readiness Plan signal for Intruder in the Building.
2. Re-offer one-on-one discussion of concerns, either immediately, in a semi-private space or at a scheduled time, soon.
3. Re-offer next steps that concerns can be taken to higher authorities in your organization
4. Use de-escalation conversation skills to defuse the situation:
   * Remain calm, speaking plainly without raising your voice
   * Repeat your understanding of the individual’s concern or point of view
   * Affirm their concern for their student and others
   * Acknowledge that the emergency has made decisions difficult and confusing
   * Promise to take the concern to your supervisors, board or PDE program officer
   * Ask if you could schedule a time to talk before or after the afterschool program when there are no distractions
   * If response is positive, follow-through, making plans as they leave
5. If there seems no hope of defusing aggressive behavior:
   * Call building security or additional staff, stalling until they arrive
   * Gently ask the person to leave but return for a scheduled appointment to continue the discussion with your supervisor
   * Firmly ask the person to leave and warn that otherwise the police will be called
   * If the person refuses to leave, and remains aggressive, treat them as a threat of physical harm. Have staff call police immediately and activate your Emergency Readiness Plan signal for Intruder in the Building. Follow Emergency Readiness Plan protocols.

## Cyber Security Threat

Threat made but not yet carried out - Heighten Cyber Security

1. Protect 21st CCLC program computers/computer server.
   * Purchase and maintain updates for any needed security software.
   * Change passwords on a periodic basis.
   * Train staff and students about how to handle suspicious email, avoid counterfeit websites and search the internet safely.
   * Establish a protocol to save and forward to a designated staff person, any threatening or otherwise disturbing communications from others; report the threat officially.
   * Perform periodic computer equipment checks for malware/spyware/unauthorized uses.
2. Secure 21st CCLC program website from unauthorized access. Establish special restricted log-ins for parent/family information sections
3. Implement a plan and training for staff and students to report all suspicious cyber activity to designated program staff
4. Establish and maintain multiple means of communicating with participants and families, so any corrupted platform can be avoided temporarily without hindering functionality.
   * Establish a program Facebook page to use for announcements
   * Collect and maintain Emergency Contacts for phone, email and postal mail but also gather Twitter handles for voluntary family social media participation
   * Test all communications platforms on at least a quarterly basis

### Cyber Security Threat carried out –

1. Restrict all student access to computers and program computer server/system
2. Power down all equipment
3. Contact program Information Technology staff, host building staff and the internet provider
4. Implement the alternate communication plan, i.e. automatic phone alert system
5. Contact police to report the crime

# Appendix A: Floor Plans

*Insert scanned floor plans here:*

Number the doors on your floor plan and include the following information for each numbered door:

|  |  |  |
| --- | --- | --- |
| Door Number | Location / Proximity of: | Type of Door  (Single, Double, Multiple or Roll Up) |
| *Ex: 1* | *Ex: Main entrance* | *Ex: Multiple* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Appendix B: Shut-Off Procedures

NOTE: You may need to obtain this information from the owner of your facility.

## Fire Alarm

Fire Alarm Shut-Off Locations and Procedures:

Location(s) of Fire Alarm Shut-Off:

**Procedures to shut off fire alarm**

|  |  |  |
| --- | --- | --- |
| Step | Procedure | Photo |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

## Sprinkler System

Sprinkler System Shut-Off Locations and Procedures:

Location(s) of Fire Sprinkler Shut-Off:

**Procedures to shut off sprinkler system**

|  |  |  |
| --- | --- | --- |
| Step | Procedure | Photo |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

*Insert Drawings:*

## Gas/Utilities

Gas / Utility Line Layouts with Marked Shut-Off Valve Locations:

Insert Drawings:

Cable Television Entry Locations and Shut-Off Procedures:

Location(s) of Cable / Satellite TV Feed Location:

**Procedures to shut off cable/satellite**

|  |  |  |
| --- | --- | --- |
| Step | Procedure | Photo |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

# Appendix C: Control Points and Assembly Areas

Traffic Control Point(s) (TCP) Map:

*NOTE: A TCP is a pre-designated location where an assigned individual (which may not be a 21st CCLC employee) will stand to control / direct vehicle traffic. Traffic should be directed to the vehicle staging area listed below.*

Access Control Point(s) (ACP) Map:

*NOTE: An ACP is a pre-designated location where an assigned individual (which may not be a 21st CCLC employee) will stand to control pedestrian traffic. Parents should be directed to the parent staging area listed below and press should be directed to the media staging area listed below.*

Insert Potential Landing Zones (Helispots):

List Potential Vehicle Staging Areas:

List Potential Parent Staging / Holding Areas:

List Potential Media Staging / Press Areas:

# Appendix D: Notice of Relocation

NOTICE  
OF  
RELOCATION

TO: All Parent and Guardians of (Name of 21st CCLC)

Effective at:

Time Date

All students and staff of this 21st CCLC site have been relocated to:

For more information, please call:

# Appendix E: Shelter-in-Place



**WE ARE SHELTERING-IN-PLACE**

**DO NOT ENTER**

**CERRADO POR REFUGIO**

**DE EMERGENCIA**

# Appendix F: Student / Parent / Guardian Roster

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Member  Responsible  for Calling | Student Name | Primary Guardian | Primary Contact  Phone Number | Secondary Contact  Phone Number |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*NOTE: This document can be used for your post-incident telephone contact tree (see Appendix L). Should you prefer not to use a telephone contact tree post-incident, simply delete the column on the left.*

*Plan how you will communicate with people who are hearing-impaired, have other disabilities, or who do not speak English.*

# Appendix G: Student Release Form – Multiple Students

Incident Date:

Location:

Accountability:

Recorder/Scribe:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student’s Name | Grade | Adult Taking Student (Printed) | Telephone Number | ID Verified | Emergency Contact Form checked | Notes | Released by |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# Appendix H: Sample Emergency Contact Form

|  |  |
| --- | --- |
| Emergency Contact | Answers |
| **Student’s Name** |  |
| Birthdate |  |
| Address |  |
| **Mother’s Name/Legal Guardian** |  |
| Telephone Number |  |
| Address |  |
| Work/Alternate Telephone Number |  |
| **Father’s Name/Legal Guardian** |  |
| Telephone Number |  |
| Address |  |
| Work/Alternate Telephone Number |  |
| **Emergency Contact Person(s) Name/Telephone Number** |  |
| Name/Telephone Number of the person to whom child may be released |  |
| Address |  |
| Name / Telephone Number of the person to whom child may be released |  |
| Address |  |
| **Name of child’s physician / Medical care provider** |  |
| Telephone Number |  |
| Address |  |
| Special Disabilities (if any) |  |
| Allergies *(including medication reactions)* |  |
| Medical/Dietary information *(Necessary in an emergency)* |  |
| Medication/special conditions |  |
| Additional information/special needs |  |
| Health insurance or medical assistance benefits |  |

**Policy Number *(required)*:**

**Parent’s signature is required for each item below to indicate parental consent:**

Obtaining emergency medical care/First Aid Transportation by the facility

Walks and trips Swimming

Signature of Parent / Guardian Print Name Date

*NOTE: While a separate form is not included in this Appendix, 21st CCLC sites should also maintain emergency contact information for staff.*

# Appendix I: Private Vehicle Transportation Plan

If it becomes necessary to relocate the students to a safer location and buses are not available, the following transportation will be used.

**Number of children / staff who will need to be moved:**

**Amount of supplies / records that will need to be moved:**

**Vehicles that will be used:**

|  |  |
| --- | --- |
| Questions | Answers |
| Owner |  |
| Type of vehicle |  |
| Driver |  |
| # of passengers *(including driver)* |  |
| Normal location of vehicle |  |
| Means of contacting owner |  |
| Alternate means |  |

|  |  |
| --- | --- |
| Questions | Answers |
| Owner |  |
| Type of vehicle |  |
| Driver |  |
| # of passengers *(including driver)* |  |
| Normal location of vehicle |  |
| Means of contacting owner |  |
| Alternate means |  |

|  |  |
| --- | --- |
| Questions | Answers |
| Owner |  |
| Type of vehicle |  |
| Driver |  |
| # of passengers *(including driver)* |  |
| Normal location of vehicle |  |
| Means of contacting owner |  |
| Alternate means |  |

|  |  |
| --- | --- |
| Questions | Answers |
| Owner |  |
| Type of vehicle |  |
| Driver |  |
| # of passengers *(including driver)* |  |
| Normal location of vehicle |  |
| Means of contacting owner |  |
| Alternate means |  |

|  |  |
| --- | --- |
| Questions | Answers |
| Owner |  |
| Type of vehicle |  |
| Driver |  |
| # of passengers *(including driver)* |  |
| Normal location of vehicle |  |
| Means of contacting owner |  |
| Alternate means |  |

|  |  |
| --- | --- |
| Questions | Answers |
| Owner |  |
| Type of vehicle |  |
| Driver |  |
| # of passengers *(including driver)* |  |
| Normal location of vehicle |  |
| Means of contacting owner |  |
| Alternate means |  |

*Include additional vehicle information, if necessary.*

# Appendix J: Memorandum of Understanding

**Nita M. Lowey 21st Century Community Learning Centers Program  
Memorandum of Understanding (MOU)   
Sheltering and Mass Care Facilities**

This agreement is made and entered between the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 21st CCLC and ***(Name of the Facility)*** to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 21st CCLC Site.

The \_\_\_\_\_\_\_\_ 21st CCLC site will make every effort to notify ***(Name of the Facility)*** of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

***(Name of the Facility)*** agrees to open their building located at ***(Physical Address of the Facility)*** to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. ***(Name of the Facility)*** has a capacity to accommodate approximately ***#*** people.

***(Name of the Facility)*** understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with telephone and Internet connection (if available) for the \_\_\_\_\_\_\_\_ 21st CCLC Site. Furthermore, \_\_\_\_\_\_\_\_ 21st CCLC Site will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site.

The \_\_\_\_\_\_\_\_ 21st CCLC site agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse ***(Name of the Facility)*** for any items, materials, equipment or supplies that may be used by the program in the conduct of its sheltering activities in said facilities.

The \_\_\_\_\_\_\_\_ 21st CCLC site will be responsible for replacing, restoring, or repairing damage occasioned by the use of any building, facilities or equipment belonging to ***(Name of the Facility)***.

The \_\_\_\_\_\_\_\_ 21st CCLC site will reimburse ***(Name of the Facility)*** for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. \_\_\_\_\_\_\_\_ 21st CCLC will not pay any operational or administrative fees to ***(Name of the Facility)***.

The \_\_\_\_\_\_\_\_ 21st CCLC Site shall provide all releases of information to the press and media. Requests for interviews or information submitted to ***(Name of the Facility)*** shall be directed to the \_\_\_\_\_\_\_\_ 21st CCLC’s Program Director.

The \_\_\_\_\_\_\_\_ 21st CCLC Site will make every effort to recognize the hospitality of ***(Name of the Facility)*** in any press or media releases pertaining to the re-location and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, Commonwealth of Pennsylvania, or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

This agreement shall become effective on ***(insert effective date)*** and may be modified upon the mutual written consent of both parties.

The terms of this agreement, as modified with the consent of both parties, shall be self-renewable for a period of five years from the end date of the agreement unless written termination is given by either party. Either party, upon 60 days written notice to the other party, may terminate this agreement.

The terms of this agreement, as modified with the consent of both parties,

AND NOW, this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

Program Director Signature Print Name Date

Authorized Signature, Facility Print Name Date

# Appendix K: Pre-Incident Communication with Parents / Guardians

*Parents and guardians need to be informed of provisions in the Emergency Plan. This letter will provide the information that they need. A copy of this letter should be given to parents of newly enrolled students, and at least once per year to all parents.*

*Insert your own wording here or use this suggested script.*

To the Parent(s) / Guardian(s) of ***(child’s name)***:

This letter is to assure you of our concern for the safety and welfare of students attending ***(insert name of 21st CCLC)***. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

1. Sheltering-in-Place: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
2. Evacuation: Total evacuation of the facility may become necessary if there is a danger in the building or the area. In this case, students will be taken to a relocation facility. The relocation site will be posted on the door at the time of the emergency and will be based on the size and scope of the incident.

Our tentative parent staging area is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In the event of an emergency, please go directly to this area for further information about the incident and instructions for reuniting with your child.

**If you’re not sure how to get there, please ask for directions before there is an emergency.**

1. Modified Operation: This may include cancellation / postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm, health emergency, or building problems (such as utility disruptions) that make it unsafe for students to attend afterschool programming.

Please listen to ***(list your local radio / television stations here)*** for announcements relating to any of the emergency actions listed above. Mention any other parent notification system that you have in place (such as a telephone contract tree).

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

The Program Director may provide an alternate phone number (i.e., cell phone number, etc.) to call in an emergency event.

An Emergency Contact Form is included with this letter for you to complete and return no later than ***(insert reasonable response time here)***. The form designates who is authorized to pick up your child and will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if possible. This will only create additional confusion and divert staff from their assigned emergency duties.

To ensure the safety of your students and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact ***(name of individual designated to handle inquiries and their telephone number / extension)***.

Sincerely,

Program Director Date

# Appendix L: Post-Incident Communication Plan

In the event of an emergency, staff should remain focused on following the procedures outlined in this emergency plan to ensure the safety of their students. Upon receiving an emergency alert or direction from civil authorities (typically county or local emergency management), communication can be disseminated to parents and guardians according to this plan.

1. Before you contact parents/guardians, the Primary Commander at the site should indicate to staff what information to share (which should include the location of the parent staging area). Staff should **only share the information that they have been authorized to share.**
2. Use previously established communication method (telephone call tree, text messages, email alert, password-protected page on your 21st CCLC website) to contact parents/guardians.
3. The day after the emergency or as soon as possible, the 21st CCLC Program Director should consider sending a letter to parents further explaining the incident, how it was handled and what services (if any) may be available to assist students and parents.

# Appendix M: Emergency Go-Kits and Supplies

This list contains the minimum items you should have in your facility in case of an emergency.

*(Go-Kit items should be packed in a backpack or other container that is mobile in the event of an evacuation and be in a central and easily accessible location.)*

Location of Emergency Go-Kits:

Locations of Additional Emergency Supplies:

Go-Kit:

* Copies of the Parent / Guardian Roster
* A copy of the 21st CCLC Emergency Plan
* Student Release Forms
* Emergency Contact Forms for all students and staff
* Special medical needs instructions for students and staff (if applicable)
* Flashlights with extra batteries (optional: light sticks and/or long-life, emergency flashlights)
* Battery-operated radio and extra batteries
  + AM / FM, weather band / TV band
* Sunblock and insect repellant
* First Aid Kit
  + Include additional supplies: Gloves (at least one pair for all students/teachers), tissues, and toilet paper
* Notepad, pens / pencils, and fine point permanent markers (optional: clipboard)
* Scissors
* Hand-sanitizer and cleansing agent / disinfectant (70% alcohol or higher)
* Whistle with lanyard
* Disposable cups
* Wet wipes
* Extra masks sized to fit students and staff

In the Center, in general:

* At least one charged cell phone
* One gallon of water for every four students and staff
* Disposable cups
* Non-perishable food items like granola bars, cereal, crackers, cans of fruit, etc. (food should be nut-free in case of allergies).
* Extra supplies of critical medication (such as insulin, epi-pens, etc.) for students and staff
* Trash bags
* Duct tape

# Appendix N: Important Information to Provide To 9-1-1

What is the Emergency?

1. Police
2. Fire
3. Medical

What is the location?

We are in (City/Borough/Township):

Street Address:

Our Call-Back Phone Number:

Remember:

* Don’t hang up until instructed to do so (unless you are in danger).
* Don’t become frustrated, even though you are being questioned concerning the situation you called about. The incident has already been dispatched.
* Until someone from public safety arrives, you are the most current and reliable information available to the first responders coming to help you.

# Appendix O: Persons with Special Needs

The following is a list of persons (students or staff) who may need help in evacuating, or who may have special medical needs that need to be addressed at a host facility, or while in transit.

|  |  |
| --- | --- |
| Questions | Answers |
| Name and age |  |
| Type of special need |  |
| Is this a temporary situation? |  |
| If so, when should it terminate? |  |
| Does this individual have any allergies? |  |
| Does this individual have any special medications or equipment? |  |
| Does this equipment require supplies or batteries? If so, what are they? |  |
| How is this person’s special need accommodated during normal 21st CCLC operations? |  |
| Will this accommodation be available during a shelter-in-place or evacuation? |  |

|  |  |
| --- | --- |
| Questions | Answers |
| Name and age |  |
| Type of special need |  |
| Is this a temporary situation? |  |
| If so, when should it terminate? |  |
| Does this individual have any allergies? |  |
| Does this individual have any special medications or equipment? |  |
| Does this equipment require supplies or batteries? If so, what are they? |  |
| How is this person’s special need accommodated during normal 21st CCLC operations? |  |
| Will this accommodation be available during a shelter-in-place or evacuation? |  |

|  |  |
| --- | --- |
| Questions | Answers |
| Name and age |  |
| Type of special need |  |
| Is this a temporary situation? |  |
| If so, when should it terminate? |  |
| Does this individual have any allergies? |  |
| Does this individual have any special medications or equipment? |  |
| Does this equipment require supplies or batteries? If so, what are they? |  |
| How is this person’s special need accommodated during normal 21st CCLC operations? |  |
| Will this accommodation be available during a shelter-in-place or evacuation? |  |

# Appendix P: Emergency First Steps

The following is a list of possible emergencies and considerations for determining which emergency/protective actions to implement.

|  |  |  |
| --- | --- | --- |
| Type of Hazard | Things to Consider | Possible Protective Action |
| Hostile Intruder | Is the intruder possibly violent?  Is there time to move the students?  Is there a safer place for them? | * Flight * Lockdown * Defend |
| Tornado/Severe Storm | Does it threaten us?  Is there a recommended protective action?  How much time do we have? | * Drop, Cover, Hold |
| Winter Weather | Do we have time to send everyone home?  Is it safe to go outside?  Is it safe to travel? | * Early Dismissal / Cancel Program * Extend Program |
| Hazardous Material/Nuclear Power Plant Incident | Does it threaten us?  Is there a recommended protective action?  How much time do we have? | * Evacuation * Shelter-in-Place |
| Fire | Where in the building is it?  Does it threaten us? | * Evacuation |
| Utility Failure | Is the building safe?  Do we have time to send everyone home?  Is it safe to go outside? | * Evacuation * Early Dismissal |
| Flooding | Is the building in danger?  Is it safe to go outside?  Is it safe to travel? | * Early Dismissal * Evacuation * Extend Program |
| Earthquake | What parts of the building are damaged?  Is it safe to continue operations in the building?  Is it safe to move? | * Drop, Cover, Hold * Evacuation (if building unstable) |
| Building Damage | What parts of the building are damaged?  Is it safe to continue operations in the building?  Is it safe to move? | * Evacuation (if building unstable) * Early Dismissal |
| Civil Disturbance/ Violence Outside | Does it threaten us?  Might it get worse?  Is it safe to go outside? | * Lockdown * Evacuation |
| Infectious Disease Outbreak | Have governing officials issued directives for school closures within your county? | * Early Dismissal * On-site Program Closure |

## Checklist A: Emergency Plan Review

*Review your plan frequently and update as changes occur.*

### Print Student Roster and Place in Binder

Have an updated list of all enrolled students and their guardians (Appendix F) and their emergency contact forms (Appendix H).

Yes  No Has the Parent / Guardian Roster been updated? (Appendix F)  
 Yes  No Have all Emergency Contact Forms been submitted? (Appendix H)

### Review Inside Safe Assembly Areas (Emergency Plan)

Review the location of Safe Assembly Areas inside your facility with your staff. These will be used to shelter from severe weather or to move students away from rooms on the perimeter of the school.

Yes  No Safe assembly areas inside school identified and reviewed with staff?

### Review On-Campus Evacuation Areas (Emergency Plan)

Review the on-campus evacuation plan on p. 14 to ensure it is still viable. If so, review with staff. If not, make necessary edits and then review changes with staff.

Yes  No On-campus evacuation areas have been identified and reviewed with staff?  
 Yes  No On-campus evacuation areas shared with students?

### Review Off-Site Evacuation Areas (Emergency Plan)

Review the off-site evacuation plan on p. 14 to ensure it is still viable. If so, review with staff. If not, make necessary edits and then review changes with staff.

Yes  No Off-site evacuation areas have been identified and reviewed with staff?

*(NOTE: Consider if you want to share off-site evacuation locations with students and parents in advance. For the sake of security, this information may be kept confidential. If you choose to share this information in advance with students and parents, add these line items to the checklist directly above this note.)*

### Check and Replenish Contents of Emergency Go-Kit

Have a Go-Kit for use in case of an emergency. Replenish any items that have been used. Always provide new batteries for flashlights. Take this kit with you if you evacuate the building. Especially make sure these items are inside the backpack/portable container.

Yes  No Updated copy of the Parent/Guardian Roster  
 Yes  No Student Release Form  
 Yes  No Fresh batteries  
 Yes  No Updated List of Persons with Special Needs (Appendix O)

### Check Emergency Resources at Your Facility

Verify, at the beginning of each program year, that all classrooms and other occupied rooms in the facility have a posted Emergency Evacuation Diagram (map) and other program-specific procedures, maps, or responsibilities.

Yes  No Program-specific procedures, maps and/or responsibilities have been disseminated to appropriate staff and/or have been posted in appropriate areas.

Yes  No Evacuation diagram posted in all classrooms and other occupied rooms

### Review Student-Parent Reunion Procedure

With the Student-Parent Reunion Coordinator, review the procedure to sign out students to parents or authorized individuals in the event of a serious emergency. You will need to identify a location(s) and establish a process for reuniting students and parents.

Yes  No Location(s) identified and procedure to reunite students and parents developed?

### Identify Disabled Individuals Needing Evacuation Assistance and Share Evacuation Plan

Identify any student or staff member who may need evacuation assistance (e.g., individuals who are in wheelchairs or unable to use stairs). Develop a specific plan for their evacuation and designate a staff member to assist the student in getting to the evacuation area. The designated staff member may need to transfer their students to another staff member to remain with the disabled student until they are evacuated.

The Primary Commander must:

* Identify students or staff needing evacuation assistance.
* Develop an evacuation plan for each student or staff member.
* Share these evacuation plans with appropriate staff.
* Put list of individuals with special needs in the Go-Kit.

Yes  No Evacuation plans for special needs students given to key staff?  
 Yes  No List of students with special needs (Appendix O) in Go-Kits?

## Checklist B: Direction and Control Operations

*Courtesy of the Pennsylvania Emergency Management Agency*

*The direction and control activities outlined in this checklist apply to all emergency situations. Some of the activities, to include annotating when tasks are completed, may be assigned to individual staff. It is important that each person know what (s)he is responsible to do.*

### Considerations for Protective Action Decision - Evacuation may not be the best decision

*Sudden occurrences (explosions, tornadoes, etc.), violent storms / weather conditions, hazardous materials events, and an armed intruder or suspicious person outside may make sheltering options the best choice.*

|  |  |
| --- | --- |
| Check | Activity |
|  | Monitor Weather Radio. |
|  | Gather information from sources in the facility about the emergency. |
|  | Gather information about the emergency from county / local emergency management agency and emergency services. |
|  | Consider: Is there time to evacuate? |
|  | Consider: Is it safe outside? |
|  | Consider: Is there time to send the students home? |
|  | Consider: Are the student’s homes in a dangerous area? |
|  | Consider: Can the students and staff be safe inside the building? |
|  | Consider: How long will this event last? |
|  | Identify students whose homes are not in safe areas. |
|  | Identify the appropriate protective action. |
|  | Notify staff of protective action decision. |
|  | Notify parents of protective action decision if time permits. |

### Modified Activities

*Emergencies may not affect those protected inside the facility, but may require adjustment of schedule, early dismissal, or cancellation of certain activities.*

|  |  |
| --- | --- |
| Check | Activity |
|  | Cancel all out-of-building activities. |
|  | Determine the extent of cancellations and schedule modifications. |
|  | Make provisions to keep those students whose homes are not in a safe area. |

## Checklist C: Protective Actions

*Courtesy of the Pennsylvania Emergency Management Agency*

*Following are procedures to accomplish one of the following pre-planned protective actions.*

*NOTE: Go-Kits should be ready and up to date at all times.*

### On-Campus Evacuation

*Some emergencies require that everyone leave the facility as soon as possible. There normally isn’t time to arrange transportation or get to another facility. Immediate activation moves everyone to a safe “assembly area” outside, but near the facility.*

|  |  |
| --- | --- |
| Completed  or N/A | Item |
|  | Sound alarm. |
|  | Ensure that the pre-designated assembly area ( location ) is safe. |
|  | Post evacuation monitors in hallways and at doors (if extra staff are available).  Name: (list name of staff member) Location: ( list location )  Name: (list name of staff member) Location: ( list location ) |
|  | Lead students in an orderly fashion out of the building to the designated assembly area. |
|  | Ensure that students / staff who need help getting out have been evacuated. |
|  | Take attendance as soon as the students arrive in the assembly area. |
|  | Move “Go Kits” medications and special needs equipment to assembly area (time permitting). |
|  | Notify 9-1-1. |
|  | Move to another shelter if the assembly area is exposed to inclement weather. |
|  | Maintain control of the students until instructed to return to facility or go to another location. |
|  | If safe, search building to ensure that everyone is out (if staff are available for this task).  Search Team Members  (list name of staff members)  (list name of staff member) |
|  | Brief emergency services when they arrive on-site. |
|  | Determine if the building is safe from any hazards prior to returning to the facility (request expert advice / assistance as appropriate). |
|  | Sound "all clear" signal. (What will the signal be?) |
|  | Brief emergency services regarding final status. |

### Off-Site Evacuation

*If the entire campus is unsafe, it may be necessary to move the students and staff to another facility that is further away. It’s convenient if that “relocation facility” is another school or child care center because it has facilities and equipment. If nothing else is available, the community may have evacuation shelters established.*

|  |  |
| --- | --- |
| Completed  or N/A | Item |
|  | Notify relocation facility. |
|  | Name of facility |
|  | Phone Number of facility |
|  | Call for pre-planned transportation vehicles (if needed).  Or utilize the private vehicle transportation plan. |
|  | Take attendance for accountability and to determine exact number of transport seats needed. |
|  | Transportation arrives at the facility. |
|  | Notify county emergency management agency of failure in transportation resources, if applicable.  Phone number |
|  | Give each driver a map to relocation facility in case vehicles get separated.  Attach appropriate maps to this checklist. |
|  | Load Go Kits, medications, and special needs equipment. |
|  | Ensure that all students and staff, including those who need assistance are aboard the transportation and arrive in shelter areas. |
|  | Post Notice of Relocation (Appendix D). |
|  | Take attendance for accountability before transportation departs. |
|  | Transportation departs for relocation facility. |
|  | Take attendance for accountability when you arrive at relocation facility. |
|  | Move students to areas designated for their use at relocation facility. |
|  | Retain supervision and accountability for all students. |
|  | Notify parents of the relocation of students as time permits. |
|  | Sound "all clear" signal. (What will the signal be?) |

### Shelter in Place (Hazardous Materials)

*If the emergency makes it unsafe to go outside and there is sufficient warning time, it’s best to move the students to a spot in the facility that offers the best protection. It may be necessary to stay there for several hours or even a few days.*

|  |  |
| --- | --- |
| Completed  or N/A | Item |
|  | Ensure that designated shelter areas are ready to receive and shelter students and staff. |
|  | Staff move their assigned students to the pre-designated shelter areas. |
|  | Ensure that students / staff who need help moving have arrived in shelter areas. |
|  | Take attendance to establish accountability for all students and staff. |
|  | Remain in place and await further instructions from designated staff person or emergency services. |
|  | Notify 9-1-1. |
|  | Go Kits, medications and special needs equipment are moved to shelter areas. |
|  | Maintain control of the group until instructed to move to another location. |
|  | Close windows, blinds, drapes, and doors to impede debris from becoming missiles. |
|  | Close air intakes for HVAC. |
|  | Reduce all other sources of external air. |
|  | Take attendance as soon as everyone arrives in the shelter area. |
|  | Time permitting, place food and beverages in closed containers. |
|  | Brief emergency services when they arrive on-site. |
|  | Provide meals / snacks to sheltered students and staff if the duration of the emergency warrants. |
|  | Determine building is safe from any hazards prior to returning to normal operations (request expert advice / assistance as appropriate). |
|  | Sound "all clear" signal. (What will the signal be?) |

### Shelter (Non-Hazardous Materials)

*If there is not sufficient time to move the students to the safest spot in the facility (tornado), whatever shelter is available at or near the student’s classroom should be used.*

|  |  |
| --- | --- |
| Completed  or N/A | Item |
|  | Sound alarm. |
|  | Unlock doors to closets and utility spaces designated as shelters. |
|  | Move the students to the closest shelter areas. |
|  | Move Go Kits, medications, and special needs equipment to shelter area (time permitting). |
|  | Close windows, blinds, drapes, and doors to block debris from becoming missiles. |
|  | Notify 9-1-1. |
|  | Take attendance as soon as the immediate hazard passes. |
|  | Maintain control of the students until instructed to move to another location. |
|  | Brief emergency services when they arrive on-site. |
|  | Search building for hazards. |
|  | Sound "all clear" signal. (What will the signal be?) |

### Drop, Cover and Hold

|  |  |
| --- | --- |
| Completed  or N/A | Item |
|  | Evacuate students from the building if the building is unsafe. Take emergency supplies. |
|  | Check for missing students. |
|  | Be sure that students are supervised always. |
|  | Upon arrival at prearranged safe site, take attendance. |
|  | Inspect all utilities for leaks. Shut off the mains of any known or suspected leaking utilities. |
|  | Follow parent-child reunification process. |

### Lockdown

|  |  |
| --- | --- |
| Completed  or N/A | Item |
|  | Sound alarm to lock all doors and shelter students at facility. (What will the signal be?) |
|  | Notify 9-1-1. |
|  | Police search building to find intruder. |
|  | Notify parents. |
|  | Sound "all clear" signal. (What will the signal be?) |