

The New Hope-Solebury School District

SHELTER-IN-PLACE Emergency Management Plan

Revised: March 2, 2004 (1)
Revised: January 31, 2005
Original: March 21, 2003

Introduction

The New Hope-Solebury School District has developed a “Shelter-In-Place” plan in the event of a natural, weather or man-made disaster that may prohibit our students and staff from leaving the building. The faculty and staff at our schools have been trained on how to react in this situation. The safety and welfare of students and staff are the primary concern of this plan. This plan is to be used as the official reference guide on how to react and what to do in the event that a Shelter-In-Place command is given. The main objective is to move students and staff to designated safe locations that will protect them until the disaster is declared over. Each school has developed a plan that conforms to its specific needs. The Shelter-In-Place plan is implemented when directed by the Bucks County Intermediate Unit (BCIU), police and/or fire department or other Federal, State or local agency.

Goals

- To safeguard the lives of our students and staff
- To implement a fast, safe, efficient and effective Shelter-In-Place plan
- To communicate and relay information to students, staff, parents and the appropriate outside resources (police, fire department and school district officials)
- To demonstrate what to do and how to react during the Shelter-In-Place plan
- To be trained and to be familiar with the plan.

District Wide Emergency Planning Committee

Name	Position	Phone Number
Dr. Stevenson	Superintendent	215-862-5372, ext. 1227
David Hansel	Disaster Drill Coordinator	215-862-5372, ext. 1139
Steve Young	High School Principal	215-862-2028, ext. 1101
Joy Kurtz	Middle School Principal	215-862-0608, ext. 1901
Ken Silver	Lower Elementary School Principal	215-297-5438, ext. 1202
Amy Hoffman	Upper Elementary School Principal	215-862-8026, ext. 2102
Carol Kozlowski	HS/MS Nurse	215-862-0608, ext. 1403
Elizabeth Simon	Elementary School Nurse	215-297-5438, ext. 1210

Command Center

The liaison between the Bucks County Intermediate Unit (BCIU), police, fire department and other personnel will be the disaster drill coordinator. The location of the main command center will be the Director of Operations office. The location of the back-up command center will be the theater, followed by the Upper Elementary School office if needed.

Chain of Command

The following designated persons in priority order will be in charge of the Shelter-In-Place plan:

David Hansel	Disaster drill coordinator
Dr. Stevenson	Superintendent/designee
Steve Young	High School Principal/designee
Joy Kurtz	Middle School Principal/designee
Ken Silver	Lower Elementary School Principal/designee
Amy Hoffman	Upper Elementary School Principal/designee

Shelter-In-Place Locations

High School:	High School Gym, Theater
Middle School:	Locker and POD area on each floor, Middle School Gym
Lower Elementary School:	Elementary Gym, kindergarten hallway, Elementary Gym hallway, LGI
Upper Elementary School:	Upper Elementary School Gym
District Office:	High School Gym, Theater
Support staff, bus drivers, others:	High School Gym, Theater

Communication

In the event of an emergency covered by this plan, the primary mode of communication will be through the school's public address system (PA). The building Administrative Assistant will make the following announcement three times:

“SHELTER-IN-PLACE”
(pause)
“SHELTER-IN-PLACE”
(pause)
“SHELTER-IN-PLACE”
(pause)
“DESIGNATED AREA”

In the event the school's PA system or telephone system is not operating, the following communication plan will be implemented:

High School: The Principal or designee will arrange for the hand-delivery of a notice to each classroom declaring “SHELTER-IN-PLACE” and directing teachers to escort their students to the High School gymnasium or designated area.

Middle School: Administrative Assistants will alert grades 5 and 6. Principal will alert grade 7 and other classes on first floor. Guidance Counselor will alert grade 8. The designated individuals will give the designated area.

Lower Elementary School: The Principal or designee will arrange for the hand delivery of a notice to each classroom declaring “SHELTER-IN-PLACE” and directing teachers to escort their students to their designated Shelter-in-Place location.

Upper Elementary School: The Principal or designee will arrange for the hand delivery of a notice to each classroom declaring “SHELTER-IN-PLACE” and directing teachers to escort their students to their designated Shelter-in-Place location.

District Office: David Hansel's Administrative Assistant will contact each Director in the District Office.

Communication for the hearing impaired will be implemented as follows:

Because Principals, faculty and staff are aware of students and staff with particular special needs, these people will be accommodated on a case-by-case individual plan.

Internal Communication

Each school has a plan for internal communications (two-way radio, in-house phone system, Nextel phones and cell phones). At least one type of communication must be in each designated area.

Below is a chart outlining the distribution of two-way radios:

Position	Name	Location
<u>High School</u>		
Principal	Stephen Young	High School Office
Administrative Assistant	Sherry Kondrosky	High School Office
Teacher Designee	Patrice Ockenhouse	Room 300
Principal Designee	Joy Kurtz	Middle School Office
<u>Middle School</u>		
Principal	Joy Kurtz	Middle School Office
Administrative Assistant	Betty Walter	Middle School Office
	Kathy Dugan	Middle School Office
Teacher in Charge	Phyllis Smith	Room 923
Principal Designee	Stephen Young	High School Office
<u>Lower Elementary School</u>		
Principal	Ken Silver	Lower Elementary School Office
Administrative Assistant	Lisa Driscoll	Lower Elementary School Office
Teacher in Charge	William Snyder	Room 110
Principal Designee	Cathleen Sutton	Room 207
<u>Upper Elementary School</u>		
Principal	Amy Hoffman	Upper Elementary School Office
Administrative Assistant	Robin Juris	Upper Elementary School Office
Teacher in Charge	Suzanne Redfield	Room 120
Principal Designee	Diane Coyle	Room 229

District Office, All Other Staff, Bus Drivers

All Directors and staff will take their cell phone or 2-way radios to the shelter-in-place location.

External Communications

If a Shelter-in-Place is needed, a voice mail message will be recorded on the District's phone system (HS: 215-862-2028; MS: 215-862-0608; LES: 215-297-5438; UES: 215-862-8026; District Office: 215-862-5372). Additionally, an announcement will be posted on the District's web page (www.nhsd.org). The voice mail system and web site will contain the following message:

“Please be aware that the New Hope-Solebury School District has been advised by local authorities that we should activate our shelter-in-place plan. Please trust that your children will be safe during the duration (1-3 hours) of a Shelter-in-Place event. District personnel will take the student’s personal information and may attempt to contact parents and/or guardians if necessary. Parents and guardians should refrain from coming to the school to pick up their children. In all probability, the highways may become congested and dangerous. It is to the advantage of the parents or guardians to stay at the emergency number that you provided to the school so that we can contact you with further information. Additional information can be obtained by contacting the Bucks County Emergency Management Agency at 215-340-8700 or visiting their web site at www.BucksCounty.org.”

When the “all clear” is given, students may be sent home or resume regular school day activities. The “all clear” will be given only after receiving this command from the Bucks County Intermediate Unit or Local Emergency Planning Committee (LEPC). For more information about Shelter-in-Place procedures, visit the LEPC web site at www.buckscounty.org.

General School Rules

The following are general school rules for what to do if a Shelter-In-Place plan is implemented:

1. REMAIN CALM
2. Get everyone inside the school. Lock all exterior doors.
3. Turn off all heating and cooling ventilation systems.
4. Shut all windows, doors, drapes and window shades.
5. Surround windows with duct tape and place wet towels under the doors.
6. Do not stand near a window or door.
7. Take the battery operated radio from the Shelter-In-Place survival kit and set it to KYW1060 AM.
8. The Shelter-In-Place plan will be individualized for each school with non-ambulatory students.
9. Each school will have a survival kit. The survival kit will be placed in each office and transported to the shelter-in-place location. The survival kits will be monitored and maintained by the school nurse. The kit will include:
 - Battery operated radio
 - Towels
 - Duct Tape
 - Flashlights
 - Toilet paper and paper towels
 - Basic first aid kit
 - Gallon jug of water for medical purposes only
10. Members of the Medical Emergency Response Team (MERT) will assist the nurse in medical emergencies.
11. In the event that the local authority declares that our shelter-in-place plan should be extended beyond 3 hours, the district is prepared to offer snacks, water and other nourishments to our students and staff.

Designated Area

Each school will be assigned a designated area which to report. The designated area(s) should be the largest room(s) within the school that is/are closest to the ground, adjacent to a bathroom and, if possible, centrally located (for example, gymnasium, cafeteria or auditorium).

When Shelter-In-Place is announced:

DO

- Shut all windows and doors
- Bring roll book
- Take attendance in designated area
- Bring keys (house, car, etc)
- Move directly to the designated area in a quiet and orderly fashion
- Make sure the middle of the stairwell is open for any emergencies
- Follow the specific plan for seating in the designated area
- Follow their standard fire drill procedures when traveling to the designated area if possible

DON'T

- Bring book bags
- Bring jackets
- Run

Duties and Responsibilities

- Principal/designee
 - Clear students and staff to shelter area.
 - Contact Disaster Drill Coordinator when Shelter-in-Place is completed.
- Custodians
 - Make sure hallways and classrooms are clear.
 - Lock all exterior doors.
- Building Engineer / Custodial Staff
 - Turn off heating and cooling ventilation system.
- School Nurse/designee
 - Bring essential medication and log book to the designated area.
 - Bring survival kit to the designated area.
 - Dispense essential medication as needed.
- School Administrative Assistants
 - Immediately after being notified by the Disaster Drill Coordinator of a Shelter-In-Place emergency, inform the principal/designee.
 - Announce "Shelter-In-Place" three times over the public address system and announcing designated areas.
 - Take student emergency cards to the designated areas.
 - Take all 2-way radios to Shelter-in-Place designated area.

AFTER ESSENTIAL FUNCTIONS ARE COMPLETED, ALL PERSONNEL WILL REPORT TO DESIGNATED AREAS AND ASSIST AS NEEDED.

“All Clear”

Staff and students are not to leave their designated areas until they receive direct instructions from the disaster drill coordinator or designee that Shelter-In-Place is over.

If the “all clear” occurs after normal dismissal time, staff is to follow the standard school procedure for emergency dismissals.

After Normal Hours

If the command for shelter-in-place is received after normal school hours, the disaster drill coordinator will institute the same procedures stated above. Every effort will be taken to protect our students, staff and visitors should this occur.