



Emergency Preparedness and Response

800 Operations

Code 803

22 Pa. Code § 51.22

Purpose

William Penn Academy recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, William Penn Academy shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics.

The Educational Director or designee shall:

1. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Required Drills

Emergency Preparedness Drill

William Penn Academy will conduct a disaster response or emergency preparedness plan drill at least annually. William Penn Academy will have students evacuate the building and gather at the targeted locations. A head count will be conducted and recorded to ensure the safety of each student and staff. These counts will be documented and recorded. In case an evacuation is needed, students will walk to the safe location which is the local Greenville Elementary School located at 60 Fredonia Road.

Fire Drills

William Penn Academy will plan and practice monthly fire drills. They will be held randomly the third week of each month. The schedule will be kept in a locked file cabinet on site. The drills will be recorded and shared upon request and readily available.

All students will safely exit the building and gather at the targeted locations (which is the tree line facing away from the school). At which point the staff will complete a student headcount and report totals to the Principal/School Administrator. These practice fire drill records will be kept in the same location as the monthly fire drill schedule.



WILLIAM PENN
ACADEMY

William Penn Academy
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School Security Drills

William Penn Academy will conduct a school security drill within the first 90 days of school to practice for intruders. The school security drill may take the place of a fire drill for the month in which it is conducted. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.