

Retention of Students

1. For emergencies which do not warrant or permit evacuation, plans have been formulated at each level to retain students within the buildings under maximum safety conditions. Teachers have been directed to take their students to assigned safe areas in a quiet, orderly manner. There are, on the lower floors and in the halls of the interior of the building, gymnasiums, auditoriums and interior rooms without windows.
2. Consideration has been given to elimination of hazards, such as protection from flying glass, turning off gas jets and lights, drawing of window blinds, and closing of doors. Sufficient space is assigned in retention areas to permit students to kneel, sit or stand in aisle space for necessary passage.
3. Attention has been given to comfort of the students, drinking and toilet facilities, first aid equipment, fire fighting equipment and its use. At the elementary level, teachers have been instructed to prepare activities that can be used during alerts or indefinite duration.
4. Civil defense drills will be announced by a long, clearly identifiable signal or alarm followed by a public address call for teachers to proceed with their students to their assigned stations. Students have been taught to face inner walls, put heads down and cover them with arms and hands. Teachers will be expected to carry roll books with them to be able to account for all students.
5. The building principal shall be in charge of civil defense preparations for his/her building and will designate an assistant to assume responsibility in his/her absence. The principal will instruct the custodians concerning their duties. Non-teaching staff members, such as attendance officers, guidance personnel and nurses are incorporated in the supervisory plans.
6. At the middle and senior high school levels, two (2) civil defense drills shall be held each year. At the elementary level, retention drills shall be held five (5) times per year, and duck-and-cover drills six (6) times per year.
7. Procedures for drills will be included in staff handbooks at all levels and reviewed at the beginning of each school year, especially for the benefit of new teachers.

Notification of Police

Police protection and assistance will be available from Lower Swatara Township, Middletown Borough and Royalton Borough police. Fire police also are authorized for direction of traffic in the three divisions of the school district. All appropriate authorities will be notified immediately if evacuation of students is necessary.

DISASTER PREPAREDNESS PLAN

_____ Building

Plan I: If attack seems apparent within two to three hours:

A. Course of Action

1. Evacuation of students to home by bus, car or walking as soon as possible.
2. Signals: _____

3. Procedure
 - a. Teachers will check all students according to attendance roll.
 - b. Students will be dismissed according to regular bus schedule dismissal.
 - c. Students who walk will leave immediately for home.
 - d. Any student unaccounted for but in attendance will be reported to _____
_____ who, with the assistance of the custodian, will begin an immediate search.
 - e. The custodian will stop all plan of traffic into school grounds except for school buses or civil defense officials.
 - f. The administration office shall be responsible for contacting bus drivers and having buses report to the building.
 - g. All teachers and custodians will secure the building after entire building is cleared and all main gas, electric and water valves have been shut off.

Plan II: If attack seems apparent before students can be evacuated from the building:

A. Course of Action

1. Signals _____

2. Procedure:

- a. All classrooms will report to _____
by way of _____.
- b. All teachers, assisted by the custodians, will immediately secure and cover all windows and doors.
- c. Emergency first aid will be set up in _____ room.
All teachers will be responsible for first aid care.
- d. _____ will act as manager and will be in charge of emergency communications, etc.

3. All clear: (will be verbal)

- a. Proceed to classrooms by way of _____

Plan III: No Warning

- A. Drop to floor, keep away from windows and bury face in hands.