

DELAWARE VALLEY HIGH SCHOOL - BUSTLETON
13550 Bustleton Avenue
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215-677-6107

Shelter-in-Place Policy
Emergency Management Plan

Delaware Valley High School – Bustleton has developed a “Shelter-In-Place” plan in the event of a natural or man-made disaster which would prohibit our students and staff from leaving the building. The faculty and staff at Delaware Valley High School – Bustleton 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 disaster occurs.

When there is a release of chemical substances into the air, via man made or natural disaster, there is the potential for hazardous gases escaping which may create a dangerous situation and/or be harmful to your health. In such an incident, a determination will be made by the police or fire department as to whether this plan’s Shelter-In-Place procedure will need to be implemented to protect the safety and welfare of our students and staff. The main objective is to move students and staff to designated safe locations that will protect them until the disaster is deemed to be over.

General 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.
3. Turn off all heating and cooling ventilation systems.
4. Shut all windows and classroom doors.
5. Surround windows with duct tape and place wet towels under the doors, if necessary and required.
6. Director will contact School Board President, David T. Shulick, Esq.
7. Do not stand near a window or door.

8. Take a battery operated radio from the Shelter-In-Place survival kit and set it to KYW 1060 AM.
9. The school will have a survival kit that will include:
 - a. Battery operated radio
 - b. Towels
 - c. Duct tape
 - d. Flashlights
 - e. Toilet paper
 - f. Basic first aid kit
 - g. Gallon jug of water for medical purposes only

The survival kit will be monitored and maintained by the Behavioral Support Coordinator.

All students and staff should report to the hallway. They should line up against the walls and remain there until instructed to do otherwise.

Duties and Responsibilities

1. Police and/or fire department will evaluate local conditions and determine whether the Shelter-n-Pace procedure will need to be implemented.
2. Director will be the contact person for the local authorities
3. Director will immediately contact the School President, David T. Shulick, Esq.

Administrative Assistant

1. Send out a message on the auto dialer alerting parents that the school is in a "lock-down" condition and that students and staff are remaining in the building until authorities advise that it is safe.
2. Answer the phones and advise the same.

Social Support Coordinator

1. Check classrooms and bathrooms to make sure that all students are in the hallway.
2. Answer the phones and advise parents of the situation.

Behavioral Support Coordinator

1. Oversee Security Staff in locking and duct taping all windows, locking all doors, and placing wet towels under the doors, if required and necessary.
2. Turn off all heating and cooling ventilation systems.
3. Maintain Shelter-In-Place survival kit.

Academic Support Coordinator

1. Train teachers on the Shelter-In-Place procedures.
2. Make sure every teacher takes roll.

Teachers

1. Take roll of the students who were in your class at the time the Shelter-In-Place was initiated.
2. Make sure your classroom is completely evacuated.

“All Clear” Announcement

Listen for an official announcement from the Director via the public address system, and stay where you are until you are told all is safe or you are told to evacuate.

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