

EMERGENCY CODES AND PROCEDURES

DELAWARE VALLEY ALERT CODES:

CODE GREEN - EMERGENCY EVACUATION OF ENTIRE BUILDING - used to evacuate building A,B or both due to fire, smoke, peculiar smell or other similar circumstances;

CODE RED - EMERGENCY INTERIOR LOCK DOWN OF ENTIRE BUILDING - used to move everyone away from windows and into the front of the classrooms. Everyone to follow instructions and remain in classrooms unless instructed otherwise;

CODE ORANGE - EMERGENCY PARTIAL INTERIOR LOCK DOWN - used when there is a threat on the property or inside the building, all classroom doors are to be immediately closed and locked unless instructed otherwise;

1. An emergency exit and school evacuation will be signaled by FOUR (4) quick and short blows of the whistle into the intercom system and announcement of the Alert Codes: Green, Red or Orange
2. If green, the students will be required to exit from the classroom in an orderly fashion. Please review with your students your guidelines for this operation and the use of the school whistle to signal an emergency school exit.
3. **BUILDING A:**
 - (a). Rooms 2,3,4, and 5 will exit out of the front door and make a **right** hand turn. Students and teachers should walk along the sidewalk and gather on the sidewalk in the cul-de-sac area on Petoni Place Street.
 - (b). Rooms 6,7,8,9, and 10 will exit out the **backdoor**. Students and teachers will proceed through the break area and out of the fenced area by using the gate opening. Students and teachers walk along Osborne Lot's driveway, to the sidewalk on Petoni Place and gather in the cul-de-sac area on Petoni Place Street.

BUILDING B:

(a). Rooms 11,12, and 13 will exit out of **BACK DOOR (closest to room 11)**. **Students and teachers will make** a left turn out of door, walk down flight of stairs, and through "EMERGENCY EXIT ONLY" SIGN. Students and teachers should proceed to the sidewalk and follow the sidewalk to the cul-de-sac area on Petoni Place Street and gather on sidewalk.

(b). Rooms 14 and 15 will exit out of front door and make a left hand turn proceeding down the steps and walk through the gate marked "emergency exit only" Students and teachers will walk along Osborne Lot's driveway, to the sidewalk on Petoni Place Street and gather in the cul-de-sac area.

4. STUDENTS ARE NOT PERMITTED TO SMOKE DURING THESE DRILLS AND MUST FOLLOW AND REMAIN WITH THEIR CLASS- NO WONDERING OFF.
5. TEACHERS WILL BE RESPONSIBLE FOR STUDENT BEHAVIOR AND COOPERATION. PLEASE REVIEW WITH STUDENTS YOUR GUIDLINES.
6. TEACHERS MUST TAKE ATTENDANCE. PLEASE TAKE YOUR ROLL BOOKS WITH YOU FOR TRACKING PURPOSES.
7. DURING EMERGENCY DRILLS, THE APPROXIMATE "OUTSIDE" TIME WILL BE 6 MINUTES. OUR "REGULAR" BLOW OF THE WHISTLE WILL MARK THE END OF THE EVACUATION AND STUDENTS SHOULD RE-ENTER SCHOOL THROUGH THE SAME DOOR THEY EXITED AND RETURN TO CLASS.
8. ALL EVACUATIONS MUST BE EXECUTED WITH COMPLETE SILENCE, TO INSURE THAT EVERYONE HEARS COMMUNICATION FROM ADMINISTRATIVE STAFF.
9. ANY STAFF MEMBER THAT NEEDS TO COMMUNICATE AN EMERGENCY TYPE SITUATION WILL USE THE INTERCOM SYSTEM.

Delaware Valley High School – Bustleton

Weapons and Violence Policy

I. Educational Program - Prevention:

In accordance with the approved DVHS curriculum, all DVHS staff members are required to utilize materials regarding "affected learning", as approved (and previously approved) by the DVHS director. These materials provide classroom instruction, lessons, and educational techniques regarding student instruction and discussion of the following topics:

- A. Rage control and identification of violent emotions;
- B. Hatred and identification of underlying causes;
- C. Prejudice and identification of underlying causes;
- D. Anger and identification of underlying causes;
- E. Emotions, causes and maintaining control over emotions;
- F. Problem solving and intuitive methods of emotional control;
- G. Feelings, personality alterations, moods;

II. Administrative Program - Prevention:

The following steps are to be implemented by DVHS Administrative and Teaching Staff:

- A. Periodic, non-announced, administrative search of Book-bags, pockets, and pocketbooks wherein students are required to empty out their pockets, pocketbooks, and/or book-bags onto their desks, and then put their belongings back after the contents are examined by DVHS staff.

Note: Two DVHS Staff members must be present during this process and DVHS Staff members are not to touch or handle any of the students personal belongings, unless a dangerous weapon or controlled substance is identified. If so, the student shall be immediately removed from the room by one DVHS staff member and brought into the office for questioning, including but not limited to the character, nature, identification and source of the weapon or controlled substance. If the student refuses to answer, or refuses to provide sufficient answers, the material shall be seized, the student shall be expelled, and the procedures set forth below shall be followed.

- B. Routine searches must be implemented on a varying calendar basis to maximize the deterrence effect on the student body.
- C. Teachers and all DVHS staff must be alert and aware of what is said, discussed and done in their classrooms, and in the hallways by the students at all times. An informed and aware staff, listening to student conversations, being aware of student interactions, and realizing any different and unusual behavior, is the first line of defense against any potential explosive or violent situation.
- D. Anything done or said by the student that is different, unique, questionable, etc. must be reported to DVHS Administrative Staff immediately. EVERY threat MUST be reported and taken seriously, and all DVHS Staff must err on the side of caution - REPORT EVERY INCIDENT!!
- E. DVHS Administrators must develop a cadre of student "informers" each year who quietly and surreptitiously pass on information that they hear among the student body, to the Administrators. This is very important, and in the past has proven to "nip a problem in the bud" before it developed further. Police, the government and the corporate sector rely on this approach. It may not be "nice" but it works. DVHS Staff must always protect their sources carefully so as to not jeopardize their safety,

and no identification of the source is to be made to the offending student.

III Active Plan - Reacting to Weapon Possession:

- A. Follow the order of activities below keeping in mind that the ultimate goal is to separate the source of danger from the rest of the student body, defuse a potential problem, and prevent escalation of the situation. The following plan is to be followed when the student has not acted in any negative or violent way, but is simply in possession of a weapon
1. Call the student into the office and in a non-aggressive, supportive, and understanding way, question the student and find out why the student has a weapon, and what is motivating him/her to feel a weapon is needed. Counsel and guide the student, and offer your help;
 2. Try to get the student to voluntarily surrender the weapon;
 3. Tell the student that the weapon will be returned to him/her and his parent after school or the next morning when they, parent and student, return to school;
 4. Call the parent and insist that the parent come to the school immediately because of the emergency situation
 5. The student can return to class only if the weapon has been given to the administrator and locked away
 6. If the student will not surrender the weapon, then the student and the administrator must stay in the office (while the administrator tries to calm the student down and diffuse the situation) while another administrator discretely and surreptitiously calls the parent and the police. Be sure that police issue a report on the incident. Obtain DC# (report #), and a copy of

the report as soon as it is available. Report should be placed in student's file

7. When the parent arrives, and if the student has cooperated and given up the weapon previous to the parent's arrival, then the administrator, parent and student, depending on the student's demeanor, attitude, and behavior will decide, at that time, whether to call the police. Police are to be called if there appears to be no cooperation or conciliation on the part of the involved student, even if it is during school hours, as the possession of a weapon is a serious and potentially dangerous situation
8. The call to police should be made from the back office in a discrete manner, so as not to alarm any other staff or students in the school. The police should be told NOT to arrive with sirens as this may cause the offending student to panic and initiate escalation of violence. A DVHS staff member is to wait OUTSIDE of the building to greet the arriving police, and let them know where the offending student is located inside of the building.
9. DVHS director and/or counselor are to thoroughly document any event falling into this category, and complete a dated, detailed report of the incident. This report is to be filed in the student's permanent record.

IV Active Plan: A student is actively displaying a weapon:

- A. Follow the order of activities below keeping in mind here that a more violent, dangerous situation exists, because the student is actively displaying a weapon and threatening its potential use. The object in such a scenario is to isolate, as much as possible, the culprit from the other students and staff.
 1. If the threatening student is outside of the building, lock the building, keep our students in the building, in the central hallway, as far away

from the front door as possible (not in the classrooms), close the empty classroom doors, and call the police immediately (see #4 in this section) and tell them of the problem and that immediate help is needed in a very threatening situation. Don't allow any of our own students or staff members to leave our locked building until the police have given their okay.

2. If the threat is from our own student inside the building, attempt to separate the student with the weapon from the rest of the students by telling the students to leave their classrooms, with their teachers and get out of the building and as far way from it and as quickly as possible.
3. Try to find a friend of the culprit, or a favorite teacher, and try to deal with the culprit individually and personally to calm him/her down until the police arrive.
4. The call to police should be made from the back office in a discrete manner, so as not to alarm any other staff or students in the school. The police should be told to arrive quickly, but NOT with sirens as this may cause the offending student to panic and initiate escalation of violence. A DVHS staff member is to wait OUTSIDE of the building to greet the arriving police, and let them know where the offending student is located inside of the building.
5. Administrators must protect the children, staff, and themselves as the prime goal.

V. Active Plan: Violent Incidents Not Involving Weapons

A. The following pertains to fights between students, or other violent incidents that do not involve weapons.

1. The overriding task in any fight is to separate the involved individuals as quickly as possible. This means actually breaking up the fight, AND getting the individuals into DIFFERENT rooms so they cannot even see each other.

2. The fight break-up must occur as rapidly and as discretely as possible to minimize the potential for escalation into a larger altercation involving more students
3. Staff members of both sexes exist in the school, therefore all attempts should be made to have a staff member of the same sex as those engaged in the fight, break up said fight.
4. A detailed report of the incident must be made and placed in the file of all students involved. Appropriate disciplinary action is to be taken at the discretion of the school administration staff.

VI. DVHS Staff Mandates:

The following mandates apply to every act of violence or weapons possession or display, and must be strictly complied with by DVHS staff. All new incidents involving acts of violence, possession of a weapon or possession, use or sale of controlled substances, or possession, use or sale of alcohol or tobacco by any person on school property shall be addressed by DVHS Administrative Staff immediately. The student's parents and/or guardians shall be immediately notified and consulted, appropriate disciplinary action shall be taken by DVHS Administrative Staff and a written report shall be completed by DVHS administrative staff setting forth the name of the student and all pertinent information regarding the incident. A copy of said report shall be placed into the student file and turned into the Department of Education pursuant to 24 P.S. 13-1303A (Appendix three (3) of the 2001/2001 Guidelines regarding Private Alternative Educational Institutions; Page 35, item E-8).

All new incidents involving acts of violence, possession of a weapon and convictions or adjudication of delinquency for acts committed at the DVHS educational facility, shall be processed handled in compliance with 24 P.S. 13-1307-A (appendix three (3) of the 2001/2001 Guidelines regarding Private

Alternative Educational Institutions; Page 35 item E-8)

Delaware Valley High School – Bustleton

Metal Detector Procedures

1. All students must enter the school through the front door of building "A"
2. Each student must walk through the metal detector. If administrators stop a student, the next student in line must wait before passing through metal detector.
3. Students are to form a line through the front door of building "A" when the flow of students entering school dictates.
4. A tray will be used to remove keys, notebooks, or other metal objects from each student so they can be viewed before passing through the detector.
5. If the metal detector sounds, the attending NTA will screen the student with a metal detector wand to locate what caused the alarm.
6. After passing through metal detector students are to sign in by registering their fingerprint and proceed to first period classes.
7. IF ANY WEAPON IS DISCOVERED, IT IS TO BE IMMEDIATELY CONFISCATED AND SECURED IN THE DIRECTOR'S OFFICE. THE STUDENT WILL BE ARRESTED AND EXPELLED SEE ARREST & EXPLUSION PROCEDURES.

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Delaware Valley High School - Bustleton

Fire Extinguishers

1. As per City of Philadelphia Fire Code, properly maintained and tagged fire extinguishers are to be kept on the premises at all times.
2. LOCATIONS of FIRE EXTINGUISHERS:
 - a. A-B-C type extinguisher; Bldg. A utility closet, front hall.
 - b. A-B-C type extinguisher; Bldg. A storage closet, center hall, adjacent to elec. Panels
 - c. A-B-C type extinguisher; Bldg. A rear office.
 - d. A-B-C type extinguisher; Bldg. B hall.
3. YEARLY inspection, service, and tagging is done each June by the firm listed below. We are contacted by them to schedule the visit. If they have not contacted us by June 7th, COO will contact them. An annual recurring reminder is set in the ACT database.

 Servicing Firm: Atomic Fire Extinguisher,
 215-663-8080.

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Delaware Valley High School Intranet

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677-6107

Operational Procedures

Fire Drills & Related Information

The Fire dept can visit school at any time, un-announced, and manifest a tough inspection. Therefore the following must be done:

1. Admin Staff must conduct a fire drill once a month and note the drill in ACT under the "Philadelphia Fire Department" contact notes.
2. You must have an active, with up-to-date tag, on all fire extinguishers. Therefore, decide either to buy new ones or call for updating service and tagging.
3. You must have a fire extinguisher in ---
 - (a) Book closet (Bldg A)
 - (b) Supply closet (Bldg A)
 - (c) Main office area (Bldg A)
 - (d) At least one in visible area in Bldg B.

All extinguishers must be inspected and tagged annually.

4. You must have a clear description sign for exiting each classroom, in each classroom, as a fire escape route.
5. You must have clearly marked exiting signs over each external door.
6. You must have a workable alarm ringing bell attached to your bell system in case of an emergency.

7. All fire alarm's are announced over the intercom system as "GREEN" and the Emergency Exit Procedures would apply.

Legal/Data/DVHS INTRANET/Student Policies/SECURITY/Fire Drills

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