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## **York Academy Emergency Action Plan**

**York Academy Regional Charter School  
32 West North Street  
York, PA 17401-2421  
717-801-3900**

# Emergency Action Plan

## General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
  - Fire/Police/Ambulance 911
  - Internal Emergency Number 100 (Front desk)
  - Human Resources 102 (Business Manager)
  - Dial 500 from any phone to speak on the intercom system
- Know where the exits are located.
- **In the event of any emergency, do not take elevators; use the stairs.**
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble."
- First aid supplies and emergency equipment are located in the nurse's office for use by those who are authorized and properly trained.

## Fire Alarm Evacuation

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, teachers/educators should gather your roster and green(all students are accounted for) and yellow (a child is missing) indicator signs.
- Employees should immediately evacuate the building. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (*Note: never use elevators during fire alarm situations.*)
- Supervisors should be the last persons to leave the area. Check the building to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy an area or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to one of the two emergency evacuation sites:
  - o **St. John the Episcopal Baptist Church**  
**140 N. Beaver Street**  
**York, PA 17401**  
**717-848-1862**
  - o **Valencia Ball room**  
**142 N. George Street**  
**York, PA 17401**  
**717-848-8257**

## Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the Chief Academic Officer/member of the Safety Committee and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

# Emergency Action Plan

## Severe Weather

- The Head Custodian/Chief Academic Officer will monitor a weather alert radio. If a severe weather report is issued, he/she will immediately implement a page with instructions to follow. (This announcement will be repeated three times).
- Employees will shut down all equipment and will be instructed where to go for safety. The Head Custodian/Chief Academic Officer will take the weather radio with him/her. When the severe weather warning is cancelled, he/she will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

## Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call the Administrative Assistant at the front desk to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

**P**=Pull the safety pin.

**A**=Aim the nozzle at the base of the fire.

**S**=Squeeze the operating lever.

**S**=Sweep side to side covering the base of the fire.

\* *When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

\* *Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify the Chief Academic Officer/Safety Committee of where the emergency is located. He/she will relay this information to the fire department.

## Workplace Violence

- Any employee who feels that she/he has been threatened should immediately report their concern to the Chief Academic Officer and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with the Chief Academic Officer/Human Resources so that a prevention plan can be developed.

## Special Note

- Teachers should explain to their students that if they are ever in the bathroom or hallway and an emergency (fire, evacuation etc.) occurs to go to the nearest adult or nearest room with an adult for assistance.

## Emergency Contact Information

York Academy Safety Committee Contact Numbers:			Bldg. ext.
Anna Bickford	Interim Chief Academic Officer	578-8693	307
Tina Ziegler	Administrative Assistant	487-7483	100
Monik Johnson	Business Manager	841-6738	102
John Noel	Head Custodian	419-5229	202
Karen Richardson	School Nurse	318-2961	205
Jamie Shraudner	Guidance Counselor	332-7421	304

\*\*The Crisis team members are expected to report immediately to the emergency at hand ready to assist with their cell phones.

York Academy Emergency Contact Numbers:	
St. John the Baptist Episcopal Church	717-848-1862
Valencia Ballroom	717-848-8257
City Police Department/Ambulance	911
City Fire Department/Rescue	911
Columbia Gas Company	1-888-460-4332
Met Ed	1-800-545-7738
York Water (Daytime)	717-845-3601
York Water (Night/Weekends)	717-848-2984
FIRST (Resources/referral system)	717-755-1000
York Railway (Dave Hart)	717-577-2578
York Railway (Tom Jordan)	717-577-4754

### **Bomb Threat in School and Afterschool Activities**

1. The person receiving the call shall complete the "Bomb Threat Caller ID Sheet". **CELL PHONES AND WALKIE TALKIES MUST BE TURNED OFF AND TAKEN OUT OF THE BUILDING.** The completed Bomb Threat Caller ID sheet will be given to the police.  
The person receiving the call must notify:
  - o Chief Academic Officer
2. The Administrative Assistant will dial 8-911
3. The Chief Academic Officer will notify the media if deemed necessary.
4. The Chief Academic Officer will inform staff if they need to evacuate the building. If this occurs, staff should follow the fire drill procedures, staying at least 1,000 feet no less than 500 feet from the building.
5. Teachers quickly scan your classroom. If you see anything suspicious do not touch it. Immediately evacuate your classroom. Report the suspicious item to the Building Administrator once you have evacuated from the building. If you do not see anything suspicious remain with your students, lock the door until informed otherwise.

## Bomb Threat Caller I.D. Sheet

Exact Time of Call: \_\_\_\_\_  
Exact words of caller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Critical Questions

When is the bomb going to explode? \_\_\_\_\_  
Where is the bomb? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
What will cause it to explode? \_\_\_\_\_  
Did you place the bomb? \_\_\_\_\_  
Why did you place the bomb? \_\_\_\_\_  
Where are you calling from? \_\_\_\_\_  
What is your address? \_\_\_\_\_  
What is your name? \_\_\_\_\_  
Time reported: \_\_\_\_\_ a.m./p.m. Date: \_\_\_\_\_ How reported: \_\_\_\_\_

### Description of Caller's Voice (Circle):

Male	Female	Crying	Slurred	Stutter	Deep	Loud	Broken	Giggling	Accent	Angry
Rapid	Stressed	Nasal	Lisp	Excited	Disguised	Sincere	Squeaky	Normal	Calm	Slow
Old	Young	Middle Age								

Is voice familiar? \_\_\_\_\_ If so, whom did it sound like? \_\_\_\_\_  
Background noises? \_\_\_\_\_ Yes \_\_\_\_\_ No If so describe: \_\_\_\_\_  
Time caller hung up: \_\_\_\_\_ a.m./p.m.

**Following the call, Hang-up then Pick-up the Hand set immediately and contact the Chief Academic Officer.**

Person receiving call: \_\_\_\_\_  
Telephone number where call was received: \_\_\_\_\_

<b>If The Situation Is:</b>	<b>Then You Should:</b>
<p>Fire</p> <p>Medical Emergency</p> <p>Person Brandishing Firearm/ Weapon</p> <p>Major Incident</p> <p>Bomb Threat</p> <p>Narcotics</p> <p>Drug Case</p> <p>Trespassers</p> <p>Vandalism</p> <p>Weapons</p> <p>Assault</p> <p>Bus incident</p> <p>Dangerous conditions</p> <p>Found contraband</p> <p>Minor accident</p> <p>Missing children</p> <p>Out-of-Control Parents</p> <p>Out-of-Control Students</p> <p>Reports of Serious Incidents</p> <p>Theft</p> <p>Truants</p> <p>Or if You're in Doubt.....</p>	<p>#1. CALL 911</p> <p>AND</p> <p>#2. Notify Chief Academic Officer</p> <p>OR</p> <p>#3. Notify Head Custodian</p>