PHILADELPHIA SCHOOL DISTRICT **Directive #25**
Office of School Safety

SUBJECT: EMERGENCY RESPONSE

I. POLICY

A. In the event of an emergency, all School Police Officers are required to ensure safety and security within the crisis situation.

B. It is essential that all schools have a viable Readiness & Emergency Management (REM) Safety Plan and staff who are well prepared in case of an emergency. School Safety personnel will provide technical assistance with the development of a school safety plan and will respond to school emergency and crisis situations as needed.

C. The policy of the School District is to establish a working relationship with local law enforcement agencies in order to enable the school to handle routine requests for police assistance differently than emergency requests for police.

II. PROCEDURE

A. All SPOs are required to adhere to the following guidelines:

1. SPOs must communicate with the Building Administrator concerning safety/security priorities based on the school's REM Safety Plan.
2. If it is determined that an evacuation of the building is necessary:
   a. All students must be directed out of the building and grounds safely.
   b. All staff must be directed safely away from the building and grounds.
   c. Officers must thoroughly check the interior and exterior of the building for displaced person(s).
   d. SPOs must consult with the Building Engineer on securing the exterior doors.
   e. Officers must contact School Police Radio Dispatcher (215) 400-6000 and alert them to the situation.
3. If it is determined that a safe evacuation of the building cannot be achieved, "LOCKDOWN PROCEDURES" or "SHELTER-IN-PLACE PROCEDURES" shall be activated until Philadelphia Police arrive to safely assist in the evacuation of the building.
   *NOTE: Proper notifications will be made. See 2.e.
   a. Lockdowns will include:
      1. Requiring students to get out of harm's way by going into the first available classroom or other nearby secure area immediately when school officials call a Lockdown.
      2. Not allowing all those involved to be viewed through classroom windows and doors by the intruder.
      3. Keeping students and those involved away from glass.
      4. If possible, locking the door of the room occupied by the SPO, students, and staff.

b. Sheltering-In-Place:
   1. Also designed to get students out of harm's way; however, usually this involves relocating individuals to a pre-designated secure area to minimize their exposure to outside contaminates, possibly from bio terrorism.
   2. Typically is an area or room within a school having fewer or no windows.
   3. Necessary supplies (food, water, and blankets) shall be stockpiled.

B. The previously listed guidelines must be followed before any officer has departed his/her assigned location(s).

C. The Principal or designee will notify:
   1. Philadelphia Police Department-"911" in conjunction with, but not limited to:
      a. Active Shooter
      b. Bomb Threats.
      c. Barricade/Hostage Incident.
      d. Weapon Possession/Confiscation/Discharge.
      e. Riot.
      f. Demonstration.
      g. Natural Disaster.
      h. Biological/Chemical Disaster.
      i. Severe Structural Damage.
      j. Fire.
   2. School Police Radio Dispatcher (215) 400-6000 (If no SPO is available.)
   3. Assistant Superintendent (Chief Academic Office)
   4. Parent or Emergency Contact
   5. Incident Control Desk (215) 400[redacted] to alert them of the incident (EH-31 required. See Directive 16)
   6. Fire Department, License and Inspection, Utility Companies when warranted.

D. All SPOs are to know the Readiness and Emergency Management Safety Plan of their schools.
   1. Schools are to have two (2) hard copies.
   2. SPOs must be involved with regular safety practice, attend meetings on safety, and participate in all safety drills.

NOTE: APPENDIX "A" "B" and "C" ATTACHED

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BY ORDER OF THE CHIEF SAFETY EXECUTIVE

OFFICE of SCHOOL SAFETY

APPENDIX "A"

SUBJECT: EMERGENCY RESPONSE-FIRE SAFETY

I. POLICY

A. The policy of the School District is to follow all fire safety guidelines in accordance with the Philadelphia Fire Codes.
B. Fires may affect school activities; therefore, SPOs must ensure that schools follow the procedures to be outlined below.

II. PROCEDURE

A. In the event of a fire, the principal or designee must consult with the Philadelphia/Fire/Police Department/Office of School Safety to determine what action is to be taken to ensure the safety of students and staff.
B. The principal or designee is to inform the Associate Superintendent and the Facilities Area Coordinator immediately of the recommendation of the Philadelphia Fire Department/Police Department.
C. SPOs can refer to Directive 16 for Incident Reporting and Directive 25 for Emergency Response.

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APPENDIX "B"

SUBJECT: EMERGENCY RESPONSE-BOMB THREATS

I. POLICY

A. In the event a bomb threat is made, SPOs are to maintain safety and security within the situation.

B. Only Certified Hazardous Device Technicians from the Philadelphia Police Bomb Squad will handle any found device. They will be the authority of the movement and method of disposal of any device.

II. PROCEDURE

A. In all cases of bomb threats, the following procedures are to be followed:

1. [redacted]
2.
3. The police emergency "911" is to be contacted by the principal or designee and a report made as to the nature of the threat.
4. The incident control desk is to be notified and an incident report filed by calling (215) 400-[redacted] r if it is after hours, the School Police Radio Dispatcher at (215) 400-6000.
5. The Assistant Superintendent (Chief Academic Office) is to be notified.
6. [redacted]
7. The decision to evacuate the building is to be made by the principal.
8. [redacted]
9. Students and teachers are to report to the assigned fire drill stations.
   *NOTE: See Directive #13 "Bomb Scares, Explosive Devices and Explosions" for additional information.

B. The procedure for reporting a malicious call will be as follows:

1. [redacted]
2.
3.

4. [redacted]

5. The incident is then to be reported to School Police at (215) 400-6000. School Police will call "911."

6. [redacted]

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BY ORDER OF THE CHIEF SAFETY EXECUTIVE

OFFICE of SCHOOL SAFETY

APPENDIX "C"

SUBJECT: EMERGENCY RESPONSE-HOSTAGE/BARRICADE INCIDENT

I. POLICY

A. In the event a hostage/barricade situation occurs, SPOs are to maintain safety and security within the situation.

II. PROCEDURE

A. Hostage Incident: [redacted]

B. Barricaded Suspect: [redacted]

C. Active Armed Intruder: [redacted]

D. [redacted]

E. Prior to police arrival, any decision to evacuate will be made by the principal or designee.

F. School Employees, including SPOs are NOT trained Law Enforcement Hostage Negotiators and shall not assume the role of the Negotiator.

G. When Phila. Police arrive at the scene, they will be the lead agency when a volatile incident exists at a School District Facility, coordinating and directing all actions relating to evacuation efforts and minimizing the threat level.

H. In all cases a Barricade/Hostage Incident the following steps are to be taken:

1. [redacted]
2. [redacted]
3. [redacted]

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