

BLACKHAWK SCHOOL DISTRICT
BEAVER COUNTY
EMERGENCY OPERATIONS PLAN

BLACKHAWK SCHOOL DISTRICT

500 BLACKHAWK ROAD

BEAVER FALLS, PA (15010)

TEL: (724) 846-6600

February 2018

PROMULGATION

RESOLUTION OF THE BLACKHAWK SCHOOL DISTRICT BOARD OF EDUCATION

THIS PLAN IS ADOPTED AS THE BLACKHAWK SCHOOL DISTRICT EMERGENCY OPERATIONS PLAN FOR ALL EMERGENCIES AND DISASTERS OCCURRING WITHIN THE SCHOOL DISTRICT. THIS PLAN IS DESIGNED TO COMPLY WITH ALL APPLICABLE FEDERAL AND STATE REGULATIONS AND PROVIDES THE POLICIES AND PROCEDURES TO BE FOLLOWED IN DEALING WITH EMERGENCY CONDITIONS. THIS PLAN SUPERSEDES ALL PREVIOUSLY DEVELOPED EMERGENCY PLANS OF THE BLACKHAWK SCHOOL DISTRICT.

ADOPTED THIS _____ DAY OF _____, 20 ____

SCHOOL DISTRICT BOARD OF EDUCATION

PRESIDENT

SUPERINTENDENT OF SCHOOLS

SECRETARY

RESOLUTION # _____

RECORD OF CHANGES

Change Number	Date of change	Date Entered	Pages	Change Made by (Signature)
#1	12/93	12/93	2, 4, 10, 18, 22, A-5 thru A-7, B-1, C-1, C-2, C-4, C-6 thru C-12, H-1 thru H-6, I-1, I-2	
#2	4/95	4/95	2, 19, 23 thru 28, A-5 thru A-7, C-1, C-8 thru C-15	
#3	11/95	11/95	ii, 2, A-6, A-7, A-8, C-1, C-2, C-11 thru C-17, E-4	
#4	11/97	11/97	Cover Page, C-11 thru C-17, H-7, H-8, H-9	
#5	9/98	9/98	Cover Page, Page iii, 2, A-5 thru A-8, C1, C-2, C-11 thru C-17, H-7, H-9	
#6	12/99	12/99	Cover, 2, A-5, A-6, A-7, A-8, C-1, C-11, C-12, C-13, C-14, C-15, C-16, C-17, H-7, H-8, H-9	
#7	2/02	2/02	Cover, 7, 12, 14, 18, 19, A-5, A-6, A-7, A-8, B-1, C-1, C-7, C-8, C-9, C-10, C-12 thru C-26, E-4, G-1, G-2, G-3, G-4	
#8	2/04	2/04	Cover, 2, A-7, A-8, C-1, C-12 thru C-27	
#9	1/06	1/06	Cover, A-5, A-6, A-7, A-8, C-1, C-12 through C-27.	
#10	1/08	1/08	A-5, A-6, A-7, A-10, C-1, C-12 thru C-28, J-1	
#11	1/10	1/10	A-5 thru A-20, B-1, C-12 thru C-27, G-1	
#12	3/12	3/12	Cover 3, 10, 11, 12, 19, 23 thru 28, A-1, A-2, E-2, E-3, G-1	
#13	1/14	1/14	Cover, A-5 thru A-9, B-1 thru B-12, C-1, C-8 thru C-24, G-1, G-3 thru G-5	
#14	2/16	2/16	Cover, A-5 thru A-20, C-1, C-11 thru C-24	
#15	4/16	4/16	Cover, 14, C-6,8,9	
#16	2/18	2/18	Cover, Annex A & Annex C	

BLACKHAWK SCHOOL DISTRICT
EMERGENCY OPERATIONS PLAN

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BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

1. PURPOSE

A. Protection

To provide for the protection of persons and property to Blackhawk School District in the event of a natural or man-made emergency or disaster.

B. Procedures

1. To establish procedures for alerting the district staff and school principals.
2. To provide information and appropriate protective action instructions.
3. To provide for coordination and use of available school district resources during an emergency.

C. Roles and Responsibilities

1. To define the roles and responsibilities of school district officials and principals.
2. To define emergency functions and assign emergency duties.

D. Coordination

To assure coordination and cooperation with County efforts in accordance with the Beaver County Emergency Operations Plan.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

2. SCOPE/SITUATION

A. SCOPE

The Blackhawk School District, located in Beaver County, serves the municipalities of Darlington Boro, Darlington Township, Patterson Heights, West Mayfield, Enon Valley, South Beaver Township, Patterson Township and Chippewa Township. The district operates five (5) buildings and educates approximately 2,500 students. Each building, has cafeteria facilities and detailed floor plans are included in this plan.

B. SITUATION

1. Summary of Natural Hazards

Blackhawk School District is subject to the following natural hazards: winter storms, tornadoes, and wind storms.

2. Summary of Man-made Hazards

The district is also subject to the following man-made disasters: fires, hazardous materials accidents, acts of vandalism/terrorism, nuclear power plant incidents, and enemy attack.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

3. CONCEPT OF OPERATIONS

A. General

1. Functional Assignments

- a. Emergency management functional assignments in this plan are based on the concept that they parallel day-to-day functions as closely as possible.
- b. In an emergency, school officials will continue only those functions necessary to protect, in order, life, safety and property.

B. Direction and Coordination

1. Blackhawk School District

- a. In the event an emergency should occur, the District Superintendent may implement this Emergency Operations Plan and take such other action as might be required to protect the interests of the School District.
- b. The District Superintendent, by request of the Pennsylvania Department of Education, will consult with and serve as liaison between the public and private school systems, including basic and higher education institutions, concerning emergency response activities. Assistance will be provided the private school systems through implementation of the emergency management procedures outlined within the School Districts Emergency Operations Plan (EOP). For this purpose, private schools are defined to include such parochial schools, vo-tech schools and other private schools that may be located within the Blackhawk School District area.
- c. Schools. Blackhawk High School and Northwestern Primary School located within the Blackhawk School District shall be made available to State, County and local officials for emergency planning and exercise purposes and actual service as mass care facilities in the event of an emergency evacuation.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

3. CONCEPT OF OPERATIONS (Continued)

d. Transportation. All school bus and transportation vehicles owned or leased by schools of the Blackhawk School District shall be made available to State, County and local officials for emergency planning and exercise purposes and actual service in the event of an emergency evacuation.

2. District Schools

a. Each school within the Blackhawk School District, in cooperation with the Beaver County Emergency Management Agency, shall develop a plan, in consonance with this district plan, listing more specific procedures, responsibilities, duties and precautions to be followed in event of natural or man-made disasters or emergencies.

b. School principals will implement their plan in event of any local emergency or disaster that may endanger students, faculty, staff and premises.

3. Beaver County

The County Commissioners will exercise coordination and control of the response to any countrywide emergency through their executive organization, the Beaver County Emergency Management Agency (EMA).

4. Pennsylvania Emergency Management Agency (PEMA)

The Pennsylvania Emergency Management Agency, in consultation with the Department of Education, will coordinate decisions relative to school operations during major emergencies and disasters affecting two or more counties within the Commonwealth. P.L. 1332 as amended.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

3. CONCEPT OF OPERATIONS (Continued)

C. Succession of Authority

1. Blackhawk School District

a. Succession of authority in the Blackhawk School District, in order of sequence is:

- (1) District Superintendent
- (2) Director of Curriculum
- (3) Building Principal

2. Schools

a. Succession of authority in individual schools within the district, in order of sequence is:

- (1) School Principal
- (2) Assistant Principal/IST Teacher/
Guidance Counselor

D. Emergency Conditions

1. Emergency operations will be conducted under two emergency conditions as follows:

a. Limited Emergency

A situation wherein a potential hazard has reached a dangerous level and could affect safety within the Blackhawk School District and its schools.

b. Full Emergency

A situation wherein the potential hazard has increased to exceed the public safety level deemed acceptable by school officials.

BLACKHAWK SCHOOL DISTRICT
EMERGENCY OPERATIONS PLAN (EOP)

3. CONCEPT OF OPERATIONS (Continued)

c. Exception

The two emergency conditions listed above will not apply to school districts located within the 10-mile radius of nuclear power plants. See Annex E.

E. Types of Protective Actions

1. Sheltering (Take Cover)

Action by a specific school to take advantage of the inherent protection against violent winds, hazardous material accidents, and/or radiation exposure afforded by remaining indoors, away from doors and windows, in basements, or in reinforced protective shelters during the danger period.

2. Evacuation

a. Limited - By specific school in response to a local emergency such as a fire, flood, etc.

b. General - By school district, i.e., the entire school population (students, faculty and staff) within the school district.

3. Modified Operations - Actions taken to not open schools, delay opening of schools, effect early dismissal, delay closing of schools, take cover, release students to parents/guardians, and implement alternative education operations, as follows:

a. Delayed Opening, Early Dismissal, Delayed Closing, and Cancellation of Classes.

(1) See Annex D.

b. Sheltering (Take Cover)

(1) See Annex G and paragraph 3.E.1, basic plan.

c. Release of Students to Parents/Guardians

(1) See Annex G.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

3. CONCEPT OF OPERATIONS (Continued)

d. Alternate Education Operations

- (1) See Annex F.

F. Policy Guidelines

1. Blackhawk School District

a. Hazardous Material Incidents

- (1) When both the schools attended and the parents' homes are located within the endangered area, students may be evacuated from the schools they attend to Host Schools where they will be retained until they are picked up by their parents or guardians.
- (2) When the schools attended are outside the endangered area and the parents' homes are inside it, students will be retained until they are picked up by their parents or they will be evacuated to host schools as predetermined in the school plan.
- (3) Schools, when advised by the District Superintendent that an evacuation is imminent, will not send children home early when their homes are inside the endangered area. They will not be sent home at any time when an evacuation is in progress.
- (4) Should an evacuation be required, all teachers and support staff (unless otherwise directed by the principal or a higher school authority) will accompany the students to the Host School and remain with their students until relieved of responsibility.
- (5) Evacuated students will remain the responsibility of a professional staff member until released to the parent or other authorized person.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

3. CONCEPT OF OPERATIONS (Continued)

b. Advisement

The District Superintendent will provide for communication and advisement to the School Board President.

c. Update of Plans and Training

The District Superintendent will provide for at least an annual review and updating of this Plan, and for prescribed training of staff and faculty.

d. Succession of Authority

Actions and responsibilities of staff and faculty will be carried out under the prescribed administrative chain of authority. See Concept of Operations, Paragraph 3.C.1 and 3.C.2, and the respective school plan for succession of authority.

e. Interagency Actions

Actions by the staff and faculty of the School District will be coordinated with other agencies that are affected by the emergency.

f. Supplies, Equipment, and Facilities

(1) School District supplies, equipment and facilities will be used for the welfare of students and staff. To the degree possible, a record will be maintained for accountability after the emergency has terminated.

(2) Responsibility for School District supplies, equipment and facilities shall not be relinquished unless appropriately authorized either by affirmative action by the Board of School Directors or by official direction of higher authority in accordance with provisions of this Emergency Operations Plan.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

3. CONCEPT OF OPERATIONS (Continued)

g. Official in Charge

One or more of the persons listed, see Succession of Authority, para. 3.C.1, will generally be present for duty when classes are in session.

2. District Schools

a. Primary Responsibility

The primary responsibility of the Principal is to provide for the protection, safety and welfare of their students.

b. Drills and Exercises

Provide prescribed training of staff and faculty on emergency plans, procedures, and duties; orientation of students on emergency procedures and responsibilities; and periodic safety drills in accordance with approved rules and regulations and as set forth in the specific school EOP.

c. Accountability for Students

In case of an evacuation, each student group (e.g., home room class) will be accompanied by school officials (e.g., home room teacher, classroom teacher, or member of the staff).

d. Special Requirements

Provide for the special support of students having physical or other limitations.

e. Official in Charge

One or more of the persons listed, see Succession of Authority, para. 3.C.2, will generally be present for duty when classes are in session.

f. Applicability

All policy guidelines of Blackhawk School District, see para. 3.F.1, also apply to district schools.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

4. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. Emergency Situations

In emergency situations, the day-to-day organization of the Blackhawk School District will serve as the basis for operations.

2. Day-to-Day Duties

Emergency duties assigned herein parallel or complement day-to-day duties.

B. Responsibilities

1. Limited Emergency

a. District Superintendent

- (1) Receives notification from within the school district of an incident, or
- (2) Receives notification, from the Beaver Valley Intermediate Unit #27

b. Assistant Superintendent

- (1) Reviews situation and determines course of action to be taken.
- (2) Ensures that "risk" schools and "host" schools are notified.
- (3) Briefs district staff on situation and course of action to be taken.
- (4) Establishes communications with the Beaver County EMA and district schools. Supplementary communications may be provided by RACES.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

4. ORGANIZATION AND RESPONSIBILITIES (Continued)

NOTE: The Blackhawk School District have installed radios in each building to facilitate internal communications.

- (5) Monitors Emergency Alert System station.
 - (6) Ascertains availability of buses and drivers.
 - (7) Reviews traffic control points requirements for school entrance and exit roads. Notifies local police of situation and assistance needed.
- c. Business Manager
- Reviews procedures for recording overtime work hours, accounting for emergency expenditure of supplies, and reports.
- d. Food Service Director
- Notifies cafeteria personnel on the situation. Coordinates special needs with food suppliers.
- e. School Principal
- (1) Reviews emergency plans, notifies staff and faculty, and briefs them on course of action to be taken.
 - (2) Reviews procedures for limited evacuation, and general evacuation.
 - (3) Reviews procedures for clearing and securing buildings.
 - (4) Reviews procedures and prepares for continued supply of medicines for students with special needs.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

4. ORGANIZATION AND RESPONSIBILITIES (Continued)

2. Full Emergency

a. District Superintendent

- (1) Determines need to escalate preparedness to Full Emergency condition when responses to the emergency are locally controlled.
- (2) Notifies school principals and chairperson of school board, in that order.

b. Director of Curriculum

- (1) Verifies "Host" school superintendent/principal or appropriate personnel in case general evacuation becomes necessary.
- (2) Maintains communications with the Beaver County EMA.
- (3) Advises Beaver County on status of operations.
- (4) Notifies bus suppliers to move buses to schools in preparation for evacuation.
- (5) Establishes TCPs at school entrance and exit roads. Notifies local police, requests assistance needed.
- (6) Ensures bus drivers are aware of the location of the Host school. Directions may be provided if GPS is not available.

c. Business Manager

Records overtime work hours, prepares to purchase any emergency supplies needed, and maintains a record of expenditures.

BLACKHAWK SCHOOL DISTRICT
EMERGENCY OPERATIONS PLAN (EOP)

4. ORGANIZATION AND RESPONSIBILITIES (Continued)

- d. School Principal
 - (1) Receives notification, briefs school staff and faculty.
 - (2) Directs protective action deemed appropriate in case of sudden occurrences such as tornadoes, fires, etc.
 - (3) Reports limited or general evacuation to the District Superintendent, as appropriate.
 - (4) Initiates bus convoy to Host School, if appropriate. Reports arrival to parent District Superintendent.
 - (5) Reports status to parent and host District Superintendent when all evacuated students have been released to parents or guardians.
 - (6) Releases homeroom and backup teachers when all in their student group have been released to parents.

- e. Guidance Department (to include Secretary)
 - (1) Upon initial notification will move to reception center to act as advance liaison with host officials.
 - (2) Will assist in receiving students and assigning them in appropriate areas.
 - (3) Will provide assistance to parents picking up children.
 - (4) Will be relieved of duty as directed by Superintendent.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

4. ORGANIZATION AND RESPONSIBILITIES (Continued)

f. Teachers

- (1) Teachers will assume responsibility of supervising boarding, accounting for, transporting and unloading of assigned students. They will then be assigned supervision responsibilities in a designated area of the host school and will be relieved of duty by superintendent.

g. Nurse and First Aid Qualified Teachers

- (1) First aid qualified teachers will accompany students on buses. First aid kits will be maintained and taken to reception centers.
- (2) Nurse will ride the last bus with one of the first aid kits.
- (3) Nurses will carry with them the medications to be administered during school hours for children with fragile health conditions.

h. Secretaries and Clerical Aids

- (1) Remain at their desks to assist in communications.
- (2) Will travel with the principals to reception center to render necessary assistance.
- (3) Will be relieved of duties as directed by the Superintendent.

i. Maintenance and Custodial Staff

- (1) Will assist principals in effecting emergency evacuation plan as directed.
- (2) Will provide traffic direction at entrance to school property.
- (3) Will assume responsibility of ensuring that buildings are closed and secured.

BLACKHAWK SCHOOL DISTRICT
EMERGENCY OPERATIONS PLAN (EOP)

4. ORGANIZATION AND RESPONSIBILITIES (Continued)

(4) Are relieved as directed by the Superintendent. They are to return home and follow community evacuation plan.

j. Cafeteria Employees

(1) Assume responsibility of securing and closing kitchens and cafeterias.

(2) Are relieved as directed by the Superintendent. They are to return home and follow community evacuation plan.

k. Transportation Contractor and Bus Drivers

(1) Keep transportation supervisor informed of location and telephone number.

(2) Drivers keep buses maintained with all emergency equipment including strip maps.

(3) Drivers report to school as directed, and provide assigned students transportation to reception center via designated routes, and return to McCarter's for possible re-assignment.

(4) Contractor will provide an emergency maintenance vehicle and mechanic to follow the final bus.

(5) Contractor will provide tow truck to follow buses.

(6) In the event of a breakdown, drivers are to wait for assistance.

BLACKHAWK SCHOOL DISTRICT
EMERGENCY OPERATIONS PLAN (EOP)

5. ADMINISTRATION AND LOGISTICS

A. Administration

1. Blackhawk School District

- a. Records of expenditures and obligations will be recorded by the District Business Manager.
- b. Schools submit records of expenditures and obligations to the District Business Manager.

2. Parents

Parents should be informed on the contents of this plan (See Annex G) as well as the specific school EOP.

B. Logistics

1. Unmet Needs

- a. During an emergency, in which all local school district resources have been expended, unmet needs will be reported to the Beaver County EMA.
- b. Unmet needs determined during the planning phase should be reported by the school district to the County EMA so that they may be provided for in the county plan.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

6. TRAINING AND EXERCISES

A. Training

1. Annual training sessions on the Emergency Operations Plan, duties and related procedures will be conducted for:
 - a. School District staff
 - b. School staffs and faculty

B. Exercises and Disaster Drills

1. The Blackhawk School District participates in exercises as follows:
 - a. National Weather Service (NWS) sponsored exercises.
 - b. Pennsylvania Emergency Management Agency and Beaver County EMA sponsored exercises.
 - c. Fire evacuation drills.
 - d. Every school in coordination with their County Emergency Management Agency, shall conduct at least one disaster type drill annually.
 - e. Bus Evacuation Drills.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

7. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

- A. Pennsylvania Department of Education has overall responsibility for the enforcement role of school district planning, preparation and execution of plans concerning emergency operations.
- B. School principals will coordinate the development and maintenance of the schools' Emergency Operations Plan. The plan will be updated as necessary and reviewed at least annually.
- C. This EOP will be executed upon order of the School District Superintendent or their authorized representative. Specific school EOPs will be ordered executed by the school principal or their authorized representative, who in turn will notify the School District Superintendent of their actions.
- D. Basic distribution of the Blackhawk School District Emergency Operations Plan is one copy, except as noted.
 - 1. President, Blackhawk School Board
 - 2. Central Office (4)
 - 3. Principal's Office (7)
 - 4. Intermediate Unit #27
 - 5. Beaver County Emergency Management Coordinator
 - 6. PEMA Area Office (through respective County EMA)
 - 7. Local Municipalities (8)
 - 8. Pennsylvania Department of Education (2)
 - 9. Host School (East Palestine High School)
 - 10. Bus Contractor (2)
 - 11. Maintenance Office

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

7. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION (Continued)

12. Food Service Office
 13. School Board Members
 14. School Board Secretary
 15. Municipal Police Depts. (5)
 16. Pennsylvania Emergency Management Agency, for RERP district. (RERP district refers to a school district wherein all or part of the district is located within the 10-mile radius around a nuclear power plant, district students attend a school within the 10-mile radius or students living within the 10-mile radius attend district schools located outside the 10-mile radius.)
- E. Additional copies of this plan can be obtained by writing to Business Manager, Blackhawk School District, 500 Blackhawk Road, Beaver Falls, Pennsylvania, 15010. Costs of printing and mailing may be passed on to the requestor.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

8. DEFINITION OF TERMS

- A. Access Control Points (ACP) - Manned posts established primarily by school officials or municipal police, established around the perimeter of the school or on roads leading into it when it is evacuated or occupants are taking cover.
- B. Emergency Alert System (EAS) Announcements - Official announcements made at the County level for the specific purpose of providing information, instructions or directions from the County Commissioners, or their designated official representative, to the permanent and transient residents of the County. Announcements are made over the legally designated EAS network. EAS announcements at the State levels are made only when they are applicable statewide. Priorities for EAS announcements are specified in law; first priority to the Federal government, second priority to County governments, and third priority to State governments. Restriction on use of EAS announcements does not preclude appropriate use of newspapers, radio and television for public information statements.
- C. Emergency Management - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kind, man-made, natural sources or enemy attacks.
- D. Host Schools - Fixed facility suitable for providing emergency lodging of students that have been evacuated from their regular school.
- E. Public Information Statements - Public announcements made by school district or County official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors. Reference to the emergency situation itself will be made only in the context of the reasons for governmental actions, and not to provide detailed information about it.
- F. Radiological Emergency Response Procedures (RERP) - Detailed incident response procedures developed by the State and its agencies and County Emergency Management Agencies in coordination with PEMA and the nuclear power plants. There are five of these plants within Pennsylvania.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

8. DEFINITION OF TERMS (Continued)

- G. Risk School - Those schools located within an endangered area within continued habitation may result in loss of life or injury.
- H. Sheltering - The act of using existing structures as a means for protection. Examples are: move to hallways, subterranean areas, or windowless areas; and huddle under desks and tables.
- I. Traffic Control Points (TCP) - Manned posts established at critical road junctions along evacuation routes for the purpose of controlling or limiting traffic. TCPs are also used to control evacuation movement when an emergency situation requires it.
- J. Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective school district or school.

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

9. AUTHORITY AND REFERENCES

A. Authority

1. Pennsylvania School code (71 Pa. C.S.A. Section 1518).
2. Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. Sections 7101-7707) also referred to as P.L. 1332, as amended by Act 87, 1988.
3. Pennsylvania Emergency Management Services Code, as amended, (35 Pa. C.S.A. Section 7701, (d), (e), (f), (g)).
4. Pennsylvania Code, Title 34, Chapters 49, 50 and 54, Fire and Panic Regulations, Department of Labor and Industry, March 1987.

B. References

1. The Commonwealth of Pennsylvania Disaster Operations Plan (DOP), 1977, Pennsylvania Emergency Management Agency.
2. Pennsylvania Department of Education, School Emergency Planning Guide, 1980.
3. The County of Beaver Emergency Operations Plan (EOP), 1984, Beaver County Emergency Management Agency.
4. National Fire Protection Association, Learn Not to Burn, 470 Atlantic Avenue, Boston, MA 02210, 1979.

ENCLOSURE:

1. School District Map

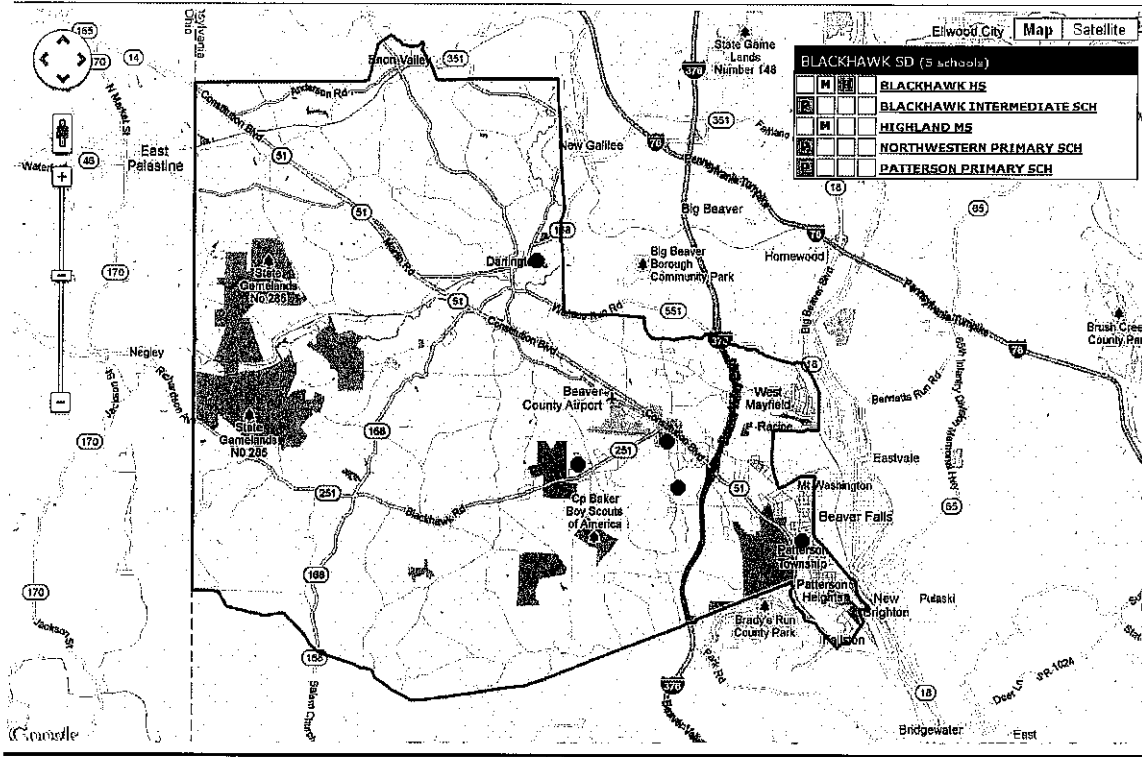
ANNEXES:

- A. Notification Procedures
- B. Host School/Districts
- C. Evacuation
- D. Modified Operations
- E. Nuclear Power Plant Incident Preparedness
- F. Alternative Education Program
- G. Communications with Parents
- H. Floor Plans
- I. Bomb Threat

BLACKHAWK SCHOOL DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

ENCLOSURE 1



ANNEX A

NOTIFICATION PROCEDURES

1. PURPOSE

- A. To prescribe procedures for notifying school districts, schools, staffs, and faculty of a potential, impending, or imminent emergency.
- B. To assign emergency notification responsibilities.

2. SITUATION

See basic plan.

3. CONCEPT OF OPERATIONS

A. General

- 1. Notification of a local disaster (e.g., fire at individual school) will be relayed to the School District Superintendent's office and the County EMA.
- 2. Notification of municipal emergency responders (fire, police, and rescue) is prescribed in the appropriate annexes to this plan.

B. Authentication

Upon notification of an emergency by the Beaver Valley Intermediate Unit #27, the Superintendent/designee will activate the Blackhawk EOP.

4. NOTIFICATION SYSTEMS

- A. The commercial telephone is the primary means of notification.
- B. Citizens Band (CB) radio may be a supplemental means of notification (RACES).
- C. The fire alarm system will be used only in case of a fire drill or actual fire warning. Other uses of the fire alarm system are forbidden.

ANNEX A

NOTIFICATION PROCEDURES

5. NOTIFICATION CASCADE

- A. The notification cascade chart is at Appendix 1.
- B. The telephone directory supporting the notification cascade chart is at Appendix 2.
- C. The telephone directory will be updated on a quarterly basis.

APPENDICES:

- 1. Notification Cascade
- 2. Emergency Telephone Directory

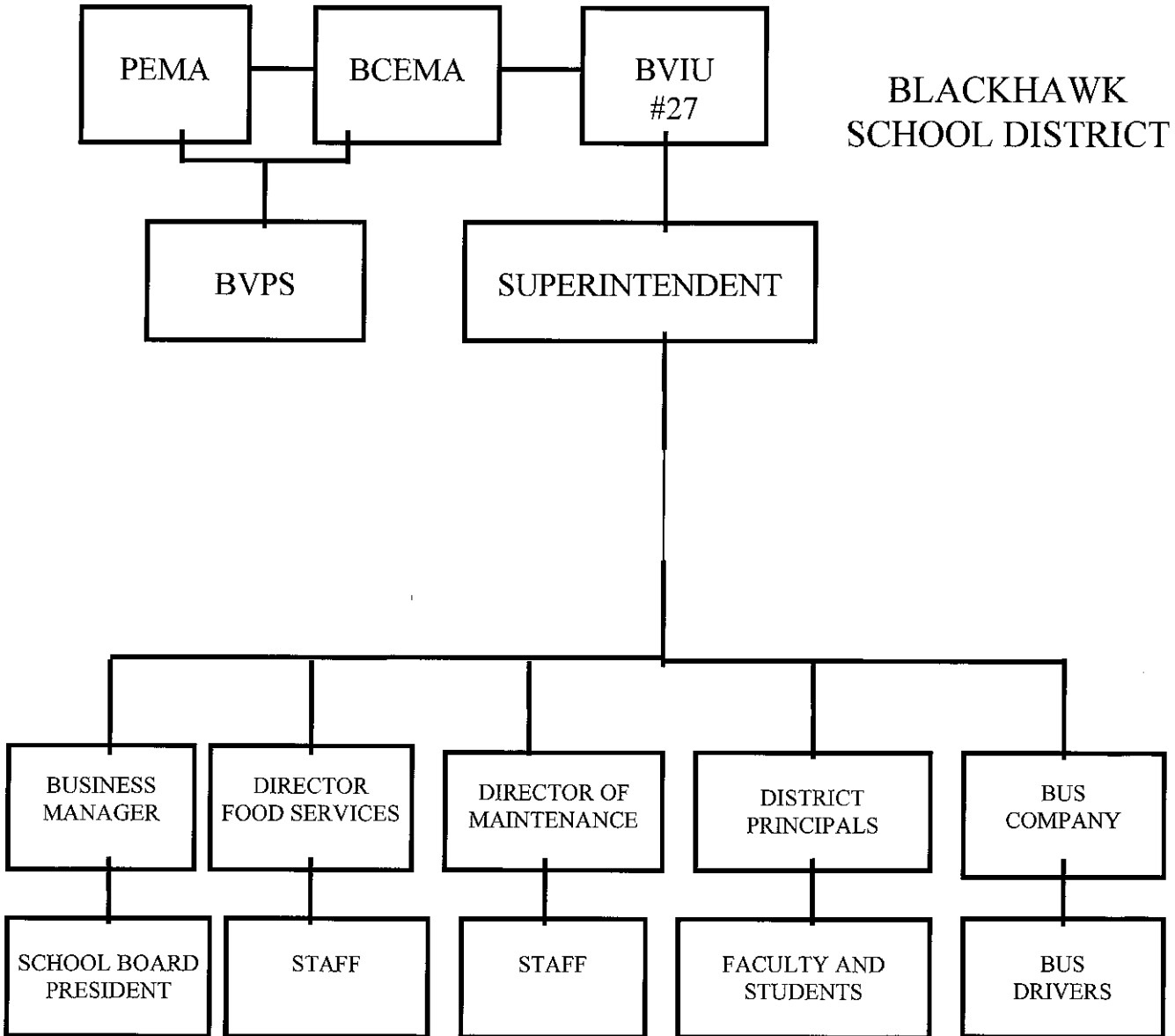
ANNEX A

NOTIFICATION PROCEDURES

APPENDIX 1

NOTIFICATION CASCADE

BLACKHAWK SCHOOL DISTRICT



ANNEX A

NOTIFICATION PROCEDURES

ATTACHMENT A

APPENDIX 1

THE ATTACK WARNING SIGNAL

**(A WAVERING TONE OR SHORT BLASTS FOR 3 TO 5 MINUTES)
"ATTACK WARNING -- GO TO SHELTER - OR - TAKE THE
BEST COVER IMMEDIATELY AVAILABLE!"**

THE ATTENTION SIGNAL

(A STEADY BLAST OR TONE FOR 3 MINUTES)

"LISTEN FOR ESSENTIAL EMERGENCY INFORMATION!"