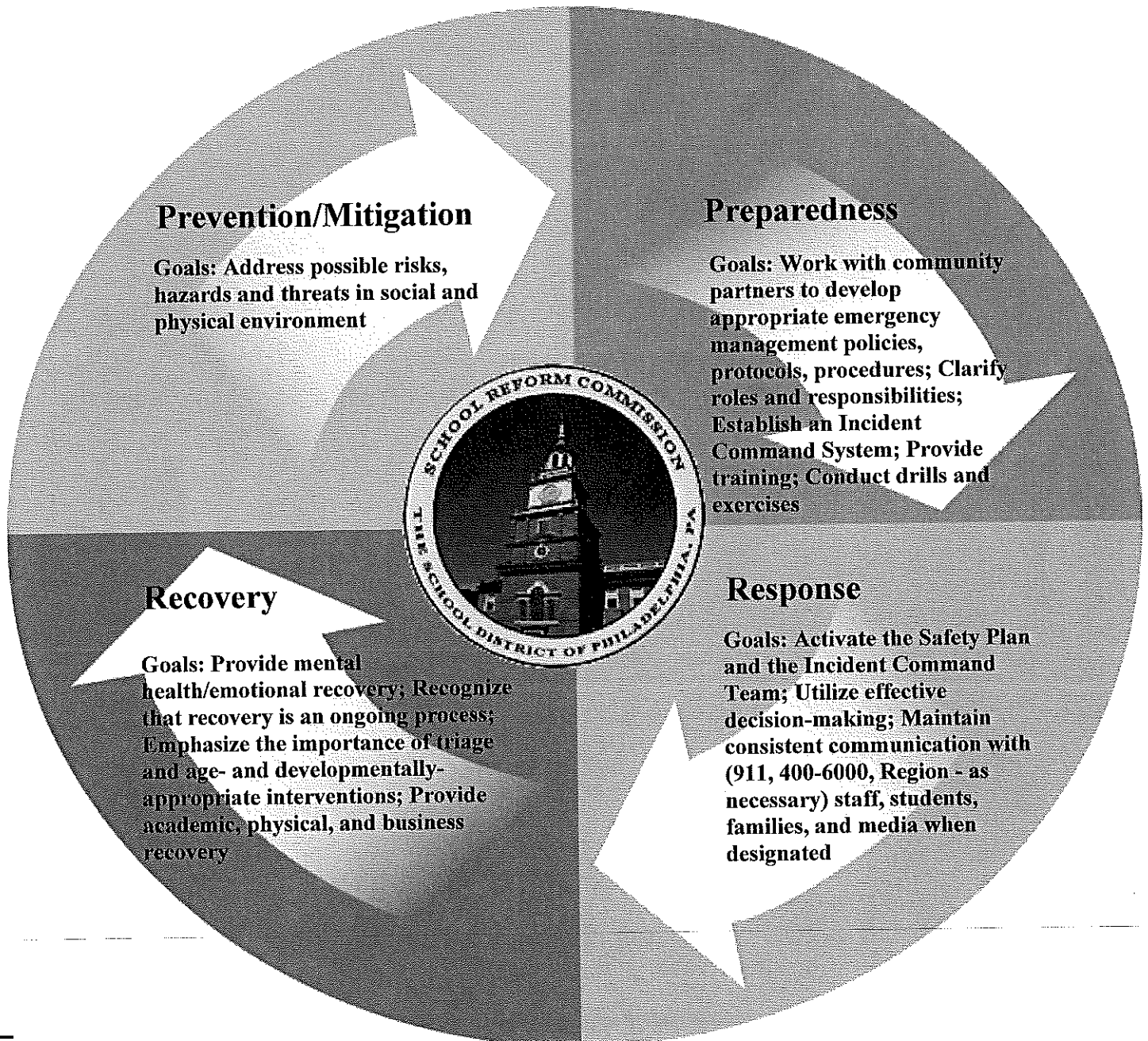


<b>Academic Year</b>	<b>2022-2023</b>
<b>School Name</b>	<b>Jenks Academy for the Arts and Sciences 8301 Germantown Ave, Philadelphia, PA Cross Streets – Southampton &amp; Germantown Ave</b>

## Readiness and Emergency Management School Safety VITAL INFORMATION PACKET



Signature and Date  
Corinne Scioli 8/12/22

# FIRE AND EMERGENCY EVACUATION

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1. Communicate the need to “EVACUATE” via the public address (PA) system.
  - For “ON-SITE Evacuation”, exit building and proceed to the designated **Rally Point**  
*“Attention, attention, this is an evacuation. Attention, attention, this is an evacuation. Staff, evacuate the building immediately and proceed to the designated rally point.” (communicate the name of the rally point)*
  - For “OFF- Site Evacuation”, exit building and proceed to the designated **Evacuation Site**  
*“Attention, attention, this is an evacuation. Attention, attention, this is an evacuation. Staff, we are evacuating to the designated evacuation side.” (communicate the name of the evacuation site)*
- NOTE: If immediate danger is “OUTSIDE”, communicate a “REVERSE EVACUATION” and move students and staff inside as quickly as possible and wait for further instructions**
2. Follow “**Incident Notification**” procedures
3. Proceed to designated area
4. Activate the School Safety Team
5. Notify the responding authorities (Fire, Police and/or Office of School Safety) of the accountability results
6. Communicate with the staff from the Assistant Superintendent’s Office
7. Notify the **Office of Transportation** (if buses are required)
8. If necessary, implement **Parent/Guardian/Child Reunification** at the rally point or evacuation site
9. Document the release of any students to an authorized family member or legal guardian
10. Re-enter the building after the “**ALL CLEAR**” is given

## ROLES & RESPONSIBILITIES

### **Secretary/Designee**

- Call 911 and/or School Police Dispatch
- Point of contact for assisting and cooperating with District, if appropriate

### **Teachers/Staff**

- Evacuate students; special needs students requiring assistance will be assisted by designated staff

- Take attendance upon arriving at the “Rally Point” or “Evacuation Site”
- Document students’ emergency status and notify Principal/Designee
- Assist with first aid, if necessary
- Help with communication to parents and reunification of students

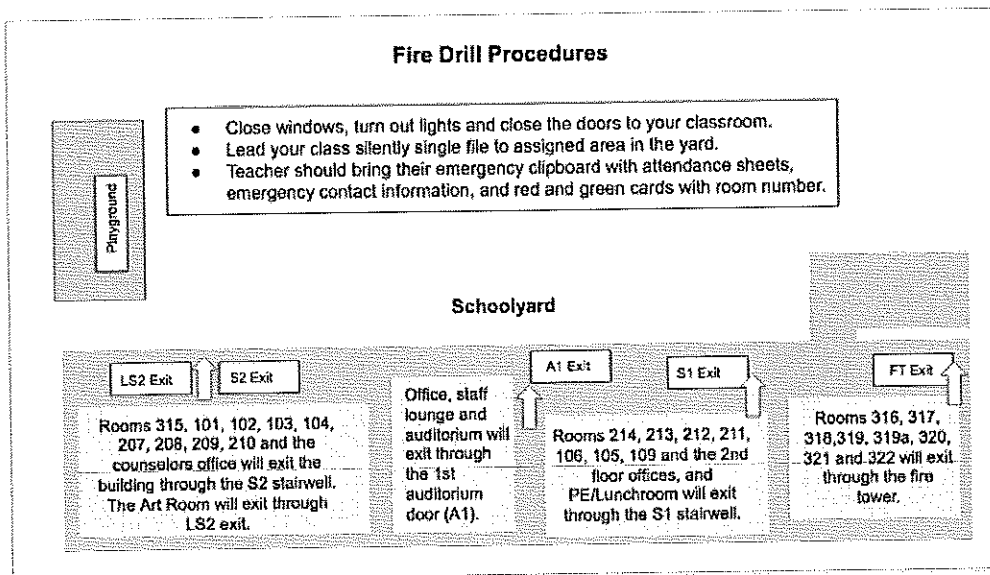
**Building Engineer**

- Notify **Facilities Area Coordinator (FAC)** and complete emergency shutdown procedures, if necessary
- Help to secure the building
- Report to Principal to provide additional support, if necessary

Evacuation Routes are posted in every classroom. Students file from the rooms and exit via the closest set of steps.

<b>Ground Floor</b>	<b>Art Room, Cafeteria/Gym</b>	<b>Exit through LS2 Stairway</b>
<b>First Floor Rooms:</b>	<b>101, 102, 103, 104</b>	<b>Exit through S2 Stairway</b>
<b>Second Floor Rooms:</b>	<b>207, 208, 209, 210, Counselor, Nurse</b>	<b>Exit through S2 Stairway</b>
<b>First Floor Rooms:</b>	<b>105, 106</b>	<b>Exit through S1 Stairway</b>
<b>Second Floor Rooms:</b>	<b>211, 212, 213, 214, Speech, 2<sup>nd</sup> floor offices</b>	<b>Exit through S1 Stairway</b>
<b>Third Floor Rooms:</b>	<b>315, 316, 317, 318, 319, 320, 321, 322</b>	<b>Exit through Fire Tower Stairway</b>
<b>Main Office, Staff Lounge and Auditorium:</b>		<b>Exit through Auditorium Doors (A1)</b>

Alternate routes are practiced during drills rerouting students through alternate stairways, the front doors or auditorium doors depending on where the fire is simulated.



1. Communicate the need to “**Lockdown**” the building via the public address (PA) system

- Class in Session (no lunches in progress)

*“Attention, attention, this is a lockdown. Attention, attention, this is a lockdown. At this time secure students in your classrooms and take roll, students must report directly to the nearest room with a staff member. Disregard any fire alarms.”*

- Class Change in Progress

*“Attention, attention, this is a lockdown. Attention, attention, this is a lockdown. At this time secure students in your classroom and take roll, students must report directly to the nearest room with staff a member. Disregard any fire alarms.”*

- During lunch periods

*“Attention, attention, this is a lockdown. Attention, attention, this is a lockdown. “Students in the cafeteria are to remain in the cafeteria. Students outside of the cafeteria will report directly to the nearest room with a staff member.”*

2. Follow “**Incident Notification**” procedures

3. Lock **ALL** doors

4. Activate the School Safety Team

5. Notify the responding authorities (Fire, Police and/or Office of School Safety) of the accountability results

6. Communicate with the staff from the Assistant Superintendent’s Office

7. Follow instructions from the Office of School Safety (OSS) and law enforcement until the lockdown is lifted.

8. After the “**ALL CLEAR**” is given, communicate the return to normal operations via the public address (PA) system

## **ROLES & RESPONSIBILITIES**

### **Secretary/Designee**

- Call 911 and/or School Police Dispatch
- Point of contact for assisting and cooperating with District, if appropriate

### **Building Engineer**

- Help secure the building
- Report to Principal to provide additional support, if necessary

### **Teachers/Staff**

- Clear all students, staff and visitors from hallways into classrooms
- Students requiring assistance will be assisted by designated staff
- Direct students to an area of the room, unobservable from outside and potential lines of fire
- Turn lights off and close and lock all doors and windows (stay away from all doors and windows)
- Report any serious injuries or vital information to the front office
- Account for everyone in the classroom and notify Principal/Designee
- **DO NOT OPEN THE DOOR** until the “**ALL CLEAR**” is given by law enforcement personnel or the lockdown has been lifted by an announcement via the public address (PA) system

### **School Police Officer**

- Check classrooms, restrooms, and all other areas for students and staff
- Report to Principal when all areas are clear
- Assist responding emergency personnel with securing the building
- Prepare Serious Incident Report, if necessary

### **THREE WAYS TO SECURE THE BUILDING**

1. **Secure all Doors all day using the panic bar only as a means to exit the building. Use signage to direct all visitors to enter through the main entrance only and sign-in at the main office.**
2. **All Staff wear ID badges and Visitors receive Visitor's Badges at sign-in.**
3. **Maintain all cameras, use walkie-talkies, and practice drills regularly.**

1. Communicate the need to “**Shelter in Place**” the building via the public address (PA) system
  - *“Attention, attention this is a Shelter in Place. Attention, attention, this is a Shelter in Place. All teachers and students please proceed to your designated shelter area. I repeat, please report to your designated shelter area.”*
2. Follow “**Incident Notification**” procedures
3. Activate the School Safety Team
4. **TURN OFF ALL AIR, HEATING, and HVAC systems**
5. Close, lock, and seal **ALL** windows and doors
6. Notify the responding authorities (Fire, Police and/or Office of School Safety) of the accountability results
7. Communicate with the staff from the Assistant Superintendent’s Office
8. Follow instructions from the Office of School Safety (OSS) and responding emergency personnel until the shelter in place is lifted
9. After the **ALL CLEAR** is given, communicate the return to normal operations via the public address (PA) system

## **ROLES & RESPONSIBILITIES**

### **Secretary/Designee**

- Call 911 and School Police Dispatch
- Point of contact for assisting and cooperating with District, if appropriate

### **Teachers/Staff**

- Clear all students, staff and visitors from hallways into designated shelter area
- Move students and staff into the main building from trailers, unless movement is life threatening due to outside environmental contaminations
- Special needs students requiring assistance will be assisted by designated staff
- Close, lock and seal **ALL** windows and doors
- Take attendance and report any missing or extra students to school or responding emergency personnel
- **DO NOT LEAVE SHELTER-IN-PLACE AREA** until the “**ALL CLEAR**” is given by emergency response personnel or the shelter-in-place has been lifted by an announcement via the public-address (PA) system

**Building Engineer**

- Complete required **“Emergency Shutdown Procedures”**
- Assist emergency response personnel, if necessary
- Notify **Facilities Area Coordinator (FAC)**, if necessary
- Help to secure the building (if necessary)

**School Police Officer**

- Check classrooms, restrooms, and all other areas for students and staff
- Report to Principal when all areas are clear
- Assist responding emergency personnel with securing the building
- Prepare Serious Incident Report, if necessary

**Step 1** In an Emergency/Crisis, the Principal or Designee will notify:

- a. Philadelphia Police Department ..... **911\***  
(When a crime is committed, threat of imminent harm, a public safety emergency exists or School District policy dictates.)
- b. Philadelphia School Police Dispatcher ..... **215-400-6000**

- Identify the school and location
- Briefly describe the Emergency/Crisis situation (Who?, What?, When?, Where?, How?)
- Give the name of the person in charge and an open (dedicated) telephone number
- Identify where school personnel will meet responder(s)

**Note: *The Office of School Safety (OSS) will evaluate all information and notify the pertinent Executive Offices as needed.***

c. Parents or Guardians

**Step 2** If it is necessary to send anyone to a hospital by ambulance for a serious injury, send an identified staff member along to serve as a liaison.

**Step 3** If the emergency/crisis demands an evacuation or shelter in place; proceed to predetermined site(s):

**RALLY POINT/ASSEMBLY AREA(s):**

(A safe location to connect with/meet response teams outside of the primary facility)

<b>Primary</b>	Water Tower Recreation Center – 209 E. Hartwell Ln, 19118, 215.685.9296
<b>Alternate</b>	St. Paul’s Episcopal Church – 22 E. Chestnut Hill Av, 19118, 215.242.2055

**EVACUATION/RELOCATION SITE(s):**

(Pre-determined location(s) for staff and students to continue instruction)

<b>Primary</b>	Houston Elementary School – 7300 Rural Ln. 19119, 215.400.3490
<b>Alternate</b>	Chestnut Hill College – 9601 Germantown Av, 19118, 215.248.7001

**SHELTER IN PLACE AREA/LOCATION(s):**

(Pre-determined location(s) to safeguard all staff and students during an emergency occurring outside the building)

Third floor hallway	Second floor Hallway

**AREA OF REFUGE:**

Fire Tower Stairwell (First floor)	Art Room, Art Room Hallway, Gang bathroom on sublevel
Stairwells	



*Emergencies can range from severe weather to threats of harm. Universal Emergency Response Procedures are standard, clear directives that may be implemented across a variety of incidents/events. The universal emergency response procedures used to respond to various incidents/events are Evacuation, Reverse Evacuation, Lockdown, and Shelter in Place.*

### NOTIFICATION/ALERT

<b>1. Primary Mode: PA SYSTEM</b>	<i>The designated person(s) named below will make the appropriate Emergency Response announcement: Sharrone Cottle, Secretary</i>
<b>2. Secondary Mode:</b>	1. Corinne Scioli, Principal
<b>3. Tertiary Mode:</b>	2. Sharrone Cottle, Secretary
<b>4. Communicating mode for the hearing impaired:</b>	3. Should we have anyone with hearing impairment: Teacher in Charge will employ the Cued Speech Method

### Internal Notification

Each school will have a plan for internal communication with all those on the premises. Common chains of communication often include PA System, walkie-talkies, house phones, etc. Regardless of the mode, at least one system of consistent communication should exist for each area of the facility. **Please list the various modes of communication equipment available in designated shelter areas.**

Designated Shelter Area(s)	Communication Equipment	Person in Command
1. Cafeteria	PA System, cell phone	1. Principal
2. Classrooms	PA System, In-house phones	2. Secretary
3. Auditorium	PA System, cell phone	3. Secretary

### TRAILER/MOBILE UNIT (PORTABLE CLASSROOMS)

Unless otherwise instructed, students and staff will remain in portables and follow Shelter in Place procedures. This School facility has   0   (insert number) portable classroom(s)

Portable Classroom)	Communication Equipment	Person in Command
1.		1.
2.		2.
3.		3.

1. 1 # of School Police Officers:	0	Highest Ranking School Police Officer		
2. # of Non-Teaching Assistants (NTAs):	10			
3. # of NTAs Assigned to the Safety Deployment Plan:	10			
4. # of Surveillance Cameras:	16	# of Camera Monitors: 2		
5. Location of Camera Monitors:	Main Office (1 <sup>st</sup> Floor) and Data Room (2 <sup>nd</sup> Floor)			
6. Camera Monitors are staffed by:	Office Staff			
7. # of SIRIS Machines & Location:	N/A			
8. # of Walkie-Talkies:	10			
9. # of Bull Horns & Location:	2 – Office Closet			
10. Location of Automated External Defibrillator (AED)	<u>Main Office</u>			
11. AED contact person in the school:	<u>Alexandra Louis</u>			
12. Total # Classroom Phones:	<u>27</u>	# of Classroom Phones in need of repair: 0		
13. PA System Status: (Is it effective in an emergency?)	Operational			
14. School Clock & Bell Status:	Operational			
15. # of Exterior Doors:	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>
16. Trauma Kit Location	Nurse's Office and Main Office			

## SAFETY EQUIPMENT ASSIGNMENT LIST

WALKIE-TALKIE #	ASSIGNED STAFF	LOCATION
1	Corinne Scioli, Principal	Main Office
2	Sharrone Cottle, Secretary	Main Office
3	Madeline Pendleton, SSA	Main Office
4	Rachel Ryan, Assistant Principal	Third Floor
5	Liara Basiege, SCS	Lunchroom
6	Anna Kirkman, Sped Asst.	Third Floor
7	Amy Watson, Counselor	Counselor's Office
8	Alice Goldsmith, SBTL/TTL	First Floor
9	Alexandra Louis, Nurse	2 <sup>nd</sup> floor
10	SCS	schoolyard

### Elevator Machine Room List – No Elevator

### Fire Alarm Pull Station List -

- Gym/Cafeteria – Lower Level
- One on each floor center hallway – first, second, third floor

### Mechanical Room List

- Air handlers
- Boilers
- Heat exchangers
- Water pumps
- Main distribution piping and valves
- Back-up electrical generator

1. # of School Police Officers:	0	Highest Ranking School Police Officer	
2. # of Non-Teaching Assistants (NTAs):	10		
3. # of NTAs Assigned to the Safety Deployment Plan:	10		
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- Main distribution piping and valves
- Back-up electrical generator

## INDIVIDUAL STAFF MEMBER DEPLOYMENT SCHEDULE

Morning Admit 6:45am-7:30am

- Monitor school perimeter
- Breakfast/Cafeteria

1<sup>st</sup> Period 7:30am-8:15am 45 mins

- Admit procedures
- Monitor entry doors
- Monitor buses

2<sup>nd</sup> Period 8:15am-9:00am 45mins

- Monitor halls, stairwells and bathrooms

3<sup>rd</sup> Period 9:00am-9:45am 45mins

- Monitor halls, stairwells and bathrooms

4<sup>th</sup> Period 9:45am-10:30am 45mins

- Monitor halls, stairwells and bathrooms
- Monitor Lunchroom and schoolyard

5<sup>th</sup> Period 10:30am-11:15am 45mins

- Monitor halls, stairwells and bathrooms
- Monitor Lunchroom and schoolyard

6<sup>th</sup> Period 11:15am-12:00pm 45mins

- Monitor halls, stairwells and bathrooms
- Monitor Lunchroom and schoolyard

7<sup>th</sup> Period 12:00pm-12:45pm 45mins

- Monitor halls, stairwells and bathrooms
- Monitor Lunchroom and schoolyard

8<sup>th</sup> Period 12:45pm- 1:30pm 45mins

- Monitor halls, stairwells and bathroom

9<sup>th</sup> Period 1:30pm- 2:09pm 45mins

- Monitor halls, stairwells and bathroom

Dismissal 2:09pm -2:30pm

- Monitor exit doors
- Monitor buses
- Monitor schoolyard

# SCHOOL SAFETY TEAM ROSTER

Incident Command System (ICS) and Key School Staff

Assignment	Title/Name	ICS Team
<b>Incident Commander</b> (Principal/Designee)	1. Corinne Scioli	COMMAND
	2. Rachel Ryan	
<b>Safety Officer</b> (Safety/Evacuation Coordinator)	1. Alice Goldsmith	COMMAND
	2. Jim Fitzsimmons	
<b>Liaison Officer</b> (Communications Coordinator)	1. Rachel Ryan	COMMAND
	2. Amy Watson	
<b>Operations &amp; Planning Officer</b>	1. Alice Goldsmith	OPERATIONS /PLANNING
	2. Christina Moore	
<b>Student/Staff Accountability Coordinator</b>	1. K-5 Steve Kell/Jon Tietz	OPERATIONS
	2. 6-8 Laura Whitney/Jon Tietz	
<b>Parent/Child Reunification Coordinator</b>	1. K- Anna Kirkman/Valerie Bell	OPERATIONS
	2. 6-8 Madeline Pendleton/Mimi Gravley	
<b>Building Operations Coordinator</b> (Building Engineer/Designee)	1. JOE MAXWELL	LOGISTICS
	2. Alvin Tyler	
<b>Information Coordinator</b> (Recorder/Scribe)	1. Sharrone Cottle	PLANNING
	2. Kathy Muc	

**COMMAND TEAM**  
is comprised of the Safety/Evacuation Coordinator, Communications Coordinator & Logistics/Information Coordinator

**OPERATIONS TEAM**  
manages response personnel, coordinates school response efforts, assists Commander in managing challenges of emergency/crisis.

**LOGISTICS TEAM**  
identifies, coordinates, and manages, resources, supplies and equipment.

**PLANNING TEAM**  
tracks available and needed resources, assesses emergent trends, and develops strategic action plans:  
-Update Safety Plan,  
-lead School Safety & Community Policing initiatives, etc.

**ENLARGE & CLEARLY POST  
THIS ROSTER IN THE MAIN OFFICE**

**SAFETY TEAM MEETINGS**

Our School Safety Team will meet MONTHLY on		
DAY	TIME	LOCATION
Fridays	8:15am	Collaboration Center
Fridays		
FALL	WINTER	SPRING
9/16/22, 10/14/22, 11/18/22	12/16/22, 1/6/23, 2/17/23	3/17/23, 4/7/23, 5/12/23, 6/9/23

**\*Schools are required by State (PDE) to hold Safety Team Meeting Once (1) each month**

Training is essential for the successful implementation of the READINESS & EMERGENCY MANAGEMENT SCHOOL SAFETY PLAN. Use this chart below to list your tentative training schedule.

MONTH	TRAINING TOPICS	AUDIENCE		
		Staff	Student	Parents
SEPT	Vital Information Packet Admission/Dismissal Procedures	X		X
OCT	Fire Drill Protocol/ Emergency Response Protocol/Reunification Process	X	X	X
NOV	Emergency Response Protocol/Active Shooter	X	X	X
DEC	Bus Safety	X	X	
JAN	Sheltering for Weather & Other Emergencies	X	X	X
FEB	Natural Disaster Preparedness	X	X	



		Mr. Kell		12:45
Jihan Amir	5-214 EA/SS	Wednesday 7:30-8:15 Coach Whitney	12:45-1:30 Basiege, Fitz, Ryan	P-12:45-1:30 L-10:30-11:15
Fran Hoffman	5-212 STEM	Wednesday 7:30-8:15 Mr. Fitzsimmons	12:45-1:30 Basiege, Fitz, Ryan	P-12:45-1:30 L-10:30-11:15
Stephanie DeMaio	6-316 Math/Sci -STEM	Monday 1:24-2:09 Coach Whitney	10:30-11:15 Ryan, Fitz, Basiege, Stith	P-9:45-10:30 L-12:45-1:30
Dana McNeal	6-321 ELA/SS	Monday 1:24-2:09 Mr. Pellicchia	10:30-11:15 Ryan, Fitz, Basiege, Stith	P-9:45-10:30 L-12:45-1:30
Katherine Muc	7/8 -320 ELA	Monday 1:24-2:09 Mr. Clark	11:15-12:00 Ryan, Watson, Basiege	P-12:00-12:45 L-11:15-12:00
Mark Nicolella	7/8 -318 Sci -STEM	Monday 1:24-2:09 Mr. Kell	11:15-12:00 Ryan, Watson, Basiege	P-12:00-12:45 L-11:15-12:00
James Hilburt	7/8-317 Math -STEM	Monday 1:24-2:09 Mr. Tietz	11:15-12:00 Ryan, Watson, Basiege	P-12:00-12:45 L-11:15-12:00
Marsena Toney	K-2 AS-101	Tuesday 8:09-8:54 Jen Katz	12:00-12:45 Anna Kirkman, Darlene Black, Vanessa Young	P- 9:00-9:45 L-12:00-12:45
Robert Ozga	3-5 AS-315	Tuesday 1:24-2:09 Jennifer Katz	11:15-12:00 Matt Norwood, Michelle Gravley	P-12:00-12:45 L-11:15-12:00
Jennifer Katz	K-5 LS/SEL	N/A	N/A	P-10:24-11:09 L-11:09-11:54
Shannon Shavitz	6-8 LS	N/A	N/A	P-11:09-11:54 L-10:24-11:09
Jon Tietz	Art	105, 211, 317	N/A	P-8:15-9:00 L-10:30-11:15
Stephen Kell	Music	208, 207, 318	N/A	P-8:15-9:00

<b>MAR</b>	Evacuation/Reverse Evacuation	X	X	
<b>APR</b>	Park/Playground Safety	X	X	X
<b>MAY</b>	Environmental Safety	X	X	
<b>JUNE</b>	Summer Safety	X	X	X

<b>Name</b>	<b>Grade</b>	<b>PLC Support Partner</b>	<b>Lunch Time Support Person</b>	<b>PREP &amp; LUNCH</b>
Christa Steingraber	K-105	Monday 7:30-8:15 Coach Whitney	10:30-11:15 SSA- Valerie Bell	P-11:15-12:00 L- 10:30-11:15
Erin McGlinchey	K-106	Monday 7:30-8:15 Mr. Kell	10:30-11:15 SSA- Deirdre Jones	P-11:15-12:00 L- 10:30-11:15
Christina Moore	1-103	Monday 7:30-8:15 Mr. Fitzsimmons	10:30-11:15 Ryan, Fitz, Basiege, Stith	P-12:45-1:30 L- 10:30-11:15
Samantha Cafaro	1-102	Monday 7:30-8:15 Mr. Tietz	10:30-11:15 Ryan, Fitz, Basiege, Stith	P-11:15-12:00 L- 10:30-11:15
Jessica Mucerino	2-208	Tuesday 7:30-8:15 Mr. Kell	12:00-12:45 Fitz, Watson, Basiege	P-9:00-9:45 L-12:00-12:45
Mary Tomarelli	2-209	Tuesday 7:30-8:15 Mr. Fitzsimmons	12:00-12:45 Fitz, Watson, Basiege	P- 9:00-9:45 L-12:00-12:45
Erin Younis	3-211 ELA/SS	Tuesday 7:30-8:15 Mr. Tietz	12:45-1:30 Basiege, Fitz, Ryan	P- 9:45-10:30 L-12:45-1:30
Faith Glanzmann	3-210 Ma/Sci	Tuesday 7:30-8:15 Coach Whitney	12:45-1:30 Basiege, Fitz, Ryan	P- 9:45-10:30 L-12:45-1:30
Megan Hensley	4-207 ELA/SS	Wednesday 7:30-8:15 Mr. Tietz	12:00-12:45 Fitz, Watson, Basiege	P-9:00-9:45 L-12:00-12:45
Jessica Stein	4-213 STEM	Wednesday 7:30-8:15	12:00-12:45 Fitz, Watson, Basiege	P-9:00-9:45 L-12:00-

				L-10:30-11:15
Laura Whitney	Physical Education	106, 214, 316	N/A	P-8:15-9:00 L-10:30-11:15
James Fitzsimmons	STEM	209, 212, 322	N/A	P-8:15-9:00 L-10:30-11:15

### SSA/Classroom Assistant Schedule

STAFF	Position	Deployment Time and Location	Deployment Time and Location	Deployment Time and Location	Deployment Time and Location
Liara Basiege	SCS	10:00-10:30 211	10:30-1:30 Lunch/Recess		
Vacancy	SCS	10:00-1:00			
Deirdre Jones	SSA	8:30-10:30 K-106	10:30-11:15 Lunch/Recess w/106 in classroom	11:15- 11:30 Transition with 106 to specialty.	
Madeline Pendleton	SSA	7:30-8:00 Late Desk	8:00-9:00 Main office	9:00-11:30 Library/ Office	
Betty Sith	SSA	8:30-9:30 1-103	9:30-10:30 1-102	10:30-11:15 Lunch/Recess supporting Grade1	11:15-11:30 Transition with 102 to specialty.
Valerie Bell	SSA	8:30-10:30 K-105	10:30-11:15 Lunch/Recess w/105 in classroom	11:15- 11:30 Transition with 105 to specialty.	
Michelle Gravley	Sped Asst. Room 315	7:15-7:30 Student bus pickup	7:25-7:35 MSA entrance S1 Stairwell	11:15-12:00 Lunch coverage room 315	2:09-3:00 Bus/ office support for students
Anna Kirkman	Classroom Asst. Room101	7:15-7:30 Student bus pickup	12:00-12:45 Lunch coverage room 101	2:09-3:00 Bus/ office support for students	
Matthew	Sped Asst.	7:15-7:30	11:15-12:00	2:09-3:00	

<b>Norwood</b>	<b>Room 315</b>	<b>Student bus pickup</b>	<b>Lunch coverage room 315</b>	<b>Bus/ office support for students</b>	
<b>Darlene Black</b>	<b>Sped Asst. Room 101</b>	<b>7:15-7:30 Student bus pickup</b>	<b>12:00-12:45 Lunch coverage room 101</b>	<b>2:09-3:00 Bus/office support for students</b>	
<b>Vanessa Young</b>	<b>Sped Asst. Room 315</b>	<b>7:15-7:30 Student bus pickup</b>	<b>11:54-12:39 Lunch coverage room 101</b>	<b>2:09-2:30 Bus/office support for students</b>	

## INDIVIDUAL STAFF MEMBER DEPLOYMENT SCHEDULE

Morning Admit 6:45am-7:30am

- Monitor school perimeter
- Breakfast/Cafeteria

1<sup>st</sup> Period 7:30am-8:15am 45 mins

- Admit procedures
- Monitor entry doors
- Monitor buses

2<sup>nd</sup> Period 8:15am-9:00am 45mins

- Monitor halls, stairwells and bathrooms

3<sup>rd</sup> Period 9:00am-9:45am 45mins

- Monitor halls, stairwells and bathrooms

4<sup>th</sup> Period 9:45am-10:30am 45mins

- Monitor halls, stairwells and bathrooms
- Monitor Lunchroom and schoolyard

5<sup>th</sup> Period 10:30am-11:15am 45mins

- Monitor halls, stairwells and bathrooms
- Monitor Lunchroom and schoolyard

6<sup>th</sup> Period 11:15am-12:00pm 45mins

- Monitor halls, stairwells and bathrooms
- Monitor Lunchroom and schoolyard

7<sup>th</sup> Period 12:00pm-12:45pm 45mins

- Monitor halls, stairwells and bathrooms
- Monitor Lunchroom and schoolyard

8<sup>th</sup> Period 12:45pm- 1:30pm 45mins

- Monitor halls, stairwells and bathroom

9<sup>th</sup> Period 1:30pm- 2:09pm 45mins

- Monitor halls, stairwells and bathroom

Dismissal 2:09pm -2:30pm

- Monitor exit doors
- Monitor buses
- Monitor schoolyard

# SCHOOL SAFETY TEAM ROSTER

Incident Command System (ICS) and Key School Staff

Assignment	Title/Name	ICS Team
<b>Incident Commander</b> (Principal/Designee)	1. Corinne Scioli	COMMAND
	2. Rachel Ryan	
<b>Safety Officer</b> (Safety/Evacuation Coordinator)	1. Alice Goldsmith	COMMAND
	2. Jim Fitzsimmons	
<b>Liaison Officer</b> (Communications Coordinator)	1. Rachel Ryan	COMMAND
	2. Amy Watson	
<b>Operations &amp; Planning Officer</b>	1. Alice Goldsmith	OPERATIONS /PLANNING
	2. Christina Moore	
<b>Student/Staff Accountability Coordinator</b>	1. K-5 Steve Kell/Jon Tietz	OPERATIONS
	2. 6-8 Laura Whitney/Jon Tietz	
<b>Parent/Child Reunification Coordinator</b>	1. K- Anna Kirkman/Valerie Bell	OPERATIONS
	2. 6-8 Madeline Pendleton/Mimi Gravley	
<b>Building Operations Coordinator</b> (Building Engineer/Designee)	1. JOE MAXWELL	LOGISTICS
	2. Alvin Tyler	
<b>Information Coordinator</b> (Recorder/Scribe)	1. Sharrone Cottle	PLANNING
	2. Kathy Muc	

**COMMAND TEAM**

is comprised of the Safety/Evacuation Coordinator, Communications Coordinator & Logistics/Information Coordinator

**OPERATIONS TEAM**

manages response personnel, coordinates school response efforts, assists Commander in managing challenges of emergency/crisis.

**LOGISTICS TEAM**

identifies, coordinates, and manages, resources, supplies and equipment.

**PLANNING TEAM**

tracks available and needed resources, assesses emergent trends, and develops strategic action plans: Update Safety Plan, lead School Safety & Community Policing initiatives, etc.

**ENLARGE & CLEARLY POST  
THIS ROSTER IN THE MAIN OFFICE**

**SAFETY TEAM MEETINGS**

Our School Safety Team will meet <b>MONTHLY</b> on		
DAY	TIME	LOCATION
Fridays	8:15am	Collaboration Center
Fridays		
FALL	WINTER	SPRING
9/16/22, 10/14/22, 11/18/22	12/16/22, 1/6/23, 2/17/23	3/17/23, 4/7/23, 5/12/23, 6/9/23

**\*Schools are required by State (PDE) to hold Safety Team Meeting Once (1) each month**

Training is essential for the successful implementation of the **READINESS & EMERGENCY MANAGEMENT SCHOOL SAFETY PLAN**. Use this chart below to list your tentative training schedule.

MONTH	TRAINING TOPICS	AUDIENCE		
		Staff	Student	Parents
SEPT	Vital Information Packet Admission/Dismissal Procedures	X		X
OCT	Fire Drill Protocol/ Emergency Response Protocol/Reunification Process	X	X	X
NOV	Emergency Response Protocol/Active Shooter	X	X	X
DEC	Bus Safety	X	X	
JAN	Sheltering for Weather & Other Emergencies	X	X	X
FEB	Natural Disaster Preparedness	X	X	

<b>MAR</b>	Evacuation/Reverse Evacuation	X	X	
<b>APR</b>	Park/Playground Safety	X	X	X
<b>MAY</b>	Environmental Safety	X	X	
<b>JUNE</b>	Summer Safety	X	X	X

<b>Name</b>	<b>Grade</b>	<b>PLC Support Partner</b>	<b>Lunch Time Support Person</b>	<b>PREP &amp; LUNCH</b>
Christa Steingraber	K-105	Monday 7:30-8:15 Coach Whitney	10:30-11:15 SSA- Valerie Bell	P-11:15-12:00 L- 10:30-11:15
Erin McGlinchey	K-106	Monday 7:30-8:15 Mr. Kell	10:30-11:15 SSA- Deirdre Jones	P-11:15-12:00 L- 10:30-11:15
Christina Moore	1-103	Monday 7:30-8:15 Mr. Fitzsimmons	10:30-11:15 Ryan, Fitz, Basiege, Stith	P-12:45-1:30 L- 10:30-11:15
Samantha Cafaro	1-102	Monday 7:30-8:15 Mr. Tietz	10:30-11:15 Ryan, Fitz, Basiege, Stith	P-11:15-12:00 L- 10:30-11:15
Jessica Mucerino	2-208	Tuesday 7:30-8:15 Mr. Kell	12:00-12:45 Fitz, Watson, Basiege	P-9:00-9:45 L-12:00-12:45
Mary Tomarelli	2-209	Tuesday 7:30-8:15 Mr. Fitzsimmons	12:00-12:45 Fitz, Watson, Basiege	P- 9:00-9:45 L-12:00-12:45
Erin Younis	3-211 ELA/SS	Tuesday 7:30-8:15 Mr. Tietz	12:45-1:30 Basiege, Fitz, Ryan	P- 9:45-10:30 L-12:45-1:30
Faith Glanzmann	3-210 Ma/Sci	Tuesday 7:30-8:15 Coach Whitney	12:45-1:30 Basiege, Fitz, Ryan	P- 9:45-10:30 L-12:45-1:30
Megan Hensley	4-207 ELA/SS	Wednesday 7:30-8:15 Mr. Tietz	12:00-12:45 Fitz, Watson, Basiege	P-9:00-9:45 L-12:00-12:45
Jessica Stein	4-213 STEM	Wednesday 7:30-8:15	12:00-12:45 Fitz, Watson, Basiege	P-9:00-9:45 L-12:00-



		Mr. Kell		12:45
Jihan Amir	5-214 EA/SS	Wednesday 7:30-8:15 Coach Whitney	12:45-1:30 Basiege, Fitz, Ryan	P-12:45-1:30 L-10:30-11:15
Fran Hoffman	5-212 STEM	Wednesday 7:30-8:15 Mr. Fitzsimmons	12:45-1:30 Basiege, Fitz, Ryan	P-12:45-1:30 L-10:30-11:15
Stephanie DeMaio	6-316 Math/Sci -STEM	Monday 1:24-2:09 Coach Whitney	10:30-11:15 Ryan, Fitz, Basiege, Stith	P-9:45-10:30 L-12:45-1:30
Dana McNeal	6-321 ELA/SS	Monday 1:24-2:09 Mr. Pellicchia	10:30-11:15 Ryan, Fitz, Basiege, Stith	P-9:45-10:30 L-12:45-1:30
Katherine Muc	7/8 -320 ELA	Monday 1:24-2:09 Mr. Clark	11:15-12:00 Ryan, Watson, Basiege	P-12:00-12:45 L-11:15-12:00
Mark Nicolella	7/8 -318 Sci -STEM	Monday 1:24-2:09 Mr. Kell	11:15-12:00 Ryan, Watson, Basiege	P-12:00-12:45 L-11:15-12:00
James Hilburt	7/8-317 Math -STEM	Monday 1:24-2:09 Mr. Tietz	11:15-12:00 Ryan, Watson, Basiege	P-12:00-12:45 L-11:15-12:00
Marsena Toney	K-2 AS-101	Tuesday 8:09-8:54 Jen Katz	12:00-12:45 Anna Kirkman, Darlene Black Vanessa Young	P- 9:00-9:45 L-12:00-12:45
Robert Ozga	3-5 AS-315	Tuesday 1:24-2:09 Jennifer Katz	11:15-12:00 Matt Norwood Michelle Gravley	P-12:00-12:45 L-11:15-12:00
Jennifer Katz	K-5 LS/SEL	N/A	N/A	P-10:24-11:09 L-11:09-11:54
Shannon Shavitz	6-8 LS	N/A	N/A	P-11:09-11:54 L-10:24-11:09
Jon Tietz	Art	105, 211, 317	N/A	P-8:15-9:00 L-10:30-11:15
Stephen Kell	Music	208, 207, 318	N/A	P-8:15-9:00

				L-10:30-11:15
Laura Whitney	Physical Education	106, 214, 316	N/A	P-8:15-9:00 L-10:30-11:15
James Fitzsimmons	STEM	209, 212, 322	N/A	P-8:15-9:00 L-10:30-11:15

### SSA/Classroom Assistant Schedule

STAFF	Position	Deployment Time and Location	Deployment Time and Location	Deployment Time and Location	Deployment Time and Location
Liara Basiege	SCS	10:00-10:30 211	10:30-1:30 Lunch/Recess		
Vacancy	SCS	10:00-1:00			
Deirdre Jones	SSA	8:30-10:30 K-106	10:30-11:15 Lunch/Recess w/106 in classroom	11:15- 11:30 Transition with 106 to specialty.	
Madeline Pendleton	SSA	7:30-8:00 Late Desk	8:00-9:00 Main office	9:00-11:30 Library/ Office	
Betty Sith	SSA	8:30-9:30 1-103	9:30-10:30 1-102	10:30-11:15 Lunch/Recess supporting Grade1	11:15-11:30 Transition with 102 to specialty.
Valerie Bell	SSA	8:30-10:30 K-105	10:30-11:15 Lunch/Recess w/105 in classroom	11:15- 11:30 Transition with 105 to specialty.	
Michelle Gravley	Sped Asst. Room 315	7:15-7:30 Student bus pickup	7:25-7:35 MSA entrance S1 Stairwell	11:15-12:00 Lunch coverage room 315	2:09-3:00 Bus/ office support for students
Anna Kirkman	Classroom Asst. Room101	7:15-7:30 Student bus pickup	12:00-12:45 Lunch coverage room 101	2:09-3:00 Bus/ office support for students	
Matthew	Sped Asst.	7:15-7:30	11:15-12:00	2:09-3:00	

<b>Norwood</b>	<b>Room 315</b>	<b>Student bus pickup</b>	<b>Lunch coverage room 315</b>	<b>Bus/ office support for students</b>	
<b>Darlene Black</b>	<b>Sped Asst. Room 101</b>	<b>7:15-7:30 Student bus pickup</b>	<b>12:00-12:45 Lunch coverage room 101</b>	<b>2:09-3:00 Bus/office support for students</b>	
<b>Vanessa Young</b>	<b>Sped Asst. Room 315</b>	<b>7:15-7:30 Student bus pickup</b>	<b>11:54-12:39 Lunch coverage room 101</b>	<b>2:09-2:30 Bus/office support for students</b>	

▪ **ADMISSION & DISMISSAL PROCEDURES**

**Arrival Times & Procedures** – Students are not to arrive before 7:25 a.m. Students may not enter the building before 7:25 am, except when there is inclement weather. Students who are Late/Tardy for any reason must report to the Late Desk before going to class. School begins promptly at 7:30 a.m. In order to, ensure the safety for all students and respect our instructional environment, parents are not allowed to walk children to class.

**Dismissal Times & Procedures** – Dismissal is at 2:09 p.m. Students must be picked up by 2:09 p.m. There is no supervision in the schoolyard after 2:09. Students may not return to the building once they have been dismissed. All students who do not ride a school bus will dismiss into the schoolyard through designated doors.

▪ **EARLY DISMISSAL PROCEDURES**

**Scheduled:** Refer to the School District Calendar, included in this publication. The calendar is also distributed to students in the beginning of school year and posted on our website.

**Unscheduled:** During times of inclement weather, the School District of Philadelphia will announce early dismissals on the district website: <http://www.phila.k12.pa.us/>. Students will be dismissed according to information provided by the parent on the emergency forms.

**Unscheduled by parent request:** No child will be given an early dismissal from school unless a parent comes to school to escort the child from the building. **Students will not be dismissed early from school after 1:39 pm.** Parents are asked not to schedule doctor and dental appointments during school hours, whenever possible. All early dismissals will be recorded in the district's Attendance Monitoring System. Habitual early dismissals adversely affect student learning and may affect student grades. Additionally, five lateness's/early dismissals/late pick-ups will result in loss of privileges such as field trips or special events.

Emergencies will be referred to the principal. In case of emergency, the principal may release the child to the person listed as an emergency contact on the Parent Location form. Please do not ask for exceptions to this policy. In the event a child is seriously injured or ill and a parent cannot come to the building, the school will call 911 to take the child to a nearby hospital for medical care.

Any child who leaves school prior to 9:15 am will be charged with an entire day of absence. **There will be no early dismissals prior to 9:15 am or after 1:39 pm.** Notes will be required for doctor's visits. These may be brought to the school the next day. On scheduled early dismissal days there will be no early dismissal given, except for emergencies.

Parents requesting early dismissals will be asked to provide photo ID, state the relationship to the student, give reason for dismissal, and give their signature. Children will be dismissed to a parent or guardian only. When confirming identification, all adults who are picking up

students must remove their headwear, including but not limited to burqa, chadar, boshiya, niqab, or hats.

As per policy dictated by Dr. Hite in 2013, students will only be granted an early dismissal under the following circumstances:

1. Medical or dental emergency
2. Illness or injury
3. Suspension
4. Hearing

Parents may not enter the schoolyard during lunch recess without approval from the principal.

**Visitation by parents/guardians that do not have an educational purpose will not be permitted.**

▪ **OFFICE PROCEDURES (HOURS, PARENT MEETING REQUEST)**

The Main Office operates during regular school hours, 7:30am - 2:30pm. Visitors must enter through the Main Entrance located on Southampton Avenue across from the Chestnut Hill Farmers Market. Visitors must use the buzzer at the entrance and stand in front of the camera. You will be asked to show identification. Upon being buzzed in, all visitors must report to the Main Office, sign-in the Visitor's Log and state the purpose of the visit.

**Steps for parents to request meetings to address concerns**

Parents requesting meetings or reporting concerns are invited to complete a Parent Intake Form located in the Main Office. The information contained in the form is reviewed by the Principal and/or Counselor and addressed according to the described concern.

For example, if the concern is regarding a bullying situation, the parent is given the Bullying, Harassment, and Intimidation Reporting and Investigation Form.

Another example, if the concern regards the behavior of a staff member, the principal would investigate.

All Parent Intake Forms are investigated within 24 hours and followed up in the same time frame with a return call to parents discussing next steps or resolution.

▪ **VISITOR SCREENING PROCEDURES**

To protect students and staff from unwelcome intruders, a door security system is utilized. After 7:40-AM the front door and auditorium door will be locked and monitored by the Main Office. To enter the building once doors are locked, all visitors must ring the door buzzer to the left of either door. Before admittance to the building, the Main Office will view the visitor on camera and ask the purpose of the visit.

Each person, upon entering the building, will be asked to present identification and sign-in to obtain a visitor's badge and receive permission to walk the building. The badge must be visible at all times. This policy will assist us in providing a safe learning environment for our school community. At no time should any parent/guardian or visitor proceed to any other location in the building without following this procedure.

All visitors to the Jenks School must receive an official visitor's badge from the Main Office. Teachers cannot give anyone access to their classrooms without an authorized visitor's pass. If an individual does not possess a pass, teachers are to refer them to the Main Office. If a problem persists, the office should be contacted for additional support.

**Purpose:**

1. To create a snapshot that captures services available to reduce risk and increase protective factors for your students.
  2. To examine the level of the student body's "connectedness" to school, community, adults, programs, activities and/or peers;
- and
3. To provide a quick reference to determine the supports' efficiency and effectiveness for future decision making.

Program Name	Frequency	Target Population	Focus	Method	Providers' Service Capacity	# Served to Date
Reading Stars (Off-site: U.S. Liability)	Bi-Monthly	Grades 3-5 Spec. Ed. Students Low Performing	Reading	One to One Tutoring	30	30
Chestnut Hill Rotary	Weekly	Grade 1 Students Low Performing	Reading	One to One Tutoring	16	80
Dancing Classrooms	2x Weekly/6 wks	Grade 5	Dance	Whole Group	60	120
Karate	2x Weekly/6 wks	Grade 4	Physical Ed	Whole Group	60	120
Yoga	Weekly/12 wks	Kindergarten	SEL	Whole Group	100	100
Kings And Queens Through Hanife	Daily	K-8	After care	Whole group		
<b>TOTAL NUMBER OF STUDENTS CONNECTED TO A SCHOOL/COMMUNITY ACTIVITY</b>						<b>780</b>

**Purpose:**

1. To create a snapshot that captures services available to reduce risk and increase protective factors for your students,
2. To examine the level of the student body's "connectedness" to school, community, adults, programs, activities and/or peers,
3. To provide a quick reference to determine supports' efficiency and effectiveness for future decision-making.

Program Name	Frequency	Target Population	Focus	Method	Providers' Service Capacity	# Served to Date
Reading Stars (Off-site: U.S. Liability)	Bi-Monthly	Grades 3-5 Spec. Ed. Students Low Performing	Reading	One to One Tutoring	30	30
Chestnut Hill Rotary	Weekly	Grade 1 Students Low Performing	Reading	One to One Tutoring	15	10
Homework Club	Wednesdays	K-8	Daily homework and projects	Assist and support students	20	20
1-2-3 Choir	Mondays and Wednesdays	1-3	Choir - sing and perform	Practice rhythm and lyrics	180	180
Wee Sing Choir	Wednesdays	K	Choir - sing and perform	Practice rhythm and lyrics	52	52
Lunch Bunch Book Club	Fridays	2	Share the love of reading and literature	Read and discuss books	12	12
Orchestra	Thursdays	3-8	Perform in ensemble	Practice	25	Orchestra
MSA Choir	Tuesdays and	6-8	Choir - sing and perform	Practice rhythm	180	MSA



	Thursdays			and lyrics		Choir
World Affairs	Fridays	7 and 8	Prepare arguments and debate topics	World Affairs Council model	15	World Affairs
Student Council	Tuesdays	5-8	Elected leaders promote leadership and unity	Planning meetings and activities	15	Student Council
Basketball (Girls & Boys)	Daily (in-season)	6-8	Encourage teamwork and sportsmanship	Drill, practice and competition	15 & 15	Basketball all (Girls & Boys)
Track (Girls & Boys)	Daily (in-season)	6-8	Encourage teamwork and sportsmanship	Drill, practice and competition	8 & 8	Track (Girls & Boys)
Volleyball – Girls	Daily (in-season)	6-8	Encourage teamwork and sportsmanship	Drill, practice and competition	15	Volleyball – Girls
Robotics Team	Tuesdays and Thursdays	5-8	Robotics, Problem solving, teamwork	Competitions	30	Robotics Team
Chess Club	Mondays and Wednesdays	4-8	Problem solving, strategizing	Competitions	50	Chess
Yearbook	Tuesdays	8	Chronicle current year and publish book	Planning and layout meetings	10	Yearbook
STEM	Monday – Thursday	6-8	Support academic goals for students in STEM	Interactive Lessons in STEM	50	STEM
School Musical	Monday – Thursday (seasonal)	1-8	Theater/music performance	Public Speaking	50	School Musical
<b>TOTAL NUMBER OF STUDENTS CONNECTED TO A SCHOOL/COMMUNITY ACTIVITY</b>						<b>795</b>

## INCIDENT COMMAND SYSTEM (ICS) CHAIN OF COMMAND FOR SCHOOL BASED POSITIONS

ASSIGNMENT	FULL NAME OF TEAM MEMBER	ALTERNATE TEAM MEMBERS	ICS TEAM	TRAINED & CERTIFIED (Y/N)
<b>Incident Commander</b> (Principal/Designee)	Corinne Scioli	1. Rachel Ryan 2. Alice Goldsmith	<b>Command/ Planning</b>	Y
<b>Safety Officer</b> (SPO/Designee)	Rachel Ryan	1. Alice Goldsmith 2. Alexandra Louis	<b>Command</b>	Y
<b>Liaison Officer</b> (Communication Coordinator)	Alice Goldsmith	1. Amy Watson 2. Christina Moore	<b>Command/ Liaison</b>	Y
<b>Operations &amp; Planning Officer</b>	Rachel Ryan	1. Christina Moore 2. Kathy Muc	<b>Operations/ Planning</b>	Y
<b>Student/Staff Accountability</b>	1. K-5 Jim Fitzsimmons 2. 6-8 Laura Whitney	1. K-5 Stephen Kell 2. 6-8 Jon Tietz	<b>Operations</b>	Y
<b>Parent/Child Reunification Coordinator</b>	K-5 jen Katz 6-8 Madeline Pendleton	1. Anna Kirkman 2. Mimi Gravkey	<b>Operations</b>	Y
<b>Building Operations Coordinator</b> (Building Engineer /Designee)	JOE MAXWELL	1. Alvin Tyler 2. Fran Hoffman	<b>Logistics</b>	Y
<b>Information Coordinator</b> (Recorder/Scribe)	Sharron Cottle	1. Anna Kirkman 2. Michelle Gravley	<b>Planning</b>	Y

## COMMAND POSTS

<b>INDOOR COMMAND POSTS &amp; LOCATIONS:</b>	Primary: Corinne Scioli Alternate: Rachel Ryan
<b>OUTDOOR COMMAND POSTS &amp; LOCATIONS:</b>	Primary: Madeline Pendleton - Schoolyard Alternate: (K-5) Sharrone Cottle and (6-8) Jim Hilburt
<b>LOCATION OF EMERGENCY KIT</b>	Main office & Nurse's Office (Second Floor)

“GO BAG”)

### SAFETY TEAM MEETINGS

Our School Safety Team will meet MONTHLY on		
DAY	TIME	LOCATION
Fridays	7:30am	Collaboration Center
Tuesdays		
FALL	WINTER	SPRING
9/16/22, 10/14/22,11/18/22,12/16/22	1/20/23, 2/17/23, 3/17/23,	4/14/23,/5/19/23, 6/6/23

**\*Schools are required by State (PDE) to hold Safety Team Meeting Once (1) each month**

Training is essential for the successful implementation of the READINESS & EMERGENCY MANAGEMENT SCHOOL SAFETY PLAN. Use this chart below to list your tentative training schedule.

MONTH	TRAINING TOPICS	AUDIENCE		
		Staff	Student	Parents
SEPT	Vital Information Packet Admission/Dismissal Procedures	X		X
OCT	Fire Drill Protocol/ Emergency Response Protocol/Reunification Process	X	X	X
NOV	Emergency Response Protocol/Active Shooter	X	X	X
DEC	Bus Safety	X	X	
JAN	Sheltering for Weather & Other Emergencies	X	X	X
FEB	Natural Disaster Preparedness	X	X	
MAR	Evacuation/Reverse Evacuation	X	X	

<b>APR</b>	<b>Park/Playground Safety</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>MAY</b>	<b>Environmental Safety</b>	<b>X</b>	<b>X</b>	
<b>JUNE</b>	<b>Summer Safety</b>	<b>X</b>	<b>X</b>	<b>X</b>

**II. EVACUATION-RALLY POINTS (300 feet/football field length away from the building) as designed by School Safety Team**

	<b>RALLY POINT (1)</b>	<b>RALLY POINT (2)</b>	<b>RALLY POINT (3)</b>	<b>RALLY POINT (4)</b>
<b>Location (Where)</b>	Water Tower Recreation Center 209 Hartwell Lane	Christ Lutheran Church 8300 Germantown Ave	St. Paul Episcopal Church 22 East Chestnut Hill Ave	
<b>Grades/Flrs/Rms (Who)</b>	<b>All</b>	<b>K-5</b>	<b>6-8</b>	
<b>Marshall/Safety Team Member</b>	Water Tower Rec Center 209 Hartwell Lane	Christ Lutheran Church 8300 Germantown Ave	St. Paul Episcopal Church 22 East Chestnut Hill Ave	

**DISTANT/REMOTE EVACUATION SITE(S)**  
As assigned by the School District of Philadelphia  
**(WHERE DO YOU GO?)**

	Grade Levels:	Grade Levels:
<b>SCHOOL NAME</b>	Houston School	
<b>ADDRESS</b>	7300 Rural Ln, 19119	

**WHAT SCHOOL WILL YOU RECEIVE?**

	Grade Levels: N/A	Grade Levels:
<b>INTERNAL EVACUATION LOCATION (Cafeteria, Gym, Auditorium, etc.)</b>	N/A	
<b>SCHOOL NAME(S)</b>	N/A	

THE SCHOOL DISTRICT OF PHILADELPHIA  
Facilities Management & Services

**UTILITY LOCATION INFORMATION**

~~ TO BE POSTED in building engineers office~~

JOHN STORY JENKS SCHOOL

#6270

8301 GERMANTOWN AVENUE, PHILADELPHIA, PA 19118

**MAIN WATER SERVICE SHUT OFF : location and procedure to shut down:**

Located in the Boiler Room on the Southampton Street side of the building to the left of Boiler #2. Shut off valve is a 4" gate valve located 4 ft. above water meter between two 90 degree fittings. Turn valve clockwise towards the wall to shut down water.

**MAIN FIRE PUMP / SPRINKLER STATION: location and procedure to shut down:**

N/A

**MAIN GAS SERVICE SHUT OFF: location and procedure to shut down:**

Gas service is located in the ART Room. Room #100 is located next to the girls' gang bathroom on the mezzanine level between Gym and 1st Floor on the Girls side of the building. Gas meter is in the corner on Southampton/Germantown wall by the playground. Gas cock is located 6" of wall where service comes into the building. Turn valve handle on gas cock 1/4 turn to shut off.

**MAIN ELECTRIC VAULT / PANEL(S) location and procedure to shut down:**

Main electric panel is in Building Engineer's Office on Southampton side of the building. Panel is mounted on the wall next to the electric meter. Disconnect Switch is on the left hand side of the panel. Pull switch down into the OFF position

**EMERGENCY BOILER SHUT-OFF SWITCH(S) location and procedure to shut down:**

There are two (2) Shut-Off switches. The first is located outside Building Engineer's office by the air compressor. The second is located by the Storage Room by Constant Pressure Pumps. Switches are single pole that works light switches. Push switch down into the OFF position.

**This information must be posted in the building engineers office and in case of an emergency you or your next in charge may be requested to shut down all or some of the utilities. Please be aware of the shut down procedures.**



# V. LIST OF CURRENT SCHOOL & EARLY CHILDHOOD STAFF AND STUDENTS

JENKS ACADEMY 2022-2023

## Teacher/ Staff Assignments 2022-2023

Jenks, John S. School 6270 sch-jsjenks-list

Name	Grade	Room	Email address	Room Extension
Christa Steingraber	K	105	<a href="mailto:ccwilson@philasd.org">ccwilson@philasd.org</a>	ext. 1050
Erin McGlinchey	K	106		ext. 1060
Christina Moore	1	103	<a href="mailto:cabel@philasd.org">cabel@philasd.org</a>	ext. 1030
Samantha Cafaro	1	102		ext. 1020
Jessica Mucerino	2	208	<a href="mailto:jcmucerino@philasd.org">jcmucerino@philasd.org</a>	ext. 2080
Mary Tomarelli	2	209	<a href="mailto:mtomarelli@philasd.org">mtomarelli@philasd.org</a>	ext. 2090
Erin Younis	3 Literacy/Social Studies	211	<a href="mailto:ekirchner@philasd.org">ekirchner@philasd.org</a>	ext. 2110
Faith Glanzmann	3 Math/Science	210	<a href="mailto:fglanzman@philasd.org">fglanzman@philasd.org</a>	ext. 2100
Megan Hensley	4 Literacy/Social St	207	<a href="mailto:mdunn@philasd.org">mdunn@philasd.org</a>	ext. 2070
Jessica Stein	4 STEM	213	<a href="mailto:jhollidaystein@philasd.org">jhollidaystein@philasd.org</a>	ext. 2130
Jihan Amir	5 Literacy/Social St	214	<a href="mailto:jamir@philasd.org">jamir@philasd.org</a>	ext. 2140
Fran Hoffman	5 STEM	212	<a href="mailto:mconway@philasd.org">mconway@philasd.org</a>	ext. 2130
Katherine Muc	MSA Literacy	320	<a href="mailto:kmuc@philasd.org">kmuc@philasd.org</a>	ext. 3200
Dana McNeal	MSA Literacy	321	<a href="mailto:dmcneal@philasd.org">dmcneal@philasd.org</a>	ext. 3210
Mark Nicolella	MSA Science-STEM	318	<a href="mailto:mnicolella@philasd.org">mnicolella@philasd.org</a>	ext. 3180
James Hilburt	MSA Math-STEM	317	<a href="mailto:jhilburt@philasd.org">jhilburt@philasd.org</a>	ext. 3170



Stephanie DeMaio	MSA Math-STEM	316	<a href="mailto:saschrank@philasd.org">saschrank@philasd.org</a>	ext. 3160
Marsena Toney	K-2 Autistic Support	101	<a href="mailto:mtoney@philasd.org">mtoney@philasd.org</a>	ext. 1010
Robert Ozga	3-5 Autistic Support	315	<a href="mailto:rozga@philasd.org">rozga@philasd.org</a>	ext. 3151
Jennifer Katz	K-3 Learning Support/SEL	319	<a href="mailto:jenkatz@philasd.org">jenkatz@philasd.org</a>	ext. 3191
Shannon Shavitz	4-8 Learning Support	319	<a href="mailto:sshavitz@philasd.org">sshavitz@philasd.org</a>	ext. 3191
Jon Tietz	Art	Art Rm	<a href="mailto:jtietz@philasd.org">jtietz@philasd.org</a>	ext. 4020
Stephen Kell	Music	104	<a href="mailto:skell@philasd.org">skell@philasd.org</a>	ext. 1040
Laura Whitney	Physical Education	Gym	<a href="mailto:lwhitney@philasd.org">lwhitney@philasd.org</a>	ext. 4060
James Fitzsimmons	STEM	2nd Floor	<a href="mailto:jfitzsimmons@philasd.org">jfitzsimmons@philasd.org</a>	NA

### Teacher/ Staff Assignments 2021-2022

Name	Position	Room	Email	Room Ext.
Corinne Scioli	Principal	Office	<a href="mailto:cscioli@philasd.org">cscioli@philasd.org</a>	ext. 6
Rachel Ryan	Assistant Principal	314	<a href="mailto:raivey@philasd.org">raivey@philasd.org</a>	ext. 3151
Alice Goldsmith	SBTL/ TTL	109	<a href="mailto:acgoldsmith@philasd.org">acgoldsmith@philasd.org</a>	ext. 1090
Sharrone Cottle	Secretary	Office	<a href="mailto:scottle@philasd.org">scottle@philasd.org</a>	ext. 6
Amy Watson	Counselor	2 <sup>nd</sup> Floor	<a href="mailto:amhwatson@philasd.org">amhwatson@philasd.org</a>	ext. 1230
Alexandra Louis	Nurse	2 <sup>nd</sup> Floor	<a href="mailto:alouis@philasd.org">alouis@philasd.org</a>	ext. 1250
	Medical Waiting Room	2nd Floor		ext. 1240
Allison Britt	Speech/language	2nd Floor	<a href="mailto:aebritt@philasd.org">aebritt@philasd.org</a>	ext. 2030
Shelcia Collier	ESOL Specialist	TBD	<a href="mailto:scollier@philasd.org">scollier@philasd.org</a>	
Hayden Wright	Music Band	Auditorium	<a href="mailto:hwright@philasd.org">hwright@philasd.org</a>	NA
Kaveh Saidi	Music Strings	Auditorium		NA
Vacancy	Kitchen Assistant	Cafeteria		ext. 4030
Sameera Murdock	Kitchen Manager	Cafeteria	<a href="mailto:smurdock@philasd.org">smurdock@philasd.org</a>	ext. 4030
Liana Basiege	Climate Support	Cafeteria	<a href="mailto:lbasiege@philasd.org">lbasiege@philasd.org</a>	ext. 4040
Michelle Gravley	Classroom Assistant	101	<a href="mailto:mgravley@philasd.org">mgravley@philasd.org</a>	ext. 1010
Joseph	Building Engineer	BE Office	<a href="mailto:jtmaxwell@philasd.org">jtmaxwell@philasd.org</a>	ext. 1270-

<b>Maxwell</b>				<b>not working yet</b>
<b>Anthony Byrd</b>	<b>Asst. Building Engineer</b>	<b>BE Office</b>	<a href="mailto:abyrd@philasd.org"><u>abyrd@philasd.org</u></a>	<b>ext. 1270</b>
<b>Alvin Tyler</b>	<b>Cleaning Staff</b>		<a href="mailto:at Tyler@philasd.org"><u>at Tyler@philasd.org</u></a>	
<b>Fran Epps</b>	<b>Cleaning Staff</b>		<a href="mailto:fepps@philasd.org"><u>fepps@philasd.org</u></a>	
<b>Lance Brown</b>	<b>Cleaning Staff</b>		<a href="mailto:lbrown3@philasd.org"><u>lbrown3@philasd.org</u></a>	
<b>Anna Kirkman</b>	<b>Sped Assistant</b>	<b>315</b>	<a href="mailto:akirkman@philasd.org"><u>akirkman@philasd.org</u></a>	
<b>Matthew Norwood</b>	<b>Sped Assistant</b>	<b>315</b>	<a href="mailto:mnorwood@philasd.org"><u>mnorwood@philasd.org</u></a>	
<b>Darlene Black</b>	<b>Sped Assistant</b>	<b>101</b>	<a href="mailto:dblack@philasd.org"><u>dblack@philasd.org</u></a>	
<b>Vanessa Young</b>	<b>Sped Assistant</b>	<b>315</b>	<a href="mailto:vyoung@philasd.org"><u>vyoung@philasd.org</u></a>	
<b>Madeline Pendleton</b>	<b>Support Services Assistant</b>	<b>office</b>	<a href="mailto:mpendleton@philasd.org"><u>mpendleton@philasd.org</u></a>	
<b>Betty Sith</b>	<b>Support Services Assistant</b>	<b>1-103</b>	<a href="mailto:bstith@philasd.org"><u>bstith@philasd.org</u></a>	
<b>Deirdre Jones</b>	<b>Support Services Assistant</b>	<b>2-208</b>	<a href="mailto:djones14@philasd.org"><u>djones14@philasd.org</u></a>	
	<b>Teacher's Lounge</b>			<b>ext. 1110</b>
<b>Director of Climate and Culture</b>	<b>3rd Floor Office</b>			<b>ext. 3151</b>
	<b>HSA Office</b>			<b>ext. 1290</b>

**VI. SPECIAL NEED STUDENTS/STAFF MEMBERS REQUIRING ASSISTANCE**

	NAME OF STUDENT/ STAFF MEMBER	ASSISTANCE REQUIRED	PERSON ASSIGNED TO ASSIST	ALTERNATE PERSON ASSIGNED TO ASSIST
1.	None at this time			
2.				
3.				
4.				
5.				
6.				
7.				
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10.				
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22.				
23.				
24.				
25.				

## II. PARENT/GUARDIAN/CHILD REUNIFICATION

NAME OF PCR COORDINATOR:	<b>Alice Goldsmith and Laura Whitney</b>
NAME OF STAFF RESPONSIBLE FOR MAINTAINING REGULAR PCR UPDATED:	<b>Sharrone Cottle and Madeline Pendleton</b>
INDOOR REUNIFICATION LOCATION:	<b>Auditorium</b>
OUTDOOR REUNIFICATION LOCATION:	<b>Schoolyard (Lines)</b>

How reunification will be setup at your Evacuation/Relocation Site:

Students during Reunification will be set up in lines by grade in homerooms at all sites: Indoor, Outdoor, Evacuation/Relocation Site (Water Tower Rec Center).

Parents will be serviced by Sharrone Cottle and Madeline Pendleton at the Reunification Table at the front door of the Recreation Center. Specialists (Tom Clark, Stephen Kell, Jon Tietz, and Laura Whitney) will act as runners to retrieve students from their lines and bring them to the Reunification Table.

**VIII. SCHOOL SCHEDULE & ACTIVITIES**  
**BELL SCHEDULE**

FIRST PERIOD	START/END TIME	7:30	/	8:15
2	START/END TIME	8:15	/	9:00
3	START/END TIME	9:00	/	9:45
4	START/END TIME	9:45	/	10:30
5	START/END TIME	10:30	/	11:15
6	START/END TIME	11:15	/	12:00
7	START/END TIME	12:00	/	12:45
8	START/END TIME	12:45	/	1:30
9	START/END TIME	1:30	/	2:09
10	START/END TIME	:	/	:

**LUNCH SCHEDULE/PERIOD(S)**

FIRST LUNCH	START/END TIME	10:30	/	11:15
2	START/END TIME	11:15	/	12:00
3	START/END TIME	12:00	/	12:45
4	START/END TIME	12:45	/	1:30
5	START/END TIME	:	/	:

6	START/END TIME	: / :
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**JOINT OCCUPANCY USERS**  
(Early Childhood, Before & After School Programs/Activities)

<b>Organization's Name:</b>	N/A
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

<b>Organization's Name:</b>	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

<b>Organization's Name:</b>	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	