Township of Wilkins Planning Commission Meeting May 15, 2024

Join Zoom Meeting: https://us02web.zoom.us/j/87370311257

- 1. Call to Order
- 2. Public Comments
- 3. Approval of the minutes of the Planning Commission meeting of March 20, 2024
- 4. Discussion on proposed Charter School at 703 Rodi Road
- 5. Recommendation to support the Township's grant application for a portion of the current Community Center work with that work meeting the Churchill-Monroeville-Wilkins Multi-Municipal Comprehensive Plan
- 6. Discussion regarding the Short-Term Rental (STR) Ordinance
- 7. Next meeting date: June 19, 2024
- 8. Adjournment

The Planning Commission meeting was brought to order by Mr. Wolfgang at 7:00 p.m. The purpose of this meeting was to approve the minutes of the December 13, 2023 meeting and to review the consolidation plan for 320 Leax Lane and the Conditional Use request of a proposed charter school to be located at 703 Rodi Road.

The following members were present: Mr. Mark Wolfgang, Dr. Doanld Hoffman, Mr. Rodrick Campbell & Mr. Richard DeRiso.

Also in attendance: Rebecca Vargo – Township Manager, Tim Saunders – Assistant Township Manager, Benjamin Orsatti – Solicitor, Robert Arnold – Engineer, Tristan Matthews – Township Intern & Ryan Flaherty – Ordinance Officer/Fire Marshal.

On behalf of the applicant Advancing Youth Initiative charter school: Dr. Wayne Jones – 501 Main Street, Pittsburgh, PA 15235, Attorney Robert Max Junker of the law group Babst Calland – 603 Stanwix Street, #9, Pittsburgh, PA 15222 & architect Todd Demangone of Wildman, Chalmers Design, LLC 1622 Lowrie Street, Pittsburgh, PA 15212

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MINUTES:

The minutes of the Planning Commission meeting of December 13, 2023 were presented for approval. It was **MOVED BY UNANIMOUS ROLL CALL** to approve the minutes of the regular meeting of the Planning Commission of December 13, 2023. All in favor and so ordered.

320 LEAX LANE:

Mr. Kenneth Romano, owner of 320 Leax Lane, stated his desire to consolidate a vacant lot (Parcel# 372-M-4) that he owns adjacent to his existing lot (Parcel# 453-J-10) where his home is currently located for the purposes of installing a shed. Township Ordinance does not allow for an accessory structure to be erected on a lot that does not have a home as the primary structure

Mr. Wolfgang inquired about the survey provided with Mr. Romano's subdivision application and the fact that it shows Mr. Romano's property extending into the actual cartway of Leax Lane. Mr. Romano stated that the roadway that exists now was not in the same location it was when the home was built which accounts for the property line encroaching into the cartway

Mr. Saunders reiterated to the Commission that HRG submitted new comments for the updated plan detailing four (4) typos on the plan that still need to be addressed.

It was **MOVED CAMPBELL** – **HOFFMAN** to recommend approval of the updated plan contingent that the typos be corrected.

703 RODI ROAD:

Mr. Junker addressed the Commission where he relayed their desire to receive a Conditional Use approval for the proposed charter school. Mr. Junker stated that the school, which is being described as an entrepreneurial school, was looking to open for the 2025-2026 school year and that the school will be for grades nine through twelve with approximately 500 students at maximum capacity. Mr. Junker went on to say that they have no desire to expand the school outside of these parameters. Mr. Junker stated that there is currently another tenant in the building. Mr. Junker stated that there will be no outdoor recess due to it being a high school. Mr. Junker relayed that the current Superintendent for Woodland Hills School District is on the Advancing Youth Initiative Board of Trustees.

Mr. Wolfgang expressed his concern for the security of the building given another tenant is currently occupying part of the building and also how the school bus traffic will be addressed. Mr. Wolfgang also inquired about the proposed cafeteria that will be installed there.

Mr. Junker stated that the bus traffic will utilize the existing roadway and parking lot to drop off and pick up the students and that drop off would occur at 7am and pickup would commence at 3pm. Mr. Junker went on to say that the architects are currently looking into the separation of the school from the other tenant in the building. Dr. Jones commented on the cafeteria saying that it will be for normal food service for the students and possibly utilized as a culinary class for students.

Mr. Wolfgang asked if the majority of the students would be driving themselves or will be bussed in. Dr. Jones stated that the majority would be bussed in given that the legal driving age in Pennsylvania is 16.5 years old. Dr. Jones went on to say that any student living more than 10 miles away from the school are required to find their own transportation with a parent.

Mr. Junker spoke to the parking requirements for the school saying that there will be 1 space for every 5 students, 1 space for each staff member and 1 space for every 3 students who are able to drive to the school.

Dr. Hoffman inquired if the buses would be able to navigate Maple Lane given its serpentine layout. Mr. Junker stated they would be able to navigate the roadway.

Mr. Campbell asked about the retail store to be located inside the school and if the general public would have access to it to which Dr. Jones responded it would. Mr. Campbell stated that will bring up the whole matter of making sure the public cannot access any other parts of the school from the store. Mr. Junker said steps would have to be implemented to ensure this does not occur.

Dr. Hoffman inquired as to what type of business the existing tenant in the building is involved in. Dr. Jones stated he believed it is a shipping and logistics business and that they have a 5-year lease with the owner which was signed in January of 2023 and the school's plan is to take over that space when the tenant vacates it in 2028. Dr. Jones then went on to state that there will have to be two separate and secure entrances for the building, one for the school and the other for the current shipping and logistics tenant.

Mr. Wolfgang inquired as to after-school activities and if they will be partnering up with another entity to make these an option. Dr. Jones stated that the majority of after-school activities will be held at the school but that sports activities will be partnered with the Woodland Hills School District in order to utilize their sports facilities since no such facilities exist at this location.

Mr. Wolfgang inquired if they will be leasing the building and Dr. Jones responded they initially would lease but their desire is to eventually purchase the building outright.

Mrs. Vargo stated that there are two areas that still need to be addressed. These are the Criteria for Approval (§450-50) and Performance Standards (§450-51). Mrs. Vargo went on to say that the applicant must show how they will be meeting these requirements in order for the Planning Commission to recommend the Conditional Use approval for the school to the Board of Commissioners.

In speaking to the proposed 500 student capacity, Mrs. Vargo inquired if the applicant knew what the capacity of the building was when it was fully occupied by prior tenant Honeywell. Dr. Jones stated he was unsure but that there are several hundred parking spots to accommodate the building.

Mrs. Vargo inquired if the applicant plans on adding roughly 100 students per year until reaching that 500-student maximum with Dr. Jones replying that is correct.

Mrs. Vargo asked if the applicant has spoken with the building inspector to see what would be involved in converting the building into a school and meeting all the requirements of the IBC (International Building Code). Mr. Demangone responded by stating that these items would be looked at and addressed when they apply for the Building Permit.

Mr. Junker then addressed the requirements of the Criteria for Approval stating that these will all be met.

Mr. Wolfgang asked Mrs. Vargo for her input on the matter and Mrs. Vargo responded stating that the applicant has now met the requirements for Criteria for Approval but in previous charter school applications, the Planning Commission has required additional security measures involving a fire evacuation plan, security cameras both internal and external and a transportation plan. Mrs. Vargo informed the applicant they would have to provide greater detail for their Performance Standards.

Mr. Wolfgang asked the Commission if they had any concerns. Mr. DeRiso stated he feels the plan is incomplete and he would like more detail before moving forward with a recommendation of approval from the Board.

Mr. Junker stated that in terms of security, they will have an MOU with both Wilkins and Penn Hills Police Departments. Dr. Jones relayed that there is already a draft of a multi hazard operation plan for the school but has not been finalized due to being over a year before they plan to open the school. Dr. Jones went on to say there is an EMP in place for the school and they can provide CAD drawings if needed.

Mr. Wolfgang then asked the Commission if they were comfortable moving forward or if they desired the applicant to return at the next meeting with more detailed plans. Mr. Campbell stated he would like more detail but was not opposed to voting for recommendation to the Board. Dr. Hoffman stated he felt the same as Mr. Campbell.

Dr. Hoffman asked the applicant if 18 months was an adequate amount of time to convert the building into a school. Mr. Demangone stated he believes it would take them only 6-8 months for the conversion. Dr. Hoffman then inquired if there is any asbestos in the building to which Mr. Demangone replied he was unsure. Dr. Jones stated there is a construction schedule in place where the first phase would begin in late May or June in order to be ready by the 2025-2026 school year.

Dr. Hoffman asked what floor the current tenant of the building occupied with Dr. Jones stating the tenant is on the 1^{st} floor. Dr. Jones then stated there are two separate entrances to the building. One on the first floor and an entrance in the rear to the 2^{nd} floor.

It was **MOVED CAMPBELL** to recommend approval of the charter school to the Board of Commissioners. Motion dies for lack of a second.

Mr. Wolfgang then requested the applicant return to the next Planning Commission meeting with more detailed plans for their emergency operations, security, traffic and interior layout.

SHORT TERM RENTALS (STR) DISCUSSION:

Mr. Saunders relayed to the Commission that due to the growing popularity of STRs and with a recent uptick in inquiries regarding them, the Township feels an Ordinance crafted more specifically for STRs should be crafted. Mr. Saunders presented some parameters that other Municipalities in Pennsylvania implemented regarding STRs.

Mr. DeRiso agreed that language does need to be crafted in regards to STRs which would include licensing and inspections.

Dr. Hoffman ventured that language stating no interior cameras be allowed in STRs should be added to the parameters of the Ordinance.

Mr. Campbell inquired as to how the current rental registration policy works with Mr. Saunders explaining that the owner of a rental property needs to complete and submit a rental registration form and remit the annual fee of \$40. Mr. Saunders then stated that an inspection of the property has to be performed and passed in order for the property to be issued an Occupancy Permit.

Mr. DeRiso ventured his opinion that whatever fees the Township deems necessary for STR licensing and inspections will be passed along by the owner of the property to the renters.

Mrs. Vargo reminded the Commission that they changed the definition of occupancy and added transient occupancy which is currently allowed only in a commercial district. Mrs. Vargo stated this could prove difficult for the Township to legitimize if someone were to challenge that.

Mrs. Vargo inquired if limiting STRs to just R-3 and R-4 Zoning Districts and not all residential zoning districts is allowed. Mr. Saunders asked Mr. Orsatti if limiting the STRs to only certain residential districts be allowed with Mr. Orsatti saying it is as long as it is has a rational basis behind it.

Mr. DeRiso inquired where the R-4 zoning district is located with Mrs. Vargo stating it is located in the Two-Hill portion of the Township which includes, Semmens Street, Negley Avenue, Rebecca Avenue, McMasters Avenue and Larimer Avenue. Another location of an R-4 district is located near the Municipal building on Washington Street, Mortimer Avenue, Beaver Avenue, etc.

Mr. Saunders stated that other Municipalities have limited the amount of people that can attend a gathering held at an STR to just the current tenants of the STR and another limitation was to only allow guests of tenants staying at an STR to only be allowed during certain hours of the day. Mr. Campbell stated that he felt these were Civil Rights violations by dictating who the tenants can and cannot have at the property. Mrs. Vargo ventured that gatherings at an STR should be limited to the renters of the STR but that it would pose difficult to enforce such a rule.

Mr. DeRiso inquired if a usage fee could be applied to STRs with Mrs. Vargo stating she did not believe so but a business privilege tax would apply for every rental that occurred but there is no way to charge a tax to the STRs.

Mr. DeRiso asked if it is possible to add language that would limit the number of tenants allowed in an STR based on the calculated occupant load of that specific STR. Mr. Flaherty suggested that going off the total square footage and floor plan of the STR to determine occupant load would be the best way to determine the occupancy.

Mr. Campbell questioned what the Township's concern is for possibly being challenged if no STR specific Ordinance is enacted. Mr. Orsatti stated that a specific Ordinance would need to be adopted so as to not restrict a property owner from being allowed to operate a STR which is currently only allowed in a commercial district.

Mrs. Vargo stated that by adopting a STR specific Ordinance, it would allow for use in certain zoning districts with certain requirements. Mr. Campbell asked that by restricting the ability to operate a STR in an R-3 and R-4 district, would the Township then not be challenged by owners of properties located in other zoning districts. Mrs. Vargo stated that is a possibility but that it is much less of an issue than if the Township does not adopt an STR specific Ordinance at all.

Mrs. Vargo stated that requirements need to be implemented in order to protect residents with Mr. DeRiso agreeing and stating it is the Township's duty to ensure the safety of its residents and specific requirements would assist in this.

Mr. Wolfgang inquired if limiting the age of the renters to be at least 21 years old in order to rent the STR was an option. Mr. Saunders relayed that companies like Air B&B and VRBO already have age limitations in place but Mrs. Vargo stated that there will be properties that wish to be an

STR that will not utilize these companies. Mr. Flaherty questioned how he would enforce such a requirement with Mr. Saunders stating that the owner of the property would be responsible for verifying the renters' ages.

NEXT MEETING:

The next meeting of the Planning Commission is scheduled for April 17, 2024

ADJOURNMENT:

It was **MOVED HOFFMAN – CAMPBELL** to adjourn the meeting. The meeting was adjourned at 8:41 PM. All in favor and so ordered.

Respectfully Submitted,

Tim Saunders, Secretary Board of Commissioners Sylvia J. Martinelli, President Michael Boyd Mark E. Wells Brittney Pepper



Township Officers Rebecca Vargo, Township Manager Tim Saunders, Assistant Township Manager Michelle Criner, Treasurer John Rushford, Solicitor Randy Lamb, Police Chief Scott Matthews, Public Works

May 16th, 2024

PA Department of Community and Economic Development Office of Business Finance and Workforce Development – CFA Programs Division Greenways, Trails and Recreation Program Commonwealth Keystone Building 400 North Street, 4th Floor Harrisburg, PA 17120-0225

RE: Web Application ID: 10117590

To Whom it May Concern:

At their meeting of May 15, 2024, the Wilkins Township Planning Commission unanimously supported the filing of this grant application, finding that it is pursuant to the goals and objectives of the Churchill-Monroeville-Wilkins Multi-Municipal Comprehensive Plan. Specifically, the project will add recreational amenities and beautify the area surrounding the Community Center, providing an opportunity for individuals of all ages and abilities to participate in outdoor recreational activities.

Sincerely,

Township of Wilkins

Rebecca Vargo Secretary for the Wilkins Township Planning Commission

> 110 Peffer Road Turtle Creek, PA 15145-1192 (Phone) 412-824-6650 (Fax) 412-824-3808 www.wilkinstownship.com

Babst Calland

Robert Max Junker Attorney at Law † 412 773.8722 rjunker s babstcalland com

May 8, 2024

Via U.S. First Class Mail And E-mail (tsaunders@wilkinstownship.com)

Tim Saunders, Assistant Manager/Building Code Official Wilkins Township 110 Peffer Road Turtle Creek, PA 15145

Re: Conditional Use Application for a Private School 703 Rodi Road

Dear Mr. Saunders:

As you know, our Firm represents Advancing Youth Initiative, a Pennsylvania nonprofit corporation ("Applicant") that submitted an application to Wilkins Township ("Township") for a Conditional Use for property located at 703 Rodi Road, Pittsburgh, PA 15235, currently identified by the Allegheny County Department of Real Estate as Block and Lot No. 0452-B-00010-0001-00 ("Property"), which currently contains an office building and accessory parking lot. The Property has been identified as the location for The Charter School for Entrepreneurs – Dominus High School. We appreciate the Planning Commission's review of our conditional use application at its March 17 Regular Meeting and the discussion that occurred there. We received your e-mail dated March 27, 2024, listing additional questions posed by the Planning Commission to be addressed at the May 15 Regular Meeting.

We have listed your comments verbatim in this letter and then answered each comment in the areas labeled "**RESPONSE**." In doing so, we are cognizant of our "burden to demonstrate compliance with the specific criteria of the ordinance." *In re Thompson*, 896 A.2d 659, 670 (Pa. Cmwlth. 2006) (citing *Levin v. Board of Supervisors of Benner Township*, 669 A.2d 1063 (Pa. Cmwlth.1995), *aff'd*, 689 A.2d 224 (Pa. 1997)). We addressed this burden during the March 17 Regular Meeting by reviewing the general requirements for all conditional uses as set forth in Section 450-50 of the Zoning Ordinance. Conditional use proceedings "involve only the proposed use of the land, and do not involve the particular details of the design of the proposed development." *Id.* (citing *Schatz v. New Britain Township Zoning Hearing Board of Adjustment*, 141 Pa.Cmwlth. 525, 596 A.2d 294 (1991)). Moreover, detailed designs and proof of future compliance with the Building Code are not required for conditional use approval and are beyond the limited scope of the conditional use proceeding. *Id.* at 672. Although a portion of our discussion with the Planning Commission went beyond the limited nature of a conditional use application, we have prepared the following responses to your comments: • <u>Performance Standards</u> = You will need to detail how each requirement of the standards will be met. You can view the requirements by clicking on the following link: [LINK DELETED]

RESPONSE. Please see enclosed **Exhibit A** for a detailed response to the Performance Standards listed in Section 450-51 of the Zoning Ordinance.

• A security plan will need to be presented and detailed,

RESPONSE. Please see enclosed **Exhibit B** for the site-specific Multi-Hazard Emergency Operations Plan.

• A traffic and parking plan will need to be presented and detailed including the total number of existing parking spots the building currently has

RESPONSE. Please see enclosed **Exhibit C** for the requested parking plan, including the total number of existing parking spots and the number of parking spots for a school use as required by Section 450-23 of the Zoning Ordinance. Please see enclosed **Exhibit D** for school bus vehicle turning analysis completed by The Gateway Engineers.

• An interior layout of the school will need to be presented and detailed

RESPONSE. Please see enclosed **Exhibit E** for a concept plan for each floor.

• More information on the makeup of the students will need to be presented. It was relayed that 30% of the students will be [from] the Woodland Hills area. Information on where the remaining 70% will be pooled from should be stated. Also, will the student body be coed or will it be male or female only

RESPONSE. Dominus High School will be a coed school, offering enrollment preference to entrepreneurs. The school expects to draw 8th grade graduates from the Penn Hills Charter School of Entrepreneurship, approximately 5 miles from the high school.

• Provide the number of staff that will be at the school

RESPONSE. Approximately 35 staff members will be at the school.

• It is expected that the school will eventually have a maximum of 500 students. Provide the maximum occupant load of a previous tenant of the building (Honeywell or Vocollect) and if the building is capable of handling the projected 500 student load

RESPONSE. Please see enclosed **Exhibit F** for the requested occupant load and sewage analysis.

• Due to the projected student occupant load and the installation of a cafetorium, a detailed plan showing the existing sanitary sewer system is capable of handling the increased sewage will need to be presented

RESPONSE. Please see enclosed **Exhibit F** for the requested occupant load and sewage analysis.

• More information on the science & culinary classes will need to be detailed (i.e. will there be science labs with Bunsen burners and where will the culinary classes take place and will there be a need to install a grease trap due to these classes)

RESPONSE. Please see enclosed **Exhibit A** for details on the applicable codes that will need to be met during design and renovations to convert the existing office building into a private school building.

• A retail store has been proposed where students could potentially sell their "products" to the public. Provide detailed information on how the retail store will be "separated" from the school so the general public cannot access the school itself. Also, if students will be "running" the store, provide detailed information on how their safety will be maintained from the general public while in the store

RESPONSE. Please see enclosed **Exhibit E** for the concept plan. The proposed retail store is indicated adjacent to the Level 1 entrance. The retail store will be protected using access control measures and will function as an integral part of the school's entrepreneurship program and curriculum. Access to the store will be granted to the general public during school hours through a designated entry point within the school premises, following completion of visitor screening procedures.

• It is proposed that sub-leasing space for local entrepreneurs will occur at the building. Provide detailed information on how these spaces will be separated from the school and if this will necessitate a need to alter the parking requirements

RESPONSE. As part of the school's entrepreneurship program, local entrepreneurs will be invited to mentor and collaborate with students. The school does not intend to sub-lease any space. All mentors will undergo visitor screening procedures and must provide appropriate clearances.

• During the meeting it was relayed that no outdoor activities will take place at the school. However, the Dominus High School Multi Hazard Emergency Plan, that was distributed at the end of the meeting, states that there will be a playground and other outdoor activities including sporting events for students. Please verify no outdoor activities will occur on the school property. Also, this plan references Churchill Borough and Churchill Police not Wilkins Township or Wilkins Police. Please correct these typos and resubmit the plan **RESPONSE.** The updated Emergency Operations Plan enclosed as **Exhibit B** includes the proper references to the Wilkins Police and is site specific. We have no proposed outdoor recreation areas for students at this location.

• Submit a fire safety and evacuation plan that details when and where the students will evacuate to in the event an emergency arises and what will occur after the evacuation. This plan should also spell out what the students and faculty will do in case the road to school (Maple Lane) becomes impassable for whatever reason

RESPONSE. Please see enclosed **Exhibit B** for the Emergency Operations Plan. In general, a school emergency plan will require students and staff to shelter in place rather than evacuate the building. The Emergency Operations Plan addresses the performance of regular fire drills and the evacuation of the building in the event of a fire.

• Provide details on how the school plans to deal with its close proximity to an existing hotel (this can most likely be addressed/detailed in the security plan)

RESPONSE. The school aims to establish a mutually beneficial relationship with the Comfort Inn while prioritizing the safety and well-being of its students and staff. The school will enter into a Memorandum of Understanding with the Comfort Inn to outline protocols and procedures for potential collaboration during emergencies, such as using the hotel as a shelter site during an evacuation.

Thank you for your continued attention to this conditional use application. We look forward to continuing the discussion with the Planning Commission and securing its recommendation.

Very truly yours,

Robert Max Junker

Enclosures

cc: Dr. Wayne Jones, Advancing Youth Initiative (with Exhibits) Chad Chalmers, AIA, NCARB, LEED AP (with Exhibits)

Heather N. Wildman. PE Chad E. Chalmers. AIA



Exhibit A

Project:	Dominus High School
Address:	703 Rodi Road, Wilkins Township, PA
Designer:	Wildman Chalmers Design, LLC

RE: Wilkins Township Zoning Ordinance 450-51 Performance Standards

Wildman Chalmers Design, will address, in good faith, the following Wilkins Township Performance Standards, in accordance with all applicable building codes, PA school code, Allegheny County Health and Plumbing Codes, and the Department of Environmental Protection.

Applicable Codes:

2018 International Building Code 2018 International Existing Building Code 2018 International Mechanical Code 2022 Article XV Allegheny County Plumbing Code NFPA 70-2017 National Electrical Code 2018 International Energy Conservation Code 2018 International Fire Code 2009 ICC A117.1 Accessible and Usable Buildings and Facilities Charter School Law, 24 P.S. §17-1714-A et seq.

- A. Fire Protection. Fire prevention and fighting equipment acceptable to the Board of Fire Underwriters shall be readily available when any activity involving the handling or storage of flammable or explosive materials is carried on.
 <u>Answer:</u> Not Applicable
- B. Electrical Disturbances. No activity shall cause electrical disturbance adversely affecting radio or other equipment in the vicinity.

<u>Answer:</u> No activity is anticipated that will affect radio or other equipment in the vicinity. Any potential activity will be avoided.

C. Noise. Noise which is determined to be objectionable because of volume, frequency or beat shall be muffled or otherwise controlled, except fire sirens and related apparatus used solely for public purposes shall be exempt from this requirement.

<u>Answer:</u> The building and its mechanical, electrical, and plumbing components will comply with local noise ordinances.

D. Vibrations. Vibrations detectable without instruments on neighboring property in any district shall be prohibited.

<u>Answer:</u> The building and its mechanical, electrical, and plumbing components will comply with this ordinance.

E. Odors. No malodorous gas or matter shall be permitted which is discernible on any adjoining property lot or property.

<u>Answer:</u> Odors will be controlled on the property in accordance with this ordinance.

F. Air pollution. No pollution of air by fly ash, dust, smoke, vapors or other substance shall be permitted which is harmful to health, animals, vegetation or other property.

<u>Answer:</u> The building will comply with the International Energy Conservation Code and other applicable International Code Council codes. Air pollution will be controlled per these codes and any Township ordinances that apply.

G. Glare. Lighting devices which produce objectionable direct or reflected glare on adjoining properties or thoroughfares shall not be permitted.

<u>Answer:</u> All exterior light will be designed to be full cut-off style lighting in order to eliminate or minimize glare or light trespass on to neighboring properties.

H. Erosion. No erosion by wind or water shall be permitted which will carry objectionable substances onto neighboring properties.

<u>Answer:</u> Site plantings and drainage control will be maintained to reduce the chance of erosion affecting neighboring properties.

I. Water pollution. Water pollution shall be subject to the standards established by the Department of Environmental Protection.

Answer:The site will be evaluated with the new school program introduced into the
building to
sewagedetermine any action required to mitigate any impact on the water supply and
systems. This may include a land development plan for the lot.

The information provided above meets or exceeds all ICC and local codes.

Signed, Chad Chalmers, AIA

Chud Ural____

Chad Chalmers

Date: May 8th, 2024

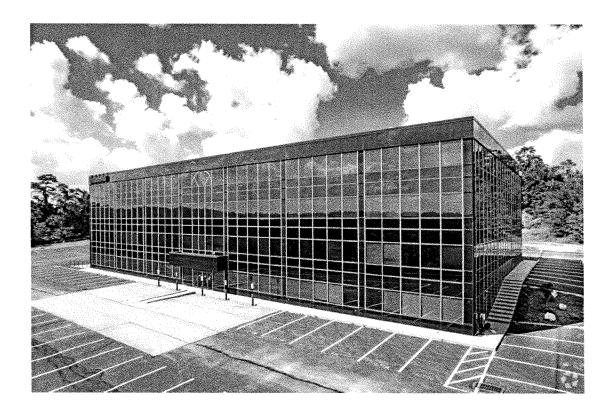
ARCHITECTURE AND INTERIOR DESIGN



The Charter School for Entrepreneurs

703 Rodi Road Pittsburgh, PA 15235

MULTI-HAZARD EMERGENCY OPERATIONS PLAN (EOP)



POLICY STATEMENT

Dominus High School, incorporated as The Charter School for Entrepreneurs, is committed to the safety and security of students, faculty, staff, and visitors. A thorough review of the school's emergency protection, mitigation, prevention, preparedness, response, and recovery procedures relevant to natural, technological, and human-caused disasters has been performed to support this commitment.

The Multi-Hazard Emergency Operations Plan that follows results from a comprehensive review and update of school policies in the context of the local police department and each local fire department that has jurisdiction over school property, Pennsylvania, and the current global environment. We support its recommendations and commit Dominus High School's resources to ongoing training, exercises, and maintenance required to keep it current.

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I. INTRODUCTION

SCHOOL NAME	School Address	SCHOOL COUNTY	SCHOOL MUNICIPALITY
Dominus High School	703 Rodi Road,	Allegheny	Wilkins Township, PA
	Pittsburgh, PA 15235		

The mission of Dominus High School is to engage students in entrepreneurial learning experiences to prepare them for career ownership. Dominus will enroll approximately 500 students and 35 employees in an 80,000 sf facility located 703 Rodi Road, Pittsburgh, PA 15235.

The population of students and staff at Dominus may include individuals with functional needs:

- Limited English proficiency
- Cognitive or emotional disabilities
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including Asthma, Sickle Cell Anemia, Diabetes, Cerebral Palsy, Severe Allergies, and Epilepsy

The list of students and staff names with functional needs and their schedules is available electronically by the teacher and building principal. In addition, the building secretary has a copy of the students' schedules. The teachers and staff members of classrooms that contain students who require additional assistance during an incident will receive a care plan, an evacuation plan, and training to assist in these individuals' functional needs and safe evacuation. Go-to bags containing emergency supplies, walkie-talkies, and class rosters with contact numbers will be provided to all classroom teachers who have been instructed to carry these items when leaving the classroom or building in case of an emergency.

A. PURPOSE AND SCOPE OF PLAN

The Multi-Hazard Emergency Operations Plan (EOP) aims to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel should an emergency affect the school. This plan provides information on how to respond to various emergency incidents by outlining the responsibilities of the Dominus High School staff and faculty and preparing them to act quickly and knowledgeably. The plan educates staff, faculty, and students on their roles and responsibilities before, during, and after an incident. It also assures parents and community members that Dominus High School has established guidelines and procedures to respond to incidents and hazards effectively.

The objectives of the Emergency Operations Plan are to

- Prevent emergencies and disasters
- Protect lives and property
- Mitigate the effects of a disaster
- Respond to emergencies promptly and properly, and
- Aid in recovery from disasters

The scope of the EOP outlines an organized systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. The EOP clarifies expectations of staff, roles and responsibilities, direction and control systems, internal and external communications, training and sustainability, and authority and references as defined by local, state, and federal government mandates. Directions on how Dominus High School will work in partnership with federal, regional, and local first responders in compliance with the National Incident Management System are also outlined.

B. COORDINATION WITH EMERGENCY FIRST RESPONDERS

Emergency first responders, including law enforcement, fire departments, emergency medical services, mental health departments, and other community organizations, are involved in responding to school incidents. The EOP addresses planning with the various federal, state, and local agencies as well as community service providers to promote an effective, timely response to an incident. Planning efforts may include written agreements between agencies and Dominus High School. Planning should specify the type of communication and services one agency provides to another. In accordance with State law, the EOP will be shared with first response agencies including the Wilkins Township Police Department, local fire departments, and Emergency Medical Services as well as Wilkins Township and Allegheny County Emergency Management Agencies.

C. SAFETY RESPONSE TO HAZARDS AND EMERGENCIES

Dominus may be exposed to multiple hazards and emergencies that have the potential to disrupt the school community, cause casualties, and damage or destroy public or private property. The Allegheny County Department of Emergency Services and the Wilkins Township Police Department, and the Emergency Management Agency maintain Emergency Operations Plans to address hazards and incidents. The EOP has been developed to fit into the larger County and Municipal emergency plans.

Dominus will schedule a Risk and Vulnerability Assessment utilizing the format provided in the All Hazards School Planning Toolkit from the Pennsylvania Emergency Management Agency (PEMA). The assessment was conducted by the Pennsylvania State Police Risk and Vulnerability Assessment Team (RVAT). Under Act 44, members of the PA State Police RVAT are qualified to engage in school safety and security assessments.

A description of potential threats and hazards that may impact Dominus High School are as follows:

Armed Intruder

Any school is vulnerable to this type of threat. The primary threat at all schools is the introduction of a weapon into the building by a student, parent, visitor, criminal, or terrorist. In addition, the building may be open after school and in the evenings for activities and public functions. Based on the tactics used by terrorists worldwide, all schools in the United States are at risk for such a catastrophic event.

Bomb Threat

School bomb threats disrupt schools and create significant anxiety in a school community, especially if they are reoccurring over a shorter period. Threats can be made as follows:

- Notes found on the site
- Phone calls
- Word of mouth

These threats may include placing any explosive device of an incendiary, chemical, biological, or radioactive nature. To mitigate such threats, Dominus High School will use the Safe2Say anonymous tip line for students and staff.

Bus Accident

As Dominus High School is a public charter school serving students from around the Pittsburgh area, school bus accidents may occur both within the geographic boundaries of the school or in areas outside of these boundaries (field trips, interscholastic activities). All public school buses transporting students are equipped with security cameras and GPS.

The school will maintain an electronic file for each school bus/van. The file should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The main office and classroom teachers will prepare trip bus folders; one copy of the student emergency contact information should be placed in the trip folder, and a second copy should accompany the teacher on the trip. Bus drivers may need to make spontaneous, independent decisions based on the nature of the emergency, the age of the children, the location of the bus, and other unique circumstances.

Bus Driver

- Call 911 if warranted
- Notify bus garage
- Turn off power, ignition, and headlights
- Use safety lights as appropriate
- Evaluate the need for evacuation

Staff Actions at the Scene

- Call 911 if warranted
- Notify the principal
- Implement basic first-aid emergency medical services
- Move all uninjured students to a safe distance from the accident
- Document the names of all injured students and their first aid needs

Principal's Responsibility:

- Notify the CEO
- Notify parents of all students on the bus
- Designate a school staff representative to proceed to the medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.

Discovery of Suspicious Device

Upon discovery of a suspicious device, immediately notify the building principal. If the device is found in a classroom with students, immediately, but in an orderly manner, evacuate the classroom. UNDER NO CIRCUMSTANCES ATTEMPT TO TOUCH OR MOVE THE DEVICE.

Fire/Explosion

Fire or explosion hazards are a prevalent type of threat/hazard in any structure. The placement and detonation of an Improvised Explosive Device (ED) in areas where people congregate could cause significant injury or death. Dominus High School will have material safety data sheets (MSDS) maintained by the building custodian(s). All fire extinguishers at Dominus High School will be inspected monthly. In addition, unannounced fire drill evacuations are practiced with students and staff monthly.

Flood

Flooding is a natural feature of the area's climate, topography, and hydrology. It most likely occurs in winter and early spring due to melting snow and rainy weather. Dominus High School is located atop a hillside, which diminishes the chances of flooding in the building. However, the surrounding areas (roadways, bridges, and streams) are at risk for flooding, which may impact the transportation of students and staff to and from the building.

Hazardous Materials

Hazardous materials are used for a variety of purposes. The following chemicals may be used and/or stored on school property:

- Vomit absorbent
- Antibacterial foam soap
- Non Alcohol antibacterial hand sanitizer
- Glass and multi-surface cleaner
- Lysol all-purpose cleaner
- Clorox Clean-Up disinfectant cleaner with bleach
- Clorox Disinfectant Cleaning Wipes
- Shine floor wax
- Emulsifier floor stripper
- Insecticides, kitchen supplies, and degreasers to this section
- Non Acid bowl and bathroom disinfectant cleaner
- Diversey Stride Citrus Neutral Floor Cleaner, Spitfire Multipurpose Cleaner
- Graffiti remover
- Chewing gum and candle wax remover

All cleaning and hazardous materials are kept in locked closets in the building.

Hostage

Hostage situations are defined as events whereby the actor(s) (i.e., the hostage taker(s) are holding one or more persons captive against their will. The Dominus High School building will always be locked to prevent such an incident. Doors cannot be opened from the outside without a key access card. Visitor access is controlled with a camera and intercom system at the main entrance. Visitors must buzz in and then report to the Main Office, where they are signed in and out of the building via the security system. Cameras will be installed with views of the main entrances, the outside of the building, hallways, and common areas.

Infectious Disease/Pandemic

A pandemic is a global outbreak of disease that occurs when a new virus appears that can spread easily from person to person. People not exposed to the new virus have little or no immunity and are susceptible to infections. The effects of a pandemic can be lessened if preparations are made ahead of time. Dominus High School can mitigate the effects of a pandemic by working with the local health department to understand its potential impact and prepare accordingly.

Lockdown Procedures

It may be necessary to maintain a secure environment (lockdown) depending on the situation at hand (e.g. armed intruder, hostage situation, weapon in the school). If the decision has been made to place the school in a lockdown mode, the following procedures shall be implemented:

- 1. Teachers will keep all students in their classroom and take attendance to account for all students. Halls and lavatories should be checked, and any students found should be directed to the nearest classroom with a staff member present. Report missing students to the principal without jeopardizing you or anyone else. Use the room intercom or a cell phone.
- 2. Lock all doors and windows.
- 3. Keep blinds or shades open except for classroom door windows; turn off all lights. For those classrooms that have a common glass wall with the corridor, cover see-through glass to prevent anyone from being able to see into the classroom, if it can be done safely.
- 4. Move students to an area of the classroom where their presence is not visible from the door or the corridor. Remain with students.
- 5. Maintain silence; demonstrate calm in your own behavior.
- 6. Disregard all bells and wait for directions from the principal or police/fire officials. Students should not be released until instructed to do so.
- 7. Without placing themselves in danger, all unassigned staff should check the halls and lavatories and direct students to the nearest classroom in which a staff member is present. They should then assist the teacher in the nearest room.
- 8. Turn on a television set and turn off the volume.
- 9. Custodial staff should be notified to lock all perimeter doors if it can be done safely.
- 10. Office staff should lock doors and keep phone lines open for emergency communication.
- 11. If possible, a staff member will be sent to advise teachers conducting school activities outside the building to remain outside or to report back to the school, depending on the circumstances. If told to remain outside the building, the teacher should take his/her class to a safe location some distance from the school.

Remember, your primary responsibility is the safety of your students, your staff, and yourself. Do not place anyone in jeopardy.

Lockdown with a Warning occurs when there is a threat outside the building, or there are non-threatening circumstances that people need to avoid (e.g., medical emergencies, disturbance, etc.).

Lockdown with Intruders occurs when there is a threat of intruders inside the building. When implementing Lockdown with Warning procedures:

- Announce "lockdown with warning"
- Repeat the announcement several times
- Be direct. DO NOT USE CODES
- Bring people inside

Loss or Failure of Utilities (Electricity, Gas, Water)

Failure of any utilities during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of

service. In many cases, such service loss will be short and require no special action other than notifying staff of the temporary service interruption.

Principal

- Notify the appropriate utility company. Provide the following information:
 - Affected areas of the school site
 - Type of problem or outage
- Determine the desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
- If service disruption severely impedes school operation, notify students and staff appropriately.
- Use messengers with oral or written words as an alternate means of faculty notification.
- Implement a plan to conduct school operations, if possible, without utilities or with alternate utilities.
- Notify the Board President.

Nuclear Explosion

The warning for the explosion of a nuclear device is the actual detonation of the weapon, which is accompanied by intense light and followed by heat and shock waves.

Staff Responsibilities

- 1. Classroom teachers immediately instruct students to take cover under desks and remain there away from windows and doors.
- 2. Doors and windows should be closed. DO NOT LOCK.
- 3. Staff conducting classes outside the school will instruct students to fall to the ground, shield their eyes and faces, and return to the school as soon as possible.
- 4. Render first aid if necessary.

Principal Responsibilities

- 1. Tum on battery-operated radio to a local radio station and await further instructions.
- 2. Direct students and staff to remain in their classrooms until they receive further instructions.
- 3. Declare a Code Red emergency, Lockdown, or Shelter-in-Place.
- 4. Use the public address system, classroom intercom, or messenger to communicate.

Psychological Trauma

The threat of suicide due to depression and mental health issues must be taken into consideration. Dominus High School will have a Student Assistance Program (SAP), partner with the Mon-Yough Community Services for in school therapy, and also will participate in the Safe2Say program.

Safety Plan for Students with Special Needs

For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. Communication may be impeded at a time when clear and rapid communication is crucial to safety and survival.

To address these issues involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care, and other emergency response and recovery programs must:

- Have a sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws.
- Know the special needs demographics of the students in the school.
- Involve students with different types of disabilities and staff and teachers in
- identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies they will need during an emergency.
- Consider emergency accommodations for those with temporary disabilities.
- Identify existing resources within the school and local community that meet the special needs of these students.
- Develop new community partners and resources as needed.
- Inform parents about the efforts to keep their child safe at school.
- Identify medical needs and make an appropriate plan.
- Determine transportation plans, special vans and buses for students.

Develop a Special Needs Evacuation Plan

Creating an evacuation plan should cover the evacuation, transportation, and medical needs of students requiring extreme special handling in an emergency. In most cases, additional safeguards must be established regarding roles, responsibilities, and procedures for students with physical, sensory, emotional, and health disabilities.

1. Review all paths of travel and potential obstacles

- a. Know the school grounds, paths, exits, and potential obstacles.
- b. Determine the primary and secondary exit paths to be used during emergencies. Individuals with mobility impairments will need a smooth, solid, level walking surface, an exit that avoids barriers such as stairs, narrow doors, elevators, and guardrails that protect open sides of the path.
- c. Compile and distribute evacuation route information to be used during emergency operations.
- d. Include alternative evacuation route information should the primary route be inaccessible due to damage or danger.
- 2. Ensure appropriate signage and visual alarms are available
 - a. Place evacuation information indicating primary and secondary exits in all offices, classrooms, multipurpose rooms, lunchrooms, hallways/corridors, lobbies, bathrooms, and cafeterias. For passages and doorways that might be mistaken for an exit, place visible signs proclaiming, "NOT AN EXIT."

Severe Weather

Weather conditions typically impacting the Woodland Hills School District area may include high winds, tornadoes, and heavy snow and ice. The effects are generally transportation problems and loss of utilities but can vary with the storm's intensity. Dominus High School will regularly practice shelter-in-place drills with students and staff in preparation for possible building damage due to high winds or tornadoes. If road conditions are poor due to snow or ice, the CEO decides whether to delay or cancel transportation arrangements for the day/event.

School Grounds

- During a lightning storm, seek shelter in an enclosed building as quickly as possible.
- Do not seek shelter under isolated trees or near metal fences, playground equipment, or structures in exposed locations.

School Buildings

- Stay indoors. Do not venture outside unless necessary.
- Stay away from open doors and windows, metal objects, and electrical appliances, and remain inside until the storm has subsided.
- Keep telephone use to a minimum.
- Do not assemble in areas containing flammable liquids.
- TVs, computer equipment, and all electrical equipment and appliances should be disconnected, if possible.

Shelter-In-Place Procedures

Shelter-in-place procedures shall be implemented in the event of a natural or man-made disaster that prohibits staff and students from leaving the building.

When immediate action is required (e.g., an incident at the school or an incident near the school), it shall be the school principal/designee responsibility to decide to implement Shelter-in-Place procedures.

The main objective is to move students and staff to a designated safe location to protect them until the incident ends. Whenever there is a release of a chemical substance(s) into the air via manmade or natural disaster, there is a potential for hazardous gasses escaping which may create a dangerous situation and/or be harmful to one's health. In such a situation, a determination will be made by the police or fire department as to whether Shelter-in-Place procedures need to be implemented to protect the safety and welfare of students and staff.

Communications for Shelter-In-Place

In the event of a Shelter-in-Place emergency, the following communication will be implemented:

- 1) If notified by the police or fire department:
 - a) The principal/designee will notify all staff members to implement Shelter-in-Place procedures.
 - b) A teacher or other staff member may be sent to notify staff members.
 - c) A responsible student of middle school and/or high school age may be sent to notify staff members if there is no immediate danger to the student in carrying out this responsibility.
- 2) If the principal learns of an immediate danger in or near the school and there is no time to contact police and fire officials, the principal will decide whether or not to implement Shelter-in-Place procedures.
- 3) If the principal decides to implement Shelter-in-Place procedures that decision shall be communicated to staff members as outlined above. The principal shall:
 - a) Determine the exact location of the incident and attempt to identify the type of substance.
 - b) Remove students and staff from the affected area IMMEDIATELY by the safest route.

- c) Notify the police and fire department by calling 911.
 - i) Identify the school and location
 - ii) Describe the emergency
 - iii) Describe any injuries that have occurred
 - iv) Give the name of the person in charge and an open (dedicated) telephone number
 - v) Identify where school personnel will meet the responder
 - vi) If necessary, notify custodial staff to turn off the heating, ventilation, and air conditioning system to avoid the spread of toxic fumes throughout the building.
 - vii) ACCOUNT FOR ALL STUDENTS AND STAFF.

General Rules for Shelter-In-Place Emergencies

The following are general school rules for what to do if Shelter-in-Place procedures are implemented:

- 1. Immediately secure the safety of students and staff.
- 2. Remain with your students and attempt to keep them calm.
- 3. Get everyone inside the school (unless the school must be evacuated).
- 4. Notify the police and fire department by calling 911.
- 5. Have all heating and cooling ventilation systems turned off.
- 6. Shut all windows, doors, and drapes.
- 7. Do not stand near windows or doors.
- 8. Surround windows with duct tape and place wet towels under doors, if possible.
- 9. Shelter-in-Place procedures must be individualized for non-ambulatory students.
- 10. All staff members not in class when Shelter-in-Place procedures are implemented are to report to the principal for assignment.
- 11. A survival kit should be available in each designated area. The kit will be monitored and maintained by the school nurse. This kit should contain the following items:
 - a. battery-operated radio with spare batteries
 - b. towels
 - c. duct tape
 - d. Flashlight with spare batteries
 - e. toilet paper
 - f. basic first aid kit
 - g. gallon jug of water for medical purposes only
- 12. A Shelter-in-Place drill shall be conducted at least once annually.

Shooting

If a person begins shooting or shots are heard:

Staff

- 1. Seek immediate shelter for staff and students
- 2. Notify the principal
- 3. Provide the location of the shooting, if known
- 4. Take attendance and notify the principal of missing students or staff as soon as the threat is removed

Principal

1. Initiate Lockdown with Intruder procedures

- 2. Call 911 and notify emergency responders
- 3. Provide the following information, if known:
 - a. Location of shooter(s)
 - b. Description, identity and number of shooters
 - c. Description of weapons
 - d. Number of shots fired
 - e. Is shooting continuing?
 - f. Number of injuries
- 4. Notify CEO
- 5. Document all actions taken by staff
- 6. Prepare for media response

Suspicious Persons

In the event the principal/designee receives a report or observes a suspicious person or vehicle on school grounds or near the school, they shall initiate the following action:

- Politely greet the subject and identify yourself
- Consider asking another staff person to accompany you before approaching the subject
- Inform the subject that all visitors must register in the main office
- If possible, attempt to identify the individual (or vehicle)
- Escort the subject to the main office
 - If the subject refuses or his/her purpose is not legitimate, notify the principal that there may be an intruder in the school building
- Attempt to maintain visual contact with the intruder until assistance arrives
 - If possible, keep students away from the intruder
- Take note of the subject's name, clothing, and other descriptors
- Observe the action of the intruder (e.g. where he/she is located in the school, whether he/she is carrying a weapon or package)
- Back away from the subject if they indicates a potential for violence
- Allow an avenue of escape for both the intruder and yourself

Principal's responsibilities

- Respond to the call for assistance from the staff member
- Advise the subject they are trespassing and need to leave the school or law enforcement will be called
- If the subject refuses or his/her purpose is not legitimate:
 - Consider initiating Lockdown procedures
 - Call 911 and notify law enforcement
 - Advise law enforcement of the intruder's location and provide a full description
 - Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance

Record Information

To assist law enforcement officials in investigating a suspicious person(s) or vehicle, it is important to gather information that would help police identify such an individual or vehicle.

• Note the person's clothing, physical description, distinguishing characteristics such as beard, mustache, eyeglasses, hair color, race, etc.

• If a suspicious vehicle is seen, the most important information is the vehicle registration number. The person observing the suspicious vehicle should also record the car's color, make, model, year if known, and any distinguishing features that may be visible, such as any damage to the car. This information should be made available when the incident is reported to the police and the initial police officer who arrives on the scene.

D. PLANNING ASSUMPTIONS AND LIMITATIONS

Planning Assumptions

- The school community will continue to be exposed and subject to the threats and hazards described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible; however, some emergencies occur with little or no warning.
- A single site incident (e.g., fire, gas line break, etc.) could occur at any time without warning, and the employees of the school affected cannot and should immediately follow direction from local emergency response agencies. Action will be required immediately to save lives and protect school property.
- Following a significant incident, the school may have to rely on its resources for up to 72 hours to be self-sustaining.
- There may be several serious injuries to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- In most serious incidents, outside assistance from local fire, law enforcement, and emergency medical services will be available. Since it takes time to request and dispatch external assistance, the school must be prepared to conduct the initial incident response until responders arrive.
- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire and safety inspections, can prevent or reduce incident-related losses.
- Maintaining the EOP and providing frequent opportunities for stakeholders (staff, students, parents, emergency responders, etc.) to participate in training and conduct periodic emergency drills and exercises can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will help assist and support emergency response efforts.
- Per Commonwealth law, school buildings will be made available to municipal, county, and state officials for emergency planning, exercise purposes, and actual service as mass-care facilities in the event of a community emergency evacuation.
- Per Commonwealth law, school buses and vehicles owned or leased by universities, colleges, and school Districts shall be made available to local, county, and State officials for emergency Planning, exercise purposes, and actual service in the event of a community emergency evacuation.
- Dominus High School has developed this Plan, striving to comply with the Federal Emergency Management Agency's "Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101."
- Dominus High School has likewise developed this Plan, striving to be consistent with the Readiness and Emergency Management for Schools (REMS) Technical Assistance

Center: "Guide for Developing High-Quality Emergency Operations Plans for K-12 Schools."

- Per Commonwealth law, Dominus High School has developed this Plan, striving to comply with the Pennsylvania Emergency Management Agency's "*All Hazards School Planning Toolkit*".
- The Dominus High School emergency operations program will follow the National Incident Management System (NIMS) guidelines.

Planning Limitations

This plan of an ideal emergency response and incident management system implies no guarantee. As personnel and resources may be overwhelmed, the school can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

II. CONCEPT OF OPERATIONS

A. OBJECTIVES

Dominus High School's EOP aims to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel, should an emergency affect the school. To meet these objectives, the school shall establish and maintain a comprehensive emergency operations program that includes Plans and procedures, hazard analysis, security audits, training and exercises, and Plan review and maintenance.

B. GENERAL

- Dominus High School is responsible for protecting students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergencies that affect the and its schools.
- Dominus High School is responsible for providing in-service emergency response education for all school and office personnel.
- School principals are responsible for conducting drills and exercises to prepare school personnel and students for an emergency.
- To achieve the necessary objectives, an integrated (employing the resources of the school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addressing mitigation/prevention, preparedness, response, and recovery) emergency program has been organized. This Plan is one element of the preparedness activities.
- This plan is based on a multi-hazard approach to emergency Planning. It addresses general functions that may need to be performed during any emergency and is not a collection of Plans for specific types of incidents.
- The Incident Command System (ICS) will be used to manage all emergencies within the School. To promote familiarity with the system, we encourage the use of ICS to perform non-emergency tasks. School personnel with a role in emergency preparedness and response or serving on an incident response team will be trained in ICS.
- As required by the PA Emergency Services Act, Title 35, subsection 7701 (f), Dominus High School will participate in at least one disaster response or emergency preparedness plan drill annually.

- Personnel tasked with this Plan are expected to develop and keep standard operating procedures (SOP) describing how emergency tasks will be performed. The building administrators ensure the training and equipment necessary for an appropriate response are in place.
- This Plan is based on the concept that school personnel's emergency functions generally parallel some of their normal day-to-day functions. The same personnel and material resources used for day-to-day activities will be employed to the extent possible during emergencies. Personnel and equipment resources are limited; some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies normally required for those functions will be redirected to accomplish emergency tasks.
- The local government is responsible for organizing, training, and equipping local emergency responders and management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

C. OPERATIONAL GUIDANCE

Initial Response

The following personnel can activate the EOP:

- CEO and or designee
- Building Principal and or designee
- Law Enforcement

Initial responses to an emergency incident may include the following:

- <u>Evacuation</u> Requires all staff and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
- <u>Reverse Evacuation</u> Requires all staff and students to go to safe places within the building from outside.
- <u>Lockdown</u> All exterior and classroom doors are locked, and students and staff stay in their classrooms.
- <u>Shelter-in-place</u> Students and staff are held in the building, windows and doors are sealed, and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving severe weather and hazardous materials that produce toxic vapors outside of the facility. Taking shelter inside a sealed building effectively keeps students and staff safe.
- <u>Drop. cover. and hold</u> Students and staff drop low, cover themselves under furniture, cover their eyes, and protect their internal organs.

Notification Procedure

School personnel are likely to be first on the scene of an emergency within the school. They will normally contact the school principal/designee to take charge and remain in charge of the incident until it is resolved, or others with the legal authority to do so assume responsibility. Where appropriate, they will seek guidance and direction from local officials and technical assistance from state and federal agencies and industry.

The information shall be passed from the school principal/designee to the CEO/designee. Information should include the nature of the incident and the impact on the facility, students, and staff.

The CEO/designee and or principal will be the school's spokesperson for all media releases. Reporters are not permitted to interview students in school or on school property while under the supervision of a teacher or staff member.

Training and Exercises

Dominus High School understands the importance of training, drills, and exercises in its emergency management program. To ensure that personnel and community first responders are aware of their duties and responsibilities as well as the most current procedures under the plan, the following training, drill, and exercise actions will occur:

- Initial training and refresher training sessions shall be conducted for all School personnel. For academic staff, training should coincide with the first in-service days of the school year. Training for the remainder of the support staff shall be held at a time during the school year that will allow for maximum attendance.
- Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of Plan participants. Input from all employees is encouraged.
- Per PA Public School Code, Section 1517, and PA Act 44, the schools will conduct drills and exercises during the school year. The CEO and building principal will determine the types of drills and exercises.
- Dominus High School will participate in any external drills or exercises conducted by local emergency responders whenever possible. The availability of School personnel and the nature of the drill or exercise shall govern the degree to which Dominus High School will participate as it relates to improving its ability to respond to and deal with emergencies.

Implementation of the Incident Command System

- The designated incident commander (IC) for Dominus High School will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and assess the situation with local officials, identify response resources required, and direct the on-scene response from the ICP.
- For disaster situations, a specific incident scene may not exist in the initial response phase, and the Emergency Management Agency, the local police department, and/or the local fire department that has jurisdiction over school property may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warnings to the public. As the potential threat becomes more apparent and a specific impact site or sites are identified, an Incident Command Post may be established at or near the incident scene, and the response's direction and control will be transitioned to the IC. This scenario likely occurs during a community-wide disaster.

Source and Use of Resources

Dominus High School will use its resources to respond to emergencies until emergency response personnel arrive. If additional resources are required, the following options exist:

- Maintain an inventory of school/building response assets, equipment, and supplies.
- Request assistance from local emergency management officials

D. THE INCIDENT COMMAND SYSTEM

The Dominus High School will employ the Incident Command System (ICS) to manage emergencies. The ICS is a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

The incident commander (IC) is responsible for carrying out the ICS function of command—managing the incident. The four other major management activities that form the basis of ICS are Operations, Planning, Logistics, and Finance/Administration. The IC and one or two individuals may perform all these functions for small-scale incidents. Several individuals from different local emergency response agencies and Dominus High School building officials may be assigned to separate staff sections charged with those functions for more significant incidents.

In emergencies where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the standard ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Dominus High School building officials may be involved in this Unified Command organization.

This Plan has been developed and reviewed with the support of local first responders. In reviewing this Plan, the local first responders concur with and support Dominus High School's commitment to employing ICS standards and processes when responding to or training for prospective events.

E. INCIDENT COMMAND SYSTEM — EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) may be activated during an incident. The Wilkins Township Police Department EOC is operated by the Wilkins Township Municipality and is located at 110 Peffer Rd, Turtle Creek, PA 15145. It is operated 24 hours a day and can be accessed at (412) 824-6650. When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Commander and the EOC. A general division of responsibilities is outlined below.

1. The Incident Commander is generally responsible for field operations, including:

- Isolating the scene.
- Directing and controlling the on-scene response to the emergency and managing the emergency resources committed there.
- Providing warnings and emergency instructions to school staff, students, and emergency responders in the incident area.

- Determining and implementing protective measures for the school staff, students and emergency responders in the immediate area of the incident.
- Implementing traffic control procedures in and around the incident.
- Requesting additional resources from the School's EOC.

2. The EOC is generally responsible for:

- Providing resource support for the incident commander.
- Issuing community-wide warnings.
- Issuing instructions and providing information to the general public.
- Organizing and implementing a large-scale evacuation.
- Organizing and implementing sheltering for community evacuees.

F. ACTIVITIES BY PHASES OF EMERGENCY MANAGEMENT

This Plan addresses emergency actions conducted during all five phases of emergency management. Most Prevention, Protection, and Mitigation activities generally occur before an incident, although these three mission areas do have ongoing activities that can occur throughout an incident. Response activities occur during an incident, and Recovery activities can begin during an incident and occur after the incident.

G. NATIONAL INCIDENT MANAGEMENT SYSTEM

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies, nongovernmental organizations and the private sector to work seamlessly to prevent, protect against, and respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand their roles and have the tools they need to be effective.

As part of its NIMS implementation, Dominus High School participates in the local government's NIMS preparedness program to remain NIMS compliant and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner. NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). All staff and students who assume ICS roles described in this Plan will receive ICS-100 training.
- Complete the NIMS awareness course IS-700 NIMS: An Introduction.
- Participate in the local government's NIMS preparedness program and incorporate the School EOP into the Allegheny County and Municipality.
- All staff and students are expected to participate in training and exercising the school's Emergency Operations Plan. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes a list of the responsibilities to be performed by position and organization.

A building principal and/or designee may need assistance to manage all of the aspects associated with an incident. As indicated, the Incident Command System (ICS) uses a flexible, scalable approach to manage incidents and allows school officials to assign tasks to other key school personnel.

Staff are assigned to serve within the ICS based on their expertise and training and the needs of the incident. ICS roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs. School staff may be required to remain at school to assist in an incident.

School Organization

School Board of Trustees

- Provides general policy guidance on the conduct of the emergency management program and approves objectives and priorities for the emergency management program.
- Collaborates with the CEO to establish an EOP review committee to approve and coordinate all emergency response plans.

Chief Executive Officer (CEO)

- Appoints the members of, and guides to, the Incident Management Team.
- Consults with the local Emergency Management Organization to analyze the School's needs regarding emergency preparedness, planning, and education and to ensure coordination of the EOP with community emergency Plans.
- Develops and coordinates in-service emergency response training for all school personnel.
- Obtain a resolution from the Dominus High School's School Board giving needed authority and support to develop and maintain the EOP and related training and exercises.
- Initiates, administers, and evaluates emergency operations programs to ensure the coordinated response of all schools within the school.
- Authorizes implementation of emergency preparedness curriculum.
- Serves as principal coordinator for NIMS Planning implementation.
- Gather information from all aspects of the emergency for use in making decisions about emergency management.
- Activates the Emergency Operations Center (EOC) and serves as the Emergency Operations Center Manager when the EOC is activated.
- Has overall decision-making authority in the event of an emergency until emergency responders arrive.
- Monitors the emergency response during emergency situations and provides direction where appropriate.
- With the assistance of the Public Information Officer (PIO)/CEO's Secretary, keeps the public informed during emergencies.
- Stays in contact with the leaders of the emergency service agencies working with the emergency.
- Keeps the school board informed of the status of the incident.
- Requests assistance from local emergency services when necessary.
- Meets and talks with the parents of students and spouses of adults who have been transported to the hospital.
- Assign resources (persons and materials) to various sites for specific needs. This may include assigning school personnel from other schools or community sites such as community emergency shelters.

• Authorizes immediate purchase of outside services and materials needed for the management of emergency situations.

Safety Planning Committee

- Consists of school administration, principal, teacher(s), school maintenance, law enforcement, fire, EMA, local and county EMA, school nurse, school counselors, school resource officer and/or security personnel; as practical.
- Serves as the staff advisor to the CEO on emergency management matters.
- Keeps the CEO appraised of the preparedness status and emergency management needs.
- Coordinates local planning, preparedness activities, and the maintenance of this Plan.
- Identifies Incident Command Post (ICP) and alternate ICP locations in coordination with responding law enforcement, fire, and EMS agencies.
- Per Commonwealth law, develop and update supporting ICP documentation detailed in 22 PA Code § 10.24
- Prepares and maintains a resource inventory.
- Arrange appropriate training for school emergency management personnel and emergency responders.
- Coordinates periodic emergency exercises to test the school's EOP and training.
- Performs liaison functions with local emergency management and emergency services personnel.
- Coordinate with organized volunteer groups and businesses regarding emergency operations.

Principal

- Serve as the Incident Commander or delegate that authority to a qualified individual.
- Retains the overall responsibility for the safety of students and staff.
- Manage school policy-level activities.
- Interface with agencies and parents.
- Coordinate between the CEO and other incident management personnel.
- Encourage all staff members to develop personal and family emergency plans.

Teachers

- Supervising students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in implementing protective actions and incident management protocols established in the School's EOP.
- Direct students in the implementation of protective actions.
- Take attendance when the class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Principal/Incident Commander.
- Execute assignments as directed by the Principal/ Incident Commander.
- Obtain first-aid services for injured students from the school nurse or person trained in first-aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. Selected school staff will be trained and certified in first-aid and CPR.

Counselors, Social Workers, and Psychologists

• Take steps to ensure the mental well-being of students, staff, and other individuals.

- Render psychological first-aid if necessary and if trained to do so.
- Assist in the transfer of students, staff, and other individuals when a disaster threatens their safety.
- Execute assignments as directed by the Principal/ Incident Commander.
- Assist with crisis intervention and recovery processes.

School Nurses/Health Assistants

- Administer first-aid or emergency treatment as needed.
- Supervise administration of first-aid by those trained to provide medical care.
- Organize and maintain first-aid and medical supplies.
- Manage student medications and classroom go kits.
- Provide potential student and staff outbreak and pandemic threat information to the Principal/Incident Commander.
- Communicate public health protective actions to students and staff.

Custodians/Maintenance Personnel

- Survey and report building damage to the Principal/Incident Commander.
- Control main shutoff valves for gas, water, and electricity and ensure that no damage or injuries result from broken or downed lines.
- Provide damage control as needed.
- Assisted in the conservation, use, and disbursement of supplies and equipment.
- Keep the Principal/Incident Commander informed of school conditions.

School Secretary/Office Staff

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Principal/Incident Commander.
- Assist the principal.

Food Service/Cafeteria Workers

- Prepare and serve food and water to students and staff.
- Executing assignments as directed by the Incident Commander.

Transportation Providers

- Transfer students to new locations when directed.
- Execute assignments as directed by the Principal/Incident Commander.
- Transport individuals in need of medical attention, as necessary.

Technology/Information Services

- Coordinate the use of technology.
- Assist in the establishment/maintenance of emergency communication networks including emergency services agencies and other entities involved in the incident.
- Prepare and maintain an emergency kit that contains floor Plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain computer communication with the office and other agencies
- Establish and maintain a student and staff database in support of the incident.

• Report problems in communication systems to the Principal/Incident Commander.

Students

- Cooperate during emergency training, drills, and exercises; and during an incident.
- Be responsible for themselves and others in an incident.
- Report situations of concern to a teacher or supervisor.
- Take an active part in school incident response/recovery activities, as age-appropriate.

Parents/Guardians

- Encourage and support school safety and violence prevention programs.
- Support service projects to promote school incident preparedness.
- Provide the school with requested emergency contact information.
- Practice emergency preparedness in the home.
- Follow the guidance provided during a school emergency.

Emergency Organizations

Local Law Enforcement

- Participate in school safety/planning committee meetings, as needed.
- Participate in risk assessment of security of buildings and grounds when requested.
- Respond to law enforcement emergencies at the school.
- Assume the role of Incident Commander in an armed intruder incident.
- Provide security to the school incident scene as resources permit.
- Develop a Memorandum of Understanding (MOU) with the school.

Fire Department/EMS

- Provide suppression services as needed.
- Provide emergency medical services as needed.
- Provide fire police for traffic control, as needed.

Public Works

- Provide information on water, sewage, road construction, and repair to the Incident Commander.
- Provide perimeter and traffic control equipment, as requested.
- Maintain a list of resources.

Municipal Emergency Management Coordinator

- Coordinate municipal emergency support services to the school, as requested.
- Coordinate the development and maintenance of the municipal EOP, including the school EOP with the municipal EOP.
- Coordinate with the County to address any unmet needs that arise as a result of the incident.

County Emergency Management Agency

- Coordinate county emergency support services to the school, as requested by the municipality.
- Develop and maintain the County EOP.
- Request mutual aid from adjacent counties, its Regional Task Force, or the Pennsylvania Emergency Management Agency (PEMA).

IV. DIRECTION, CONTROL, AND COORDINATION

Incident Command System

A school's command system can manage emergencies or non-emergency events such as graduations, athletic events, or celebrations. The system is flexible to meet the school's needs.

Source and Use of Resources

The school will use its own resources and equipment, in addition to resources provided by the Emergency Management Agency, the local police department, and the local fire department that has jurisdiction over school property and community partners.

V. COMMUNICATIONS

Communication is a critical part of incident management and response. The EOP supports the mission to provide clear, effective internal and external communication between the school, staff, students, parents, emergency responders, the community, and the media. Templates for statements, press releases, and media contacts at the major television, internet, and radio stations are maintained by the CEO and Administrative Secretary.

VI. INFORMATION, COLLECTION, ANALYSIS, AND DISSEMINATION

Dominus High School will collect, analyze, and disseminate information before, during, and after an incident.

Types of Information

To establish and maintain ongoing situational awareness before and during an incident, Dominus High School staff will inform appropriate personnel in the event of severe weather, known local law enforcement activity, unsafe community climate, and school incidents. This information will be analyzed and shared with the CEO and building Principal(s). After an incident, the Incident Commander will assign staff to monitor available resources (social media, news media, student, staff, and parental feedback) to maintain an adequate level of situational awareness.

Information Documentation

- The source of the information.
- The staff member who collected and analyzed the information.
- The staff member who will receive and use the information.
- The format for providing the information.
- The date and time the information was collected and shared.

VII. RECOVERY AFTER AN INCIDENT

After an incident, staff, teachers, and school officials will assess the impact of the incident and make school-wide updates as necessary. Designate appropriate personnel to collaborate with external resources to accomplish the following:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and the status of all other critical infrastructure services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses required for insurance claims and requests for state and federal assistance.
- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Provide detailed facility data to the school to estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes; and c) identify any other unmet operational needs.
- Inform school personnel, students, and parents of available crisis counseling services.
- Establish absentee policies for teachers/students after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: online classes, videoconferencing, tutoring, etc.
- Create a Plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery Plans.

VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

Agreements and Contracts

If school resources prove to be inadequate during or following an incident, the School will request assistance from local emergency services, other agencies, and the school community through existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements entered into by authorized school officials will be documented in writing. The CEO will maintain all pre-negotiated agreements and contracts in the administrative office.

Recordkeeping

Administrative Controls

Dominus High School is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be conducted by established local fiscal policies and standard cost accounting procedures.

Activity Logs

Staff assigned positions within the ICS structure will maintain an accurate log of activities performed within their assigned ICS position, recording key incident activities, including:

- Activation or deactivation of incident policies, procedures, and resources.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuation/Family Reunification.
- Casualties.
- Termination of the incident.

Incident Costs

School ICS Finance and Administration staff is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs in support of future school budgets. The detailed records of costs for incident management and operations include:

- Personnel costs, especially overtime costs.
- Equipment operation costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

Preservation of Records

Essential records will be protected and are maintained at the administrative office.

IX. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

Approval and Dissemination of the Plan

The Safety Committee is responsible for the development and completion of the Emergency Operations Plan. The CEO and school board are responsible for approving and promulgating this Plan.

Copies of the EOP will be distributed to emergency organizations that respond to an incident. A distribution record will be kept to acknowledge receipt, review, and/or acceptance of the Plan. School administrators will record the title and name of the person receiving the Plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered.

School Emergency Operations Planning documents will not be shared with those who do not have a need to know the details of the Plan; unless all sensitive, security-related information has been properly redacted. Copies of the redacted Basic Plan may be made available to the public and media at the discretion of Dominus High School.

Review and Updates to the Plan

To remain in compliance with 35 Pa.C.S. §7101 et seq., as amended, §7701 (g), Dominus High School shall review its Emergency Operations Plan annually and modify it as necessary. A copy of the Plan shall

be made available to every county emergency management agency the school is a part of. A copy shall also be provided to each local police department and each local fire department having jurisdiction over the geographic territory of which the school is a part. A record of changes will include the change number, the date, and the name of the person who made the change.

To ensure timely updates to the EOP, Dominus High School has established a schedule for the annual review of Planning documents. School officials, local emergency management agencies, and other agencies having a support role will review the basic Plan at least once per year.

The EOP will be updated based upon information changes, areas for improvement identified during incident management activities and exercises, and when changes in threats, hazards, resources, and capabilities or school structure occur.

Training and Exercising the Plan

The Dominus High School commits to training, drills, and exercises in preparing and planning for an incident. Training, drills, and exercises will occur as detailed in the Training and Exercise Plan. School officials will coordinate training efforts with the Allegheny County Department of Emergency Services, the Wilkins Township Municipality Emergency Management Agency, and community partners.

X. SCHOOL SAFETY PLANNING GLOSSARY

Drop, Cover, and Hold: Students and staff drop low, take cover under furniture, cover eyes, and protect internal organs from falling or flying objects.

Hazards: Hazards shall include situations involving threats of harm to students, personnel and/or facilities. Hazards include, but are not limited to natural, technological and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies, depending on the size and scope of the incident.

Incident: An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property.

Incident Command System (ICS): The response infrastructure designed under the National Incident Management System (NIMS) to facilitate effective and efficient management of an incident by (1) identifying key team roles and functions; (2) assessing staff skills; (3) pre-designating staff for each ICS function (command, operations, Planning, logistics, finance/administration); (4) coordinating with community partners; and (5) providing for transfer or command and backup of resources.

Incident Commander: The individual responsible for overall policy, direction and coordination of the emergency response effort. Usually this will be the local emergency official on site who has legal jurisdiction over the incident.

Lockdown: The initial physical response to provide a time barrier. Lockdown is not a stand-alone defensive strategy. When securing in place this procedure should involve barricading the door and readying a Plan of evacuation or counter tactics, should the need arise.

Evacuation: The process of safely moving students, staff, and visitors to designated assembly areas from classrooms, outside areas, cafeterias, and other school locations.

Family Reunification: The process of safely reuniting students with proper family members or guardians in the course of an incident.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, to reduce the loss of life or property and harm to the environment. This system ensures that those involved in an incident understand their roles and have the tools they need to be effective.

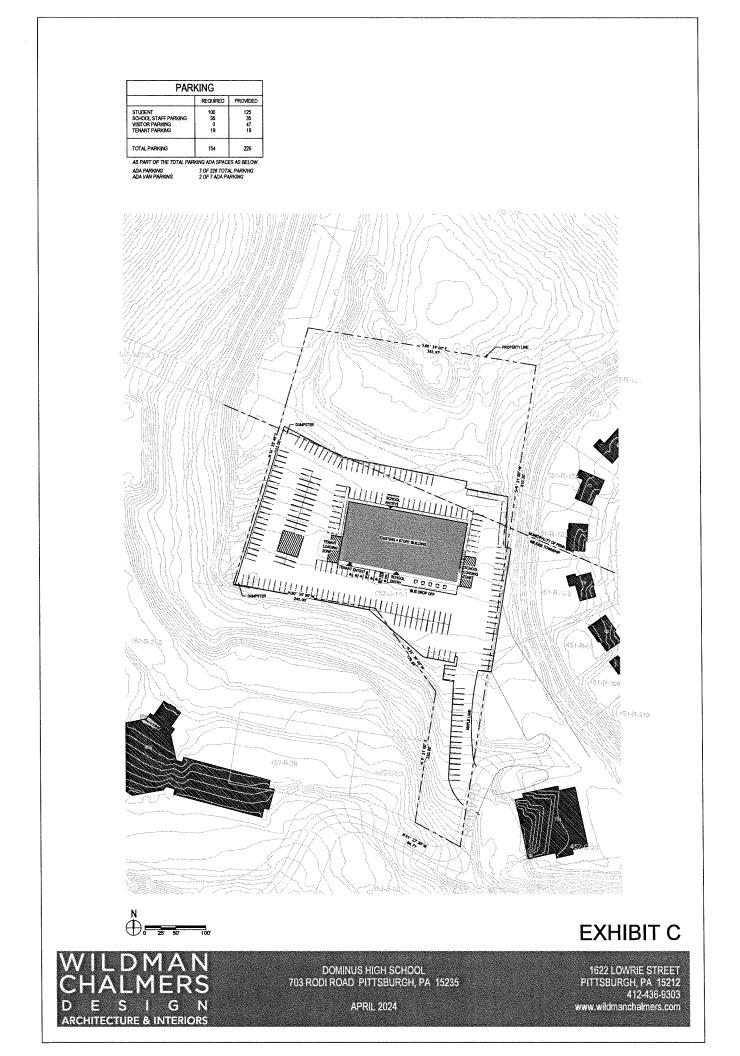
Reverse Evacuation: The process of bringing students and staff from outdoor areas into the safer environment of a building, due to an outside source of danger.

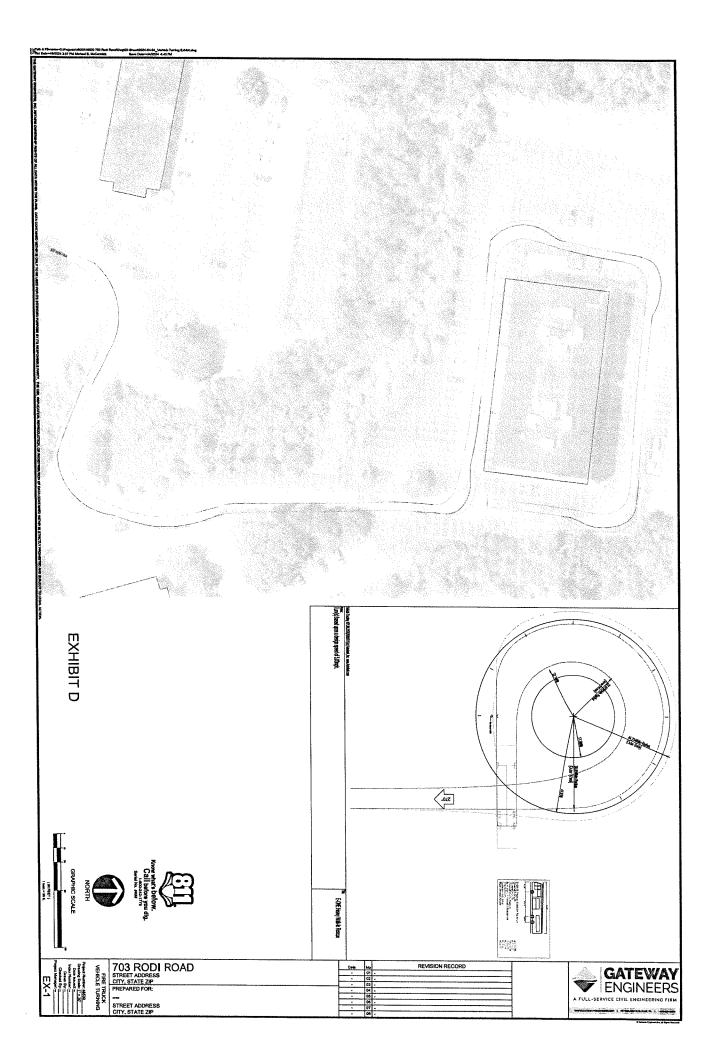
Shelter-in-place: A course of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or room than outside. Specific hazards may require students and staff to move to rooms that can be sealed from chemical, biological, or weather threats.

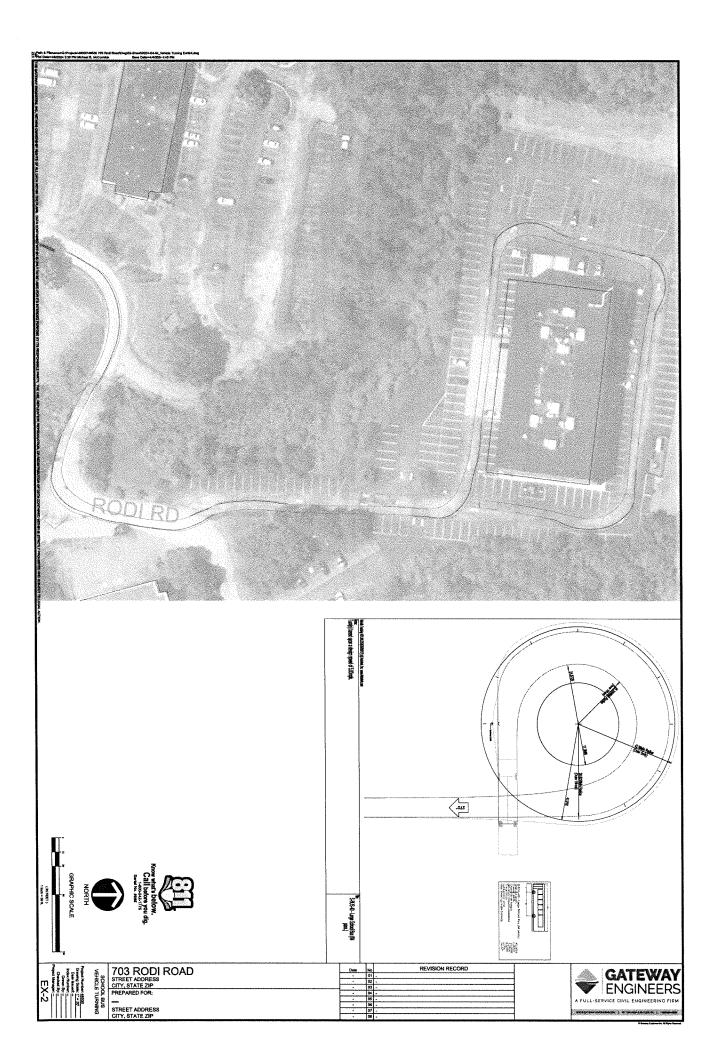
XI. SCHOOL SAFETY AUTHORITY AND REFERENCES

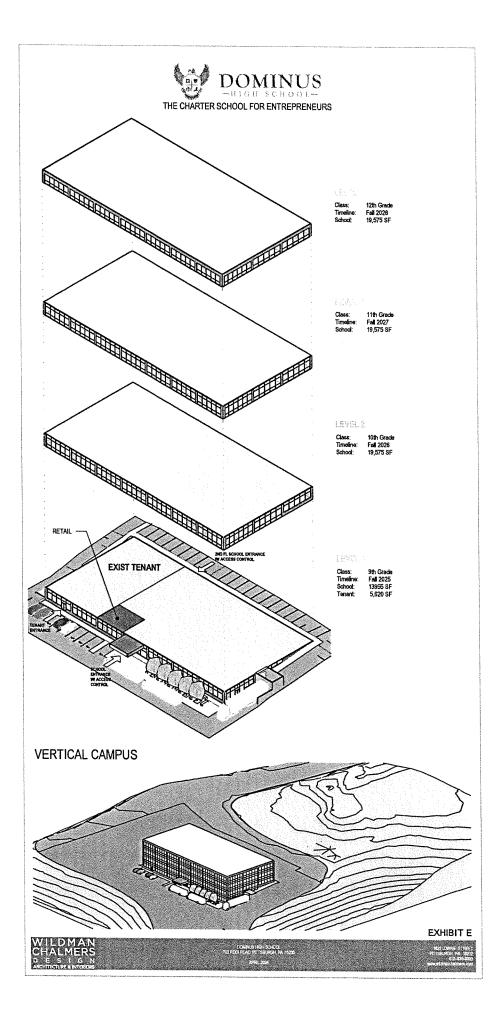
- Homeland Security Act of 2002, PL 107-296 (Nov. 25, 2002).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 (Nov. 23, 1988), amending the Disaster Relief Act of 1974, PL 93-288.
- Homeland Security Presidential Directive No. 5 (2003).
- Communicable and Non Communicable Diseases, 28 PA Code, Ch.27, 27.152
- Public School Code of 1949, 24 P.S. § 1-101, et seq., as amended, § 15-1517
- 22 PA Code Section 10.24, School Emergency Preparedness Plan
- 22 PA Code Section 10.11
- 35 PA C.S. § 7101 et seq., as amended, § 7701
- FEMA, "Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101," Version 2.0, https://www.fema.gov/media-library-data/20130726-1828-25045-0014/cpg_101_comprehensive_ preparedness_guide_developing_and_maintaining_emergency_operations_Plans_2010.pdf
- FEMA, "Sample School Emergency Operations Plan," November 2013 https://www.training.fema.gov/programs/emischool/el361toolkit/assets/samplePlan.pdf
- Pennsylvania Department of Emergency Management, "All-Hazards School Safety Planning Toolkit," <u>https://www.health.pa.gov/topics/school/Pages/All-Hazard-Planning-Toolkit.aspx</u>
- Readiness and Emergency Management for School (REMS) Technical Assistance Center: "Guide for Developing High-Quality Emergency Operations Plans for K-12 Schools." http://rems.ed.gov/K12GuideForDevelHOSchool.aspx .
- NIMS, Department of Homeland Security, FEMA: http://www.fema.gov/national-incident-management-system.
- FEMA: IS-100 Introduction to Incident Command System: http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-100.b.
- NIMS, Department of Homeland Security, FEMA: IS-700 National Incident Management System (NIMS) an Introduction:
 - http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-700.a.
- FEMA All-Hazards Training Document: <u>http://training.fema.gov/EMIWeb/emischool/EL361Toolkit/assets/SamplePlan.pdf</u>
- Governor's Office of Homeland Security

https://www.homelandsecurity.pa.gov/Pages/default.aspx









Heather N. Wildman, PE Chad E. Chalmers, AIA



Exhibit F

Project: Dominus High School	
Address:	703 Rodi Road, Wilkins Township, PA
Designer:	Wildman Chalmers Design, LLC

Occupant Loads

- Honeywell (previous tenant) = 800 Employees
- Proposed occupancy of Dominus High School = 500 students + 35 staff

Sewage Analysis

Office

- Office usage = 10 Gallons Per Day (GPD) per occupant
 Total GPD = 800 x 10 = 8,000 GPD
- 253 gallons of sewage per occupant
 8,000 GPD / 253 Gallons = 31.6 EDU's

School

- School usage = 25 GPD (with gymnasium) per occupant
 Total GPD = 535 x 25 = 13,375 GPD
- 253 gallons of sewage per occupant
 - o 13,375 GPD / 253 Gallons = 52.87 EDU's

The information provided above meets or exceeds all ICC and local codes. The new use will exceed 2 EDU's increase in change from the original office use. This will trigger the need for a DEP Sewage Facilities Planning Module for this site.

Signed, Chad Chalmers, AIA

Chud Chal____

Chad Chalmers

Date: May 8th, 2024

ARCHITECTURE AND INTERIOR DESIGN

1 2	TOWNSHIP OF WILKINS ALLEGHENY COUNTY, PENNSYLVANIA	
3	ORDINANCE NO.:	
4 5 7 8 9 10	AN ORDINANCE OF CHAPTER 450, IN THE WILKINS TOWNSHIP BOOK OF CODIFIED ORDINANCES AMENDING SECTIONS 450-7 & 450-10 OF ARTICLE III TO DEFINE AND ALLOW FOR SHORT-TERM RENTALS WITHIN THE R-3 AND R-4 ZONING DISTRICTS.	
11 12	WHEREAS , the Board of Commissioners, by adoption of Ordinance 542 on July 7, 1973, designating permitted uses in Zoning Districts; and	
13 14		
15 16		
17 18	, , , , , , , , , , , , , , , , , , , ,	
19 20	Section 1. Chapter 450, Section 450-7 Definitions, of the Wilkins Township Codified Book of Ordinances is hereby amended to define Short-Term Rentals as follows	
21	§450-7 Definitions	
22 23 24	SHORT-TERM RENTALS - Any dwelling or dwelling unit utilized as a single- family residence rented for the purpose of overnight lodging for a period of thirty (30) days or less.	
25 26	Section 2. Chapter 450, Section 450-10 Permitted uses, Paragraphs C and D, of the Wilkins Township Codified Book of Ordinances is hereby amended as follows	
27	§450-10 Permitted uses	
28 29	C. R-3 Residential District. Permitted uses shall be as follows:	
30 31 32	 Single-family dwellings Multiple-family dwellings Parks 	
33 34 35	 4. Accessory uses 5. No-Impact home-based business as defined in §450-7 [Amended 2-14-2011 by Ord. No. 1012] 	
36	6. Forestry [Added at time of adoption of Code (see Ch. 1, General Provisions, Art. I]	

37	7.	Short-term rentals	
38			
39			
40	D. R-4	Residential District. Permitted uses shall be as follows:	
41			
42	1.	Single-family dwellings	
43	2.	Double houses	
44	3.	Duplex	
45	4.	Multiple-family dwellings	
46	5.	Parks	
47	6.	Accessory uses	
48 49	7.	No-impact home-based business as defined in §450-7 [Amended 2-14-2011 by Ord. No. 1012]	
50	8.	Forestry [Added at time of adoption of Code (see Ch. 1, General Provisions, Art.	
51		1]	
52	9.	Short-term rentals	
53			
54	Section 3. S	everability.	
55 50	If one conta		
56 57	, substitution of plant of this of animation is for any reason round to be		
58	Be and		
59			
60	this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence,		
61			
62			
63			
64			
65 62	Any Ordinan	ce or part of an Ordinance in conflict with this Ordinance is hereby repealed in so far	
66 67			
68	ORD	AINED and ENACTED on this day of, 2024	
69		and 1 and 1 22 on and and of, 2024	
70			
71			
72			
73			
74 75	Rebecca Varg	go, Manager Sylvia Martinelli, President	
75			
76			

1	ORDINANCE NO.	Formatted: Font: 12 pt
2 3 4 5 6	AN ORDINANCE AMENDING CHAPTER 310 OF THE WILKINS TOWNSHIP BOOK OF CODIFIED ORDINANCES TO ADD ARTICLE IV THAT WILL REGULATE SHORT-TERM RENTAL UNITS WITHIN THE TOWNSHIP AND ESTABLISH PENALTIES FOR VIOLATIONS.	
7 8	WHEREAS, the Township of Wilkins has adopted a comprehensive Zoning Ordinance to regulate the location and use of land and buildings:	Commented [BO1]: Equal protection challenges to STR ordinances may be defeated if the municipality has a "rational basis" for the ordinance. That "rational basis" must
9 10	WHEREAS, the rental of residential property for short-term rental to overnight guests is not addressed in the Zoning Ordinance; and	be expressed somewhere as a matter of public policy. Municipalities generally do this in the "WHEREAS" clauses of their ordinance. This is an example that may be modified.
11	WHEREAS, allowing short-term rentals in some residential areas provides alternatives to hotel	Formatted: Font: (Default) Times New Roman
12	accommodations for visitors; and	Formatted: Font: (Default) Times New Roman
13	WHEREAS, short-term rentals help the Township accommodate the many visitors who attend	Formatted: Font: (Default) Times New Roman
14	special events; and	Formatted: Indent: Left: 0"
15	WHEREAS, many property owners who provide short-term rental accommodations are able to	Formatted: Font: (Default) Times New Roman
15 16 17	invest in home repairs, upgrades, and preservation projects that would otherwise be unaffordable; and	Formatted: Font: (Default) Times New Roman
18	WHEREAS, taxes and fees collected from short-term rentals provide a reliable source of	Formatted: Font: (Default) Times New Roman
19	revenue to the Township; and	Formatted: Font: (Default) Times New Roman
20	WHEREAS, certain areas of the Township are less compatible for short-term rental uses and the	Formatted: Font: (Default) Times New Roman
21	Township wishes to designate only specific areas where the uses are to be allowed; and	Formatted: Font: (Default) Times New Roman
22		Formatted: Font: 12 pt
22	WHEREAS, where short-term rentals are allowed, they should be subject to reasonable regulations to address health and safety needs of guests and to prevent and abate nuisance	Formatted: Font: 12 pt
24	conditions; and	Commented [BO2]: This section is likely compliant.
25 26	WHEREAS, the Township further finds that these regulations are needed to adequately protect the public health, safety, and welfare.	Property owners challenge short-term rental regulations through claims based on the Fourteenth Amendment's Equal Protection Clause. Plaintiffs argue that use of the property as a short-term rental should not be treated differently from other residential uses. One court found that:
27	ARTICLE IV, SHORT-TERM RENTALS	•The rational basis test applied.
28	§ 310 -28 Title	•A long-term residential use by a family is not similarly
29 30	This Article shall be known as and may be cited as "The Wilkins Township Short-Term Rental Ordinance".	situated to a short-term use by tourists.

31 § 310-29 Scope

- 32 The provisions of this Article shall apply to all residential dwelling units, conversions of non-
- 33 residential structures to residential dwellings, and all existing premises located within the R-3
- 34 and R-4 Zoning Districts of Wilkins Township. The owner of the subject property shall be
- 35 responsible for compliance with the provisions of this Article and the failure of an owner,

1 | Page

•Even if similarly situated, the ordinance would be constitutional under a rational basis review based on "evidence that short-term rentals actually do erode the sense of community, result in increased drug use, and overload septic systems."

(Murphy v. Walworth County, 383 F. Supp. 3d 843 (E.D. Wis. 2019); King v. City of Marion, Arkansas, 2020 WL 534173 (E.D. Ark Feb. 3, 2020).)

36 37	agency, managing agency, local contact person, or renting occupants to comply with the provisions of this Article shall be deemed noncompliance by the owner.	
38 39	A. This Article shall also not apply to a hotel, motel or group care facility, as <u>defined herein</u> and <u>defined used</u> within the Property Maintenance Ordinance.	Commented [BO3]: Strictly speaking, "hotel", "motel",
40 41	B. Within the areas where Short-Term Rental uses are allowed, a dwelling unit or a portion of a dwelling unit may not be used for short-term rental purposes if:	and "group care facility" aren't <i>defined</i> in the PMO. Commented [BO4]: Optional language.
42 43	 Exterior alterations must be made to any structure on the property for the purpose of accommodating a short-term rental use; #why?/such as? 	
44 45	2. The property containing the dwelling unit does not comply with applicable lot size and setback requirements; or	Formatted
46	3. Any of the following apply to the dwelling unit:	
47	i. Delinquent property taxes;	Formatted
48	ii. Unresolved violations of building or property maintenance codes;	
49	iii. Unpaid fines for building or property maintenance code violations; or	
50	why is this our concern?	
51	A.	
52 53 54 55 56	§ 310-30 Interpretation This Article is not intended to, and does not, excuse any landowner from compliance with the Wilkins Township Property Maintenance Ordinance, as amended from time to time. Whenever possible, this Article and the Property Maintenance Ordinance should be construed and interpreted as being consistent, and not in conflict.	Formatted: Font: 12 pt
53 54 55 56	This Article is not intended to, and does not, excuse any landowner from compliance with the Wilkins Township Property Maintenance Ordinance, as amended from time to time. Whenever possible, this Article and the Property Maintenance Ordinance should be construed and interpreted as being consistent, and not in conflict.	
53 54 55	This Article is not intended to, and does not, excuse any landowner from compliance with the Wilkins Township Property Maintenance Ordinance, as amended from time to time. Whenever possible, this Article and the Property Maintenance Ordinance should be construed and	Formatted: Font: 12 pt
53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68	 This Article is not intended to, and does not, excuse any landowner from compliance with the Wilkins Township Property Maintenance Ordinance, as amended from time to time. Whenever possible, this Article and the Property Maintenance Ordinance should be construed and interpreted as being consistent, and not in conflict. §310-31 Definitions For the purposes of this Article, words and terms used herein shall be interpreted as follows: BEDROOM - A room or space designed to be used for sleeping purposes with two means of egress (one of which may be a window acceptable under the International Building Code) and in close proximity to a bathroom. Spaces used for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or utility rooms and similar uses are not considered Bedrooms. Spaces used or intended for general and informal everyday use such as a living room, den, and sitting room or similar is not to be considered a Bedroom. Bedrooms shall be a minimum of seventy (70) square feet in size with a minimum ceiling height of seven (7) feet. DWELLING – A building having one or more dwelling units 	

70 DWELLING UNIT - A room or group of rooms within a dwelling and forming a single unit and 71 used for living and sleeping purposes, having its own cooking facilities and a bathroom with a 72 toilet, bathtub and shower 73 74 GROUP CARE FACILITY - An establishment that provides room and board to persons who 75 are residents by virtue of receiving supervised specialized services limited to health, social 76 and/or rehabilitative services provided by a government agency, their licensed or certified agents or a nonprofit social service corporation charted in the Commonwealth of Pennsylvania or 77 authorized to operate in the Commonwealth of Pennsylvania. Chartered (?) 78 79 80 HOTEL - An establishment providing accommodations, meals and other services for travelers 81 and tourists 82 83 MANAGER - An adult individual designated by the owner of a structure. The manager shall be 84 the agent of the owner for service of process and receiving notices or demands and to perform 85 the obligation of the owner under this Article and under rental agreements with occupants 86 87 MOTEL - A roadside hotel designed primarily for motorists, typically having the rooms 88 arranged in a low building with parking directly outside 89 MULTIPLE-UNIT DWELLING - A building containing three (3) or more independent 90 91 dwelling units, including, but not limited to, row houses, townhouses, condominiums, apartment 92 houses and conversion apartments 93 94 OCCUPANT - An individual who resides in or is the owner of a business within a unit or 95 structure, whether or not the individual is the owner of the unit or structure thereof, with whom a 96 legal relationship with the owner or landlord of the unit or structure is established by a written 97 lease or by the laws of the Commonwealth of Pennsylvania 98 99 ORDINANCE ENFORCEMENT OFFICER - The duly appointed Ordinance Enforcement 100 Officer(s) having charge of the Office of Code Enforcement of the Township of Wilkins and any 101 assistants or deputies thereof. In appropriate circumstances this is intended to include the police 102 103 OWNER - One or more persons, jointly or severally, in whom is vested all or part of the legal title of the premises, or all or part of the beneficial ownership and the right to present use and 104 105 enjoyment of the premises, including a mortgage holder in possession of a unit or structure 106 107 PERSON - A natural person, partnership, corporation, unincorporated association, limited 108 partnership, trust or any other entity 109 110 SHORT TERM RENTAL - Any dwelling or dwelling unit utilized as a single-family residence 111 rented for the purpose of overnight lodging for a period of thirty (30) days or less. 112 SHORT TERM RENTAL PERMIT - Certificate issued by the Township giving the owner 113 permission to utilize a dwelling or dwelling unit for Short Term Rental use. 114

Commented [B05]: Presently, the Ordinance is drafted to include natural and corporate "persons". The Township could, if it wished, restrict the permit solely to "natural nersons".

what is the benefit of that & where would edits be required?

3 Page

15	§ 310-32 Permit Required	Formattade Cont. 12 pt
16	§ 510-52 I CHIRE REQUIRED	Formatted: Font: 12 pt
17	No owner of any property in Wilkins Township shall operate a Short-Term Rental in Wilkins	Formatted: Font: 12 pt
18	Township without first obtaining a Short-Term Rental Permit from the Ordinance Enforcement	
19 20	Officer.	
21	Operation of a Short Term Rental without such Short-Term Rental Permit is a violation of	
22 23	this Article. Permits may be transferable to any new owner of the property within ninety (90) days of its issuance.	
24	§310-33 Permit Requirements	Formatted: Font: 12 pt
25	A. Short-Term Rental Permit applications shall contain all of the following information:	
126	1. The name, address, telephone number and email address of the owner.	
27	2. The name, address and 24-hour telephone number of the managing agency, agent	
28	or local contact person if applicable	
129	3. Signatures of the owner or local managing agent or local contact person	
130	4. The total number of bedrooms and maximum number of overnight guests	
131	5. If the building is a Multiple-Unit Dwelling, the total number of Dwelling Units in	
132	the structure and the number of Dwelling Units being used as Short-Term Rentals	
133	shall be given	
134	6. A diagram or photograph showing the location and number of off-street parking	
135	spaces	
136	7. Copy of the current recorded Deed for the property establishing ownership.	
137	8. Each owner shall maintain at least liability insurance against personal injury and	
138	property damage claims related to Short-Term Rental use, with coverage limits of	
139	at least \$500,000 <u>per occurrence</u> in general liability insurance on the Short-Term	
140 141	Rentals for the full duration of their license term and provide proof of the same to the Township.	
1 40		
142 143	Owner must submit a written notice to the Home Owner's Association (HOA), if one exists for the property, indicating their intent to make application to the	
144	Township for use of the subject residential property as a Short-Term Rental. The	
145	HOA must then submit a letter to the Township indicating there is no conflict	
146	with the proposed Short-Term Rental	
147	B.CA Short-Term Rental Permit shall be issued only to the owner of the Short-Term	
148	Rental property.	
	4 P a g e	

149 150	1. A separate Short-Term Rental Permit shall be required for each Dwelling Unit being rented as a Short-Term Rental.	
151 152 153	2. A Short-Term Rental Permit is effective for a period of one (1) year. A Short- Term Rental Permit application and associated fee must be renewed and remitted annually per §310-36 of this Article.	
154 155	3. The Township will prescribe forms and procedures for the processing of Permit Applications under this Article.	
156 157	Failure to complete required measures. An application for a short-term rental permit will be voided and no permit will be issued if the applicant fails to complete any	Formatted
158	of the measures required under this section within the required timeframe.	Commented [BO6]: It might be desirable to have a "self- executing" provision such as this.
159	§310-34 Duties of Owner	Formatted: Font: 12 pt
160	A. General;	Formatted: Font: 12 pt
100	A. General:	Formatted: Font: 12 pt
161 162 163 164	 It shall be the duty of every owner to keep and maintain all Short-Term Rental Dwellings and Dwelling Units in compliance with all applicable codes and provisions of all other applicable state laws and regulations and local ordinances, and to keep such property in good and safe condition. 	Formatted: Font: 12 pt
165 166 167	 It shall be the duty of every owner to apply for a Short-Term Rental Permit upon the construction, re-occupancy and change in occupancy of every Short-Term Rental Dwelling and Dwelling Units 	
168	B. Designation of manager:	
169 170 171 172 173 174 175	1. Short-Term Rental property owners are required to maintain properties in accordance with this Article and other established ordinances of the Township. In the event that a property owner must be notified in writing by the Township of ordinance violations three times within a two-year period, then and in that event, the property owner will be required to appoint a manager, if the property owner is not a full-time resident of Wilkins Township or a resident elsewhere within 15 miles from Wilkins Township.	
176 177 178	2. If the owner is a corporation, a manager shall be required if any officer of the corporation does not reside within the aforesaid distance. The officer shall perform the same function as a manager.	

179 180 181	3.	If the owner is a partnership, a manager shall be required if a partner does not reside in the aforesaid distance. Said partner shall perform the same function as a manager.	
182 183 184	4.	The manager shall be the agent of the owner for service of process and receiving notices and demands, as well as for performing the obligations of the owner under this article and under rental agreements with occupants.	
185 186 187	5.	The identity, address and telephone number(s) of a person who is designated as manager hereunder shall be provided by the owner or manager to the Township, and such information shall be kept current and updated as it changes.	
188	C. Mai	ntenance of premises:	
189 190 191 192	1.	The owner shall maintain the premises in compliance with the applicable codes of the Township and shall regularly perform all routine maintenance, including lawn mowing and ice and snow removal, and shall promptly make all repairs necessary to fulfill its obligation.	
193 194 195	2	In no case shall the existence of any agreement between owner and occupant relieve any owner of any responsibility under this article or other ordinances or codes for maintenance of premises.	
196	§310-35	Short Term Rental Standards	Formatted: Font: 12 pt
197	A. Short	-Term Rentals shall only be permitted in the R-3 and R-4 Zoning Districts	
198	B. No ir	ternal cameras are permitted in any Short-Term Rental Dwelling or Dwelling Unit	
199 200 201	perso	night occupancy of a Short-Term Rental shall be limited to no more than (i) two (2) ns per bedroom plus four (4) additional persons, or (ii) a maximum of fourteen (14) pants, whichever is less.	
202 203 204 205	Renta maxi	ximum of two (2) off-street parking spaces shall be provided for each Short-Term al Dwelling or Dwelling Unit and one (1) parking space for each three (3) persons at the mum permitted occupancy. In no event shall parking for Short-Term Rental occupants or s include parking on any lawns or vegetated areas.	THIS IS A ZONING REQUIREMENT - AMENDS ZONING PANKING .
206 207 208 209 210	Renta other noise	owner, shall use best efforts to assure that the occupants or guests of the Short Term al do not create unreasonable noise or disturbances, engage in disorderly conduct, or wise violate provisions of the Wilkins Township Code or any state law pertaining to or disorderly conduct including, but not limited to, notifying the occupants of the rules ding Short Term Rentals and responding when notified that occupants are violating	PARKING.

211 laws, ordinances or regulations regarding their occupancy. 212 F. The owner shall, upon notification that occupants or guests of the Short-Term Rental have 213 created unreasonable noise or disturbances, engaged in disorderly conduct or otherwise 214 violated provisions of the Wilkins Township Code or state law pertaining to noise or 215 disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by 216 those occupants or guests. The owner will inform any and all renters about the noise 217 ordinance in place in the Township. 218 G. A Short-Term Rental shall not have any outward appearance indicating a change of use 219 from the surrounding residential uses. No exterior appearances designating the property as a 220 Short-Term Rental are permitted. 221 H. Subleasing all or a portion of a Short-Term Rental Dwelling or Dwelling Unit is prohibited. I. All Short-Term Rentals shall have a clearly visible and legible notice posted within the 222 223 Dwelling Unit, discernable from the exterior, containing the following information: why? 224 1. The name of the owner of the unit or the managing agency, agent, property manager, 225 or local contact authorized in writing to accept service for the owner of the unit and 226 a telephone number at which that party can be reached on a 24-hour basis. 227 2. The emergency 911 address of the property. 228 The maximum number of occupants permitted to stay in the Dwelling or Dwelling 3. 229 Unit and the maximum number of day guests permitted at any one time. 230 4. The maximum number of all vehicles allowed to be on the property and the 231 requirement that all guest parking must be parked in the available parking areas on 232 the property and not in or along any private street right-of-way or on any lawn or 233 vegetated area on the property. 5. Trash and recycling information that includes the day of pick-up and notification that 234 235 the trash and recycling shall not be placed at the curb earlier than 5pm the day 236 before pickup and any cans must be removed from the curb within 24 hours after 237 pickup. 238 6. Notification that an occupant or guest may be cited and fined for creating a disturbance or for violating other provisions of the Wilkins Township Code, 239 240 including parking and occupancy limits. 241 J. All Short-Term Rentals shall be equipped with the following: 242 1. A smoke detector in every bedroom; 243 2. A smoke & carbon monoxide detector in the immediate area outside the

* Should the notice include, the banon Subletting?

244 245 246	bedrooms such as a common hallway; in the case where no common hallway exists for a bedroom, the smoke and carbon monoxide detector shall be located directly outside the bedroom door;	
247 248	3. A smoke detector on each floor (smoke detectors shall not be located within 20 feet of a stove/oven);	
249 250	 GFCI outlets or GFCI protected outlets for all outlets located within six (6) feet of water source, i.e. sinks, tubs and showers; 	
251 252 253 254 255	5. Aluminum or metal exhaust ducts for clothes dryers that shall vent (discharge) directly to the outside atmosphere. "Ventless" dryers are permitted given that the appropriate documentation is provided to the Ordinance Enforcement Officer stating the dryer is manufactured for "ventless" operation. No dryer exhaust duct shall exceed a total of thirty-five (35) feet in length	
256 257	 A carbon monoxide detector in the basement in a location where it can be easily heard upstairs if activated; 	
258 259	 A properly rated fire extinguisher shall be located in the kitchen, shall be fully charged and ready for use and must be readily accessible; 	
260 261	 All stairs, both indoor and outdoor, must be kept in good condition as specified in the International Property Maintenance Code (IPMC); 	
262 263	 Swimming pools, hot tubs and spas must meet the barrier requirements as indicated in the 2018 International Swimming Pool and Spa Code (ISPSC). 	
264 265	 Any other occupancy requirements which may be amended to the International Property Maintenance Code by the International Code Council (ICC) 	
266 267 268	K. Compliance with the requirements of this section shall be considered conditions of a Short-Term Rental Permit, the violation of which may result in the revocation of that permit by the Ordinance Enforcement Officer.	
269	§310-36 Fees, term and renewal	Formatted: Font: 12 pt
270 271 272	A. Short Term Rental fees, payable to Wilkins Township upon the filing of a Short-Term Rental Permit application, shall be in such amount as may be established by resolution duly adopted by the Board of Commissioners	
273 274 275 276	B. Any Short-Term Rental Permit is good for a period not to exceed one (1) year from the date of issuance and must be renewed annually by January 10 of every year along with the remittance of the required fee. Failure to submit the renewal form and remit the fee by January 10 will result in a late fee being incurred.	

277 278 279	C. Short-Term Rental Permit renewal applications shall contain information regarding any changes from the immediately preceding application with respect to matters governed by this Ordinance.		
280	D. Short-Term Rental Permit renewal shall require inspections outlined in Section 310-10.		
281 282 283 284	E. Regardless if a Short-Term Rental is currently occupied or vacant at the time of renewal, the Township will continue to require the annual renewal application and fee unless a letter, signed by the owner attesting the property will no longer be offered as a Short-Term Rental, is submitted to the Township		
285	§310-37 Ordinance Enforcement Officer	Formatted: Font: 12 pt)
286 287 288 289	The administrator of this Article shall be the Ordinance Enforcement Officer as appointed by the Township, which shall include any appointed Assistant Ordinance Enforcement Officers. The Ordinance Enforcement Officer shall have the responsibility and authority to administer and enforce all provisions of this Article.		
290	§310-38 Inspections Required	Formatted: Font: 12 pt	
291 292 293 294	A. All Short-Term Rentals shall be inspected by the Ordinance Enforcement Officer. This inspection and or subsequent re-inspection must pass for the property to be issued a Short-Term Rental Permit. Short-Term Rentals shall be inspected once every year to ensure compliance		
295 296	B. The issuance of a Short-Term Rental Permit is not a warranty that the premises is lawful, safe, habitable, or in compliance with this Article.		
297 298 299 300 301 302 303	C. If there is reason to believe that any provision of this Article is being violated, the Board of Commissioners may or may cause, through an authorized representative of the Township, entry onto premises for the purpose of inspection of any and all premises, properties, buildings and/or structures located within the Township for ascertaining the existence of violations. In those matters where the nature of an alleged violation is such that an inspection of the interior of a building or structure is necessitated, prior arrangements must be made with the owner or his agent to secure access thereof.		
304	§310-39 Marketing	Formatted: Font: 12 pt	
305 306 307	The marketing of a Short-Term Rental in which the advertised occupancy exceeds the maximum occupancy requirements permitted by this Article, or which promotes any other activity which is prohibited by this Article, shall be a violation of this Article.	**************************************	engan na mang mad
308 309 310 311 312	§310-40 Notice of Violation If it appears to the Ordinance Enforcement Officer that a violation of this Article exists or has occurred, the Ordinance Enforcement Officer shall send a written Notice of Violation to the owner by personal delivery or by United States Postal Service first class or certified mail. The Notice of Violation shall identify the premises which is the subject of the violation enumerate	Formatted: Font: 12 pt)

312 Notice of Violation shall identify the premises which is the subject of the violation, enumerate 313 the conditions which constitute the violation, cite the specific sections of this Article which are

314 315	violated, indicate the action required to correct the violation, and provide a time frame (established by the Ordinance Enforcement Officer based upon the nature of the violation) to	
316	correct the violation.	
317	§310-41 Nuisance	Formatted: Font: 12 pt
318	In the interest of promoting the public health, safety and welfare, and minimizing the burden on	
319	Township and community services and impacts on residential neighborhoods posed by Short-	
320	Term Rentals, a violation of any of the provisions of this Article is declared to be a public	
321 I	nuisance.	
322	§310-42 Violations and penalties	Formatted: Font: 12 pt
323 324 325 326 327 328 329 330	A. This Article shall be enforced by action brought before a Magisterial District Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. Any person, partnership, corporation or other entity who or which violates or permits a violation of the provisions of this Article shall, upon conviction in a summary proceeding, pay a fine of not more than \$1,000 per violation, plus the costs of prosecution, and in default of the payment of the fine and costs of prosecution, shall be imprisoned for a period not exceeding thirty (30) days. Each day that the violation continues shall be considered a separate offense.	
331 332 333 334 335 336	B. In addition to, but not in limitation of, the provisions of Subsection A. and §310-13, the Ordinance Enforcement Officer may either revoke, or deny an application to renew, a Short-Term Rental Permit for three (3) uncured or repeated violations of this Article in any rolling twelve (12) month calendar period. The revocation or denial to renew a Short-Term Rental Permit shall continue for six (6) months for the first set of three (3) uncured or repeated violations, and continue for one (1) year for any subsequent sets of violations.	
337	§310-43 Owners severally responsible	Formatted: Font: 12 pt
338 339	If the premises are owned by more than one owner, each owner shall severally be subject to prosecution for a violation of this Article.	
340	§310-44 Appeals	Formatted: Font: 12 pt
341	A. Appeals	
342	Appeals of a determination of the Ordinance Enforcement Officer under this Article to deny	
343	any application for, or to renew, a Short-Term Rental Permit, or to revoke a Short-Term	
344	Rental Permit, shall be filed with the Turtle Creek Valley Council of Governments within	
345	thirty (30) days of the date of the denial of application or revocation of permit. Appeal shall	
346	be processed as follows:	
347	1. All appeals shall be in writing and signed by the Appellant on forms prescribed	
348	by the Turtle Creek Valley Council of Governments, and shall be accompanied	
349	by a fee, the amount of which shall be established by the Turtle Creek Valley	
350	Council of Governments.	
	10 Page	

351 352 353	2. Each appeal shall fully set forth the determination appealed from, a detailed reason or basis for the appeal, and the relief sought. Every appeal shall refer to the specific provision of circumstances of the case	
354 355 356 357	B. Hearings The Turtle Creek Valley Council of Governments shall conduct hearings and make decisions on any appeals received. After such hearing, the Appeals Board shall sustain, modify or overrule the action of the Ordinance Enforcement Officer	
β58 359 360 361 362 363 364	§310-45 Severability In any section, provision, or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The Township reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.	Formatted: Font: 12 pt
365 366	§310-46 Repealer All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.	Formatted: Font: 12 pt
367 368 369	§310-19 Effective Date This Ordinance shall become effective five (5) days after enactment.	
 β70 371 372 373 374 375 	Adoption ORDAINED AND ENACTED thisday of2024 by the Board of Commissioners of Wilkins Township.	Formatted: Font: 12 pt Formatted: Font: 12 pt
376	Rebecca Vargo, Manager Sylvia Martinelli, President	

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