

Emergency Operations Plan Outline

A comprehensive School Emergency Operations Plan should include the following elements. The outline suggests a possible division of labor in the development of the elements between the school district and the individual school building. If an element is not provided by the district, it is assumed that it will be developed by the school.

| Element | District | School |
|--|----------|--------|
| 1. Introduction | | |
| 1.1. Table of contents | X | |
| 1.2. Promulgation statement | X | |
| 1.3. Distribution list | X | |
| 1.4. Schedule of page changes | | X |
| 1.5. Statement of purpose including NIMS adoption | X | |
| 1.6. Annual review schedule | | X |
| 1.7. Plan review by legal counsel | X | |
| 1.8. Scope of Emergency Operation Plan and Procedures | X | |
| 1.9. School emergency management team | | X |
| 1.10. Emergency management and public safety community contacts | X | |
| 2. Situation and Assumptions | | |
| 2.1. List of hazards / emergency situations | | |
| 2.1.1. On-site during school hours | X | X |
| 2.1.2. Off-site emergencies | X | X |
| 2.1.3. After-school activities | X | X |
| 2.2. Risk / vulnerability assessment matrix | X | X |
| 2.3. School population / special populations | | X |
| 2.4. School size / type | | X |
| 2.5. District vs. school responsibilities | X | |
| 3. Prevention / Mitigation | | |
| 3.1. Synopsis of prevention / mitigation phase activities | X | |
| 3.2. School hazard assessment schedule | | X |
| 3.3. School safety perception assessment schedule | | X |
| 3.4. Prevention / mitigation programs: positive behavior support, bullying prevention, suicide prevention, etc | X | |
| 3.5. Visitor check-in procedure | X | |
| 3.6. Staff/student ID badges | X | |
| 3.7. Public health surveillance plan | X | |
| 3.8. Student curriculum ideas / service learning projects for teachers | X | |
| 4. Preparedness | | |
| 4.1. Synopsis of preparedness phase activities | X | |
| 4.2. Planning process | | X |
| 4.3. Distribution of Emergency Operations Plan and Emergency Procedures | X | |
| 4.4. Emergency Operations Plan and Emergency Procedures revision schedule | X | |
| 4.5. Resource inventory list | | X |
| 4.6. Staff skills inventory (see Appendices) | | X |
| 4.7. Protection of essential records and equipment | | X |
| 4.7.1. Student absentee roster | | X |
| 4.7.2. Student release forms | | |
| 4.7.3. Medication records | | X |
| 4.7.4. Visitor logs | | X |
| 4.8. Students with special needs and English as second language | | X |
| 4.9. Exercise planning (see Appendices) | X | |
| 4.10. Training schedule including Critical Incident Stress Debriefing and Post-Traumatic Stress Disorder trainings | X | |
| 4.11. Training log | | X |

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| 4.12. Agreements with third parties (Memorandums of Understanding, Mutual Aid Agreements) (see Appendices) | | | X |
| 5. Response | | | |
| 5.1. Synopsis of response phase activities | X | | |
| 5.2. Decision-making guidelines (Concept of Operations) | X | | |
| 5.3. ICS structure | | | X |
| 5.4. ICS job descriptions (see Appendices) | X | | |
| 5.5. Command post location and organization | | | X |
| 5.6. Staff buddy system (see Appendices) | | | X |
| 5.7. Logistical support via county emergency management | X | | |
| 5.8. Maps and plans | | | |
| 5.8.1. Community maps with local hazards | X | | |
| 5.8.2. School ground maps with evacuation areas (see Appendices) | | | X |
| 5.8.3. Floor plans with evacuation routes and shelters-in-place (see Appendices) | | | X |
| 5.9. Emergency Procedures (see Appendices) | X | | |
| 5.10. Notification procedures | X | | |
| 5.11. Public information plan (see Appendices) | X | | |
| 5.12. Parent/child reunification | | | X |
| 5.13. Sample forms (see Appendices) | X | | |
| 6. Recovery | | | |
| 6.1. Synopsis of recovery phase activities | X | | |
| 6.2. Mental health recovery plan | X | | |
| 7. Appendices | | | |
| 7.1. Glossary of terms | X | | |
| 7.2. Pertinent laws, statutes, policies, sources | X | | |
| 7.3. Memorandums of Understanding, Mutual Aid Agreements (Red Cross, Public Health, etc.) | | | X |
| 7.4. ICS structure and job descriptions | | | |
| 7.5. Staff skills list | | | X |
| 7.6. Maps and plans | | | |
| 7.6.1. School grounds and community maps | X | | |
| 7.6.2. Floor plans | | | X |
| 7.6.3. Evacuation areas on and off-site incl. capacity, communications, and sanitation infrastructure | | | X |
| 7.6.4. Shelter-in-place locations incl. capacity, communications, and sanitation infrastructure | | | X |
| 7.7. Emergency Procedures | X | | |
| 7.8. Sample forms | | | |
| 7.8.1. School – parent letter | X | | |
| 7.8.2. Exercise scenarios and evaluation forms | X | | |
| 7.8.3. Accountability form | X | | |
| 7.8.4. Parent / student reunification forms | X | | |
| 7.8.5. Emergency information forms | X | | |
| 7.8.6. Notice of First Aid care | X | | |
| 7.8.7. Staff buddy system form | X | | |
| 7.8.8. Objectives form (ICS Incident Action Plan) | X | | |
| 7.8.9. Activities log form (ICS Unit Log) | X | | |
| 7.8.10. Damage assessment form | X | | |
| 7.8.11. Public information release form | X | | |