

# School Emergency Operations Plan

*Note for users, throughout this sample plan, italicized comments are for the use of the planner, and are not intended to be part of the final plan.*

*Insert  
Campus/district  
name, address and  
telephone number here*

---

---

---

---

**Date:** \_\_\_\_\_

*By numbering the copies of the plan,  
we can keep track of where they all are,*

*and ensure that any changes are distributed to all of the holders.*

\_\_\_\_\_

**Copy Number**

## Foreword

This Emergency Operations Plan is part of a systematic planning effort on the part of the *(name of school or district)* to provide for the care and the well-being of the students, faculty and staff. This plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in this plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. The plan does not create elaborate new structures, but relies on the organization, skills and procedures that are followed on a day-to-day basis.

Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelters and rallying points, the routes to be taken during an evacuation, the location of a command post to centralize information and decision-making and the means of communication may be useful information to potential terrorists or other criminals. Additionally, items of personal information about key personnel or persons with special needs must be available. For this reason, only part of the plan is subject to public scrutiny.

The plan itself is organized into two distinct parts; the “Basic Plan” and a series of checklists and resource listings. The basic plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the annexes and checklists makes them sensitive and not considered to be public documents. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and probably gets practiced several times each year.)

This plan is required by the Pennsylvania Emergency Management Services Code, which states that "every school district, in cooperation with the local Emergency Management Agency shall develop and implement emergency preparedness plans." *(Case law has shown that non-public schools are also subject to these requirements. Modify the wording here to accommodate your own circumstances if necessary.)* The plan is applicable to all staff, students as well as outside contractors and other guests in the school at the time of an emergency. Maintenance and implementation of the plan is the responsibility of those officials elected to the school board, and its appointed agents.

## Table of Contents

Foreword.....i

### BASIC PLAN

**1. PURPOSE..... 1**

**2. SITUATION AND ASSUMPTIONS..... 1**

**3. CONCEPT OF OPERATIONS..... 1**

**4. ORGANIZATION AND RESPONSIBILITIES ..... 2**

**5. ADMINISTRATION AND LOGISTICS ..... 3**

**6. AUTHORITY AND REFERENCES ..... 3**

**7. TRAINING AND EXERCISES..... 4**

**8. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION ..... 4**

  

Record of Changes..... 8

Concurrence..... 8

Promulgation..... 9

**B. CHECKLISTS** (*published separately - not included as part of the basic plan*)

# Basic Plan

Here is where you state the purpose of the plan. Insert your school/diocese/campus name when indicated.

## **1. PURPOSE**

- A. To provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
- B. To establish procedures for alerting the administrators and staff.
- C. To define the roles and responsibilities of the (*campus/school district name*) officials and staff.
- D. To assure coordination and cooperation with municipal and county government and emergency services.

## **2. SITUATION AND ASSUMPTIONS**

- A. The (name) school is headquartered at \_\_\_\_\_ (*address, town*) \_\_\_\_\_ and has a normal student population of (number) and (number) faculty/staff. The district is comprised of \_\_\_\_\_ school buildings. (*You may want to list the buildings, their addresses and populations here.*)
- B. Primary assistance during emergencies will be dispatched through the (county name) County 9-1-1 and be coordinated by the (county name) County Emergency Management Agency.
- C. The school is subject to the following natural disasters and emergencies:
  - 1. Natural Disasters: (*e.g. blizzard, flood, tornado*) \_\_\_\_\_

*Insert the*

*most common*

- 2. Technological Disasters: (*e.g. HAZMAT spill, Nuclear Power Plant Emergency*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Human-Caused Emergencies or Disasters: (*e.g. deliberately released biohazards, school violence*) \_\_\_\_\_  
\_\_\_\_\_

## **3. CONCEPT OF OPERATIONS**

A. General:

- 1. Direction and Control – The superintendent/principal of each building will exercise control over emergency actions in his/her building(s). A command post (CP) will be

established from where this incident control (IC) will be exercised. The superintendent/ principal will merge into a unified command with municipal emergency services when they arrive on site.

2. In the command post, the principal will gather and record information necessary to decide what emergency actions should be taken. The decision of whether to remove the students, faculty and staff from the danger area (evacuate) or to try to provide shelter within the school will be made there.
  1. In an emergency, school officials will continue only those functions necessary. All personnel and resources will be focused on providing for the safety and well-being of students and staff.
- B. Assistance to Emergency Services: In compliance with the Pennsylvania Emergency Management Services Code (Title 35, Pa C.S.);
1. All publicly-funded schools shall be made available to municipal, county and Commonwealth of Pennsylvania officials for emergency planning and exercise purposes and actual service as mass care facilities in the event of an emergency.
  2. Transportation: Provision is made in district contracts that all bus and transportation vehicles, owned or leased, shall be made available to Commonwealth, county and municipal officials for emergency planning and exercise purposes and actual service in the event of an emergency evacuation.
- C. Every school, in cooperation with municipal and county emergency management agencies, shall develop a plan including more specific procedures, responsibilities, duties, and precautions to be followed in the event of natural, technological, or human-caused disasters or emergencies.
- D. Succession of Authority:  
Succession of authority to activate this emergency plan and make emergency decisions for the school district is, in order of sequence is:
- Insert titles and names of individuals you select here*
- (a) \_\_\_\_\_ (*Principal/Superintendent*)
  - (b) \_\_\_\_\_ (*Vice Principle/Dean of Students*)
  - (c) \_\_\_\_\_ (*Lead Teacher/Business Manager*)
- E. Communication: The school principal will notify the school district superintendent, who will in turn notify the school board president.
- F. Drills and exercises: Regular drills will be conducted in order to:
1. Provide training all for faculty and staff, including substitutes and bus drivers, on emergency plans, procedures and duties;
  2. Orient students on emergency procedures and responsibilities; and
  3. Develop skills needed for a real emergency.
- G. Accountability of Students and Staff:
1. School policies regarding release of students only to those known parents or guardians will continue to be followed
  2. In case of an evacuation, classes will be escorted from the building to pre-designated student evacuation areas or host schools. Attendance will be taken at

the student evacuation area/host school and promptly relayed to the administration located at the Command Post.

- H. Special Needs Populations: The school will identify staff and students with special needs (language, physical and other) and designate individuals to assist and support them during emergencies.

#### **4. ORGANIZATION AND RESPONSIBILITIES**

##### A. District Superintendent/Principal:

1. Determine a course of action to be taken during an emergency and coordinate the school's/school district's response to the emergency.
2. Maintain school or district doctrine, plans and procedures (including this plan) in a current and usable state.
3. Ensure effective communication within the school/district, and serve as the single conduit for communication to agencies outside the school district.
4. Work through the PIO and local mass media to ensure that families and the general public are aware of what's happening in the schools.
5. Report to the school command post and act as Incident Commander until the arrival of emergency services.
6. Act as liaison between emergency services on-site and the rest of the school/district.
7. Keep the staff and school board members apprised of the emergency.

##### B. Transportation Manager:

1. Review and assist in keeping plans and checklists current.
2. Determine the number and types of transportation needed.
3. Coordinate availability of buses and drivers.
4. Ensure that traffic control is in place and functioning.
5. Work with municipal/county transportation coordinators to ensure optimum utilization of resources.

##### C. Faculty/Staff:

1. Review and assist in keeping plans and checklists current.
2. Maintain accountability of all personnel.
3. Perform special assignments as specified in the plan checklists.

##### D. Business Manager:

1. Review and assist in keeping plans and checklists current.
2. Maintain records of overtime and emergency expenditures.
3. Procure emergency supplies and equipment, as needed.
4. Ensure purchase, maintenance and monitoring of the school/district NOAA Weather Alert Radio.

- E. Food Service Director: Notify cafeteria personnel of the situation. If necessary, serve meals to students and others who may be confined to school building(s). Coordinate special needs with food suppliers.

##### F. School Nurse:

1. Review and assist in keeping plans and checklists current.
2. Review procedures and prepare for continued supply of medicines for students with special needs and common student population maladies.
3. Package and move records to a host facility (if needed).
4. Assist emergency responders in identifying those students/staff who may need special assistance, including mental health issues.

G. Parents:

1. Be familiar with plans and procedures for ensuring safety of the children.
2. Tune to local media for information and instructions during an emergency.

## **5. ADMINISTRATION AND LOGISTICS**

A. Administration

1. Parents will be informed of the provisions of this plan through student take-home literature and the district student handbook (must be in language parents understand).
2. Memoranda of understanding or mutual aid agreements will be executed with “host” schools and other support providers during non-emergency time.

B. Logistics

1. Should a school’s resources prove to be inadequate, the district superintendent will task other buildings for assistance.
2. Unmet needs will be reported to the local/county emergency management agency.

## **6. AUTHORITY AND REFERENCES**

A. Authority

1. Public School Code of 1949, as amended, 24 P.S. § 1-101, et seq.
2. Public School Code of 1949, as amended, 24 P.S. § 15-1518
3. Public School Code of 1949, as amended, 24 P.S. § 13-11301-A through 13-1313-A (Pennsylvania Safe Schools Act)
4. Pennsylvania Emergency Services Code, 35 Pa.C.S.A. § 7101-7707, as amended

B. References

1. The Commonwealth of Pennsylvania Emergency Operations Plan (EOP),
2. “Multi-Hazard Safe Schools” course, Pennsylvania Emergency Management Agency (PEMA)
3. Pennsylvania Department of Education/PEMA, School Emergency Planning Guide
4. “Hazard Vulnerability Analysis”, \_\_\_\_\_ County
5. The County of \_\_\_\_\_ Emergency Operations Plan (EOP), 20\_\_\_\_.

## **7. TRAINING AND EXERCISES**

A. Training



1. Annual training sessions shall be conducted on the school/district Emergency Operations Plan (EOP), duties and related procedures.
  2. Fire safety and CPR/first aid training should incorporate the EOP, and responsibilities assigned in it.
- B. Exercises and Disaster Drills: The *(school/campus/district)* will participate in the following:
1. County/National Weather Service (NWS) sponsored exercises: at least one disaster type drill annually.
  2. Evacuation drills at least biannually.

**8. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION**

- A. As elected officials, the school board members have responsibility for the development and execution of district emergency plans.
- B. The Pennsylvania Department of Education has responsibility for oversight of school district planning.
- C. Principals/administrators will coordinate the development and maintenance of the Emergency Operations Plan for their campuses. The plan will be reviewed annually and updated as needed.
- D. Basic distribution of the Emergency Operations Plan is one copy (except as noted) to:
3. \_\_\_\_\_ Intermediate Unit
  4. \_\_\_\_\_ *(municipality)* Emergency Management Agency
  5. \_\_\_\_\_ *(county)* Emergency Management Agency
  6. Each building covered by the plan
  7. District Administrative office
  8. *(Be sure to include: All involved schools and emergency response organizations, Public and private school principals/administrators, Pennsylvania Emergency Management Agency for schools in nuclear power plant emergency planning zones (5 copies), labor organizations representing staff.*
- E. Additional copies of this plan can be obtained by writing to the Business Manager, *(name of your school and address)*. There is a cost to the requestor of \$ \_\_\_\_\_, payable in advance to cover the cost of printing and mailing.

*(You may want to consider posting this "basic plan" on the school's website so parents and staff can review and comment).*

## Record of Change

Date of Change	Summary of Change	Signature of Person Making Change	Date Change Distributed

## Concurrence

This plan has been reviewed and has been found to be consistent with the operations and capabilities of the below-mentioned organizations.

Date	Organization	Signature	Date Plan Received	Copy Number

*This table can have as many lines as needed to accommodate the agencies reviewing and concurring. The plan should be coordinated with all outside agencies that will play a role in its implementation (e.g. local government; local emergency services; host schools, if outside the district). Ideally, they will be involved in the planning process. As a minimum, invite each to attend the meeting at which your board will adopt the plan. This is the ideal time for all to sign the concurrence page. You need one (1) original of this page. Copies of the page can be placed in*

*the distribution copies of the plans.*

**Promulgation**

*Your solicitor may prefer other wording. If not, this is provided as guidance.*

**Resolution # \_\_\_\_\_ of the \_\_\_\_\_ (School District Board of Education/Board of Trustees)**

**This plan is adopted as the Emergency Operations Plan for emergencies and disasters occurring within the *(campus/district name)*. This plan is designed to comply with all applicable federal and Commonwealth of Pennsylvania laws and regulations and provides the policies and procedures to be followed in dealing with emergency conditions.**

**This plan supersedes all previously developed emergency plans.**

**Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

*Appropriate signatures would go here. Usually includes Superintendent of Schools, President and Secretary of the Board.*

---

---

---

---

# School Emergency Operations Plan

## CHECKLISTS

*The attached checklists outline suggested procedures to be used during emergencies. You should review them carefully to be sure that they fit the unique needs of your school and potential situation. If local policy and situations indicate that a different procedure is more practical, change the checklists.*

*It is important that the emergency planning process be a coordinated effort involving educators, local emergency responders (police/fire/Emergency Medical) and the local or county emergency management agencies.*

*The Incident Commander/decision-maker should decide which checklists need to be implemented based on the situation.*

**Date:** \_\_\_\_\_

<b>CHECKLIST A: DIRECTION AND CONTROL .....</b>	<b>3</b>
<b>CHECKLIST B: IMMEDIATE EVACUATION .....</b>	<b>4</b>
<b>CHECKLIST C: IMMEDIATE SHELTER .....</b>	<b>5</b>
<b>ANNEX 1 to Checklist C: "CLOSEST SHELTER" .....</b>	<b>7</b>
<b>CHECKLIST D: EVACUATION TO A HOST FACILITY .....</b>	<b>8</b>
<b>Annex 1 to Checklist D: EVACUATION ROUTES .....</b>	<b>9</b>
<b>CHECKLIST E: SHELTERING IN PLACE .....</b>	<b>10</b>
<b>ANNEX 1 to Checklist E: CRITERIA FOR SELECTION OF INTERIOR SHELTER .....</b>	<b>11</b>
<b>CHECKLIST F: "HOST" FACILITY .....</b>	<b>12</b>
<b>CHECKLIST G: PUBLIC INFORMATION .....</b>	<b>13</b>
<b>CHECKLIST H: WARNING AND COMMUNICATIONS .....</b>	<b>14</b>
<b>ANNEX 1 to CHECKLIST H: COMMUNICATIONS WITH PARENTS .....</b>	<b>15</b>
<b>ANNEX 2 to CHECKLIST H: STUDENT PICK-UP AUTHORIZATION .....</b>	<b>17</b>
<b>CHECKLIST I: SECURITY &amp; POLICE SERVICES .....</b>	<b>19</b>
<b>ANNEX 1 to CHECKLIST I: BUILDING SECURITY PLAN .....</b>	<b>20</b>
<b>ANNEX 2 to CHECKLIST I: TRAFFIC/ACCESS CONTROL .....</b>	<b>21</b>
<b>CHECKLIST J: HEALTH AND MEDICAL SERVICES .....</b>	<b>22</b>
<b>CHECKLIST K: TRANSPORTATION .....</b>	<b>23</b>
<b>CHECKLIST L: FACILITIES AND SERVICES .....</b>	<b>24</b>
<b>CHECKLIST M SEARCH AND RESCUE .....</b>	<b>25</b>

**CHECKLIST N: RECORDS MANAGEMENT .....26**

**CHECKLIST A: DIRECTION AND CONTROL**

**DATE OF ACTIVATION:** \_\_\_\_\_ **REASON FOR ACTIVATION:** \_\_\_\_\_

*The direction and control activities outlined in this annex are generally applicable to all emergency situations and will provide adequate direction and control of emergency operations.*

Completed or N/A	By (initials)	Time	Item
			<b>Warning</b>
			Received from NOAA Weather Alert Radio
			Notification of danger received from _____ (outside the school)
			Notification from outside the school confirmed by calling back to verify.
			Notification of incident/danger received from _____ (faculty/staff)
			Decision to activate Command Post made by (name) _____
			<b>Notification</b>
			9-1-1 called
			District Superintendent/Administrator notified
			Municipal EMA notified
			Implemented Notification Tree
			<b>Command Post (CP) Established</b>
			Primary location <u>(list location)</u>
			Secondary location <u>(list location)</u>
			Superintendent/Principal assumed incident command (IC)
			In the Absence of the principal, 2nd choice for IC, _____ assumed command
			In the Absence of the principal, 3rd choice for IC, _____ assumed command
			All unassigned staff and faculty reported to the CP to assist the Incident Commander
			Incident commander appointed Operations Officer _____
			Incident commander appointed Logistics Officer _____
			Incident commander appointed Finance Officer _____
			Incident commander appointed Transportation Officer _____
			Incident commander appointed Security Officer _____
			Incident commander appointed PIO _____
			Finance/Records Officer initiated a CP Log
			Monitored EAS & Local radio
			Established EOC Log - Recorded time and action officer for all activities (include this

			checklist)
			Local Emergency Services arrived on-scene
			School IC briefed Emergency Services IC
			School Security Officer briefed Police
<b>Completed or N/A</b>	<b>By (initials)</b>	<b>Time</b>	<b>Item</b>
			Local Emergency Services assumed incident Command, w/ support from school personnel
			<b>Considerations for Protective Action Decision</b> <i>Evacuation may not be the best decision. Examples of circumstances that make sheltering appropriate are sudden occurrences (explosions, tornadoes, etc.), violent storms/weather conditions, hazardous materials events and an armed intruder or suspicious person outside.</i>
			Information gathered from sources in the school
			Information gathered from County/Local EMA & Emergency Services
			Considered: Is there time to evacuate?
			Considered: Is it safe outside?
			Considered: Is there time to move to homeroom?
			Considered: Is there time to send the students home?
			Considered: Are the student's homes in a danger area?
			Considered: Can the students & staff be safe inside the building?
			Considered: How long will this event last?
			Students whose homes are not in safe areas identified
			<b>Protective Action Decision</b>
			Decision to _____ (Shelter Immediately, Evacuate Immediately, Shelter in Place, Modify Operations, Evacuate to Host or to Do nothing) made by school Incident Commander (Senior official present).
			Checklist B (Evacuate Immediately) initiated
			Checklist C (Shelter Immediately) initiated
			Checklist D (Evacuation to Host) initiated
			Checklist E (Shelter in Place) initiated
			Modified Operations (See Below) initiated
			Notified 9-1-1 & County EMA
			Nurse/Health Officer notified to begin medical preparations
			Notified District office or next senior school officials
			Notified school board members
			Prepared and distributed a press release
			<b>Communications (See Communications Annex)</b>
			Sounded appropriate alarm for Protective Action decided (evacuate immediately, return to homeroom or immediate shelter)
			Contact established between District Office and affected school
			Contact established between District Office and county/.municipal EMA (Phone: _____)
			Contact established with Host school as soon as evacuation is contemplated
			<b>Modified Operations</b>
			Cancelled all outside and out-of school activities.



			Determined the extent of cancellations and schedule modifications
			Ensured transportation provider and faculty/staff/students are aware of cancellations and schedule modifications
			Announced cancellations and schedule modifications to students
			PIO made public announcement of cancellations and schedule modifications
			Provisions made to keep in the school those students whose homes are not is a safe area
			<b>Resource Management</b>
			Logistics Officer appointed
			Register of resource requests initiated
			Unmet needs communicated to the County EMA
			<b>After Action Review</b>
			Meeting of all "officers", team members and off-site emergency responders to discuss the response to the incident and make recommendations
			Create a written record

## CHECKLIST B: IMMEDIATE EVACUATION

DATE OF ACTIVATION: \_\_\_\_\_ REASON FOR ACTIVATION: \_\_\_\_\_

*Procedures to immediately evacuate the school building*

Completed or N/A	By (initials)	Time	Item
			<b>Evacuation</b>
			Activated Alarms
			Ensured that the pre-designated assembly area (____ <i>location</i> ____ ) is safe
			Evacuation monitors posted in hallways and at doors Name: <u>(list name of staff member)</u> Location: <u>⊗list location</u> Name: <u>(list name of staff member)</u> Location: <u>⊗list location</u> Name: <u>(list name of staff member)</u> Location: <u>⊗list location</u>
			Building Searched to ensure that everyone is out Search Team Members: _____ _____ _____
			Command Post activated at pre-designated spot (____ <i>location</i> ____)
			9-1-1 notified
			Emergency services arrived on-site and were briefed
			<b>Supervision of Students</b>
			Teachers moved their classes to the assembly area
			Teachers maintained control of their class until instructed to return to classroom, or to another location
			<b>Accountability</b>
			Teachers conducted roll as soon as the class arrived in the assembly area
			Designated runner transported roll numbers to the Command Post
			CP reconciled assembly area roll with known attendance list to ensure all students are accounted for
			<b>Return to School</b>
			Search of building revealed no hazards
			"All-Clear" signal (____ <i>What will the signal be?</i> ____ ) sounded
			Need for debriefings, other interventions or follow-up by MH/MR officials considered

## CHECKLIST C: IMMEDIATE SHELTER OR LOCKDOWN

DATE OF ACTIVATION: \_\_\_\_\_ REASON FOR ACTIVATION: \_\_\_\_\_

*In case there isn't time to move to a safer spot, or it may be unsafe to take students into the hallways, below are procedures to shelter students and staff inside the school, near or in their classrooms. Not all procedures will be applicable in all situations.*

Completed or N/A	By (initials)	Time	Item
			<b>Alert</b>
			Alarm Sounded (different than for evacuation), or announcement made
			Notification of persons outside the school (i.e. P.E. classes)
			Command Post (CP) activated at pre-designated spot (_____ <i>location</i> _____)
			9-1-1 notified
			Emergency services on-site and briefed
			<b>Lockdown</b>
			Persons outside the building move to safe area
			Doors to all classrooms locked from the inside
			Windows covered (time permitting)
			Lights turned out
			Everyone moved away from windows and doors (if necessary)
			Everyone "Duck and Cover"
			Normal "bell system" turned off
			Exterior building doors locked
			Teachers continue with classes
			<b>Close Shelter</b>
			Teachers moved their classes to the closest shelter areas (See Annex to this Checklist)
			Teachers maintain control of their class until instructed to return to classroom, or to move to another location.
			<b>Facilities</b>
			Doors to closets and utility spaces designated as shelters unlocked
			Outside air intakes for HVAC Closed
			Utilities turned off to avoid fire/explosion (if situation warrants)
			Closed windows, blinds, drapes & doors to impede debris from becoming missiles
			<b>Accountability</b>
			Teachers conducted roll as soon as the immediate hazard passes
			Designated runner transported roll numbers (taken after hazard passes) to the Command Post
			CP reconciled assembly area roll with known attendance list to ensure all students are accounted for

			<b>Return to School</b>
			Search of building revealed no hazards or the hazardous situation has been resolved
			"All-Clear" signal (____ <i>What will the signal be?</i> ____ ) sounded

## **ANNEX 1 to Checklist C: "CLOSEST SHELTER"**

If it is unsafe for the occupants of the facility to go outside, provisions should be made to provide "protected spaces" inside. Sometimes, there isn't time to return to homeroom, take roll and move in an orderly manner. In those cases, teachers should move their class to the "closest shelter". These aren't optimal, but are available.

These spaces should:

- Be in the interior of the building, away from glass that may shatter.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado.
- Have furniture and wall-hangings secured so that they will not fall onto occupants

Suggestions are:

- Interior halls,
- Rest rooms, Closets or other small areas
- If hallways are not suitable, use the inside wall of a room.

Have everyone sit facing the wall, protecting head and face with arms against the wall.

## CHECKLIST D: EVACUATION TO A HOST FACILITY

DATE OF ACTIVATION: \_\_\_\_\_ REASON FOR ACTIVATION: \_\_\_\_\_

*Procedures to evacuate students to another school or other safe facility*

Completed or N/A	By (initials)	Time	Item
			<b>Evacuation</b>
			Host Facility ( <i>list name</i> , <i>list phone #</i> ) notified
			Notified County EMA ( <i>list phone #</i> ), ensured that bus evacuation routes are clear
			Press release made to notify parents/family that students are being moved (See PIO Checklist)
			Security established around school to ensure no one comes in or out during the evacuation process.
			Transportation Coordinator reported to the CP
			<b>Buses</b>
			Bus provider ( <i>list name</i> , <i>list phone #</i> ) put on notice to provide buses
			Students/staff assigned to buses by homeroom.
			Bus provider provided with exact number of buses needed
			If bus provider is unable to fill entire request, unmet needs reported to county EMA (ph # _____)
			Buses assembled at normal loading area
			Each driver given a map to host facility, (See Annex to this Checklist) in case they get separated
			Buses departed for host school
			Buses traveled pre-designated route that has been coordinated with county EMA
			Buses arrived at host school/students & faculty moved to areas designated for their use
			<b>Students</b>
			Students told to return to homeroom
			Roll taken for accountability and to determine exact number of bus seats needed
			Students moved to buses by homeroom
			Teachers/staff assigned to each bus
			<b>Supervision at Host Facility</b>
			Evacuated School staff retained supervision and accountability for all students.
			Roll taken and numbers reported to CP.
			Home school staff will remain at host school until all of their students have been released

**Annex 1 to Checklist D: EVACUATION ROUTES**

*Note: Include either or both:*

*Written directions from the evacuation point to the host facility.*

*A map showing the key routes from the evacuation point to the host facility.*

## CHECKLIST E: SHELTERING IN PLACE

**DATE OF ACTIVATION:** \_\_\_\_\_ **REASON FOR ACTIVATION:** \_\_\_\_\_

*Procedures for incidents where there is time to be deliberate, but the most logical protective response will be to take shelter inside school buildings.*

Completed or N/A	By (initials)	Time	Item
			<b>Movement to Sheltered Area</b>
			Ensured that designated shelter areas (See Annex to this Checklist) are ready to receive and shelter students and staff.
			Students moved to homeroom, before movement to pre-designated sheltered area
			Closed windows, blinds, drapes & doors to impede debris from becoming missiles
			Took roll & established accountability for all students and staff
			Remained in place and awaited further instructions from the CP
			<b>Supervision of Students</b>
			Teachers moved their classes to the pre-designated shelter areas
			Teachers maintained control of their class until instructed to return to classroom, or to another location
			<b>Accountability</b>
			Teachers conducted roll as soon as they arrived in the sheltered area
			Designated runner transported roll numbers to the Command Post when safe
			CP reconciled assembly area roll with known attendance list to ensure all students were accounted for
			<b>Return to Normal Operations</b>
			Search of building revealed no hazards
			"All-Clear" signal ( <u>      </u> <i>What will the signal be?</i> <u>      </u> ) sounded
			<b>Kitchen/Maintenance Staff</b>
			Closed air intakes for HVAC
			Minimized all other sources of external air
			Time permitting, placed food and beverages in closed containers.
			Prepared to provide meals to sheltered students and staff if the duration of the emergency warrants



## **ANNEX 1 to Checklist E: CRITERIA FOR SELECTION OF INTERIOR SHELTER**

If it is unsafe for the occupants of the facility to go outside, provisions should be made to provide “protected spaces” inside.

These spaces should:

- Be in the interior of the building, away from glass that may shatter.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado.
- Have furniture and wall-hangings secured so that they will not fall onto occupants

Suggestions on where to find these “protected spaces” are:

- In multi-story facilities.
  - Use identified shelters or basements.
  - Use first floor interior halls,
  - Use rest rooms or other enclosed small areas away from large glassed-in areas or large open rooms.
- In one-story facilities.
  - Use identified shelters.
  - Use basements and interior hallways.
  - Use rest rooms or other areas away from large glassed-in areas or open rooms.

If hallways are not suitable, use the inside wall of a room on the opposite side of the corridor from which the storm is approaching.

In either one or multi-story facilities’ rest rooms are usually suitable, especially if the room is centrally located.

## CHECKLIST F: “HOST” FACILITY

**DATE OF ACTIVATION:** \_\_\_\_\_ **REASON FOR ACTIVATION:** \_\_\_\_\_

*Procedures for sheltering students in a “host ” school after evacuation from their home school*

Completed or N/A	By (initials)	Time	Item
			<b>Notification</b>
			Host school notified of # of evacuees and arrival time
			<b>MOU</b>
			Written agreement reviewed
			<b>Accountability</b>
			Faculty/staff from the home school took & reported roll of students
			<b>Student Supervision</b>
			Faculty/staff from the home school exercised control of evacuated students
			Students assigned to specific holding areas by homeroom
			<b>Departure/Recovery</b>
			Staff from visiting home school returned all used facilities to pre-disaster condition
			<b>Long-Term Activities in “Host Facility”</b>
			Considered finding /scheduling facilities that will allow resumption of school activities without conflicting with those of the “host” facility.
			Considered re-starting classes
			Considered re-scheduling student activities

## CHECKLIST G: PUBLIC INFORMATION

DATE OF ACTIVATION: \_\_\_\_\_ REASON FOR ACTIVATION: \_\_\_\_\_

*Procedures for the dissemination of official information and instructions  
to parents and to the general public.*

Completed or N/A	By (initials)	Time	Item
			<b>Notification</b>
			Designated PIO _____ notified of emergency
			PIO arrived at CP
			Established Contact with County PIO at ___ (phone #) _____
			<b>For all Press Releases</b>
			Gathered and prepared Information specific to this incident
			Cleared through (acting) PIO
			Drafted & Proofread press release
			Cleared through CP
			Cleared through Administration
			Coordinated w/ EMA
			Sent out to media via fax
			Sent out to media via E-mail
			<b>Rumor Control</b>
			Incoming calls monitored to detect patterns
			Questions referred to EMA at their EOC
			<b>Joint Information Center (JIC)</b>
			Provided PIO or liaison to JIC (If established by EMA or local government)
			<b>Record Keeping</b>
			Initiated & maintained telephone log
			Maintained a copy of all messages released

## CHECKLIST H: WARNING AND COMMUNICATIONS

**DATE OF ACTIVATION:** \_\_\_\_\_ **REASON FOR ACTIVATION:** \_\_\_\_\_

*To describe the communications systems and capabilities that are available for emergency operations in the school system and to provide for the establishment and maintenance of the communications in use.*

Completed or N/A	By (initials)	Time	Item
			<b>Warning Received</b>
			Received from NOAA Weather Alert Radio
			Received from County EMA
			Received from other source _____
			<b>In-School Warning (Dependent on situation)</b>
			Alarms sounded
			Public Address Announcement made
			<b>Runners</b>
			Runners reported to the CP to carry messages throughout the school
			<b>Commercial Telephone (Primary Means of Communication)</b>
			Backup systems made available (cell phones)
			Backup systems made available (volunteer radio)
			<b>Communication within the school</b>
			PA System made operational
			Backup radio system for staff made operational ( <i>list staff who have radios</i> _____ _____ _____)
			<b>Volunteer Radio Support</b>
			Contacted County EMA To request radio support
			Volunteer radio personnel; arrived at school
			<b>Communication With Parents</b>
			Press release or statement sent out (See PIO checklist)

## ANNEX 1 to CHECKLIST H: COMMUNICATIONS WITH PARENTS

*Parents and guardians need to be informed of provisions in the Emergency Operations Plan. This letter will provide the information that they need. In schools with students who are English language learners, notification to parents must be provided in language they understand. Translation of all communications with parents is highly recommended.*

***Insert your own wording here, or use this suggested script.***

To the Parent (s)/Guardian (s) of ***(student's name)***:

This letter is to assure you of our concern for the safety and welfare of students attending ***(insert school/district/campus name)***. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective responses.

### **Type of Protective Response**

- |                             |   |
|-----------------------------|---|
| <i>Immediate evacuation</i> | Students are evacuated to a safe area on the school grounds in the event of a fire, etc.  |
| <i>Modified Operation,</i>  | May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions,) but may be necessary in a variety of situations.                      |
| <i>In-place sheltering</i>  | Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.   |
| <i>Evacuation</i>           | Total evacuation of the campus may become necessary if the school is in an endangered area. In this case, students may be taken to another school outside of the endangered area. The "host" facility for <b><i>(insert your school name)</i></b> is <b><i>(insert name of host school)</i></b> . |

Additionally, if your residence is in a disaster area and the school is not, your children will be cared for in their regular school location until the danger has subsided, or until you or your authorized designee comes to the school to get them.

Please listen to ***(list your local radio/television stations here)*** for announcements relating any of the emergency actions listed above.

We ask that you refrain from calling the school during the emergency. This will keep telephone lines open so that campus administrators will be able to make emergency calls and relay information to the media.

The media will advise you when and where to report to regain custody of students. This will avoid traffic congestion that may impede the response of emergency vehicles and threaten

the safety of students and staff.

You will need to do the following when reporting to the designated student release area:

- produce a photo identifying yourself as the authorized person designated at the beginning of the school year to pick up the student.
- be prepared to sign a student release form.

The form designating persons to pick up your student is included with this letter for you to complete and have returned to the school no later than *(insert reasonable response time here)*. This form will be used for ALL INSTANCES when your student is released from the school. Please ensure that only those persons you list on the form attempt to pick up your student.

In the event your student has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with their own mode of transportation.

I specifically urge you **not** to telephone the school or attempt to make different arrangements during an event. This action will only create additional confusion and divert staff from their assigned emergency duties.

All instructions will be provided to the media for dissemination. Should the media be unable to operate because of power loss, etc, a route alerting system will be activated in your area.

Emergency conditions may also require that the school will have to close for a period of time. In that event, students may be required to complete assignments at home or at another location. You will be informed via the news media or neighborhood alerting system of procedures to be followed.

In order to assure the safety of our students and staff, and in an effort to assure the continuity of the educational process, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact *(name of individual designated to handle inquiries and their telephone number/extension)*.

Sincerely,

---

*(Title)*

---

Enclosure

**ANNEX 2 to CHECKLIST H: STUDENT PICK-UP AUTHORIZATION**

I, \_\_\_\_\_, authorize *(campus/district name)* to release my child (children) to the person (s) designated. This is in agreement with the *(name of campus/district)* Emergency Operations Plan.

**Student's Name**

**Designated Custodian (s) Name & Relationship**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Your Signature

Relationship

Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Address

(Home Phone) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

In the event my child (children) has/have a personal mode of transportation at school when an emergency or evacuation occurs, I authorize him/her to use the personal mode of transportation for evacuation travel purposes and to transport other immediate family members if feasible.

\_\_\_\_\_  
 Signature

Relationship

Date

\_\_\_\_\_  
 Print Name

*NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.  
PLEASE PRINT CLEARLY.*



## CHECKLIST I: SECURITY & POLICE SERVICES

**DATE OF ACTIVATION:** \_\_\_\_\_ **REASON FOR ACTIVATION:** \_\_\_\_\_

*Provides a security program within the (insert campus/district name) to protect life and property in the event of emergencies and to assist in the event that an evacuation is ordered.*

Completed or N/A	By (initials)	Time	Item
			<b>Building Intruder</b>
			Alarm given to lock all doors & shelter students.
			Security Officer ( <u>name</u> ) reported to the CP.
			9-1-1 notified
			Building searched to find intruder
			<b>CP Operations</b>
			Security Officer ( <u>name</u> ) reported to the CP.
			CP established contact with municipal EOC
			Local law enforcement arrived
			CP directed all school district security personnel to work with municipal law enforcement
			<b>Facility Security</b>
			Building security team activated. Members of security team are; _____ _____ _____
			Facilities locked with only one entry/exit point
			Checkpoints manned to ensure there are no intruders (see diagram – Annex A)
			Unmet law enforcement needs transmitted to municipal EOC
			<b>Traffic Control</b>
			Traffic Control Points manned by designated school personnel (see diagram – Annex B)
			Traffic Control Points at busy intersections manned by uniformed police

**ANNEX 1 to CHECKLIST I: BUILDING SECURITY PLAN**

*(Include a floor plan of the school with all entrances marked, listing the names of those staff who are responsible to guard that entrance.)*

*(Provide copies to local law enforcement and fire department.)*

**ANNEX 2 to CHECKLIST I: TRAFFIC/ACCESS CONTROL**

*(Include a site diagram of the school grounds, showing traffic flow and bus access/egress. Designate staff to initially control traffic, then turn the Control Points over to local police or fire police when they arrive.)*

## CHECKLIST J: HEALTH AND MEDICAL SERVICES

**DATE OF ACTIVATION:** \_\_\_\_\_ **REASON FOR ACTIVATION:** \_\_\_\_\_

*Procedures for school health and medical personnel to follow to reduce deaths and injuries  
and to identify assistance needed during emergencies or disasters.*

Completed or N/A	By (initials)	Time	Item
			<b>Medical Emergencies</b>
			_____(name)_____assumed responsibilities of in-school medical officer
			Medical officer renders first aid as needed/feasible
			Medical officer established triage area as needed/feasible
			In-school medical officer briefed ambulance/EMS personnel when they arrive
			<b>Student Medications</b>
			Medications on hand inventoried
			Medications packaged & prepared to be moved with students
			Medications given to staff member in charge of the bus where student is located
			<b>In School Sheltering</b>
			First aid kits in shelter areas checked
			<b>Special Needs Students</b>
			Reviewed list of special needs students
			Ensured individual assistants are with special needs students
			<b>Student Medical Records</b>
			Records boxed to accompany students if evacuated
			Records loaded on buses with students
			<b>After the Emergency</b>
			All students/faculty/staff examined for injuries
			<b>Mental Health Counseling</b>
			District Mental Health Counselor notified
			Contracted counselor requested
			County MH/MR notified
			<b>At Host School</b>
			School nurse reported to host school infirmary to assist with increased workload and bring knowledge of sheltered students
			<b>Record-keeping</b>
			Established and maintained log of all medical services provided and to whom

## CHECKLIST K: TRANSPORTATION

**DATE OF ACTIVATION:** \_\_\_\_\_ **REASON FOR ACTIVATION:** \_\_\_\_\_

*Procedures for transportation during emergency operations including evacuation of students & staff and the transportation of supplies and records from a threatened area.*

Completed or N/A	By (initials)	Time	Item
			<b>Transportation Coordinator</b>
			Transportation Coordinator reported to the CP
			Determined the status of all assigned buses, vans and trucks
			Established list of transportation commitments
			Identified potential sources in case more are needed
			Passed unmet needs to the county EMA ( <u>    phone    </u> )
			<b>Modified Operations</b>
			Ensured that buses are on hand for early dismissal
			Ensured that bus drivers are aware of cancellations/revised schedules
			<b>Evacuation</b>
			Ensured that buses are on hand
			Coordinated evacuation routes with County EMA to ensure that they are open
			Ensured that all bus drivers have maps

## CHECKLIST L: FACILITIES AND SERVICES

DATE OF ACTIVATION: \_\_\_\_\_ REASON FOR ACTIVATION: \_\_\_\_\_

*Procedures and responsibilities for the restoration of facilities and services.*

Completed or N/A	By (initials)	Time	Item
			<b>Notification</b>
			Facility maintenance manager ( <u> name </u> ) in contact with the CP
			<b>Utility Shutoff</b>
			Electricity shut off manually
			Water shut off manually
			Gas shut off manually
			<b>Damage Survey</b>
			As soon as it is safe to move around, facility manager conducts a survey of damage to the building.
			As information about major damage to school facilities becomes available, it is reported to the municipal/county EMA
			<u> (name) </u> accompanies municipal/County/State EMA personnel for a formal damage assessment
			<b>Recovery</b>
			Based on damage survey, a plan is developed to clean up the school and make it safe for reoccupation
			Cleanup and repair begun
			School reoccupied
			<b>Record Keeping</b>
			All expenditures and extraordinary labor costs recorded for possible reimbursement from federal disaster funds

## CHECKLIST M SEARCH AND RESCUE

DATE OF ACTIVATION: \_\_\_\_\_ REASON FOR ACTIVATION: \_\_\_\_\_

*Procedures to be followed when discrepancies in prescribed accountability procedures indicate that a student or staff member is missing. Search team will not initiate a search unless someone is missing. Do not enter unsafe areas.*

Completed or N/A	By (initials)	Time	Item
			<b>CP</b>
			Accountability reports reviewed
			_____(name)_____ found to be missing
			Other locations queried
			Search team activated. Members _____ _____ _____
			<b>Search Team Operations</b>
			Team chief organized search plan
			Area to be searched determined safe for searchers
			Rooms marked as clear when searched
			<b>Outside Help</b>
			Initial search team failed to locate missing person
			County EMA /9-1-1 contacted for assistance with search
			Emergency Service (fire department) personnel arrived and took over the search.

## CHECKLIST N: RECORDS MANAGEMENT

**DATE OF ACTIVATION:** \_\_\_\_\_ **REASON FOR ACTIVATION:** \_\_\_\_\_

*Procedures to be followed to preserve essential records in case the building is evacuated or is in danger.*

Completed or N/A	By (initials)	Time	Item
			<b>CP</b>
			Health records prepared to accompany evacuating students
			Determination made that administrative records are in danger, and they can be moved to off-site storage without endangering personnel
			Records recovery team assembled
			Off-site storage location notified to be prepared to receive records (_____, ph #_____)
			<b>Records Recovery Team Operations</b>
			Records are to be evacuated identified
			Procured boxes to hold records
			Moved boxes to vehicles for transfer
			<b>Electronic Records</b>
			Identified electronic records to be saved
			Copied records onto disks
			Transported disks to off-site storage area