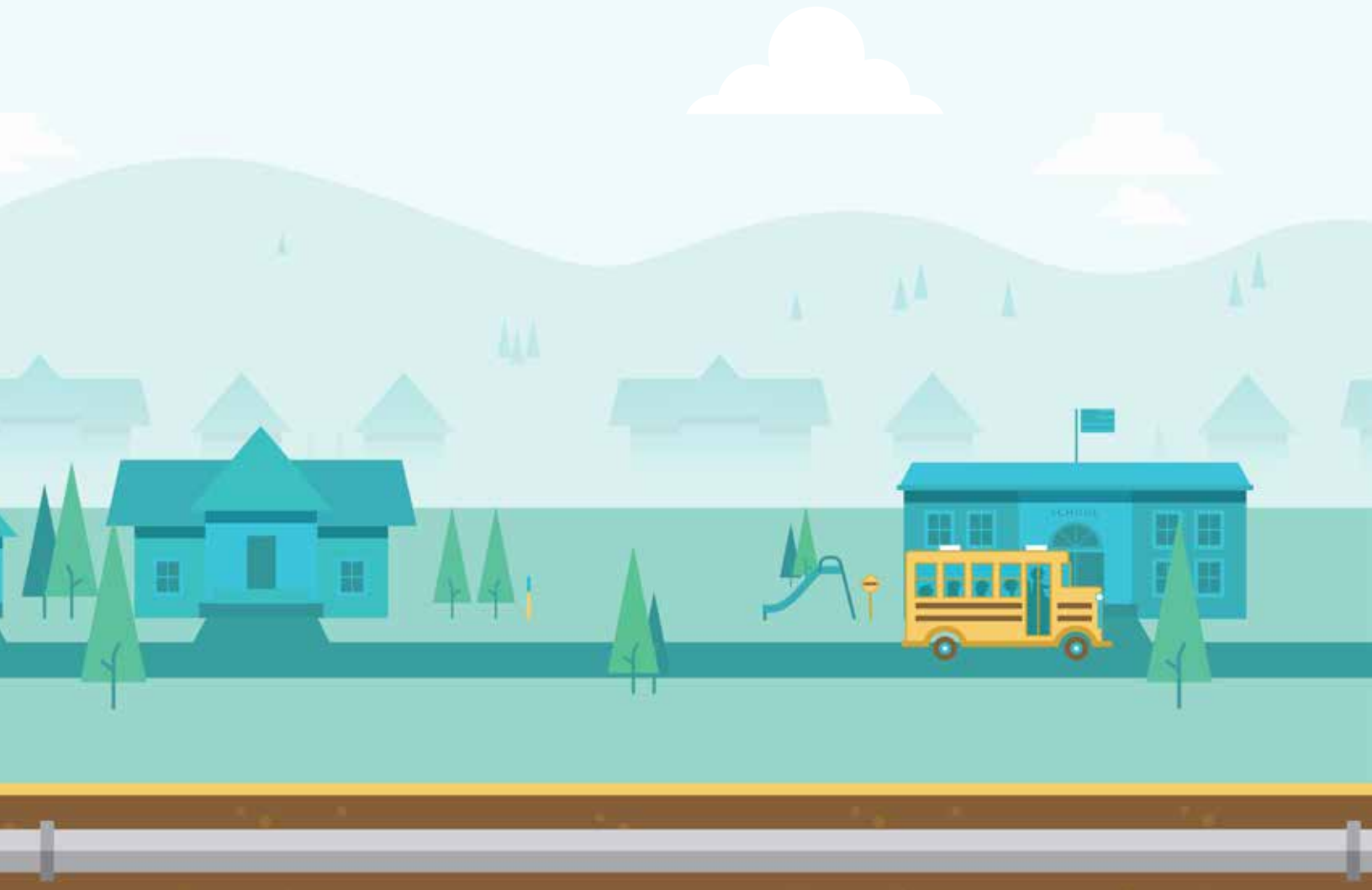


NOVEMBER 2014



ENERGY FOR EDUCATION

A GUIDE TO EMERGENCY ACTION PLANNING AND DISASTER PREPAREDNESS FOR SCHOOLS



This guide is intended to be used by school administrators as a reference only to help them develop emergency procedures and crisis management policies. It is not prescriptive in nature and should be used in conjunction with state and district emergency plan development procedures and policies.

This guide has been modeled after the “Sample School Emergency Operations Plan” shared in the U.S. Department of Homeland Security FEMA E/L361 and G364: Multihazard Emergency Planning for Schools training. The provided guidelines require customization from each school and encourage coordination with school district and governmental emergency plans and procedures. Planning guidelines are not arranged by a hierarchy of severity or likelihood – order of plans should be modified to reflect the risks found at each school. Building and district response systems, advance planning and assigned team responsibilities will likely dictate the order of necessary Emergency Action Plan information.

Emergency Planning

Federal agencies, states, counties and communities create response plans for all types of emergencies. Schools are an integral part of many coordinated response plans. Ideally, Emergency Action Plans should be written at the district administration level, with input from multiple school and multi-disciplinary teams. In tandem with the larger, general Emergency Action Plans, individual institutions should customize Emergency Action Plans to their specific school’s needs and characteristics.

Communications

In an actual emergency, communication with external entities is crucial to an effective and efficient response. External communication needs may include, but are not limited to: emergency responders, media, parents, etc. District-internal communication with other administrators, staff, teachers and district officials, is also imperative. Because of unique communication demands, it is advised Emergency Action Plan developers consider built-in communication redundancies.

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Public Utilities

Pipeline Operator/Company:

Pipeline Contact Person:

24-Hour Emergency Contact:

Electricity Company:

Electricity Contact Person:

24-Hour Emergency Contact:

Gas Company:

Gas Contact Person:

24-Hour Emergency Contact:

Water Company:

Water Contact Person:

24-Hour Emergency Contact:

Emergency Management Agencies

Local Emergency Planning Committee (LEPC) Contact:

LEPC Phone Number:

Local Emergency Management Administrator (EMA):

EMA Phone Number:

County Emergency Management Administrator (CEMA):

CEMA Phone Number:

SCHOOL EMERGENCY ACTION PLAN REVIEW TEAM

It is advised that school's Emergency Action Plan Review Team has representation from school board, senior school administrators, representatives from area emergency response agencies and affected parties.

School Board Representative:

School Board Representative:

School Board Representative:

School Board Representative:

School Administrator:

School Administrator:

Fire Response:

Police Response:

Emergency Manager/Planner:

Others and Their Reason for Participating:

School Emergency Action Plan Response Team

The Emergency Action Plan Response Team should be comprised with individuals who can confidently perform functions identified below. The Emergency Action Plan Response Team should assign primary and secondary (backup) personnel to each function, and all should be well-trained in critical requirements of their assigned functions. As much as possible, fill Response Team assignments with staff members who would not be actively responsible for students. Keep in mind that, dependent upon the emergency, one individual may be able to perform multiple assignments.

The Incident Command System (ICS) is a systematic tool used for the command, control and coordination of an emergency response. ICS allows agencies to work together using common terminology and operating procedures for controlling personnel, facilities, equipment and communications at a single incident scene.

The purpose of this section is to introduce ICS to school representatives who may be called upon to provide specific expertise, assistance, information or materials during a school-related emergency but who may be largely unfamiliar with ICS organization and operations. These individuals may include school administrators, school safety officials, school faculty, non-teaching staff, school bus drivers, long-term school volunteers, etc.

Emergency response agencies are trained to using ICS for response to all types and sizes of disasters or emergencies. ICS is scalable and flexible to accommodate integrated and coordinated management of this incidents.

INCIDENT COMMAND SYSTEM: AN OVERVIEW

ICS was originally developed in the 1970s by fire services in California and Arizona as a management method to clarify command relationships for large-scale incidents. Although it was originally developed to address fires, the ICS concept is now applied to other types of incidents, including both natural and man-made disasters.

ICS is typically considered part of the broader Incident Management System outlined in NIMS (U.S. Department of Homeland Security). ICS refers to the command and control protocol at an incident scene, while NIMS covers the entire incident management process, including preparedness activities, resource management and communications and information management. The predominant goal of ICS is to foster Federal, State and local cooperation with maximum flexibility and efficiency to achieve strategic goals. ICS is well-suited for joint use by law enforcement, fire and rescue, emergency medical services, hazardous materials (HAZMAT) specialists, traffic management, repair and maintenance, utility, towing and recovery, public works, motorist assistance and other types of organizations that school administration may influence or be influenced by.

When applied to a school-related emergency, ICS:

- Supports the systematic development of a complete, functional organization
- Allows for multiagency adoption and coordination by Federal, State and local response agencies
- Incorporates non-public safety responders, like school administrators, into the organization
- Uses organizational terminology designed to be acceptable to all levels of government

During an emergency, ICS allows the transition to large and/or multiagency operations with only minimal adjustment for the agencies involved. While the ICS structure may be small initially, its scalability allows the structure to expand and adapt to real-time conditions at the scene. If the incident grows in size and/or complexity, individuals in addition to the Incident Commander may be appointed to oversee their functional units to maintain a reasonable level of efficiency.

ICS requires that one or more individuals maintain authority over all incident activities, known as the “Command Function.” During minor incidents, a single person, acting as “Incident Commander,” may be able to perform the command function. The formal use of ICS becomes more critical during larger events, which may involve multiple responding agencies. In these cases, more than one person could perform the “Command Function” – this is called “Unified Command.”

The following chart outlines the suggested role, the stated ICS role definition, example school emergency context and assigned Response Team members.

Role	NIMS Definition	School Context	Response Team Primary	Response Team Secondary
Incident Commander (IC)	The on-scene ranking officer, representing the agency with incident jurisdiction and performs the major ICS function, Command. The IC authorizes incident objectives and strategies that collectively delineate a course of action.			
Safety Officer	A Command Staff position consisting of a single person who has responsibility for monitoring on-scene safety conditions and developing measures to ensure the safety of all assigned personnel. A Safety Officer may designate one or more assistants from either the same or another assisting agency or jurisdiction.			
Public Information Officer (PIO)	A Command Staff position consisting of a single person who has responsibility for all interactions between Command and the media and who coordinates the release of information on the incident situation, as well as response efforts, from Command to the media. A PIO may designate one or more assistants from either the same or another assisting agency or jurisdiction.			
Liaison Officer (LO)	A Command Staff position consisting of a single person who acts as the on-scene contact point for representatives of assisting agencies assigned to the incident. An LO may designate one or more assistants from either the same or another assisting agency or jurisdiction.			

Role	NIMS Definition	School Context	Response Team Primary	Response Team Secondary
Operations Chief	Individual assigned to supervise the major ICS functional area of tactical operations.			
Medical (has completed Basic First Training, including CPR and AED usage)				
Site Security/ Facility Lock-Down/ Facility Check				
Student Release Coordinator				
Logistics Chief	Individual assigned to supervise the major ICS functional area of Logistics. Provides services and support to the incident response effort in the form of personnel, facilities and materials. The lead supporter of the ICS organization.			
Communications				

Role	NIMS Definition	School Context	Response Team Primary	Response Team Secondary
Transportation				
Planning Chief	Individual assigned to supervise the major ICS functional area of Planning. Maintains resource status and situation status, produces the Incident Action Plan, and provides technical specialists. A central job of the Planning Chief involves the collection and evaluation of operational information about the incident, including the current and forecasted situation and the status of assigned resources.			
Financial and Administrative Recordkeeping	Assigned to maintain the major ICS functional area of Finance and Administration. Tracks incident costs (e.g. response, scene management, and removal/recovery) and accounts for reimbursements (e.g. damage to property, cost for man-hours, etc.)			