

# 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*

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**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.

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### **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.*

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