**Note: Sections schools need to add their specific details are highlighted in yellow.**

**(School Name) Emergency Operations Plan**

The purpose of the (School Name) Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of (School Name) and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that (School Name) has established guidelines and procedures to respond to incidents/hazards in an effective way.

**Key Phone Numbers**

Emergency: 911

Non-Emergency Police Dispatch:

Local Police Station:

Fire Department:

Gas Leaks:1-800-427-2000

Poison Control: 1-800-876-4766

These emergency numbers are posted in key buildings/offices throughout the campus.

**Preparation & Prevention**

Preparation and prevention are key elements to our EOP. The following page titled, “Emergency Operation Plan Yearly To-Do List” shows the actions our school will take on a yearly basis to ensure our EOP is functional and operational.

The categories of actions we take include:

* Regular review and updating of this plan
* Working closely with law enforcement/emergency services
* Facility preparation including checking door locks, alarm system, first aid kits are stocked, etc.
* Scheduling and performing regular drills
* Training all members of staff of their roles in emergencies
* Ensuring communication channels with parents are functional.

**Emergency Operation Plan Yearly To-Do List**

**Prior to Each School Year**

* Ensure emergency plan document is updated and ready
	+ Update staff roster and assignments
	+ Ensure off-campus evacuation site is still available and prepared
* Connect with local law enforcement/emergency services to ensure a strong working relationship.
	+ Ensure lockbox/knox box is functional with master key and EOP printout or digital copy on usb
	+ Schedule campus visit to review EOP and become familiar with campus
* Facility Preparation
	+ All doors lock securely and easily (Interior and Exterior. Strongly recommended to have additional securing device or barricade wedge)
	+ Alarm system is functional
	+ Intercom system is functional
	+ Fire extinguishers are serviced and functional.
	+ AED’s are serviced and functional
	+ First Aid Kits are in each room and fully stocked
	+ Emergency evacuation maps are posted in each room
* Schedule Drills
	+ Fire - Monthly (K-8); Semester (9-12)
	+ Earthquake - Quarterly (K-8); Semester (9-12)
	+ Lockdown - Semester (K-12)
	+ Shelter-in-Place (Optional)
* Train all members of staff of their roles in emergencies
	+ Go over all procedures for various emergencies
	+ Ensure all staff members are current with CPR training (renew every two years)
* Communication with Parents
	+ Accurate emergency contact information for each student (registration)
	+ Contact method is functional and all information accurate
	+ Basic plans and off-site reunification location is provided (Sample letter provided at end of document)

**During School Year**

* Train all students on what to do in various emergencies (Complete within first few weeks of school year)
* Conduct drills as scheduled
* Year-end: Turn in Record of Emergency Drills form to Office of Education (Form provided at the end of this document

**Emergency Plans & Operations**

**Key Roles and Responsibilities in Emergencies**

NOTE: The following are key actions that need to be taken in the event of an emergency. Each school will need to assign individuals/teams to accomplish them based on school size. Individuals can assume multiple roles and may want to use different titles. You also should list how each item will be accomplished (if not obvious)

* List how a staff member can report an emergency to initiate emergency response
* List how school will handle receiving a notification from local law enforcement agency for the school to either evacuate or lockdown/shelter in place?
	+ Small schools without full-time office support staff need to ensure local law enforcement has the best phone number to contact in an emergency.
* Incident Commander/Point Person (Have at least one backup person - Usually Principal)
	+ Receive report from any staff member of hazard.
	+ Communicate with local law enforcement/disaster response and serve as liaison for whole event
	+ Communicate to staff/students the hazard to start emergency procedure (How? List for each hazard if different)
	+ Communicate when local emergency services has provided the all-clear to return to any evacuated building.
* Care/Supervision of Students (Usually Teacher)
	+ Ensure students take appropriate emergency action (i.e. evacuate/lockdown): Classroom Teacher
	+ Account for all students and if any missing report to search and rescue leader.
	+ Supervise students until able to return to class or are reunited with parent
* Search and Rescue
	+ Check with each teacher to ensure all students are accounted for
	+ If any missing, inform qualified emergency personnel and coordinate with them.
	+ School personnel should never re-enter buildings that have been evacuated.
* Security (If staff available)
	+ Block entry to campus except for law enforcement/emergency services
* Medical/First Aid
	+ Provide immediate medical assistance needed until emergency services arrives
* Communication with Parents
	+ Send communication to parents that is timely and accurate and provides clear expectations for reunification.
* Communication with General Public
	+ Coordinate with SECC Office of Education to have a specific spokesperson who makes all public statements on behalf of the school.
* Reunification (NEED TO PROVIDE SOME DETAIL ON HOW THIS WILL HAPPEN)
	+ Ensure students are only reunified with authorized individuals.
	+ Keep full record of all students present and checked-out.

**Evacuation Locations**

On Campus

* Primary outdoor evacuation location:
* Secondary outdoor evacuation location:
* Primary indoor evacuation location:
* Secondary indoor evacuation location:

Off Campus

* Primary evacuation location
* Secondary evacuation location (if possible - in opposite direction from primary evacuation location)

**Hazard-Specific Guidelines**

**Fire**

General Guidelines

* If no alarms are sounding, pull the nearest fire alarm.
* Communicate ASAP with the incident commander the location of the fire.
* Don’t run but get away from the fire area ASAP and assemble in the prearranged evacuation location.
* Immediate danger is from smoke inhalation.
* If possible and ONLY if it is SAFE, close the doors to rooms and hallways. This will help prevent the airflow of smoke.
* Be aware that the fire can cut off prearranged evacuation routes so be ready to adjust using a secondary evacuation route.
* Extinguish small fires only if possible.
* Remember - evacuation of students is the first priority! Only an adult should use a fire extinguisher once students are safely evacuated from the area.
* Use P.A.S.S. for use of a fire extinguisher:
	+ Pull pin from handle.
	+ Aim low at base of fire.
	+ Squeeze handle.
	+ Sweep from side to side
* Do not re-enter the building until it is deemed safe

If evacuating from smoke filled rooms/areas

* Feel doors before opening for any heat.
* Stay low and crawl as you move.

If inside building and unable to evacuate

* Use wet towels or clothes to block smoke under doorways and air vents.
* Put closed doors between yourself and the smoke and heat.
* Stay close to the floor.
* Cover your mouth and nose with a wet cloth.
* Seal cracks around windows and doors.
* Call for help.

Supervision of Students

* Once students are safely at the evacuation location, take roll and ensure all students are accounted for.
* If any students are missing, immediately notify the incident commander.

**Earthquake**

General Guidelines

* If you are safe where you are, then stay there. More injuries occur trying to move.
* Don’t light matches or turn on any switches in case of gas leaks.

If inside a building during shaking

* Implement “Duck, Cover, Hold On” position.
* If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
* Stay away from glass, windows, outside doors and walls, and anything that could fall.

After Tremor/Shaking

* Check for injured people. DO NOT move seriously injured personnel.
* Initiate the evacuation action when safe to do so.
	+ NOTE: Most injuries during earthquakes occur when people are hit by falling objects when entering or exiting from buildings.
* All doors should be left OPEN to minimize jamming if the building shifts.
* DO NOT use plumbing or electrical devices until authorized personnel give the clear to do so.

If outside a building during shaking:

* Move away from any structures, trees, debris, utility lines, and wet areas.
* Implement action “Duck, Cover.”
* Do not enter any structures or buildings looking for safety.
* Be aware of panicked crowds that can stampede and cause more injury.
* Proceed to the evacuation site.

**Lockdown/Active Shooter**

**General Guidelines**

* No single response fits all situations, but with proper training and planning, we can overcome the shock and fear of the moment and commit to proper action.
* Three Basic Options:
	+ (Run) Run away from the shooter
	+ (Hide) Seek a secure place to hide and/or deny the shooter access
	+ (Fight) Incapacitate the shooter
* Staff will rarely have all the information at the moment so they will have to use their best judgment at the moment based on the training they have received.
* Responding immediately is vitally important. Don’t wait.

**Three Main Options:**

**Run**

* If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.
* Leave personal belongings behind.
* Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs.
* Avoid escalators and elevators.
* Call 911 when safe to do so.
* Take roll of all students present with you and alert incident commander to students present on campus but not with you in evacuation location.

**Hide**

* If running is not a safe option, hide in as safe a place as possible.
* Hide in a location where the walls might be thicker and have fewer windows.
* Lock the doors.
* Barricade the doors with heavy furniture.
* Close and lock windows and close blinds or cover windows.
* Turn off lights.
* Silence all electronic devices.
* Remain silent.
* Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room).
* Use strategies to silently communicate with first responders, if possible, for example, in rooms with exterior windows make signs to silently signal law enforcement officers and emergency responders to indicate the number and status of the room's occupants; and
* Remain in place until given an all clear by identifiable law enforcement officers.

**Fight**

* If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, books, etc.

**Interacting with First Responders**

* Law enforcement’s first priority will be to locate and stop the shooter.
* Students and staff should fully cooperate and not interfere with them. Students and staff must display empty hands with open palms in the presence of law enforcement.
* Emergency first responders will only enter the building to provide medical assistance once an area has been deemed safe by local law enforcement commanders.

**Lockdown Drill Recommendations**

* We will conduct these drills with the utmost care and planning. These drills can be traumatizing for students, particularly in the early grades. A few guidelines for effective drills we will follow include:
	+ Ensuring all staff and students have been instructed on what to do.
	+ Communicating the timing of the drill in advance to families so they can help prepare children and then follow-up after the drill.
	+ Not over dramatize the drill but do it in a matter-of-fact way.
* We will follow the helpful guidelines and recommendations found here: <https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-safety-and-crisis/systems-level-prevention/mitigating-psychological-effects-of-lockdowns>

**Shelter-in-Place**

General Guidelines

* This should be utilized when conditions are safer inside the building than outside.
* Do not allow anyone to leave the classroom.
* For severe weather sheltering, students and staff are held in the building safe areas and interior room away from windows.
* For hazardous material release outdoors with toxic vapors, students and staff are to remain in their classroom, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed.

**Recovery**

* Our goal in recovery is to return to learning as quickly as possible while providing a caring and supportive school environment.
* We will work in coordination with the Office of Education of the Southeastern California Conference which has numerous resources to support in all areas of recovery.

**Sample Parent Letter**

Parent,

We take seriously the health and safety of all our students and staff. We are equipped and confident to handle a disaster if one should occur. We have a comprehensive Emergency Operation Plan that outlines specific procedures in the event of an emergency. Throughout the school year, we conduct drills to ensure our plans are effective and operational. We do want to inform you of some important things to know if there is a disaster during school hours.

**Communication of Emergency**

* The school’s highest priority is to first evaluate and respond to the emergency and ensure the immediate safety of students, then to notify parents/guardians if the emergency dictates.
* In the event of an emergency DO NOT CALL THE SCHOOL. We will communicate with you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert information on parent notification system)
* The alert communication system accuracy is dependent on making sure all information is up to date in the school’s database. Any adjustments in your contact information can be made by contacting the school.
* When you receive a message form the alert system, please regard it as very important. DO NOT CALL THE SCHOOL. If it is an emergency notification, it will include instructions.

**Reunification with Students**

* It is vitally important that you not immediately drive to school and interrupt the work of emergency services. We will inform you when, and where, you can pick up your child.
* We will ensure all students are properly supervised at all times. Students will only be released to an authorized parent or guardian. Please bring a Photo ID to identify yourself for release of any student to your care. Do not attempt to remove your child or any other child from school without properly checking out with the appropriate personnel.
* Conditions may be such that it is necessary to remove students from the immediate area. We will communicate to parents/guardians the location of students for pickup in this event.

Our hope and prayer is that we never have to deal with this situation but it is important we are all prepared and ready in the event it does. If you have any questions, please let us know.

**RECORD OF EMERGENCY DRILLS**

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Drills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month | Date | Time of Day | EvacuationTime | Person Responsible |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |

Fire drills are to be conducted and recorded at least once a month for elementary, quarterly for intermediate, and twice a year for secondary. All students, staff and visitors are required to leave the facility during the drill.

Lockdown Drills

|  |  |  |
| --- | --- | --- |
| Semester | Date | Comments |
| 1st |  |  |
| 2nd |  |  |

Earthquake Drills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quarter | Date | Time of Day | EvacuationTime | Person Responsible |
| First Quarter |  |  |  |  |
| Second Quarter |  |  |  |  |
| Third Quarter |  |  |  |  |
| Fourth Quarter |  |  |  |  |

Earthquake drills are to be conducted and recorded at least quarterly.