

BASIC SCHOOL PLAN

[School Name]
[School Address]
[City, State and Zip Code]
[School Phone]
[School Principal]
[Date]

I. INTRODUCTION

A. Purpose

The purpose of this plan is to identify emergency responsibilities for _____ School and its employees. This plan is intended to empower employees in an emergency and clarify emergency roles and response. These are guidelines and are meant to be revised and expanded on by those in each school to meet their specific needs. It is not intended as a rigid or restrictive plan.

B. Scope

This plan provides a basic emergency response plan, recommended emergency response teams, site specific hazard vulnerabilities, employee emergency procedures, training requirements, exercise procedures, and employee and family disaster preparedness based on the four phases of emergency management.

1. Mitigation/Prevention

_____ School will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/Prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/Prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Examples of mitigation include: strapping file cabinets, securing computers, etc. The following are linked to the Basic Plan:

- a. Hazard Identification.
- b. Hazard Assessment.
- c. Classroom Hazard Hunt.

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the comprehensive emergency management plan are:

- a. School Forms.
- b. Disaster Lesson Plans and Curriculum.
- c. School Disaster Supplies.
- d. Student Disaster Activities.
- e. School Mapping.
- f. Pandemic Flu Planning.

3. Response

_____ School will respond to emergency situations. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities will include:

- a. Drills and Exercises.
- b. Special Needs Children.
- c. Evacuation.
- e. Shelter-in-Place.
- f. Parent/Student Reunification.
- g. Crisis Management.
- h. Incident Command System/NIMS.
- i. Emergency Procedure Templates.

4. Recovery

_____ School will carry out a recovery program that involves both short term and long term efforts. Recovery actions will include:

- a. Temporary Relocation of Classes.
- b. Classes Taught via Internet.
- c. Debris Removal.
- d. Reconstruction of Facilities.
- e. Post-traumatic Stress Identification and Treatment.

C. This Plan Applies to:

1. Applies to all employees.
2. Applies to all employees tasked to provide response assistance in case if emergency/disaster and describes actions to be taken in providing immediate response assistance.
3. Includes those actions and activities that support the school's effort to save lives, protect the health and safety of employees, and protect school property.

D. Mission and Goals

1. **The mission of _____ School in an emergency/disaster is to:**
 - Protect lives and property
 - Mitigate the effects of a disaster
 - Prepare for emergencies and disasters
 - Respond to emergencies
 - Aid in recovery from disasters.

2. **The goals of _____ School are as follows:**
 - a. Provide emergency response plans, services, and supplies for all facilities and employees.
 - b. Coordinate the use of school personnel and facilities Within the school.
 - d. Restore normal services.

E. Definitions

1. **“Emergency”** as used in this plan means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. ***In an emergency, existing resources and capabilities are sufficient to cope with the situation.***

2. **“Disaster”** is defined as any incident which results in multiple human casualties and/or disruption of essential public health services or any incident which requires an increased level of response beyond the routine operating procedures, including increased personnel, equipment, or supply requirements.

3. An emergency or disaster may be proclaimed by local government jurisdictions or the Governor as authorized by state or local statute.

4. A **“CRISIS”** is an incident, or series of incidents, expected or unexpected, that has a significant effect on one or more persons but may not involve the entire school or community. An incident involving violence, or the witnessing of violence, often has a lasting effect on those involved. The psychosocial effects of a crisis may linger for extensive periods of time, and may impact the psychosocial functioning of a school or community. Without intervention, such incidents may evolve into larger scale incidents. These interventions typically include counseling of those involved using techniques of psychological first aid, critical incident debriefing, the use of “safe rooms” and other mental health-oriented methods.

F. Planning Assumptions

The following assumptions are the basis of this plan:

1. A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.
2. An emergency or disaster, such as an earthquake or hazardous material incident, may occur with little or no warning with mass casualties, destruction of property, and damage to the environment.
3. Local and state government may be overwhelmed by a disaster. School employees may be on their own for at least three days or longer after a disaster.
4. Government and relief agencies will concentrate limited resources on the most critical and life-threatening problems.
5. Assistance from other government and federal agencies will supplement the states, but such assistance will take some time to request and deploy.
6. The first concern of _____ School employees will be for their families' safety. Disaster planning for employee's families is of primary concern to the school and staff.
7. A spirit of volunteerism among _____ School employees and other citizens will result in their providing assistance and support to emergency response efforts.

G. Limitations

It is the policy of _____ School that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, _____ School can only endeavor to make every reasonable effort to respond based on the situation, resources, and information available at the time.

II. CONCEPT OF OPERATIONS

A. Direction and Control

The Incident Command System (ICS) will be used to manage all emergencies that occur. All school personnel will be trained in ICS.

In a major emergency or disaster _____ School may be damaged or need to be evacuated, people may be injured, and/or other emergency response activities may need to be taken. These activities must be organized and

coordinated for efficient management of the emergency response and/or the disaster activities. To provide for the effective direction, control and coordination of a response to an emergency/disaster, either single site or multi-incidents, the school Incident Command System will be activated to manage the disaster. The Incident Commander will be in charge until a coordinated response can be obtained with local authorities.

Incident Command System Team Members

1. Before the Disaster

ICS team members will coordinate school's planning activities and the recruitment of building emergency response teams.

2. During the Disaster

- a. Coordinate all emergency response activities at the school.
- b. Report and coordinate all facilities emergency response activities with the school office and superintendent.
- c. Coordinate the activities of all building emergency response teams.

3. After the Disaster

Assist the school as directed in recovery efforts.

[Your School Name]

School Year:

List of Staff

Grade Level

[Your School Name]

School Year:

List of Students

Grade Level
