

School District Emergency Operations Plan Worksheet

June 29, 2006

School districts should have multi-hazard emergency operations plans that are based on and aligned with the city/county plan. Since city/county emergency operations plans throughout Missouri are based on the State Emergency Management Agency formatting guidelines, they will all look somewhat like the example school district emergency operations plan on the “downloads” subpage of the website for the Missouri Center for Safe Schools (education.umkc.edu/safe-school). In order to adapt the example School District Emergency Operations Plan (ShowMe School District), use this worksheet to develop the data unique to your school district that must replace the information in the example plan:

SCHOOL DISTRICT _____

COMPLETED BY _____ DATE _____

1. Using the MS Word edit command “find and replace,” change *ShowMe School District* to the name of your school district throughout the document. Change *ShowMe* to the name of your city throughout the document.
2. The emergency planner for our district is:
 - a. Name _____
 - b. Position Title _____
 - c. Telephone _____
 - d. E-mail Address _____
3. The members of our school district safety committee are (name, position title) on page ii: [Recommend including one or more building administrators, school nurses, counselors, classroom teachers, community emergency responders, parents, and a student at the secondary level.]
4. The names, street addresses, and office telephone numbers for the buildings in the district are to be entered on page 1:

11. Check the hazards from those listed below that impact on the safety of your school district, then enter them in Appendix 2 on pages 11 and 12 of the plan:

- Bomb Threat
- Bus Accident
- Civil Disturbance
- Earthquake
- Fire
- Flooding
- Hazardous Material Spill/Leak (internal spill with science lab or custodial chemicals, external spill on neighboring roadways)
- Hostage
- Intruder
- Lightning
- Medical Emergency: Bioterrorism
- Suicide
- Tornado
- Other: specify _____

12. Pre-emergency mitigation involves ongoing efforts to reduce hazards, the likelihood of their occurrence and/or the severity of their impact if experienced. Check the mitigations listed below that are in place at your school district or will be by the time the plan is approved. Modify the wording as appropriate here and on pages 13-14 of the example plan:

a. Bomb Threat

- Securing all but the main entrance against access from the outside
- Keeping all internal storage places, including custodial closets and student lockers, that may serve as hiding places for bombs secured at all times
- Minimizing clutter in hallways and classrooms to facilitate searches
- Minimizing the presence of hazardous flammable/explosive materials in the school as part of the instructional and maintenance supplies
- Knowing how to shut off the gas utility
- Arranging for and knowing how to use the *57 call tracing service for the listed telephone numbers

- b. Earthquake
 - Storing heavy items on lower shelves and securing all shelves to the walls
 - Anchoring heavy items like pianos and TV rolling stands
 - Covering glass with a film to protect against shattering
 - Reinforcing the connection of light fixtures to the ceiling
 - Maintaining emergency supplies for an extended stay at the school (up to 3 days), including water, food, first aid supplies, flashlights, batteries, etc.
- c. Fire
 - Placing fire extinguishers every 75 feet and training staff in their use
 - Tying in smoke detectors and heat sensors with the fire alarm system
 - Installing sprinkler systems in dangerous areas
 - Equipping fire doors in the hallway to close automatically when the alarm goes off
- d. Hazardous Material Spill/Leak
 - Inventorying all hazardous materials prior to school opening each August
 - Posting material safety data sheets on all hazardous materials
 - Having procedures in place to close windows and shut off the ventilation system as appropriate
 - Prepositioning materials in classrooms for sealing air vents and around doors and windows during in-place sheltering
- e. Health Emergency: Bioterrorism
 - Training students and staff in epidemiology, symptoms of diseases, the importance of good hygiene/sanitation, and safeguarding against blood borne pathogens.
 - Information provided to families about the 3 P's of bioterrorism preparedness (be Prepared, don't Panic, follow Procedures).
 - Staff wears latex gloves when sorting and opening mail.
- f. Intruder
 - Allowing only the main entrance near the office to be unsecured to access from the outside
 - Enforcing assertively the procedures for screening and monitoring visitors, including a visitor badge system
 - Having the school resource officer park his police car in front of the school each day and be available in the school building throughout the school day
- g. Suicide
 - Making mental health assistance available through the counseling office at the school
 - Providing a caring community with zero tolerance for bullying

- Training staff in asking the right questions to save lives (*QPR: Questions, Persuade, Refer*)
 - h. Tornado
 - Tying in with the State/County/City emergency warning system
 - Covering glass with a film to protect against shattering
 - i. Traumatic Injury or Death of a Student or Staff Member
 - Having a school nurse and trained first aid team
 - Having a well stocked first aid kit
 - Having an automatic external defibrillator
 - Providing mental health assistance through the counseling office
 - j. Other:
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13. Enter district information in the chart of schools and enrollment, Appendix 6 on page 19 of the example plan.
14. Include the district map and floor plans in Appendix 7, starting on page 20 of the example plan.
15. Enter the primary, first alternate, and second alternate locations for the school district's emergency command post in Annex A, page A-2 of the example plan.
16. Enter the correct Emergency Alerting System stations for your area in Annex B, page B-1 of the example plan.
17. List correct communications capabilities in Annex B, page B-2 of the example plan.
18. List the correct media outlets for news releases in your area on page C-1, Annex C of the example plan.

If you have any questions about this worksheet or the example emergency operations plans on the website of the Missouri Center for Safe Schools (education.umkc.edu/safe-school), call (816) 235-5656 or send an e-mail to thompsonrs@umkc.edu.