DEVELOPING EMERGENCY OPERATIONS PLANS (EOP) REQUIRED ENTRIES
13 JUNE 2016
Introduction & Statement of Commitment

Statement of Commitment
(Board of Education)

Provide an introductory statement that includes philosophy, expectations, and directives to school staff, students, and parents.
Example of School System’s Statement of Commitment

The safety of all students, faculty, staff, parents, and visitors of (Board Education) of County/City is a top priority. In order to ensure that adequate measures are taken to fulfill this concern, a comprehensive plan has been developed for each school. The roles of local emergency agencies, school officials, faculty and staff members, as well as support services have been identified in each plan as a means of ensuring effective communication and response to carry out procedures for specific incidents.
EOP Core Planning Team

System/School Safety Planning Committee

Name  Title  Work Phone  Cell Phone

Required information includes the Name, Title, Work Phone or Cell Phone
Required School EOP Core Planning Team

Principal
Assistant Principal
School CNP Manager
Bus Driver
Custodian
School Counselor
School Nurse

Faculty (Regular Ed)
Faculty (Special Ed)
Faculty (EL)
Faculty (P.E./Coach)
Emergency Management (EMA)
Law Enforcement
Fire Department
Required Central Office EOP Core Planning Team

Superintendent
Assistant Superintendent
Central Office Safety Coordinator
Chief Financial Officer
Central Office CNP Supervisor
Transportation Supervisor
Maintenance Supervisor
Central Office Counselor Supervisor
Central Office Nurse Supervisor
Central Office Special Education Coordinator
Central Office EL Coordinator
Technology Coordinator
Public Information Officer
Emergency Management (EMA)
Law Enforcement
Fire Department
EOP Core Planning Team

Emergency Telephone List(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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<tr>
<th>School EOP</th>
<th>Emergency Telephone List(s)</th>
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<tbody>
<tr>
<td>Superintendent</td>
<td>Principal</td>
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<tr>
<td>Assistant Superintendent</td>
<td>Assistant Principal</td>
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<tr>
<td>Central Office Safety Coordinator</td>
<td>School Secretary</td>
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<tr>
<td>Transportation Supervisor</td>
<td>School Bookkeeper</td>
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<tr>
<td>Maintenance Supervisor</td>
<td>School CNP Manager</td>
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<tr>
<td>Chief Financial Officer</td>
<td>School Nurse</td>
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<tr>
<td>Central Office CNP Supervisor</td>
<td>School Counselor</td>
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<tr>
<td>Central Office Nurse Supervisor</td>
<td>Custodian</td>
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<td>Faculty (EL)</td>
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<td>Faculty (Special Ed)</td>
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</table>
School EOP
Emergency Telephone List(s)

Emergency Management (EMA)                      Social Services (Public Health)
Law Enforcement (City)                           Social Services (Mental Health)
Law Enforcement (County)                        Public Works (Water)
Law Enforcement (State)                         Public Works (Electrical)
Local Hospital                                  Public Works (Gas)
Fire Department                                 Public Works (Communication)
Central Office EOP
Emergency Telephone List(s)

Superintendent
Central Office Safety Coordinator
Board of Education Chair
Local Board Member
Assistant Superintendent
Superintendent’s Secretary
Public Information Officer
Chief Financial Officer
Transportation Supervisor
Maintenance Supervisor
Board of Education Legal

Central Office CNP Supervisor
Central Office Nurse Supervisor
Central Office Counselor Supervisor
Central Office EL Coordinator
Central Office Special Education Coordinator
Technology Coordinator
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<th>Social Services (Public Health)</th>
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<tr>
<td>Law Enforcement (City)</td>
<td>Social Services (Mental Health)</td>
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<td>Law Enforcement (County)</td>
<td>Public Works (Water)</td>
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<td>Law Enforcement (State)</td>
<td>Public Works (Electrical)</td>
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<tr>
<td>Local Hospital</td>
<td>Public Works (Gas)</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Public Works (Communication)</td>
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NIMS & ICS

Staff Skills Survey & Inventory

• Print a survey for each staff member.
• Have each staff member complete the survey and return to the EOP Core Planning Team.
• The EOP Core Planning Team reviews the surveys and places the most qualified individual in each ICS position.

The Staff Skills Survey will be kept on file until the staff member leaves the school.
Provide new staff members a copy of the survey to determine the possibility of assignment to an ICS position.
Incident Command System Roles

Campus Emergency Assignment Worksheet

Required information includes the Position, Staff Assigned, Alternate 1, and Alternate 2.

Three deep (Position, Alternate 1, Alternate 2) for Incident Commander, Safety Officer, Public Information Officer, and Liaison Officer, then one deep for all other positions.
List of Materials

The following are on campus required entries:

• Food
• Water
• Medical (First Aid)
• Medical (AED)
• Medical (Medications)
• Emergency Communication Devices (Radios, Cell, Bullhorn, etc.)

Assign a responsible person for each category, and add location, contact (name), work phone or cell phone for each.

Do not assign the school nurse to all medical supplies, he/she will be overwhelmed with collecting medications and necessary documentation.

Do not assign the CNP manager with both food and water.
Basic Resources Needed

These are resources housed off campus and will be needed for extended stays on campus. Suggest using the EMA Director or representative for each of these groups.

The following are required entries:

- Tools
- Food and Blankets
- Medical Supplies
- Recovery (Counseling/Mental Health/Public Health)
Hazard-Specific Annexes

- Print the Identification of Hazard assessments for each area (School Grounds, Classroom, Along Evacuation Routes, and Neighborhoods & Communities).
- Have selected staff members complete the assessments and return to the EOP Core Planning Team.
- The EOP Core Planning Team reviews the assessments and completes the Analysis of Identified Hazards as a summary of hazards identified during the four assessments.
Functional Annexes

General emergency procedures for Evacuation, Lockdown/Lockout (Secure the area/building/perimeter), Take Shelter, Athletic, Extracurricular, After School Programs, and Crisis Management.
Emergency Drill Reports

Required Emergency Drills:

Fire Drill
Code of (1975) §36-19-10
(Additional Months for Summer School)

Seasonal Severe Weather Drill
SFM REG. 482-2-102-.01
(1 Drill September through November and 1 Drill January through March)

Code Red School Safety Drill (Lockdown)
Code of Alabama (1975) §16-1-44(g)
(1 Drill Per Semester/1st Six Weeks of each Semester)
Emergency Drill Reports

Required Annual Trainings:

Annual Training for School Safety Plans
Code of Alabama (1975) §16-1-44(g)
(1 Session Per Year for each Type of Training)

Annual Training for Child Abuse/Neglect
Code of Alabama (1975) §26-14-3
(1 Session Per Year for each Type of Training)

Annual Training for Student Harassment (Bullying)
Code of Alabama (1975) §16-28B-8
(1 Session Per Year for each Type of Training)
Emergency Drill Reports

Annual Training for Erin’s Law (Child Sexual Abuse)
Act 2015-456, HB 197 (Affective as of July 2015)
(1 Session Per Year for each Type of Training)

Annual Training for Jason Flatt Act-Suicide Awareness Prevention
Act 2016-310, SB11, Code of Alabama (1975) §16-28B-8

Required Annual Reviews:

Annual Safety Plan Review
Code of Alabama (1975) §16-1-44(c)(1)

Annual School Safety Audit (Hazard Assessments)
Code of Alabama (1975) §16-1-44(2)
Virtual Alabama School Safety System
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