

When developing a Central Office Emergency Operation Plan, there are two ways to establish this plan: 1. The actual response plan for the Central Office campus personnel and 2. Assisting a local school during a crisis.

The sample plan below can give some ideas to put your plan in place.

Communication

The purpose of the **Communication** plan is the coordination during emergencies and disasters (both internal communication and communication with external stakeholders), as well as the communication of emergency protocols before, during, and after a disaster on the local school campus or central office campus.

Emergency communication equipment:

1. Cell phones (telephonic exchange)
2. Walkie Talkies
3. Intercom phone system-
4. Texting (What's App, Remind)
5. Lee County/School Website
6. Automated calling
7. Social Media
8. Public Information Officer- Dr. Jason Wright
9. Cell Network Booster

Types of Communication:

- **Alert System:** In a crisis or disaster, what is our initial alert system to begin emergency responses within the school?
 - Lock Down- Individual room call/make contact with the front office and the office will use the intercom phone system to alert "Lock down".
 - Call 911 in a crisis or disaster.
- **Inner Office Communication:** This is how the leadership communicates with their staff during and after the crisis or disaster.
 - Cell phones, intercom phone system
- **Notification- External:**

- Emergency
- Personnel/staff emergency contact list Media/News: Statements to the news media and other outlets.

Communication – Central Office Response to Local School

- Use communication preplanned methods to make contact with local first responders to begin unified notifications. Use designated means to disseminate the messages.
- Have EOP for each school ready to share information with first responders.
- Be liaison between first responders and local school and the public.

Secure the Perimeter

A potential threat or danger does exist within the community/neighborhood and all parties should be aware to react as needed:

- Execute **Alert** methods.
- Secure all people within the building.
- Lock external doors.
- Cover windows.
- Stay in secure area within the building until further notice from leadership or law enforcement.
- Monitor/use communication devices.
- Requires staying/working in secure areas until an ALL clear is given.

Lockdown

(Immediate threat)

Recognition of Danger. Take immediate action using the safest and best option for survival.
Execute **Alert** methods.

Secure yourself and others by assessing and using available information to decide if you should; HIDE (Secure and/or Barricade), RUN (Intelligent Escape) or FIGHT (Defend and Protect).

HIDE: (Secure and/or Barricade)

Lock doors, Lights off, Barricade entry, Quiet, Stay in place.

RUN: (Informed Escape)

Evacuate to safer location, Remain with your group, Call 911 when safe,
Follow HIDE protocol.

FIGHT: (Defend and Protect)

As a matter of survival engage the intruder with any means necessary.
Monitor/use communication devices.

Release only by Central Office Incident Command and/or law enforcement with the **Knock & Recognition Procedures.**

Evacuation

The purpose of the **Evacuation** plan is for an immediate threat to the Central Office campus (CO campus) that causes the need to leave the building. **Evacuation** will occur under the direction of the **Central Office Incident Command (COIC)**, law enforcement, and/or other official agencies deemed responsible for safety. **Evacuation** can occur for any disaster: natural or manmade. Depending on the type of incident, the staff will follow the directions of the above said entities that are responsible for such incidents. **Evacuation** could be immediate depending on the circumstances or strategically and methodically carried out. Specifically, in **Lockdown**, where there has been

injuries and/ or death, staff will hold their positions until law enforcement evacuates the building using the Knock & Recognition procedure. In other such cases, where CO campus or **local school is in Lockdown deemed as precautionary, no injuries or deaths have occurred, school personnel along with central office and law enforcement, may release lockdown with the key and knock & recognition procedure.**

Two Types of Evacuations: Immediate Evacuation (Emergency/Non-Emergency) v/s Law Enforcement Evacuation (during **Lockdown** see above)

1. Immediate Evacuation- Evacuation steps:

- Step 1- Alert has been made of an incident (Fire Alarm, Intercom Announcement)
- Step 2 - Depending on the circumstances, directions can be given or pre-established protocol will be followed by personnel to move to evacuation site **LCBE Maintenance Building**.
 - **Accountability Personnel (ACC's)**- If conditions permit, assigned personnel will check the building for anyone who did not hear the alert or may need help.

2. Law Enforcement Evacuation- In case of a manmade disaster causing injuries or deaths, in which the CO campus is in **Lockdown**, the evacuation will be controlled strictly by law enforcement.

Relocation Site

The purpose of a **Relocation Site** is to provide an alternative distant/off- campus site for reunification of staff with their families due to inclement weather, severity of the disaster on campus, and/or the need for additional resources. Once the decision is made to relocate, the Emergency Management Agency should be notified by Incident Command (**IC**). Lee CO EMA will trigger the prepared response to the relocation site.

- At any time, the **COIC**/Law Enforcement, in collaboration with first responders, can determine if the faculty and staff need to be moved to the **Relocation Site**, which is the **LCBE Maintenance**

Building. Collaboration with Satsuma First Baptist Church has previously occurred with personnel and emergency officials to discuss procedures and possible needs.

Reunification

The purpose of the **Reunification** plan is to reunite staff with their families through secure means. **Reunification** can occur at the **Evacuation Site** or the **Relocation Site** under the direction of **COIC**, Law Enforcement, and additional agencies as needed. If needed, emergency contact documents will be used by **COIC** or first responders to notify families.

*****During Evacuation, Relocation, and Reunification due to a crisis at a local school the CO is to provide additional assistance.

Recovery

The purpose of the **Recovery Phase** is to aid in the healing process and to restore educational operations in the school. The Recovery Phase can be intertwined within many of the other phases. The four most fundamental kinds of recovery are academic recovery, physical recovery, fiscal recovery, and psychological and emotional recovery.

Academic recovery- Purpose: Facilitate students' return to learning; restore structure and routine

- Institute temporary adjustments to academic routines, as necessary
- Communicate to administrators, staff, parents, guardians and students on events and next steps
- Return to normal academic routine as soon as possible

Physical recovery - Purpose: Restore educational operations and facilities

- Assessing and repairing structural and physical damage
- Assessing and addressing environmental hazards
- Cleaning the facility and removal of all health and safety hazards

Fiscal recovery - Purpose: To restore critical business functions within the school

- **Business Operations Plan**—BOP planning ensures that the capability exists to continue essential business operations.
 - Restore district administrative functions
 - Ensure staff are supported
 - Set-up automatic payment system
 - Institute a system to register out of district students, and to register students in new schools

Psychological and Emotional Recovery- Purpose: To promote coping and resiliency for students, staff, and their families following an emergency.

- Identify circles of impact and provide triage:
- Triage is the process of identifying the immediate needs of students and staff, and ensuring referral to appropriate services
- Provide psychoeducation for families, students, and staff
- Consider psychological first aid
- Consider utilization of services for staff through district Employee Assistance Programs (EAPs)
- Leverage union resources available for teacher support
- Be aware of impacts of possible trauma history

Continuity of Operations Plan (COOP)- Purpose: The ability to sustain essential functions as well as provide resources for the healing process for at least 30 days after an incident.

○ **Psychological and Emotional Recovery**

- Conduct ongoing assessment/monitoring of mental health of students and staff
- Monitor attendance, grades, and counselor's visits
- Provide care for caregivers (compassion fatigue)
- Incorporate lessons learned from each event into future planning efforts
- Remember to reinforce ongoing prevention programs
- Be aware of 'key dates,' such as trials, anniversaries, and holidays
- Incorporate prevention programming into district programs