

Guide for Developing High-Quality School Emergency Operations Plans Checklist

Each school day, our nation's schools are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary school students in public and nonpublic schools. Families and communities expect schools to keep their children and youths safe from threats (human-caused emergencies such as crime and violence) and hazards (natural disasters, disease outbreaks, and accidents). In collaboration with their local government and community partners, schools can take steps to plan for these potential emergencies through the creation of a school emergency operations plan (EOP).

This checklist summarizes key elements that will help schools develop a systematic approach to developing an EOP. The full process of creating an EOP is discussed in detail in the *Guide for Developing High-Quality School Emergency Operations Plans (School Guide)*, published in 2013 by the U.S. Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students. The *School Guide* is available at: <http://rems.ed.gov/GuideK12.aspx>.

In order to identify current gaps in your school EOP planning process, as well as the EOP itself, please fill out the checklist below. Place a checkmark in the appropriate table row for key planning processes or plan elements that you and/or your planning team have undertaken or included in your EOP. Do not mark planning processes or plan elements as completed unless you have addressed all components for a particular process or element.

For example, the table row for **Step 1: Form a Collaborative Planning Team** cannot be filled until you are able to place a checkmark within **all** of the following table rows:

1. Identify Core Planning Team
2. Form a Common Framework
3. Define and Assign Roles and Responsibilities
4. Determine a Regular Schedule of Meetings

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<i>Activity The Planning Process</i>	<i>Activity Completed</i>
Step 1: Form a Collaborative Planning Team	
1. Identify Core Planning Team	
2. Form a Common Framework	
3. Define and Assign Roles and Responsibilities	
4. Determine a Regular Schedule of Meetings	
Step 2: Understand the Situation	
1. Identify Threats and Hazards	
2. Assess Risk	
a. Site Assessment	
b. Culture and Climate Assessment	
c. School Threat Assessment	
d. Capacity Assessment	
3. Prioritize Threats and Hazards	
Step 3: Determine Goals and Objectives	
1. Develop Goals	
2. Develop Objectives	
Step 4: Plan Development (Identifying Courses of Action)	
1. Identify Courses of Action	
a. Depict the scenario	
b. Determine the amount of time available to respond	
c. Identify decision points	
d. Develop courses of action	
2. Select Courses of Action	
3. Does your plan comply with the Americans with Disabilities Act (ADA)?	
Step 5: Plan Preparation, Review, and Approval	
1. Format the Plan	
2. Write the Plan	
3. Review the Plan	
4. Approve and Share the Plan	
Step 6: Plan Implementation and Maintenance	
1. Train Stakeholders	
a. Hold a meeting	
b. Visit evacuation sites	
c. Give involved parties appropriate and relevant literature on the plan, policies, and procedures	
d. Post key information throughout the building	
e. Familiarize students and staff with the plan and community partners	
f. Train staff on the necessary skills to fulfill their roles	

Step 6: Plan Implementation and Maintenance (continued)	
2. Exercise the Plan	
a. Tabletop exercises	
b. Drills	
c. Functional Exercises	
d. Full-scale exercises	
3. Review, Revise, and Maintain the Plan	
Activity Plan Content (The Basic Plan)	Activity Completed
1. Introductory Material	
a. Cover Page	
b. Promulgation Documentary Signature Page	
c. Approval and Implementation Page	
d. Record of Changes	
e. Record of Distribution	
f. Table of Contents	
2. Purpose and Situation Overview	
3. Concept of Operations	
4. Organization and Assignment of Responsibilities	
5. Direction, Control, and Coordination	
6. Information Collection, Analysis, and Dissemination	
7. Training and Exercises	
8. Administration, Finance, and Logistics	
9. Plan Development and Maintenance	
10. Authorities and References	
Activity Functional Annexes Content	Activity Completed
1. Evacuation Annex	
2. Lockdown Annex	
3. Shelter-in-Place Annex	
4. Accounting for All Persons Annex	
5. Communications and Warning Annex	
6. Family Reunification Annex	
7. Continuity of Operations (COOP) Annex	
8. Recovery Annex	
a. Academic Recovery	
b. Physical Recovery	
c. Fiscal Recovery	
d. Psychological and Emotional Recovery	
Activity Threat and Hazard Specific Annexes	Activity Completed
1. Natural Hazards	
2. Technological Hazards	
3. Biological Hazards	
4. Adversarial, Incidental, and Human-caused Threats	

<i>Activity</i> <i>A Closer Look</i>	<i>Activity Completed</i>
1. Information Sharing	
a. Family Educational Rights and Privacy Act (FERPA)	
b. Health Insurance Portability and Accountability Act of 1996 (HIPAA)	
2. Psychological First Aid for Schools (PFA-S)	
3. School Climate and Emergencies	
a. Conduct a Comprehensive Needs Assessment	
b. Use Multi-Tiered Interventions and Supports	
c. Promote Social and Emotional Competencies	
4. Active Shooter Situations	
a. Preparing for an Active Shooter Situation	
i. Planning	
ii. Sharing Information With First Responders	
b. Exercises	
c. Preventing an Active Shooter Situation	
d. Threat Assessment Teams	
e. Responding to an Active Shooter Situation	
i. Respond Immediately	
ii. Run	
iii. Hide	
iv. Fight	
f. Interacting With First Responders	
g. After an Active Shooter Incident	

An Overview of the School Guide

On June 18, 2013, the White House released the Federal *Guide for Developing High-Quality School Emergency Operations Plans (School Guide)*. The *School Guide* aligns with and builds upon years of emergency planning work by the Federal government and is the first joint product of DHS, DOJ, ED and HHS on this critical topic. It describes a practical six step planning process for developing a high-quality school emergency operations plan (EOP). The resulting plan builds capacity in preparedness and its five mission areas: prevention, mitigation, protection, response, and recovery.

