

School Emergency and Crisis Response Plan

Minimal Components

Situation and Assumptions

- This section should provide relative information about your district/school
 - Enrollment and Employees
 - Number of special needs students
 - Building information
- List of potential hazards or risks

Concept of Operations

- A description of the school district or school's overall approach to an emergency
- How your school will respond to an emergency

Concept of Operations: **Direction and Control**

The definition and assignment of roles and responsibilities for direction and control, with specific reference to:

- Chain of Command
- Designated Back-up for each role, and
- Other critical functions
- Reliance on the Incident Command System (ICS)

Concept of Operations: **Direction and Control (continued)**

- Responsibilities of individuals who discover the emergency or crisis
- Responsibilities of leader/commander and other members of the emergency team
- Responsibilities of monitors who will ensure proper execution of the planned response

Concept of Operations:
Direction and Control (continued)

- Responsibility for communicating with first responders, building occupants, media and the community
- Responsibility for maintaining emergency-related records

Functional Procedures

- Immediate action steps in emergencies
 - *Evacuation*
 - *Reverse Evacuation*
 - *Off campus evacuation*
 - *Lockdown*
 - *Shelter-in-place (severe weather, hazardous materials release)*
 - *Drop, cover and hold*

Incident Specific Response Planning

- *Description of responses planned-
“what should happen, when and at
whose direction,” including:*
 - Severe weather
 - Fire
 - Bomb threats
 - Structural failure
 - Bus accidents

Incident Specific Response Planning (continued)

- **Failure of utilities or loss of utility service**
- **Release of hazardous materials indoors/outdoors**
- **Intruder/use of weapon/hostage**
- **Public health or medical emergencies**
- **Earthquakes**
- **Nuclear power plant accident** (if school is within 25 miles of the plant)

Resource Inventory for Emergencies

- Emergency contact list
- Student Accountability Protocol
- Family Reunification Protocol
- Response guidance material, method of distribution to staff and students
- Emergencies supplies and equipment

Training and Preparedness

- Description of actions taken to ensure administrators, staff and students understand warning signals and response to emergencies
- School Information: hazard analysis, area maps, site plans, safety reference plans (23 Ill. Adm. Code 180.120) community agreements, etc.
- Required School Safety Drills and optional drills conducted

Plan for Post Incident Response and Recovery

- Provision for post-emergency crisis response including availability of mental health services for students/staff
- Repair structural/physical damage
- Restore disrupted services
- Clean up facility
- Plan for resumption of classes

Appendices

Maps (aerial photo of school and area)
Site Plan (floor plan with utilities shut-offs)
Emergency Contact lists
Faculty/staff/students rosters
Resource inventory of emergency supplies
Interagency / private sector Agreements
Response management Forms

5 P's Emergency and Crisis Preparedness Planning

Poor
Planning
Produces
Pitiful
Performance

Grade F

Proper
Planning
Produces
Positive
Performance

Grade A