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

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<tr>
<th>Poor Planning</th>
<th>Proper Planning</th>
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