

**ARIZONA SCHOOL
EMERGENCY RESPONSE PLAN**

MINIMUM REQUIREMENTS

ARIZONA SCHOOL EMERGENCY RESPONSE PLAN

ERP MINIMUM REQUIREMENTS

Arizona Revised Statutes
(ARS), 15-341 (A) (32)

INTRODUCTION

Arizona Revised Statutes (ARS), 15-341 (A) (32) requires each school site to have an emergency response plan that meets the minimum state requirements. The Arizona Department of Education (ADE) and the Arizona Division of Emergency Management (ADEM) are responsible for developing the minimum standards for school emergency response plans in Arizona.

This document provides the required elements that must be included in every school's emergency response plan. The standards are not a systematic guide for completing a comprehensive response plan, but rather the minimum of what to include in the plan.

In November 2010, the Federal Emergency Management Agency (FEMA) introduced version two of the Comprehensive Preparedness Guide (CPG) 101, which provides a national framework for developing and maintaining emergency operations plans. Additionally, the recently revised Multi-Hazard Emergency Planning for Schools curriculum is aligned with CPG 101, therefore providing schools with the most current information applicable to plan development.

A variety of resources, including guides, videos, and trainings are available to schools to assist with the process of revising or developing a comprehensive response/operations plan that meets the individual needs of the school. ADE, ADEM, and the Arizona Department of Health Services highly recommend that districts and/or schools send their safe school teams to training to learn the six-step process of plan development, as outlined in CPG 101. Furthermore, information and resources for development and strengthening emergency response/operations plans, as well as locating course offerings of the Multi-Hazard Emergency Planning for Schools course, is available on the Arizona Department of Education web site. Resources on the ADE web site <http://www.azed.gov/prevention-programs/resources/#11schoolEmerResp> include:

- Site Plan Template
- Local and State planning assistance directory
- Comprehensive Preparedness Guide (CPG) 101
- Toolkit with guides, forms and checklists
- Training opportunities
- All hazards planning prevention/mitigation, preparedness, response and recovery information and resources
- Information and resources for parents
- Related Arizona laws
- Other web-based governmental resources

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MINIMUM REQUIREMENTS

1. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) specific to the Incident Command System (ICS)

NOTE: The Incident Command System (ICS) is only one component of the National Incident Management System (NIMS)

- a. The ICS shall be used to manage incidents that occur on school property.
- b. The school district governing board shall develop a declaration that ICS will be used to manage school emergencies.
- c. ICS and NIMS training are required for each individual who is assigned a function within the school or district ICS organizational structure.

Schools who previously received, or are receiving federal funding, such as REMS grants, etc, are required to incorporate and implement NIMS into their ERPs.

GUIDANCE for SECTION 1 NIMS and ICS

At a minimum, only those school employees identified to fill a role within the ICS structure must successfully pass the following Federal Emergency Management Agency (FEMA) Independent Study (IS) courses:

- **IS 100sc**, Introduction to ICS
- **IS 200**, Basic ICS
- **IS 700**, NIMS

IS courses may be taken on line at:
www.training.fema.gov/IS

It is highly recommended that command leadership positions take ICS 300. Contact your local emergency management office for details.

The Arizona 2013 emergency response plan template, CPG 101, and NIMS document may be obtained at <http://www.azed.gov/prevention-programs/resources/#11SchoolEmerResp>

2. EMERGENCY RESPONSE PLAN (ERP)

Minimum ERP Section Requirements

Introduction

Purpose

ERP Activation Authority and Communication

Situation Overview

Direction, Control and Coordination

Emergency Response Plan Attachments

- **INTRODUCTION:**

- a. Table of contents
- b. Approval statement with dated signature of principal
- c. District level signature page with district officials and the following local agency signatures: public health, law enforcement, emergency management, and fire officials

- **PURPOSE:**

- a. State the purpose of the emergency response plan and the scope for which it applies.

- **ERP ACTIVATION AUTHORITY and COMMUNICATION:**

- a. List the school or district's policy and procedure for activation of the ERP.
- b. Identify the title of those approved to activate the ERP.
- c. List the order of succession by title.
- d. List communication methods for warning staff of an emergency.
- e. List policy and procedure for emergency notification to 911, or local emergency response agencies.

GUIDANCE for SECTION 2

Emergency Response Plan Sections

INTRODUCTION

(ERP Template, Page4)

It is highly recommended, although not required that each site emergency response plan follow the format of the basic emergency response plan template.

a. See Table of Contents section in ERP Template for example.

b. Approval descriptive information (ERP Template, page 6)

c. District level signature page: The following signatures appear in recognition of the coordination, collaboration, and document review with local response partners. (ERP Template, page 7).

PURPOSE

(ERP Template, page 8)

a. ERP Template, page 8

ERP ACTIVATION AUTHORITY and COMMUNICATION

(ERP Template, page 15, section D, with additional Communications information on page 28)

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SITUATION OVERVIEW:

- a. State the size and location of your facility in acres and the number, general size, and use of each of the buildings.
- b. State the number of students and employees normally present on campus, and any scheduled daily differences in population.
- c. Identify the number of access and functional needs students and staff per building.
- d. In collaboration with your community response lead agencies (public health, law enforcement, emergency management, and fire officials); complete a hazard analysis of your school grounds and buildings, as well as the surrounding community, including natural and human related hazards.

• DIRECTION, CONTROL and COORDINATION:

- a. Create an Incident Command System (ICS) organization chart for your site, which will include a chain of command and alternates to implement and carry out the plan.
- b. At a minimum include the following:
 1. Incident Commander
 2. Public Information Officer
 3. Safety Officer
 4. Liaison Officer
 5. Operations Section
- c. Designate primary and alternate on-site and off-site Incident Command Posts.

SITUATION OVERVIEW

(ERP Template, page 9)

Attachment 1 of the ERP Template and Section IV, page 60 provides tools to assist in the development of the Situation Overview section.

d. Local agencies and private industry may have already conducted a community threat and risk assessment, in addition to a hazard analysis.

Collaborate with your local emergency management agency(s) to compare the *community ERP* with information in the school or district ERP.

DIRECTION, CONTROL and COORDINATION

(ERP Template, page 20)

a. Examples of ICS charts
(ERP Template, page 21)

b. Each ICS position shall have a minimum of two (2) persons qualified to fill that position, one primary, and one alternate. Preferably two alternates. Each person shall have training in his or her assigned position. ICS job responsibilities and their descriptions can be reviewed in the ERP Template, page 22-26.

d. This would include district level personnel as well as first responder and public safety agency personnel. The school site should make no more than two calls, those being to the 911 center and the district office.

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- d. Identify persons to be notified during an emergency. List their agency, name, title, and contact information.
- e. Utilize plain language for commands that alert staff and students to emergency responses. Code words shall not be used. Responses:
 - 1. Evacuation
 - 2. Lockdown
 - 3. Shelter in place
- f. Designate primary and alternate evacuation routes and assembly areas.
- g. Designate primary and alternate on-site and off-site relocation areas, other necessary response, or recovery sites, and how students/staff would be moved, or transported.
- h. Describe how access and functional needs, and/or non-English-speaking students and staff will be provided for.
- i. Provide a resource inventory of emergency items available (e.g. communication equipment, first aid and medical, fire-fighting equipment, lighting, etc.).
- j. To assist students and staff, develop a quick reference emergency response guide. Post guides in each classroom, assembly area and school transportation vehicle.
- k. In case of power failure, maintain a battery-powered radio at each school by which to receive Emergency Alert System (EAS) messages.
- l. Develop procedures for off campus emergencies (field trip, bus accidents, etc.).
- m. Develop and train staff and students on parent/student reunification procedures.

- **EMERGENCY RESPONSE PLAN
ATTACHMENTS:**

- a. ICS structure and ICS position responsibilities

DIRECTION, CONTROL and COORDINATION continued

e. Method of communication
examples: Intercom, radio, e-mail, etc.
section of ERP Template, page 27.

e. Lockdown – Terminology may vary regionally. (e.g. use of Hard Lockdown or Soft Lockdown to differentiate the type of lockdown.

g. Other necessary sites may include medical triage, behavioral health, etc.

l. State who is in charge during an off campus emergency. Additionally, make provisions for parents to be able to contact the school to obtain information, when their child is off campus for a school related activity.

m. See Student Release Form, ERP Template, Section IV, Page 80-81.

Specific policies and procedures must be in place to dictate the release of students to parents.

Additional information may be found in the ERP Template, Section IV on the topics located in this section.

EMERGENCY RESPONSE PLAN ATTACHMENTS

ERP Template, Section IV provides checklists and forms to support this section.

a. See Incident Response Job Descriptions, ERP Template, page 22.

b. Recommended to conduct tests of these contacts each school year

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- b. Student roster with legal guardian or parent phone numbers
- c. Master schedule
- d. Faculty/staff roster with emergency phone number
- e. Community emergency numbers:
 - 1. General emergency number – 911
 - 2. Ambulance
 - 3. Poison Control Center
 - 4. Police Dept./Sheriff/State Police
 - 5. Fire Dept.
 - 6. Public Health Department
 - 7. Local hospital
- f. Map of evacuation route(s) and assembly areas, student release gate, staging areas and command post(s)
- g. Site plan or blueprint of the facility and floor plan(s) of the building(s) showing location of water and gas shut off points, heat plants, boilers, generators, flammable liquid storage, other hazardous materials storage, fire-fighting equipment placement, first aid facilities, and property and building access points.
- h. Lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations personnel
- i. Sample statements/letters for use in notifying faculty, students, parents, and media about an emergency
- j. Student accountability/release forms

EMERGENCY RESPONSE PLAN ATTACHMENTS continued

- c. Recommended to update regularly
- d. Recommended to conduct test of these contacts at least annually
- e. Add any agency identified in your planning process. See Emergency Contacts Numbers worksheet, ERP Template, Section IV, Page 69.
- f. Note location and distribution of school maps. Collaborate with local first responder agencies for any additional recommendations.
- g. Note location and distribution of site plan or blueprint. Collaborate with appropriate local first responder agency for any additional recommendations.

See School Parent Letter, ERP
Template, Section IV, Page 67-68.

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3. PLAN DEVELOPMENT and MAINTENANCE

- a. Conduct an annual review of the ERP and ERP attachments. Update plan as needed when lessons learned were identified after an emergency response, training, or exercise event.
- b. Collaborate with local emergency management, fire, law enforcement and public health agencies when addressing hazard, threat, or risk assessments, plan development or revision, training, and exercises.
- c. Conduct annual training of all staff on warning/response signals, evacuation routes, assembly areas, emergency procedures, and chain of command. (ICS).
- d. Annually review your Incident Command System with staff and provide training of those who have assigned responsibilities.
- e. Twice annually practice each of the listed emergency response drills with students and staff:
 1. Lockdown (one drill per year shall occur when students are outside the classroom)
 2. Shelter-in-place
 3. Evacuation (one fire drill per year can count towards this requirement)
- f. A debriefing shall be conducted after each drill to identify strengths and weaknesses in your plan.
- g. Provide an overview of the ERP and distribute appropriate information from the plan to parents.
- h. Complete an annual review and evaluation of their plan and provide stakeholders with revisions.

GUIDANCE for SECTION 3

Plan Development and Maintenance
(ERP Template, page 32)

Consider conducting a 30-minute training session prior to the beginning of school with staff that has not been assigned a role in the ICS structure. This is in addition to more in-depth training for the ICS personnel.

You can save time by conducting another emergency drill in conjunction with a fire drill. For example, go into lock down for 10 minutes, then immediately conduct a fire drill.

Any plan weaknesses identified during drills or debriefing session should be addressed at that time. Modify plan accordingly.

It is not recommended that copies of the entire plan be provided to non-district employees or non-public safety personnel.

g. Districts and schools should be aware of the need to protect specific emergency planning information and should redact information from the final ERP as necessary for the safety of the school.