

***Arizona***

***School Emergency***

***Response Plan:***

***Minimum Requirements***



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Arizona Department of Education  
And  
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## State of Arizona School Emergency Response Plan Minimum Requirements

Arizona Revised Statutes (ARS), 15-341 (A) (34) requires each school site to have an emergency response plan that meets the minimum state requirements. The Arizona Department of Education and the Arizona Division of Emergency Management 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 step-by-step guide for completing a comprehensive response plan, but rather the minimum of what to include in the plan.

A variety of resources, including guides, videos and trainings are available to schools to assist with the process of developing a comprehensive response plan that meets the individual needs of the school. It is recommended that districts and/or schools send their safe school teams to training to learn the process of plan development as well as how to identify hazards, plan to respond, cope with and recover from disaster. Additionally, schools must collaborate with their local law enforcement, fire, emergency management, and public health agencies to develop their plans. Information and resources for development and strengthening emergency response plans is available at the Arizona Department of Education web site. The resources available include:

- Site and district plan templates
- Guides, forms and checklists
- Prevention/mitigation resources
- Response information and resources
- Recovery information and resources
- Terrorism information and resources
- Information and resources for parents
- Training opportunities
- Related Arizona laws
- Frequently asked questions
- Other web-based governmental resources

<http://www.ade.az.gov/schooleffectiveness/health/schoolsafety/plansresources.asp>

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## School Emergency Response Plan Minimum Requirements

### Minimum Requirements

#### **NIMS COMPLIANCE:**

- **The Incident Command System (ICS) shall be used to manage incidents that occur on school grounds. The district governing board will make a declaration that ICS shall be used to manage school emergencies.**
- **ICS and NIMS training is required for each individual who is assigned a function within the schools ICS structure**
- **Each site emergency response plan shall follow the format of the site emergency response plan template that is available on the ADE website**

#### **INTRODUCTION:**

- **Table of contents**
- **Approval statement and dated signatures of principal, appropriate district official, police and fire officials**

#### **PURPOSE:**

- **State the purpose of the emergency response plan**

#### **SITUATION:**

- **State the size and location of your facility in acres and the number, general size, and use of each of the buildings**
- **State the number of students and employees normally on hand, and any scheduled daily differences in population**
- **Complete a hazard analysis of your school grounds and buildings, as well as the surrounding community, including natural and human related emergencies**

### Examples/Guidance

Each school employee who is identified to fill a role within the ICS structure during an emergency response must pass these FEMA Independent Study courses:

**IS 100**, Introduction to ICS, **IS 200**, Basic ICS and **IS 700**, National Incident Management System (NIMS). Courses can be taken on line at: <http://www.training.fema.gov/emiweb/IS/crslist.asp>

This emergency response plan template can be obtained at: <http://www.ade.az.gov/schooleffectiveness/health/schoolsafety/safetyplans/response.asp>

See Table of Contents section in ERP template for example.

See Approval Statement section in ERP template for example.

See Introduction section in ERP template for example.

See Situation and Assumptions section in ERP template for an example.

Collaborate with your local law enforcement, fire, emergency management, and health departments to conduct your hazard analysis.

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### DIRECTION AND CONTROL:

- **Create an Incident Command System (ICS) for your site which will include a chain of command and alternates to implement and carry out the plan. At a minimum include the following:**
  1. Incident Commander
  2. Public Information Officer
  3. Safety Officer
  4. Liaison Officer
  5. Operations Section
- **Designate primary and alternate on-site and off-site Command Posts**
- **Identify persons, by title and agency, who will be notified during an emergency**
- **Plain language will be used for commands that alert staff and students to emergency responses.**
  1. Evacuation
  2. Reverse evacuation
  3. Lockdown/Shelter in place**Code words shall not be used**
- **Designate primary and alternate evacuation routes and assembly areas**
- **Designate primary and alternate on and off-site relocation sites and other necessary sites (and how students/staff would be moved or transported)**
- **Describe how disabled and/or non-English-speaking students and staff will be provided for**
- **Provide a resource inventory of emergency items available (e.g. communication equipment, first aid, medical, fire fighting equipment, lighting, etc...)**
- **Develop Classroom Emergency Response Guides and post copies in each room or assembly area for students and staff**

Each position shall have a minimum of two (2) persons qualified to fill that position, one primary and at least one alternate. Preferably two alternates. Each person should have training in their assigned position, this includes the alternates. Identified job responsibilities and their descriptions can be reviewed in Appendix P of the ERP template. Staff Skills Survey and Inventory, Appendix I of ERP template is useful in assigning the appropriate site personnel for this requirement.

See Site Assignments and Staging Areas section of ERP template for examples of on-site and off-site locations to be identified.

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, to 911 and the district office.

Examples: Intercom, radio, e-mail etc... Plain language will be used to alert staff to an emergency. **No Codes.** See Emergency Communications section of ERP template.

See Site Assignments and Staging Areas section of ERP template for examples of on-site and off-site locations to be identified.

A manual on evacuation of the disabled and special needs populations can be viewed at <http://www.ade.az.gov/schooleffectiveness/health/schoolsafety/safetyplans/response.asp>.

See Resource Inventory section of ERP template for recommendations.

A sample classroom emergency response guide template is available at <http://www.ade.az.gov/schooleffectiveness/health/schoolsafety/safetyplans/response.asp>.

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- Each school should have a battery powered radio to receive EAS messages in case of power failure
- Develop procedures for off campus emergencies (field trip, bus accidents etc.)
- Develop student/parent reunification procedures

### PLAN DEVELOPMENT AND MAINTENANCE

- Provide for an annual review of the plan, attachments, responses, and needs. Update whenever necessary
- Invite community, outside agencies (*fire, law enforcement, emergency management and county health department are required*) to assist in plan development, training, exercises, and revision
- Conduct annual training of all staff regarding warning/response signals, evacuation routes, assembly areas, emergency procedures, and chain of command (ICS)
- Annually review your Incident Command System with staff and train those who have assigned responsibilities
- Twice annually practice each of the listed emergency response drills with students and staff
  1. Reverse evacuation
  2. Lockdown or Shelter in place
  3. Evacuation (one fire drill per year can count towards this requirement)
- One school district employee will participate in multi-hazard crisis training annually (ARS 15-341 A. 35)

Who is in charge during an off campus emergency? Make provisions for who parents can contact for information when their child is off campus for a school related activity.

See Student Release Form, Appendix K of ERP template for student release form. Specific policies and procedures must be in place to dictate the release of students to parents.

See Annual Site Plan Review, Appendix R, for a description of what the review should entail. Any plan weaknesses identified during drills should be addressed at the time they are identified.

Collaborate with your local law enforcement, fire, emergency management, and health departments as well as any other response agencies you deem necessary to develop your plan.

A 30-60 minute session prior to the beginning of school should be sufficient to address these topics with staff that do not have a specified role in the ICS structure. This is in addition to more in-depth training for the ICS personnel.

Also review anytime there is a change in staff that affects your ICS structure. See ICS Assignments section of ERP template for example.

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. A debriefing must be conducted after each drill to identify strengths and weaknesses in you plan.

Training to be approved by district governing board.

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- **Overview of plan explained and distributed to parents**
- **Schools will send a copy of their plan to be included with the district wide plan**
- **Schools will complete an annual review and evaluation of their plan**

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

See Annual Site Plan Review, Appendix R, for a description of what the review should entail. Any plan weaknesses identified during drills should be addressed at that time.

### APPENDICES AND ATTACHMENTS

- **ICS structure and responsibilities**
- **Student roster with parent phone numbers**
- **Master schedule**
- **Faculty/staff roster with emergency phone numbers**
- **Community emergency numbers:  
General emergency number - 911  
Ambulance  
Poison Control Center  
Local hospital  
Police Dept/Sheriff/State Police  
Fire Dept**
- **Map of evacuation route(s) and assembly areas, student release gate, staging areas and command post(s)**
- **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 exits,**

Give examples of each positions responsibilities (i.e. PIO prepare and conduct media briefing). See Incident Response Job Descriptions, Appendix P of ERP template for examples.

Conduct test of these contacts each school year.

Update regularly as needed.

Conduct test of these contacts at least annually.

See Emergency Contacts section of ERP template for examples. Add any agencies identified in your planning process.

See School Maps section of ERP template for examples of what to include on site map. Collaborate with local first responder agencies for any additional recommendations.

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| <ul style="list-style-type: none"><li>▪ <b>Lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations personnel</b></li><br/><li>▪ <b>Sample statements/letters for use in notifying faculty, students, parents, and media about emergency</b></li><br/><li>▪ <b>Student accountability/release forms</b></li></ul> | <p>See Emergency Contacts Numbers section of ERP template for example.</p><br><p>See School Parent Letter, Appendix F of ERP template for example.</p><br><p>See Student Accounting Form, Appendix J and Student Release Form, Appendix K of ERP template for examples.</p> |
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