**EOP – APPENDIX “C”**

**SUPPORT/COORDINATING AGENCIES/COMPANIES**

The EOP Appendix “C” guidance document is an optional resource to enable the School/District to formalize prevention, protection, mitigation, and preparedness, response, and recovery actions when working with public/private agencies or companies.

The School/District is encouraged to identify those public/private agencies or companies within your community, utilize the worksheets in Appendix “C” to provide an opportunity to collaborate with stakeholders, and identify specific expectations of one another, should an emergency occur.

The School/District should be aware of the need to protect specific planning information and classify their individual plans as appropriate.

**DEFINITIONS:**

**SUPPORT/COORDINATING AGENCIES:**

Those agencies that have a support/coordinating role during an emergency and describe/address the strategies they are responsible for implementing. *Referenced by CPG 101, Figure 3.3, pages 3-8.*

**SUPPORT/COORDINATING AGENCY OR COMPANY – EXAMPLES:**

**PUBLIC/PRIVATE –**

* 1. Behavioral Health
	2. Hazardous Material Vendor
	3. Railroad
	4. Military Base
	5. Local Transportation Services
	6. Other
1. **BEHAVIORAL HEALTH**

Working with your local behavioral health provider, if other than your local health department, use the following as a guide to develop/revise your EOP elements relating to behavioral health.

1. If applicable, quote any local, state, or federal laws associated with behavioral health and their authority associated with specific situations.
2. Reference school/district policy and procedures associated with behavioral health involved situations.
3. Reference the unique relationship that needs to exist with behavioral health during an emergency, as it relates to being a support agency/company. Describe/address the strategies behavioral health is responsible for implementing.

**Additionally, behavioral health should list items in the following applicable categories, such as action items, in support of the school/district planning and response process. Where an MOU/MOA or contract is in place, consider referencing the document and location of the document.**

**Protection:**

* **Add information as appropriate**

**Prevention**

* **Add information as appropriate**

**Mitigation:**

* **Develop/update MOU/MOA (or contract)**

**Preparedness:**

* **Add information as appropriate**

**Response:**

* **MOU/MOA activation (or contract)**

**Recovery:**

* **Add information as appropriate**
1. **HAZARDOUS MATERIALS VENDOR**

If agency/company houses potential harmful chemicals/toxins, etc., and are located within the vicinity of the school/district community, use the following as a guide to develop/revise your EOP elements relating to a possible hazardous materials incident that may affect the school/district.

1. Working with the hazardous material vendor, quote local, state, or federal law, associated with community right to know, and emergency preparedness.
2. Note any school/district policy and procedures associated with a community release of hazardous materials.
3. Reference the unique relationship that needs to exist with a hazardous material vendor located within the vicinity of the school/district community. Describe/address the strategies the vendor is responsible for implementing, as it relates to being a support agency/company.

**Additionally, where applicable, a representative of the agency/company should list items in the following categories, such as action items, in support of the school/district planning and response process.**

**Protection:**

* **Add information as appropriate**

**Prevention**

* **Add information as appropriate**

**Mitigation:**

* **Develop MOU/MOA (or contract**

**Preparedness:**

* **Add information as appropriate**

**Response:**

* **MOU/MOA activation (or contract)**

**Recovery:**

* **Add information as appropriate**
1. **RAILROAD**

Working with your local railroad, use the following as a guide to develop/revise your EOP elements relating to the railroad.

1. If applicable, quote the local, state, or federal law giving railroad the authority over specific situations.
2. Reference school/district policy and procedures associated with a railroad-involved situation posing a threat to the school/district community.
3. Reference the unique relationship that needs to exist with the railroad, as it relates to being a support agency/company. Describe/address the strategies the railroad is responsible for implementing.

**Additionally, where applicable, railroad should list items in the following categories, such as action items, in support of the school/district planning and response process.**

**Protection:**

* **Add information as appropriate**

**Prevention**

* **Add information as appropriate**

**Mitigation:**

* **Develop MOU/MOA (or contract)**

**Preparedness:**

* **Add information as appropriate**

**Response:**

* **MOU/MOA activation (or contract)**

**Recovery:**

* **Add information as appropriate**
1. **MILITARY BASE**

Working with your local military base, use the following as a guide to develop/revise your EOP elements relating to military bases.

1. Quote the ARS and federal law giving the military base the authority over specific situations.
2. Reference school/district policy and procedures associated with military base involved situation.
3. Reference the unique relationship that needs to exist with the military base during an emergency, as it relates to being a support agency/company. Describe/address the strategies the military base is responsible for implementing.

*EXAMPLE - (name of the military base) should an emergency occur at the school that would require such actions as reunification of student(s) with their military parents/guardians, the following actions would be supported, unless otherwise dictated by the nature of the emergency:*

* + - 1. *Communication -*

**Where applicable, a military base should list items in the following categories, such as action items, in support of the school/district planning and response process.**

**Protection:**

* **Add information as appropriate**

**Prevention**

* **Add information as appropriate**

**Mitigation:**

* **Develop MOU/MOA (or contract)**

**Preparedness:**

* **Add information as appropriate**

**Response:**

* **Communication**

**Recovery:**

* **Add information as appropriate**
1. **LOCAL TRANSPORTATION SERVICES**

Working with your local public/private transportation entities, use the following as a guide to develop/revise your EOP elements relating to public/private transportation.

1. Quote local, state, or federal guidelines or agreements in place associated with public/private transportation entities during specific situations.
2. Reference school/district policy and procedures associated with utilization of public/private transportation entities during an emergency.
3. Reference the unique relationship that should exist with the public/private transportation entities during an emergency, as it relates to being a support agency/company. Describe/address the strategies local transportation services is responsible for implementing.

**Additionally, where applicable, the public/private transportation entities** **should list items in the following categories, such as action items, in support of the school/district planning and response process.**

**Protection:**

* **Add information as appropriate**

**Prevention**

* **Add information as appropriate**

**Mitigation:**

* **Develop MOU/MOA (or contract)**

**Preparedness:**

* **Add information as appropriate**

**Response:**

* **MOU/MOA activation (or contract)**

**Recovery:**

* **Add information as appropriate**
1. **OTHER**

Working with your local \_\_\_\_\_\_\_\_\_ agency, use the following as a guide to develop/revise your EOP elements relating to \_\_\_\_\_\_\_\_\_\_\_.

1. Quote the ARS and federal law giving the \_\_\_\_\_\_\_\_\_\_ agency the authority over specific situations.
2. Reference school/district policy and procedures associated with a \_\_\_\_\_\_\_\_\_\_\_\_ agency involved situation.
3. Reference the unique relationship that needs to exist with the \_\_\_\_\_\_\_\_\_\_\_\_ agency during an emergency, as it relates to being a support agency/company. Describe/address the strategies (other) is responsible for implementing.

**Additionally, where applicable, (other) should list items in the following categories, such as action items, in support of the school/district planning and response process.**

**Protection:**

* **Add information as appropriate**

**Prevention**

* **Add information as appropriate**

**Mitigation:**

* **Develop MOU/MOA (or contract)**

**Preparedness:**

* **Add information as appropriate**

**Response:**

* **MOU/MOA activation (or contract)**

**Recovery:**

* **Add information as appropriate**