



## Arizona Department of Education

### Health & Nutrition Services

**To:** Arizona LEA Superintendents

**From:** Melissa Conner, Education Associate Superintendent  
Health and Nutrition Services – School Safety & Prevention

**Date:** September 17, 2019

**Subject:** 2019 ADE Emergency Operations Plan (EOP) Template

Enclosed you will find the new 2019 ADE Emergency Operations Plan (EOP) template. The template is provided to school districts and charter schools in Arizona for the purpose of being used as a guide for the format and content of a comprehensive multi-hazard school emergency operations plan that meets ADE minimum requirements.

ARS 15-341 (A) (31) requires each school site to have an emergency response plan that meets the minimum state requirements. This new template provides the required elements that must be included in every school emergency operations plan to meet those requirements. The 2019 ADE EOP template adheres to the recommended format for school emergency operations plans as identified in *The Guide for Developing High-Quality School Emergency Operations Plans*, U.S. Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students, Washington, DC, and FEMA's Developing Multi-Hazard Emergency Operations Plans for Schools courses, E0361 and E0364.

This template provides guidance that can be used by your district and schools in developing or revising each site's EOP. The template may be used in its entirety or in part. Districts, schools and community partners such as law enforcement, fire, public health, emergency management and hospitals should work together as a planning team to adapt the template to the unique needs of the district, individual district schools and the school community as a whole.

In the current format, this template is public information. However, once completed and customized for use by your schools, you should consult your district's legal counsel regarding the confidentiality and exemption of your district's EOP from public release.

If electing to use this template, consider the following recommendations to customize the plan so that it represents your district/school plan:

- Language **highlighted in yellow with black print** can be deleted from the plan as this is provided for informational purposes to your planning team. Thus, there is no need to keep this information in your plan.

**Kathy Hoffman, Superintendent of Public Instruction**

1535 West Jefferson Street • Phoenix Arizona 85007 • (602) 542-5460 • [www.azed.gov](http://www.azed.gov)

- Comments **highlighted in yellow with red print** are provided as directions on how to identify the plan as your district/school plan to include the actual date of adoption of the plan.
- The Functional Annexes identified in Section II of the template are not considered all inclusive. Your planning team may add or delete functional items based on their assessment of the needs of your district.
- The Threat/Hazard Annexes included in Section III are intended to be a sample of threat/hazards that Arizona schools might include in their plan. The planning team should complete a threat/hazard risk assessment to assist in identifying what threats and hazards their school community are most likely to face. Information on completing a threat/hazard risk assessment may be found on ADE's Emergency Preparedness website.
- The courses of action presented in both the functional annexes and threat/hazard annexes are not intended to be used as written. If considering using any of these annexes, your planning team should review and vet each individual annex and modify accordingly to represent the courses of action that are actually carried out by your district.
- Keep in mind that your plan should represent what your district and schools actually do in your approach to emergency operations planning and response. You should not incorporate language or courses of action in your EOP that do not represent what you do.

I hope that you will find this new ADE EOP template to be a valuable resource to your district and all district schools. Questions or requests for assistance when using the new template can be directed to Davidson Riggs at, [davidson.riggs@azed.gov](mailto:davidson.riggs@azed.gov).