



ARIZONA DEPARTMENT OF
EDUCATION

EMERGENCY OPERATIONS PLAN

[Insert School Name]

Insert School Year

ARS 15-341(A)(31) Compliance
ARS 15-183(E)(1) Charter Compliance

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02 Document Authorization

In accordance with Arizona A.R.S. 15-341(A)(31), and A.R.S. 15-183(E)(10), this Emergency Operations Plan (EOP) replaces all previous versions and is approved by the designated authorities, effective immediately upon the signatures below and subject to annual review and reauthorization.

Site Leader Approval (Principal / Charter Equivalent)

I approve this Emergency Operations Plan for [Insert School Name].

Signature / Printed Name / Title

Date

District Approval (Superintendent / Charter Equivalent)

I approve this Emergency Operations Plan for [Insert District/Charter Name].

Signature / Printed Name / Title

Date

Acknowledgment of Distribution

☐ I acknowledge that, in compliance with Arizona HB2074 (2025), A.R.S. 15-341(A)(31), and A.R.S. 15-183(E)(10), I have provided a copy of the **[Insert school name]** Emergency Operations Plan to the following representatives, as required for coordination with local law enforcement, fire services, and emergency management agencies:

Agency	Method	Date	Received By

[Insert name of fire department]

[Insert name of emergency management]

Agency	Method	Date Document is Refused	Number of Attempts
[Insert name of police department]			

[Insert name of fire department]

[Insert name of emergency management]

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RECORD OF REVIEW AND REVISION

This record must be updated after: (1) Annual EOP review, (2) Changes to the ICS chart, and (3) Any revisions to the EOP. Each update or change to the plan will be tracked. The record of changes will include: the revision number, the date of the change, and the full name and title of the person who made the change. The record of review and revision is in table format on Page **XX** of this EOP and maintained by **[Insert name / title]**.

Rev #	Date	Description of Review/Revision	Made By

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RECORD OF DISTRIBUTION

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have been given a copy of the plan. Indicate the name/title of the person receiving the plan, the date of delivery.

Person/Agency	Date	Method	Additional Info	Distributed By

Introduction

This EOP was prepared by [Insert school name] staff and approved by senior administration, enabling activities contained within this document to be performed within the school capability. Furthermore, this EOP has been distributed internally within the [Insert school name] and with external agencies that may be affected by its implementation.

The information presented in this document is classified as For Official Use Only, and is exempted from disclosure under ARS 41-1803(G). This document should be handled, transmitted, and stored in accordance with appropriate district security directives to prevent theft, compromise, inadvertent access, and unauthorized disclosure. The information contained in this document is for emergency preparedness measures only. Reproduction or distribution of this document, in whole or in part, without prior approval from [Insert name / title] is prohibited.

[Insert principal name / charter equivalent] stipulates that no guarantee is implied by this EOP of a perfect response system. As personnel resources may be overwhelmed, the [Insert school name] can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

Purpose

The purpose of the [Insert school name] Emergency Operations Plan is to identify and respond to incidents by outlining the responsibilities and duties of [Insert school name] and its employees, as dictated by A.R.S. 15-341(A)(31). Developing, maintaining, and exercising, the school EOP increases [Insert school name] legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines provides a margin of protection against liability.

The [Insert school name] mission is to [Insert mission statement] To accomplish this mission, [Insert school name] must ensure this operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the [Insert school name] Emergency operations Plan to ensure proper response actions are taken in the event of an emergency.

Scope

This plan applies to all staff, students, and visitors at [Insert school name]. It covers actions during school hours, before/after school programs, school-sponsored events, and field trips. The plan establishes protocols for coordination with local law enforcement, fire services, and emergency management agencies.

Legal References

- Arizona Revised Statute 15-341(A)(31) - Emergency operations plan requirements for schools
- Arizona Revised Statute 15-183(E)(1) - Emergency operations plan requirements for charter schools
- Arizona Revised Statute 41-1803(G) - Confidentiality and public disclosure exemption for EOPs
- Arizona Revised Statute 15-120.06 - DAFN training required for school safety officers
- Arizona Revised Statute 15-761 - DAFN definitions
- Arizona Revised Statute 28-900 - Bus evacuation drills

[Insert school name] utilizes the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage emergencies, incidents, and planned events. Consistent with ARS 15-341(A), ICS provides a standardized structure for coordinating personnel, resources, communications, and decision-making before, during, and after an incident.

During an emergency or disaster, school facilities may be damaged, and evacuation may be required, individuals may be injured, and multiple response activities may simultaneously occur. ICS provides a scalable organized structure to ensure these activities are coordinated efficiently and effectively.

The ICS may expand or contract based on the size, scope, and complexity of the incident. The ICS chart included in this EOP identifies the minimum required command and coordination positions and functions. Additional positions may be added to the chart to support expanded roles for incident management.

Unified Command, is when multiple agencies respond, the Incident Commander will transition to Unified Command as appropriate. School personnel will support the Unified Command structure and provide information as requested by responding agencies.

[Insert principal name / charter equivalent] ensures that individuals designated on the ICS chart will complete COPS Safety Training Program: Intro to Incident Command System ICS for School Personnel prior to designation. The school further assures that personnel with assigned ICS responsibilities will complete all approved training as described within the Training Section of the 2026 EOP Minimum Requirements for School Emergency Operations Plans.

07 SCHOOL OVERVIEW

School Property Description

School Name: [Insert school name]
Address: [Insert school address]
Campus/Property Size: [Insert school acreage/size]
Number of Buildings: [Insert number]
Number of Floors: [Insert number]
Grades Served: [Insert grades]

School Population (Based on Arizona Official Enrollment)

Category	Count	Notes
Students (during school hours)		
Staff/Employees (during school hours)		
Before School Program		
After School Program		
Clubs/Athletics/Events		

After-Hours Activities

Activity Name	Days/Times	Location	Approx. Attendance

School Staff Population (if your staffing allows, this is scalable)

Category	Count	Notes
Principal		
Assistant Principal		
Administrative Assistant		
Facilities		
Food Service		
Transportation Director		
Secretary/Office Clerk		

School Population (Based on Arizona Official Enrollment)

Students (during school hours)	
Staff/Employees (during school hours)	
Before School Program	
After School Program	
Clubs/Athletics/Events	Location

After-Hours Activities

Activity Name	Days/Times	Approx. Attendance

Disabilities, Access and Function Needs (DAFN):

- Identify and plan appropriate accommodations for students and staff with DAFN. Utilize the [ADE DAFN ACCOMODATIONS FORM](#) as appropriate.
- Describe a process for communicating with and supporting students, staff and families with LEP, including translation and interpretation services.
- Maintain a confidential roster of students and staff with a DAFN Accommodation Form.

Accommodations and Considerations:

- Communication methods for students with hearing/vision impairments
- Mobility assistance for evacuation procedures
- Medical equipment and medication access during emergencies
- Behavioral support strategies during high-stress events
- Translation/interpretation services for non-English speakers
- Designated staff assigned to assist specific students with DAFN

Note: DAFN rosters are confidential and must be stored securely. Access should be limited to authorized personnel with a need-to-know basis during emergency operations.

DAFN Roster Storage

Primary Method: [\[Insert primary storage/access method\]](#)

Alternate Method: [\[Insert alternate storage/access method\]](#)

This section establishes the procedures for activating the Emergency Operations Plan, including delegation of authority, conditions triggering activation, and the order of succession.

Delegation of Authority

If the primary authority **[principal/charter equivalent]** is unavailable, incapacitated, or otherwise unable to perform their duties, authority to activate and manage the EOP shall pass to the next individual in the order of succession listed in the ICS chart.

[Insert any additional delegation procedures or limitations.]

[Insert conditions/incidents that would trigger the activation of this plan.]

Communication is a critical part of incident management. This section outlines the communication plan of **[Insert district/school name]** and supports its mission to provide clear, effective internal and external communication between the school students/staff, parents/guardians, responders, and media.

[Insert all procedures for notifying 911 and local emergency responders.]

[Insert all emergency alert notification systems (include system name and purpose, and the individuals authorized to send alerts.)]

Communication to Students and Staff:

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following communication practices will be utilized. **[Insert all procedures for communicating emergency information to students and staff during an incident including accommodations for individuals with DAFN.]**

Communication to Parents and Guardians:

[Insert all methods for notifying parents and guardians during an emergency, including available communication platforms and personnel responsible for disseminating the information.]

Media Communication

[Insert all methods for notifying/communicating (with) the media during an emergency - identify a designated spokesperson.]

Post-Incident Communication

[Insert all methods for post-incident communication to all stakeholders.]

General Emergency Contact Numbers

Agency/Contact	Phone Number	Alternate
911 Emergency	911	N/A
Local Police Non-Emergency		
Fire Department		
District Office		
Poison Control		
Hospital/Medical		

Arizona Department of Education has approved the use of I Love U Guys Foundation to standardize the responses for Arizona Schools. The following Standard Response Protocols must be included within the EOP.

HOLD

Clear the hallways. Students remain in or return to their classroom/area. Business as usual within the room. "Hold in your area."

SECURE

Threat or hazard outside the building. Bring everyone inside, lock perimeter doors. Continue teaching. "Secure! Get inside. Lock outside doors."

SHELTER

Hazard requires a specific protective posture (tornado, hazmat, earthquake). Move to designated shelter area. "Shelter for [hazard]. Using [protective action]."

LOCKDOWN

Threat inside the building. Locks, lights, out of sight. Do not open the door for anyone. "Lockdown! Locks, lights, out of sight."

EVACUATE

Move students and staff from the building to a designated assembly area using primary or alternate routes. "Evacuate to [location]."

[Insert principal name / charter equivalent] ensures that individuals designated on the ICS chart will complete COPS Safety Training Program: Intro to Incident Command System ICS for School Personnel **prior** to designation. The school further assures that personnel with assigned ICS responsibilities will complete all approved training as described within the Training Section of the 2026 EOP Minimum Requirements for School Emergency Operations Plans.

12 COORDINATION, DIRECTION, AND CONTROL

During emergency operations, the school administration retains administrative and control over their employees and equipment. However, personnel and equipment necessary to carry out the responsibilities and assignments as directed will be the responsibility of **[Insert Incident Commander - name/title]**.

Emergency Facilities/Crisis Response Team Command Post locations have been established by **[Insert Incident Commander - name/title]** and ensured to include the following:

On-Site response team post

Primary Location: **[Insert location]**

Staging areas

Primary location: **[Insert location]**

Alternate Location: **[Insert location]**

12 Coordination Direction and Control Continued

The Arizona EOP minimum requirements require maps of school campus buildings. These maps are designed to speed up emergency responders in their response. (These maps must include the following: Primary and alternate evacuation routes; primary and alternate on-site command post; primary and alternate assembly areas; emergency shut off for boilers, HVAC).

[Insert evacuation map showing the above items]

During an emergency situation, it may be required for students and staff to evacuate from their campus and move to a predetermined relocation site to begin the reunification process. This site will be established and must include: Student entrance | Student assembly areas | Parent/guardian parking | Greeting area | Parent/guardian check-in | Waiting area | Reunification area | Exit route | Medical area | Behavioral health area | Crisis/notification rooms | Command post | Staff/volunteer check-in | Staging area | Media area both the primary and secondary evacuation routes, assembly areas, onsite command posts and staging areas. **[Insert relocation/reunification maps]**

Primary Off-Site Relocation Area

Location: **[Insert primary off-site relocation area]**

Address: **[Insert address]**

Contact: **[Insert contact person and phone]**

Alternate Off-Site Relocation Area

Location: **[Insert alternate off-site relocation area]**

Address: **[Insert address]**

Contact: **[Insert contact person and phone]**

Transportation Procedures

[Insert procedures for transporting students and staff to off-site relocation areas, including bus routes, walking routes, and coordination with transportation department]

DAFN Accommodations During Relocation

[Insert accommodations and supports for individuals with Disabilities, Access and Functional Needs during relocation, including mobility assistance, medical equipment, communication aids]

14 SPECIAL CIRCUMSTANCES

Off-Campus Emergencies

[Insert procedures for emergencies occurring off campus that may affect the school]

Field Trips

[Insert procedures for field trips, including communication and accountability]

Bus Incidents

[Insert procedures for bus accidents or incidents during transport]

Traffic Incidents

[Insert procedures for traffic incidents near or affecting the school campus]

School-Sponsored Activities Outside

[Insert procedures for events such as evening performances, weekend activities, or summer programs]

Before/After School Programs

[Insert procedures specific to before and after school care programs]

Clubs, Athletics, and Other Events

[Insert procedures for extracurricular activities occurring outside regular hours]

15 RESPONSE ANNEXES

Each annex must document response actions, communication procedures, support considerations for students and staff, and support for individuals with DAFN.

Required Response Annexes

Hold Annex [\[Attach Annex\]](#)

Must include:

- Response Actions
 - Communication Procedures
 - Support Considerations
 - DAFN Support
-

Secure Annex [\[Attach Annex\]](#)

Must include:

- Response Actions
 - Communication Procedures
 - Support Considerations
 - DAFN Support
-

Shelter Annex [\[Attach Annex\]](#)

Must include:

- Response Actions
 - Communication Procedures
 - Support Considerations
 - DAFN Support
-

Lockdown Annex [\[Attach Annex\]](#)

Must include:

- Response Actions
 - Communication Procedures
 - Support Considerations
 - DAFN Support
-

Evacuation Annex [\[Attach Annex\]](#)

Must include:

- Response Actions
 - Communication Procedures
 - Support Considerations
 - DAFN Support
-

Reunification Annex [\[Attach Annex\]](#)

Must include:

- Response Actions
- Communication Procedures
- Support Considerations
- DAFN Support

16 THREAT AND HAZARD ANNEXES

Schools must develop annexes for the required threats below, plus at least two additional annexes based on highest-priority risks identified through the School Hazard Assessment Worksheet.

Required Threat and Hazard Annexes:

Develop an annex for the four listed events:

- Active Threat on Campus
- Reported Threat to Campus
- Utility Disruption
- Outbreaks, Epidemics, Pandemics

Additional Hazard Annexes (minimum 2 required):

- Develop at least two (2) additional threat and hazard annexes based on the highest priority risks identified through the School Hazard Assessment Worksheet.

[Insert completed School Hazard Assessment Worksheet]

Note: Community-specific risks identified by the local emergency management office must be considered when selecting additional annexes.

The following documents are considered essential emergency management resources and must be immediately accessible for operational use during an incident. **Schools shall maintain both electronic and hard-copy access whenever feasible and establish redundant storage methods to ensure availability during emergencies.** Primary and alternate storage locations, responsible personnel, and access procedures must be identified within this EOP. These documents should be accessible to authorized staff at all times and capable of being retrieved without delay during emergencies, including situations involving loss of power, internet connectivity, or access to campus facilities.

- Student Rosters
- Parent/Legal Guardian/Emergency Contact Information
- Faculty and Staff Rosters
- Reunification Site Maps
- Emergency Procedure Guides (posted in classrooms, gyms, auditoriums, lunchrooms, libraries)
- School Transportation Emergency Procedures
- Facility and Site Information (floor plans, utility shut-offs, HVAC, AEDs, Stop the Bleed kits)
- Pre-Drafted Emergency Communications (staff, students, parents, media)
- All MOUs established for use with this EOP

Reunification Site Maps Must Identify:

Student entrance | Student assembly areas | Parent/guardian parking | Greeting area | Parent/guardian check-in | Waiting area | Reunification area | Exit route | Medical area | Behavioral health area | Crisis/notification rooms | Command post | Staff/volunteer check-in | Staging area | Media area

Facility Floor Plans Must Identify:

Emergency utility shut off | Boilers | HVAC systems Generators | | Hazardous material storage | Flammable materials | Fire suppression equipment AEDs | | Stop the Bleed kits | First aid equipment || Property/building access points

Storage and Access Methods

Primary Method: [Insert primary storage/access method]

Alternate Method: [Insert alternate storage/access method]

18 PREPARE, TRAIN, AND IMPROVE

Annual Review and Update Requirements

- EOP, annexes, and supporting documents reviewed/updated annually
- ICS chart reviewed annually or more frequently as staffing changes occur.
- Review all After Action Review and Improvement Plans, and update the EOP according to lessons learned.
- Maintain and update partnerships and planning with local emergency management, fire, law enforcement, and public health agencies.

Required Staff Training Topics

- Overview of EOP
- Emergency notification methods
- Response actions: Hold, Secure, Shelter, Lockdown, Evacuate
- Evacuation routes and assembly areas
- ICS structure
- Reunification procedures

Parent/Guardian and Community Partner Information

- Response actions
- Communication and notification methods
- Reunification expectations during drills and incidents

DRILL COMPLIANCE SCHEDULE

Drill Type	Frequency	Notes
Lockdown	3 annually*	Once every 3 months
Shelter-in-Place	1 annually	Complete by December 31
Building Evacuation	1 annually	Full building evacuation
Fire Drill	Monthly	Each month school is in session
Bus Evacuation	2 annually	1 per semester, per ARS 28-900

After Action Review and Improvement Requirement:

Within 24 hours of a drill or incident, schools must complete an After-Action Review and Improvement Plan.

[Insert school operational procedure for completing the After-Action Review and Improvement Plan within 24-hours of a drill or incident]