



How to Complete the 2026 EOP Template and Embed Supporting Documents in Word

This practical companion guide explains how to complete the Arizona Department of Education 2026 EOP Template and attach supporting documents within Microsoft Word.

It is written for school principals, charter-school equivalents, district administrators, EOP coordinators, and authorized staff responsible for preparing the Emergency Operations Plan.

Expected outcome: By the end of this guide, you can create a working copy of the EOP, complete the required sections, embed supporting documents, test the embedded files, and prepare the final package for authorized review.

Before you begin:

- ☐ 2026 EOP Template
- ☐ Microsoft Word desktop application
- ☐ Approved school or district information, including names, addresses, dates, contacts, and procedures
- ☐ Fillable Incident Command System (ICS) chart
- ☐ Campus, evacuation, relocation, and reunification maps
- ☐ Emergency contact numbers and notification information
- ☐ Required response annexes, threat and hazard annexes, and the completed School Hazard Assessment Worksheet
- ☐ Appendix A supporting documents and any applicable memoranda of understanding (MOUs)
- ☐ Authorized reviewers and officials responsible for approval, signatures, and distribution

For Official Use Only: Work only with authorized information. The template is marked For Official Use Only and references ARS 41-1803(G). Do not invent school-specific names, contacts, locations, policies, or emergency procedures. Obtain missing information from the authorized school or district source.

Use the template as the source of truth

The template provides the required section names, sequence, compliance language, tables, response-protocol terminology, and supporting-document prompts. The school or district must supply the local information, attachments, maps, procedures, contacts, training records, signatures, and review records requested in those sections.

Part 1: Set Up and Complete the Template

1. Create the working copy

1. Open the 2026 EOP Template in the Word desktop application.
2. Select **File > Save As** and save a working copy using the organization's naming convention, such as EOP_DepartmentName_Date.docx.
3. Confirm that you are editing the working copy, not the original template.
4. Save frequently while completing and reviewing the plan.

Video cue: Pause here while the working copy is saved.

2. Replace local placeholders

Replace every bracketed placeholder, including [Insert School Name], [Insert School Year], names, titles, addresses, locations, dates, phone numbers, storage methods, procedures, and map references. Use approved information from the school or district source; do not guess or leave a placeholder unresolved.

3. Preserve the template structure

Keep the template's headings, order, page numbering, compliance language, tables, and response-protocol terminology unless an authorized reviewer directs a change. Update the Table of Contents after the document is complete and pagination is stable.

01 Table of Contents

Confirm that the listed sections follow the template sequence and that the page numbers match the completed document. Recheck the contents after adding annexes, maps, or embedded files.

02 Document Authorization

Complete the site leader and district or charter approval fields. Record the approving person's signature, printed name, title, and date. Complete the acknowledgment of distribution for emergency management, fire, and police representatives as applicable. Preserve the For Official Use Only handling language.

03 Record of Review and Revision

Record each annual EOP review, ICS chart change, and other revision with the revision number, date, description of the review or revision, and the full name and title of the person who made the change.

04 Record of Distribution

List each person or agency receiving the plan, the delivery date, method, additional information, and the person who distributed it. Retain this record as proof that tasked individuals and organizations received the plan.

05 Introduction / Purpose and Scope

Add the school's approved name, mission statement, purpose, scope, and local implementation information. Confirm the legal references and confidentiality language, including ARS 15-341(A)(31), ARS 15-183(E)(1), ARS 41-1803(G), ARS 15-120.06, ARS 15-761, and ARS 28-900. This guide is not legal advice.

06 Incident Command System (ICS)

Insert the approved ICS chart and identify primary and alternate personnel. Confirm that designated personnel complete the required COPS Safety Training Program: Intro to Incident Command System ICS for School Personnel and other approved training described in the 2026 EOP Minimum Requirements for School Emergency Operations Plans.

07 School Overview

Complete the school name, address, campus or property size, number of buildings and floors, grades served, and school population. Complete the tables for students, staff, before- and after-school programs, clubs, athletics, events, and other after-hours activities. Add the

school staff population information requested by the template.

08 Disabilities, Access and Functional Needs (DAFN)

Document accommodations for students and staff with DAFN, communication and support for individuals with limited English proficiency, and the confidential roster storage methods. Address communication, mobility, medical equipment and medication, behavioral support, translation or interpretation, and designated assistance. Store DAFN information securely and limit access to authorized personnel with a need to know.

09 EOP Activation Authority

Enter the conditions or incidents that trigger activation, the priority and delegation of authority, and the order of succession. Include any authorized limitations or additional delegation procedures.

10 Communications and Emergency Notifications

Complete procedures for notifying 911 and local responders, communicating with students and staff, notifying parents and guardians, coordinating with media, and communicating after an incident. Identify accommodations for individuals with DAFN, authorized alert senders, notification systems, emergency contact numbers, and alternate contacts.

Part 2: Complete the Remaining EOP Sections

11 Approved Response Protocols

Use the template's five approved protocol names and meanings. Do not replace them with informal alternatives.

- **HOLD** — Clear the hallways. Students remain in or return to their classroom or area. Business as usual within the room. Use: "Hold in your area."
- **SECURE** — A threat or hazard is outside the building. Bring everyone inside, lock perimeter doors, and continue teaching. Use: "Secure! Get inside. Lock outside doors."
- **SHELTER** — A hazard requires a specific protective posture, such as tornado, hazmat, or earthquake protection. Move to the designated shelter area. Use: "Shelter for [hazard]. Using [protective action]."
- **LOCKDOWN** — A threat is inside the building. Use locks, lights, and out of sight. Do not open the door for anyone. Use: "Lockdown! Locks, lights, out of sight."
- **EVACUATE** — Move students and staff from the building to a designated assembly area

using primary or alternate routes. Use: “Evacuate to [location].”

12 Coordination, Direction, and Control

Identify who retains administrative control of employees and equipment and who directs incident assignments. Enter primary and alternate command post locations and staging areas. Attach or insert the campus evacuation map showing primary and alternate evacuation routes, assembly areas, command posts, staging areas, and emergency shutoffs for boilers and HVAC systems.

13 Relocation and Continuity of Operations

Complete the primary and alternate off-site relocation areas, addresses, contacts, transportation procedures, continuity arrangements, and DAFN accommodations. Attach or insert primary and secondary relocation and reunification maps. Confirm that maps identify student and parent areas, check-in, waiting, reunification, medical, behavioral health, command, staging, media, and exit locations.

14 Special Circumstances

Add local procedures for off-campus emergencies, field trips, bus incidents, traffic incidents, school-sponsored activities outside regular hours, before- and after-school programs, clubs, athletics, and other events. Use approved school or district procedures rather than creating unsupported instructions.

15 Response Annexes

Attach the Hold, Secure, Shelter, Lockdown, Evacuation, and Reunification annexes. Each annex must address response actions, communication procedures, support considerations, and DAFN support. Place each annex with a clear title and verify that the attachment is the approved version.

16 Threat and Hazard Annexes

Include annexes for Active Threat on Campus, Reported Threat to Campus, Utility Disruption, and Outbreaks, Epidemics, Pandemics. Add at least two additional annexes based on the highest-priority risks identified through the School Hazard Assessment Worksheet and consider community-specific risks identified by the local emergency management office. Attach the completed School Hazard Assessment Worksheet.

17 Appendix A - Supporting Documents

Include or embed the required supporting documents: student rosters; parent/legal guardian/emergency contact information; faculty and staff rosters; reunification site maps; emergency procedure guides; school transportation emergency procedures; facility and site

information; pre-drafted emergency communications; and all MOUs established for use with the EOP. Confirm that facility information identifies utility shutoffs, boilers, HVAC systems, generators, hazardous and flammable materials, fire suppression equipment, AEDs, Stop the Bleed kits, first aid equipment, and access points.

18 Prepare, Train, and Improve and the Drill Compliance Schedule

Document annual review and update practices, required staff training, parent or guardian and community partner information, and the process for completing an After-Action Review and Improvement Plan within one week of a drill or incident. Verify the template schedule: Lockdown three annually, Shelter-in-Place one annually by December 31, Building Evacuation one annually, Fire Drill monthly while school is in session, and Bus Evacuation two annually, one per semester, per ARS 28-900.

Attachment review: Confirm that the ICS chart, evacuation map, relocation and reunification maps, response annexes, threat and hazard annexes, completed School Hazard Assessment Worksheet, and Appendix A supporting documents are present and accessible to authorized reviewers.

Completion check

- ☐ Required training, annual review, drill schedule, and After-Action Review and Improvement Plan process are documented.
- ☐ Authorization, signatures, dates, and distribution records are complete or routed to the authorized officials.

Part 3: Embed Supporting Documents in Word

Embedding places a copy of a supporting document inside the EOP file so the plan and attachment travel together. Linking points to the original file location instead; the EOP contains a connection to that source rather than a self-contained copy.

Embed a supporting document

Insert → Object → Create from File → Browse → Display as icon → OK

What you see in Word

- **Insert** tab
- **Text** group
- **Object** button
- **Create from File** option
- **Browse** button
- **Display as icon** checkbox
- **OK** button

Click path checklist

Word click path

Insert tab | Text group | Object | Create from File | Browse | Display as icon | OK

1. ● Insert tab → Text group → Object.
2. ● Create from File → Browse → select the Word document or other supported file.
3. ● Insert → Display as icon → OK.
4. ● Place the cursor where the attachment should appear.
5. ● Select the **Insert** tab.
6. ● In the **Text** group, select **Object**.
7. ● Select **Create from File**.
8. ● Select **Browse** and choose the Word document or other supported file.
9. ● Select **Insert**.
10. ● Select **Display as icon** so the document appears as a clickable attachment icon.
11. ● Select **OK**.

The embedded file becomes part of the EOP and normally will not update automatically when the original source file changes. Embed only the final approved copy or re-embed the file after an authorized revision.

What this creates

A clickable attachment icon inside the EOP. The embedded document travels with the EOP file.

Link to a supporting document instead

1. Follow the desktop Word steps through **Insert** in the Create from File process.
2. Select **Link to file** instead of, or in addition to, **Display as icon**.
3. Select **OK** and test the link from the location recipients will use.

A link is appropriate only when recipients can access the original location and the source file will be maintained there. Moving or renaming the source, changing permissions, or losing access to the location can break the link.

Use desktop Word: Use the Word desktop application for this workflow. Word for the web may not support inserting objects such as PDFs.

Where attachments commonly belong in this EOP

EOP location	Attach or embed
15 Response Annexes	Hold, Secure, Shelter, Lockdown, Evacuation, and Reunification annexes.
16 Threat and Hazard Annexes	Required and additional threat or hazard annexes, plus the completed School Hazard Assessment Worksheet.
17 Appendix A - Supporting Documents	Rosters, emergency contacts, reunification maps, emergency procedure guides, transportation procedures, facility and site information, pre-drafted communications, and MOUs.

Store DAFN rosters and other sensitive materials securely. Limit access to authorized personnel with a need to know, and follow school or district rules for electronic storage, hard-copy handling, transfer, and retention.

Part 4: Verify Embedded and Linked Documents

How to verify an embedded document

- ☐ Save the EOP.

- ☐ Close and reopen the EOP in Word desktop.
- ☐ Double-click each attachment icon.
- ☐ Confirm that the correct file opens for each location in the EOP.
- ☐ Verify that each file is the final approved version and is readable.
- ☐ Check that no sensitive information was attached accidentally.
- ☐ Confirm that the EOP file size and transfer method are acceptable under organizational policy.

Additional check for linked files

Test each link from the recipient’s expected location. Confirm that the source file can be found, the recipient has permission to open it, and the path remains valid after the EOP is transferred or shared.

Troubleshooting

Problem	Practical fix
Object is unavailable	Reopen the EOP in the Word desktop application and try the Insert > Object process again.
Attachment will not open	Save the EOP, close and reopen it, then test the icon again. Confirm that the file type is supported and that the attachment is not damaged.
Wrong file was embedded	Delete the incorrect object and re-embed the correct final approved file using Browse. Test the replacement.
Icon is missing	Edit the object settings and select Display as icon, or remove and re-embed the file with Display as icon selected.
Linked file cannot be found	Check the source file path, filename, permissions, and availability. Restore the approved source location or embed a copy according to organizational policy.
File is too large	Confirm which materials are required, then

	convert or package files according to organizational policy. Do not remove required records without direction from an authorized EOP administrator.
Formatting changed after embedding	Open the source file and confirm its final formatting. If needed, use an approved PDF or Word version, then re-embed and test it.
Working in Word for the web	Save the document and reopen it in Word desktop to insert or manage the object. Contact the authorized EOP administrator or IT support if desktop Word is unavailable.

If a problem remains, preserve the working copy, note the affected attachment and error, and contact the authorized EOP administrator or IT support. Do not replace an approved procedure with an unverified workaround.

Final Checklist

- ☐ All bracketed placeholders have been replaced with approved information.
- ☐ School-specific procedures, policies, locations, and map references are complete and authorized.
- ☐ Names, titles, dates, phone numbers, alternate contacts, and storage methods are accurate.
- ☐ The ICS chart includes primary and alternate assignments and required training has been addressed.
- ☐ Campus evacuation, command post, staging, relocation, and reunification maps are attached or inserted.
- ☐ DAFN accommodations, communication supports, and secure roster storage are documented.
- ☐ HOLD, SECURE, SHELTER, LOCKDOWN, and EVACUATE terminology and meanings are preserved.
- ☐ Response annexes and threat and hazard annexes are complete and attached.
- ☐ The completed School Hazard Assessment Worksheet is included, with at least two additional hazard annexes based on priority risks.
- ☐ Appendix A supporting documents and applicable MOUs are included or embedded.
- ☐ Every embedded file has been opened, checked for readability, and confirmed as the final approved version.
- ☐ Every linked file has been tested from the recipient's expected location with the correct permissions.
- ☐ Annual review, staff training, drill requirements, and the After-Action Review and Improvement Plan process are documented.
- ☐ Document authorization, signatures, approval dates, and distribution records are complete.

- ☐ The EOP is handled as For Official Use Only, consistent with ARS 41-1803(G), and stored and transferred securely.
- ☐ The final file opens correctly, has an acceptable size, and is ready for authorized review.

Final reminder: This guide supports completion of the template but does not replace the EOP minimum requirements, applicable Arizona law, local emergency-management coordination, or direction from authorized school or district officials. It is not legal advice.