Emergency Operation Plan

for

Fiscal Year

"Mat-Su Borough School District develops citizens for a global society by inspiring students to think, learn, achieve, and care."

BUSSVS14 REV: 07/01/2019

EOP: Table of Contents

P: [   ]   F: [   ]

EOP: Emergency Evacuation Procedures & Checklist

P: [ ] F: [ ]

Special Instructions: The purpose of the Matanuska-Susitna Borough School District (MSBSD) Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of MSBSD
and its employees, students and families.

EMERGENCY EVACUATION PROCEDURES

Schools are responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, schools must plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or/ cognitively/emotionally impaired, must be assisted. Schools must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:
- The population of people with disabilities/special needs.
- Appropriate signage and equipment (e.g. EVAC Chairs) needed for individuals with disabilities/special needs.
- Training for school staff to assist individuals with disabilities/special needs.
- Coordination with first responders.

EVACUATION PROCEDURES

On-Campus Evacuation: The need to evacuate a building on campus should occur after the decision has been made that it is unsafe to remain in the building.

  - If it is determined an evacuation is needed, school staff should assemble students and use the pre-designated evacuation routes to report to the assigned on=campus location.
  - School staff must take roll at the evacuation area to ensure that all students are accounted for.
  - Students who are missing or left behind due to serious injury should be immediately reported to school officials.
  - School staff should identify any students who need medical attention and provide appropriate care.
  - School staff should remain with their students and help calm them.
  - If it is determined school buildings are safe to re-enter, school staff will lead students back to their classrooms quickly and calmly. Roll should be taken once all students are back in the room.
  - Students should be debriefed to calm fears about the evacuation.

Off- Campus Evacuation: Off-campus evacuation is implemented after a decision is made that it is unsafe to remain on campus and evacuation to an off-site assembly area is required.
  - If it is determined an evacuation is needed, school staff should assemble students and use the pre-designated evacuation routes to report to the assigned off-campus location.
  - School staff must take roll at the evacuation location to ensure that account is made for all students.
  - Students who are missing or left behind due to serious injury should be immediately report to school officials.
  - The Superintendent of should be immediately notified of the evacuation.

ON-CAMPUS EVACUATION LOCATION

In the event of an emergency, either an on-campus of off-campus evacuation may be necessary. In order to be prepared, schools must identify safe evacuation locations to relocate the school population.

School officials should review their school site layout and determine where the safest outdoor location is on campus to assemble students and staff. It is important to endure there is adequate space for the entire school population and there is no danger of falling debris or power lines.

List the on-campus evacuation locations below:

Primary Location	
Secondary Location	

EOP: Operations Template

P: [   ]   F: [   ]

Special Instructions: To assist in an emergency, administrative personnel need to create and store critical information as to the organization and management of the school site. Please fill out this template and attach a map of your school, keep a copy with your emergency response materials and send a copy to your Incident Commander and the Risk Management Department.

Name of School			
Name of Principal		Principal's Cell	
School Phone		School Fax	

Students and Staffing

Current Enrollment		Teacher FTE	
Administrators FTE		Support Staff FTE	
Instruction Asst. FTE		Cafeteria/Maint. FTE	

Custodial

First In At (Time)		Last Out At (Time)	
Location of Custodial Supplies			

School Building

Location of School Population (Number of Buildings, Stories, etc.)

[   ]

Identify Location of All School Gates and Key Numbers to Gate Padlocks

North [   ]   South [   ]   East [   ]   West [   ]

Show Exits from School Building on School Map

Main [   ]   Other [   ]   Other [   ]

Where are the Emergency Keys Located? [   ]

Where is the Access to the Roof Located? [   ]

Key Numbers For: Roof [   ]   Auditorium [   ]   Lunchroom [   ]

Location: Main Water Valves for Fire Safety [   ]   Key # [   ]

Location: Main Electrical Panel for School [   ]   Key # [   ]

Location: Main Telephone Panel for School [   ]   Key # [   ]

Location: Student Emergency Cards [   ]   Key # [   ]

Additional Notes

[   ]

EOP: Shut-Off Procedures

P: _____   F: _____

Special Instructions:
This map identifies where your utilities are located. The following pages detail shut-off instructions.

Insert procedural photos here. Click the image fields below to insert your photos. Please note: The file must be saved in a .jpg, .bmp, .gif, or .tiff format.

BUSSVS14 REV: 07/01/2019

EOP: Shut-Off Procedures

P: [ ]   F: [ ]

Special Instructions: Include shut-off or deactivation procedures and photos for the below systems / utilities.

HVAC

Insert procedural photos here. Click the image fields below to insert your photos. Please note: The file must be saved in a .jpg, .bmp, .gif, or .tiff format.

EOP: Shut-Off Procedures

P: [   ]   F: [   ]

Special Instructions: Include shut-off or deactivation procedures and photos for the below systems/utilities.

Electrical

Insert procedural photos here. Click the image fields below to insert your photos. Please note: The file must be saved in a .jpg, .bmp, .gif, or .tiff format.

EOP: Shut-Off Procedures

P: [   ]   F: [   ]

Special Instructions: Include shut-off or deactivation procedures and photos for the below systems/utilities.

Gas or Fuel

Insert procedural photos here. Click the image fields below to insert your photos. Please note: The file must be saved in a .jpg, .bmp, .gif, or .tiff format.

EOP: Shut-Off Procedures

P: [　　　　]   F: [　　　　]
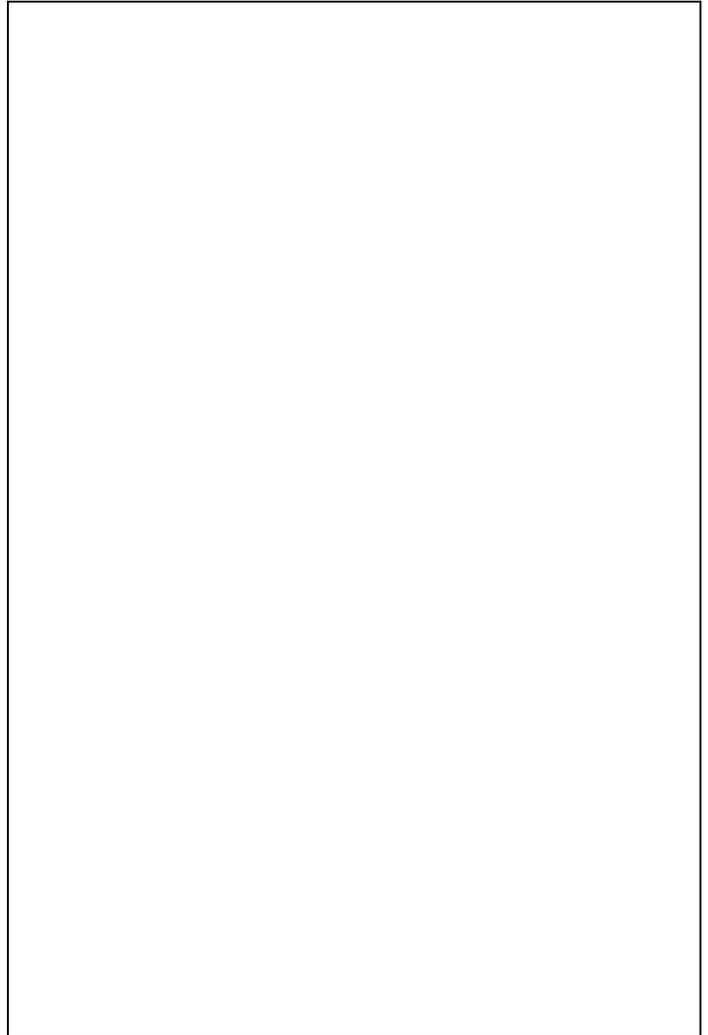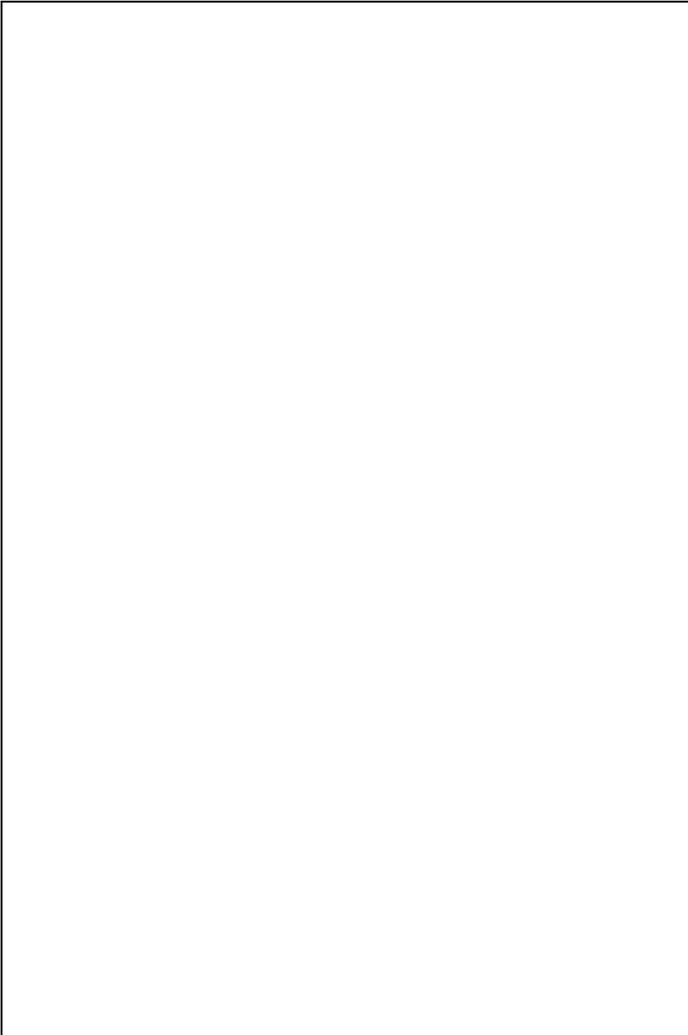
Special Instructions: Include shut-off or deactivation procedures and photos for the below systems/utilities.

Water

Insert procedural photos here. Click the image fields below to insert your photos. Please note: The file must be saved in a .jpg, .bmp, .gif, or .tiff format.
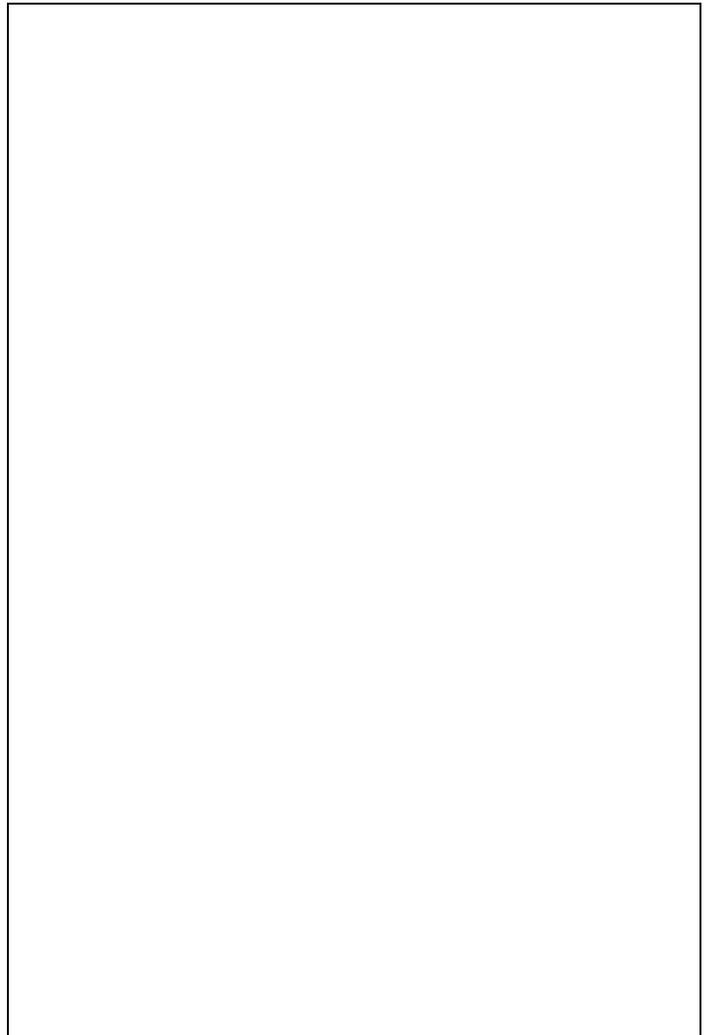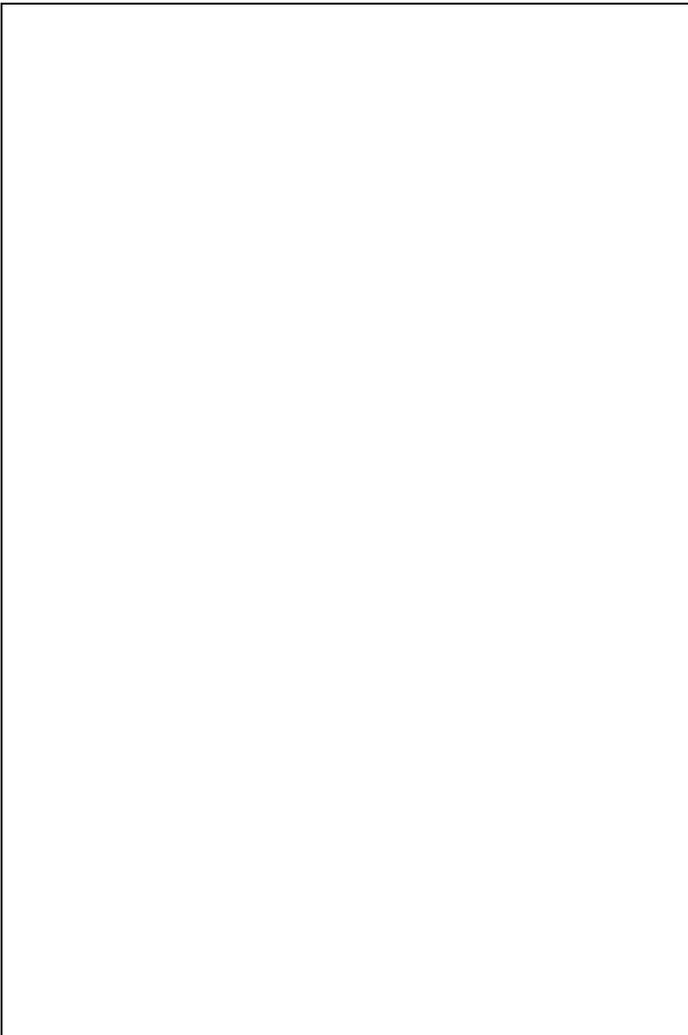
EOP: Incident Command System

Special Instructions: Insert your Incident Command System Workflow here.

School (Incident) Commander
a)
b)

PIO
a)
b)

Liaison
a)
b)

Operations Chief
a)
b)

Planning Chief
a)
b)

Logistics Chief
a)
b)

Finance Chief
a)
b)

Site Check / Security
a)
b)

Documentation
a)
b)

Supplies
a)
b)

Timekeeping
a)
b)

Search & Rescue
a)
b)

Situation Analysis
a)
b)

Staffing
a)
b)

Purchasing
a)
b)

First Aid Care
a)
b)

Damage Survey
a)
b)

Communications
a)
b)

Documentation
a)
b)

Student Supervision
a)
b)

Care & Shelter
a)
b)

Student Release/Transport
a)
b)

EOP: Facility Emergency Telephone Numbers

P: [   ]   F: [   ]

Special Instructions: Insert school/facility specific emergency contact information here. Note: Secondary titles are the individual's disaster Incident Command System position titles.

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

	Name			Office	
☐	Job Title			Cell	
	ICS Role			Home	

BUSSVS14 REV: 07/01/2019

P: [   ]   F: [   ]

Special Instructions: Insert school/facility specific emergency contact information here. Note: Secondary titles are the individual's disaster Incident Command System position titles.

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

Name		Office	
☐ Job Title		Cell	
ICS Role		Home	

EOP: Facility Emergency Assignments

P: [   ]   F: [   ]

Special Instructions: Pre-assign ICS positions to maximize training and exercise successes. Assign alternates due to primary person's potential unavailability during an emergency. Provide multiple leveled cross training opportunities to strengthen your abilities. Key staff should be familiar with *all* functions. **Fill positions as needed during an incident. All schools should staff those in blue.** The priority for assigning extremely small staffs is:

1. Incident Commander
2. Operations Chief (coordinates all operations: medical, search, rescue, repairs, student release, etc)
3. Planning Chief (for long-term emergencies or when directed by IC to oversee documentation and analysis)
4. Logistics Chief (for long-term emergencies or when directed by IC to oversee communications and supplies)
5. Finance Chief (for long-term emergencies or when directed by IC to oversee use of resources)

Primary Individual	Position	Secondary Individual
	Incident Commander (IC)	
	Public Information Officer	
	Liaison Officer	
	Operations Chief	
	Site Check / Security	
	Search & Rescue	
	Medical	
	Student Supervision	
	Student Release / Transport	
	Planning Chief	
	Documentation	
	Situation Analysis	
	Damage Survey	
	Logistics Chief	
	Supplies	
	Staffing	
	Communications	
	Care & Shelter	
	Finance Chief	
	Timekeeping	
	Purchasing	
	Documentation	

BUSSVS14 REV: 07/01/2019

EOP: Evacuation Map

P: [ ]   F: [ ]

Special Instructions: Insert your site's Evacuation Map here. Click the image field below and select your map to insert it here. Please note: The file must be saved in a .jpg, .bmp, .gif, or .tiff format.

EOP: Staff and/or Students with Disabilities Evacuation Routes

P: _____   F: _____

Special Instructions: MSBSD is committed to the safe evacuation and transport of students and staff with access and functional needs, which includes student and staff with: limited English proficiency, blindness or visual disabilities, cognitive or emotional disabilities, deafness or hearing loss, mobility/physical disabilities (permanent and temporary) and loss, mobility/physical disabilities (permanent and temporary), and medically fragile health (including asthma and severe allergies).

Mark the evacuation map showing both primary and backup evacuation routes from all rooms in all buildings, leading to the Primary and Backup Assembly Areas.   Mark the location of students and staff members with access & functional needs and note plans to get these people out of buildings safely.

Staff and/or Students with Disabilities

Name	Disability *	Location in School	Phone Ext.

Notes: * Uses a wheelchair, crutches, cane? Sight or hearing impaired? Etc.

EOP: Staff and/or Students with Disabilities Evacuation Routes

P: [   ]   F: [   ]

Staff and/or Students with Disabilities

Name	Disability *	Location in School	Phone Ext.

Notes: * Uses a wheelchair, crutches, cane? Sight or hearing impaired? Etc.

BUSSVS14 REV: 07/01/2019

EOP: Search & Rescue (SAR) Teams

P: [   ]   F: [   ]

Special Instructions: Complete the below information for SAR Teams. Note: The number of teams will vary depending on the size of the campus.

SAR Team Leader [   ]

Team		Names	Radio	Keys	Hard Hat	Goggles	Bucket	Vest	Clip Board	Back Pack
SAR #1	1.		☐	☐	☐	☐	☐	☐	☐	☐
	2.		☐	☐	☐	☐	☐	☐	☐	☐
Team Notes:										
SAR #2	1.		☐	☐	☐	☐	☐	☐	☐	☐
	2.		☐	☐	☐	☐	☐	☐	☐	☐
Team Notes:										
SAR #3	1.		☐	☐	☐	☐	☐	☐	☐	☐
	2.		☐	☐	☐	☐	☐	☐	☐	☐
Team Notes:										
SAR #4	1.		☐	☐	☐	☐	☐	☐	☐	☐
	2.		☐	☐	☐	☐	☐	☐	☐	☐
Team Notes:										
SAR #5	1.		☐	☐	☐	☐	☐	☐	☐	☐
	2.		☐	☐	☐	☐	☐	☐	☐	☐
Team Notes:										

SAR Team Leader Requirements

- Assign teams based on available manpower; minimum 2 persons. Attempt to place one experienced person on each team.
- Perform visual check of outfitted team leaving Command Post (CP); include radio check. Advise teams of known injuries.
- Remain at CP table.
- Be attentive to all SAR related communications.
- Utilize boxes above to record location of injured students. Example: report of 2 injured students in room 20 would be recorded as "S/2=RM 20" in box under team #3.
- Utilize manpower pool to assist SAR, i.e., have manpower pool fill requests for backboards, victim transport, or request for additional rescue equipment.

EOP: Search & Rescue (SAR) Map

P: [   ]   F: [   ]

Special Instructions: Insert a map showing the area each team is responsible for searching. Click the image field below and select your map to insert it here. Please note: The file must be saved in a .jpg, .bmp, .gif, or .tiff format.
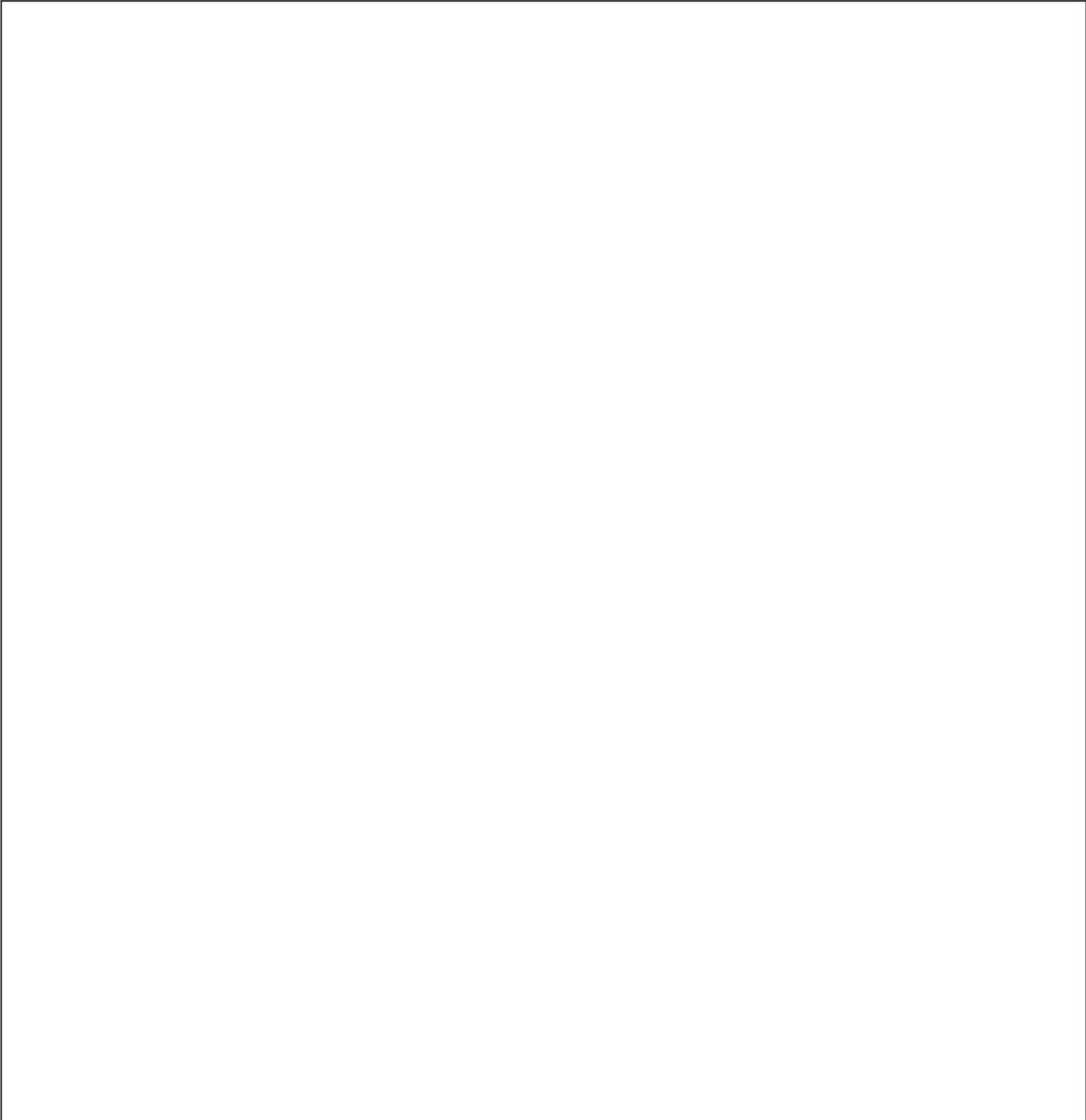
EOP: Primary Assembly Areas & School Emergency Maps

P: [   ]   F: [   ]

Special Instructions: Mark the campus map with the Primary Assembly Areas outlined and the following areas: (Consider safe distance from buildings and other potential hazards.)

- · Command Post
- · Supplies Container
- · Staff or Student Assembly Area
- · Alternate Assembly Area
- · First-Aid Areas: Immediate, Delayed, and Psychological
    - o *Consider access for emergency vehicles; select a location where the site is not readily visible to students, press, parents etc. Entry to the first-aid area will be a triage area. Separate psychologically traumatized students from physically injured students.*
- · Morgue
    - o *Consider: Tile, concrete, or other impermeable, cool floor surface, access for vehicles, security, select a location where the site is not visible to students, press, parents etc. Follow the Coroner's Guidelines.*
- · Traffic control pattern
- · Media center
- · Staging area (Locations set up at an incident where resources can be placed)
- · Critical Incident Stress Debriefing Area for adults
    - o *Consider locating away from Command Post, and potential hazards.*
    - o A waiting area for adults whose children are not immediately available for release

Additional School Specific Considerations:
- · Parent Request Gate
    - o *Consider the logical place for parents to arrive at school to pick up their students. Be sure that this gate is clearly posted at all times.*
- · Parent Release Gate
    - o *Consider how far parents will be willing to walk. It should be separated from the Request Gate, but preferably in sight of the Request Gate.*

EOP: Primary Assembly Area Map

P: [   ]   F: [   ]

Special Instructions: Insert a map showing the primary assembly area with the outlined assembly areas marked. Click the image field below and select your map to insert it here. Please note: The file must be saved in a .jpg, .bmp, .gif, or .tiff format.
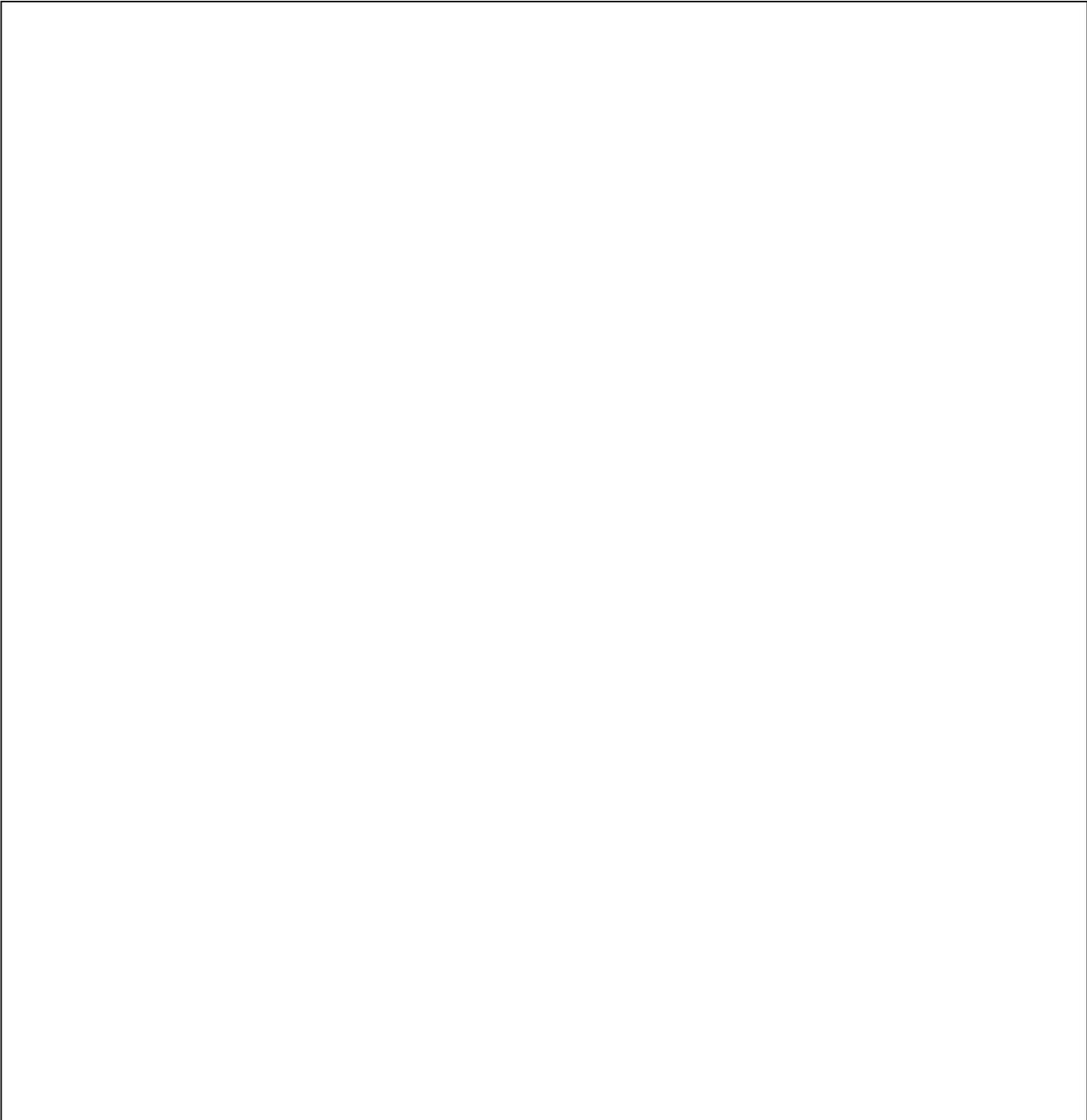
EOP: Off-Site Location

P: [ ]   F: [ ]

Special Instructions: In the event of an emergency, either an on-campus of off-campus evacuation may be necessary. In order to be prepared, schools must identify safe evacuation locations to relocate the school population.

Off-Campus Evacuation Location (Sister Sites)

The District has pre-identified an alternate location to act as the off-campus evacuation for each school. This site was identified to house the entire school population. In most instances, each school has a pre-identified secondary off-campus location.

List the organization, address and contact information of the identified off-campus evacuation locations below:

Primary Off-Site Evacuation Location

Organization	
Address	
Contact	Phone Number

Evacuation Routes

If an emergency occurs and an evacuation is needed, school sites should have pre-designated routes to evacuation locations. Each classroom is required to have posted its primary and secondary evacuation routes from the classroom. Each school should also provide a relocation map to its primary site.

EOP: Off-Site Location Map

P: [   ]   F: [   ]

Special Instructions: Insert a map of Sister Site 1. Include primary assembly areas.

EOP: Event Log

P: [   ]   F: [   ]

Special Instructions: The assigned staff member will document the information gathered. The information to be documented includes:

- The source of the information.
- The staff member who collected and analyzed the information.
- The staff member to receive and use the information.
- The format for providing the information.
- The date and time the information was collected.

IMPORTANT: *A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records.* **These are legal documents!**

Time	Initial	Event

EOP: Site Status Report

P: [ ]   F: [ ]

Special Instructions: Please provide regular reports during the site emergency.

IMPORTANT*: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records. **These are legal documents!**

To [_____]   From [_____]
Name   *Location*

Date [_____]   Time [_____]

Person In Charge at Site [_____]

Message Delivered Via   ☐ 2-Way Radio   ☐ Radio   ☐ Telephone   ☐ Messenger

Employee / Student Status

	Absent	Injured	Sent to Hospital or Medic	Dead	Missing	Unaccounted For (Away From Site)	Released to Parents	Being Supervised
Students								
Site Staff								
Others								

Structural Damage (Check for damage or problems and indicate location(s))

Check	Damage / Problem	Location(s)
☐	Gas Leak	
☐	Water	
☐	Fire	
☐	Electrical	
☐	Communications	
☐	Heating / Cooling	
☐	Other	
☐	Other	

MESSAGE*: Include the kind of immediate assistance required, can you hold out without assistance?, indicate how long; overall condition of campus, neighborhood & street conditions; outside agencies on campus and actions; names of injured, dead, missing and accounted for ASAP.

[ ]

EOP: Student Accounting Form

Special Instructions: Please provide an account of the location of students during the emergency.

IMPORTANT*: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records. **These are legal documents!**

Today's Date		Reported By
Room Number		*Teacher*
# Enrolled Per Registration		Receive By
# Not in School Today		*Documentation Team*
# Present Now		

1. Students or Classroom Volunteers Elsewhere (Off-Campus, Left in Room, Other Location, etc.)

Name	Location	Reason

BUSSVS14 REV: 07/01/2019

EOP: Medical Treatment Victim Log

P: [   ]   F: [   ]

Special Instructions: Please record all injuries. When complete, submit to Documentation Team.

IMPORTANT*: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records. **These are legal documents!**

Name	Triage #	Triage Category	Treatment	Time
		☐ Delayed ☐ Immediate ☐ Dead		
		☐ Delayed ☐ Immediate ☐ Dead		
		☐ Delayed ☐ Immediate ☐ Dead		
		☐ Delayed ☐ Immediate ☐ Dead		
		☐ Delayed ☐ Immediate ☐ Dead		
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		☐ Delayed ☐ Immediate ☐ Dead		
		☐ Delayed ☐ Immediate ☐ Dead		

Totals

Delayed Treatment [   ]   Immediate Treatment [   ]   Dead [   ]

Completed By [   ]   Date / Time [   ]

BUSSVS14 REV: 07/01/2019

EOP: Public Information Release

P: [   ]   F: [   ]

Special Instructions: When appropriate, please use this form to communicate information to the public. Note: If this is used as a script, read only those items that are checked. Make no other comments.

☐ District / District-Wide
☐ School [   ]

Date [   ]
Time [   ]

Check Off, Fill In, and Cross Off as Appropriate

[   ] has just experienced a(n) [   ]

☐ The (students / employees) [(are being) or (are)] accounted for.

☐ No further information is available at this time.

☐ Emergency medical services [(are here) or (are on the way) or (are not available to us)].

☐ Police [(are here) or (are not available to us)].

☐ Fire Dept. / paramedics [(are here) or (are on the way) or (are not available)].

☐ [   ] [(are here) or (are on the way) or (are not available)].

☐ Communication center(s) for parents (is/are) being set up at [   ] to answer questions about individual students.

☐ Injuries have been reported at [   ] and are being treated at the site by (staff/ professional medical responders). [   ] [#] reported injured.

☐ Students were taken to a safe area, and are with [(classroom teachers/staff) or ([   ])].

☐ [   ] [#] students were taken to the local emergency room for treatment of serious injury.

☐ Parents of injured students should go the emergency room at [   ].

☐ [   ] [#] Confirmed deaths have been reported at [   ]. Names cannot be released until families have been notified.

☐ Structural damage has been reported at the following sites: [   ]

Release Restrictions: ☐ No ☐ Yes   If Yes, what? [   ]

Released to the public as Public Information Release # [   ]   Date / Time [   ]

BUSSVS14 REV: 07/01/2019

EOP: Student Release Log

P: [   ]   F: [   ]

Special Instructions: Record student release information here.

Location [   ]   Date [   ]

Time	Student Name	Grade	Parent / Guardian	Proof of ID (Drivers License #; State)	Signature

BUSSVS14 REV: 07/01/2019

EOP: Chemical Spill Hazards

P: [   ] F: [   ]

Special Instructions: This section identifies and lists all hazardous substances located in the School and the hazard materials symbols are attached.

POISON on any container means that the substance is poisonous if swallowed or inhaled or the substance may be harmful to skin

Chemical Name	Location	Hazard Category