



# Tips for Putting Together an Emergency Operations Plan

## Why You Need a Plan



- Outline responsibilities of school staff
- Empower employees to act effectively
- Assure community that your school is prepared

## Key Steps

- PREPARE: Plan, organize, train, equip, practice, evaluate, correct
- PREVENT: Identify and address threats;
- MITIGATE: Trauma management; Communication
- RESPONSE: Put PLAN in ACTION
- RECOVERY: Physical and mental health; Cleanup



## Create Planning Team



### Assign Roles & Meet Often

- Incident Commander and Team
- Student Supervisor
- First Aid Administrator
- Site Security & Damage Assessor
- Communications Coordinator
- Student, Parent, Community Roles

## PERFORM HAZARD ANALYSIS

- \* Identify hazards: weather, fire, intruder, chemical, etc.
- \* Define school population; identify students that require special assistance
- \* Distribute master school/class schedule
- \* Distribute map of buildings, evacuation routes, shelter locations, fire alarm/hydrants/extinguishers, first aid kits, etc.



## For Each Threat or Hazard

- Develop at least 3 goals
- Identify actions to achieve the goal
- Select a course of action for each threat/hazard

*Plans must comply with the Americans with Disabilities Act*

## Involve & Collaborate with Experts

Public Safety Officers  
Security Staff  
Emergency Preparedness Experts  
Community Groups

US Department of Education  
Federal Emergency Management Agency  
National Association of School Nurses  
School Health



**Plan**  
**Prepare**  
**Review**  
**Approve Plan**

## Implement & Maintenance

**Training, Drills, PRACTICE!**  
**Exercise the Plan**  
**Revise & Maintain the Plan**

Make sure you have the supplies you need to handle all emergencies

AEDs, CPR, Trauma & First Aid  
Kits, Evacuation Supplies,  
Protective Gear and more!

We can help you be PREPARED  
for many types of emergencies

**SchoolHealth.com 866-323-5465**