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