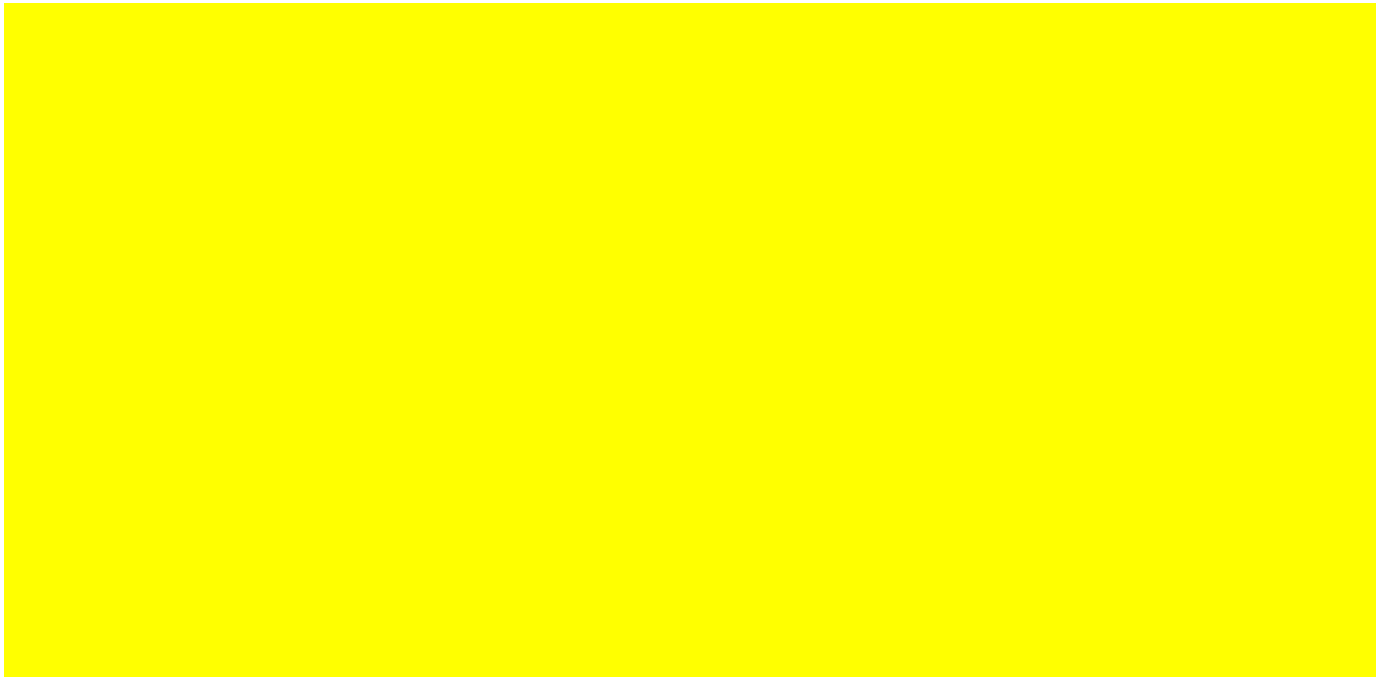


INSERT SCHOOL NAME HERE

EMERGENCY DISASTER PREPAREDNESS



A PLANNING GUIDE FOR SCHOOLS

Emergency Operations Manual

INSERT SCHOOL NAME HERE

Emergency Operations Manual

Provided by:

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The Safe Schools and Communities Act.

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Introduction

This Operation Manual has been prepared by Global Security International [GSI] to assist local school and individual schools [public and private in developing a comprehensive emergency/disaster preparedness plan.

Due to the facts that every school is unique in location, structure and available resources, there is not a single plan that is globally uniform for every situation. Each school must develop an emergency/disaster preparedness plan to meet its unique requirements. The information contained in this planning guide offers suggestions that will assist in developing a preparedness plan to meet the specific needs of each school.

Because terrorism is no longer something that happens to someone else, the threat of violence within the school community is a reality that must be faced and included in emergency/disaster planning. Due to the proliferation of violent acts in schools throughout the country, and Ohio in particular, the General Assembly enacted Official Codes. This section became effective 1999(ORC Section 3313.536) and, in part reads:

“Every school shall prepare a school safety plan to help curb the growing incidence of violence in schools. . .”

“Such plan shall also address preparedness for natural disaster, hazardous materials or

radiological accidents, acts of violence and acts of terrorism.”

“School safety plans schools shall be prepared with input from students, parents or legal guardians, teachers, and other school employees, school district, state and local law

enforcement, fire service, public safety and emergency management agencies.”

The Operation Manual has been divided into three major areas, Emergency Operations Planning for Schools, System Response Protocols and Site Response Procedures to facilitate the formulation of specific plans.

We at Global Security International are hopeful that the information in this Operation Manual will be of great benefit and assistance to all we serve, and we stand ready to provide all assistance you may need to make school safety a reality in Ohio.



Introduction

IN 1999, following the worst incident of school violence in the nation (Columbine High School), Governor Bob Taft, in conjunction with the 123rd Ohio General Assembly, placed in legislation Senate Bill 1 (ORC Section 3313.536) that required every school board in Ohio adopt a comprehensive school safety plan for each school building under its control. Since that time, the need for crisis preparedness has intensified and broadened to terrorist acts. There are many dedicated professionals in your community that can assist your district and local schools sites with school safety plans development and Memorandums of Understanding (MOUs) including the county emergency management agency, area fire department, EMT's and law enforcement, Red Cross, local health and mental health agencies/boards.

Levels of Threat

Situational threat to the health and safety of our students and school staff can range from minor events such as a power outage to a full-blown life-and-death emergencies such as a real or reported bomb threat. Although each level of threat demands some response, this Emergency Operations Manual focuses only on the “emergency” level response.

Watch Level I

Monitoring a situation that is minor in nature, no danger exists but the potential is present. Examples include a power outage and threatening weather.

Standby Level II

Situation is one where a risk exists and can escalate to a potential emergency. In these instances, the school-based Emergency Operations Team sets up the command post as well as the county Emergency Management Agency's office opens. Examples include major damage to the school building.

Emergency Level III

Risk is present and requires an immediate response. The School's Operations Team activates the Emergency Plan. This includes notifying community-based emergency responders as needed. Examples include a tornado cited in the area or students trapped or injured.

Recovery Level IV

Action needs to be taken to restore students/staff and environment to previous safety status. Information on recovery or aftermath is not provided in this manual. For more information on the recovery level, visit www.gsi@icbmcop.org



The Emergency Operations Process at **insert school name here**

When a threat occurs at or near **insert school name here**, an emergency operations process is put in motion to remove, minimize, or buffer the threat's impact on students, staff, and the surrounding community. The process entails action structured under what is termed the Incident Command System. The command system outlines roles with corresponding responsibilities. In this section, the responsibilities for staff in these critical roles will be outlined in order to use effective and efficient teamwork should a crisis occur.



Emergency Preparedness: Roles and Responsibilities for all Members of the Emergency Operations and Emergency Operations Support Team