



# *Developing High-Quality School Emergency Operations Plans—A Collaborative Process*

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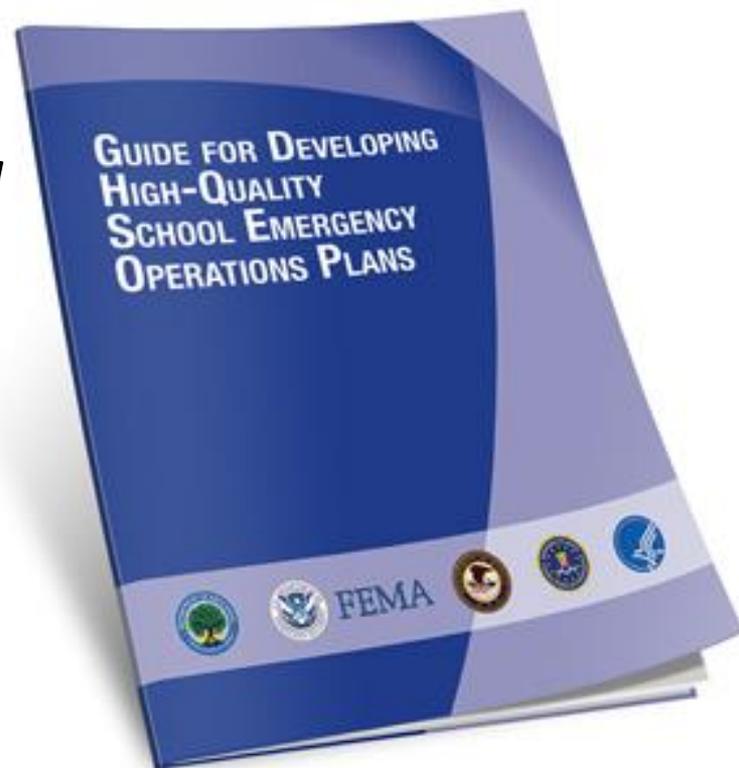
**Emergency Preparedness Advisor  
Arizona Department of Education**



U.S. Department of Education  
Office of Safe and Healthy Students

# Introduction

The U.S. Department of Education's *Guide for Developing High-Quality School Emergency Operations Plans* (*Guide*) provides an excellent framework for the recommended six step planning process, including **Step 1**—Form a collaborative team.



# Planning Principles

- Planning **must be supported** by leadership.
- Planning **uses assessment** to customize plans at the building level.
- Planning considers **all threats and hazards**.
- Planning provides for the **access and functional needs** of the whole school community.
- Planning considers **all settings and times**.
- **Creating and revising** an emergency operations plan is done by following a collaborative process.

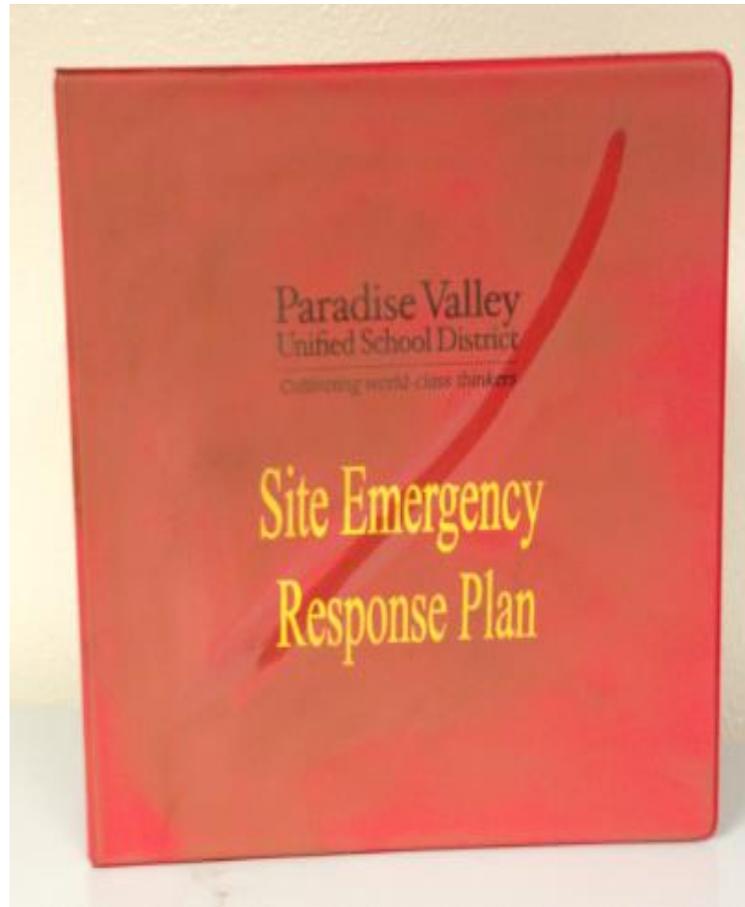
# Personal Perspective for Developing the Plan—9 P's

## 9 “P’s” to remember:

- **Point Person** – Who is in charge of the process?
- **Partners** – District level and school level
- **Partnerships** – Community agencies
- **Process** – Planning *Guide*
- **Plan** – End product
- **Progress** – One step at a time
- **Practice** – Identify gaps & weaknesses
- **Patience** – Is truly a virtue and required
- **Priority** – One of many

Don't let your plan sit on the shelf and collect dust!

# EOP Plan Development— A Process That's Never Done!



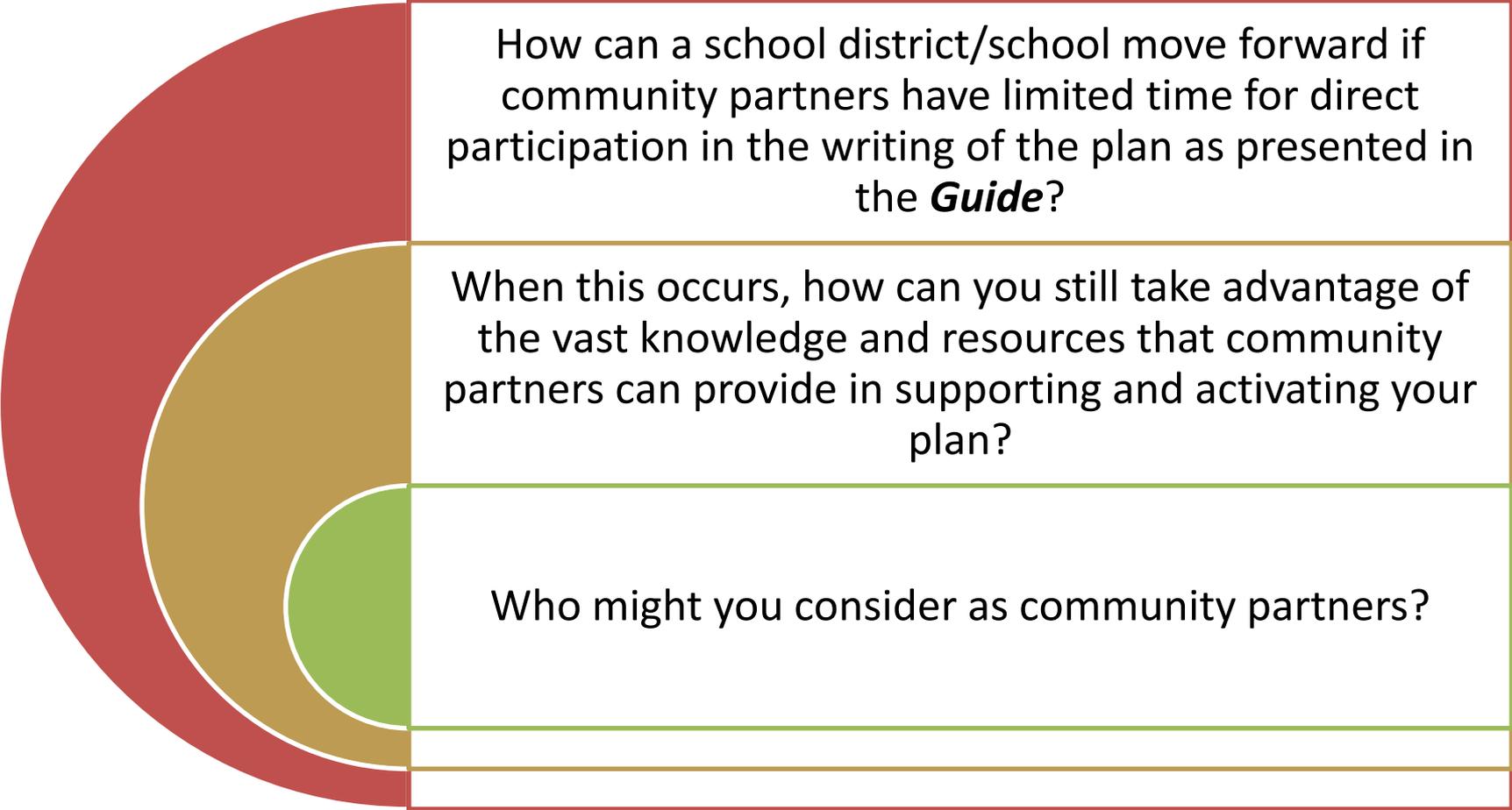
# Introduction and Purpose

School districts, schools, and community partners have different organizational structures and personalities.

Some districts, schools, and community partners can incorporate **Step 1** as presented in the *Guide*.

Others might need to invoke some flexibility along the way while staying within the framework of the *Guide's* planning process.

# Introduction and Purpose



How can a school district/school move forward if community partners have limited time for direct participation in the writing of the plan as presented in the *Guide*?

When this occurs, how can you still take advantage of the vast knowledge and resources that community partners can provide in supporting and activating your plan?

Who might you consider as community partners?

# Personal Observation

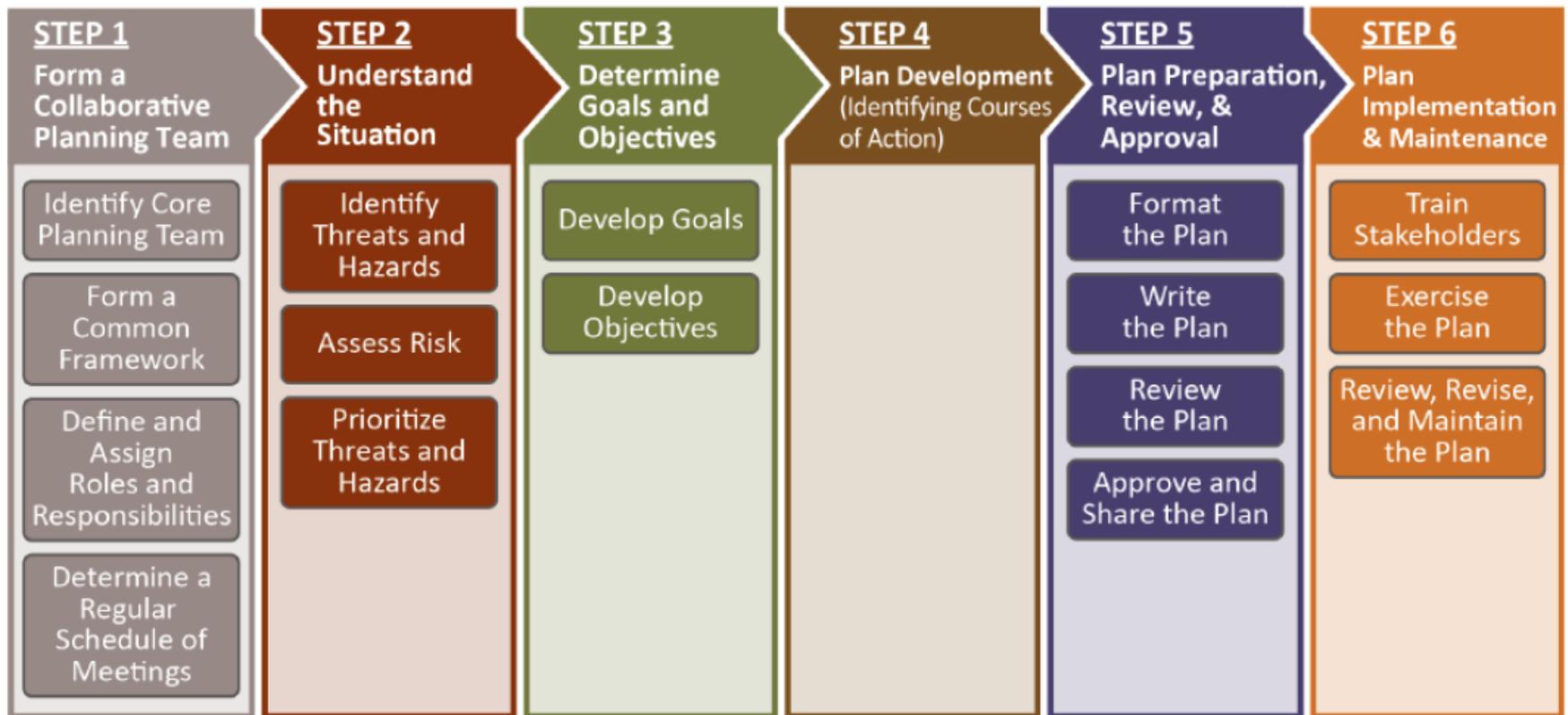
School districts and schools begin the planning process in good faith.

They would like to develop their plan using the *Guide's* planning process in its purest form.

Frustration mounts if this is not a possibility.

If you experience such a situation, you still move forward with plan development and incorporate flexibility that allows you to stay within the framework of the planning process.

# The Planning Process



# Step 1—Form a Collaborative Planning Team

Identify Core  
Planning Team

Form a  
Common  
Framework

Define and  
Assign Roles  
and  
Responsibilities

Determine a  
Regular  
Schedule of  
Meetings

# Flexible Process, Plan Format & Content Guidance

It is important to keep in mind that the *Guide* provides a process, plan format, and content guidance that is **flexible** by design and intent.

# The Guide's Planning Process—Step 1

As described in the *Guide*, it is important for districts and schools to include key district personnel, school personnel, and community partners during the planning process.

**District** —  
Transportation, HR, IT,  
food services, etc.

**School** —  
Principal, teachers, nurse,  
counselors, etc.

**Community Partners** —  
Law enforcement, fire,  
county health, emergency  
management, etc.

# Tale of Two Districts

## Paradise Valley Unified School District (PVUSD)

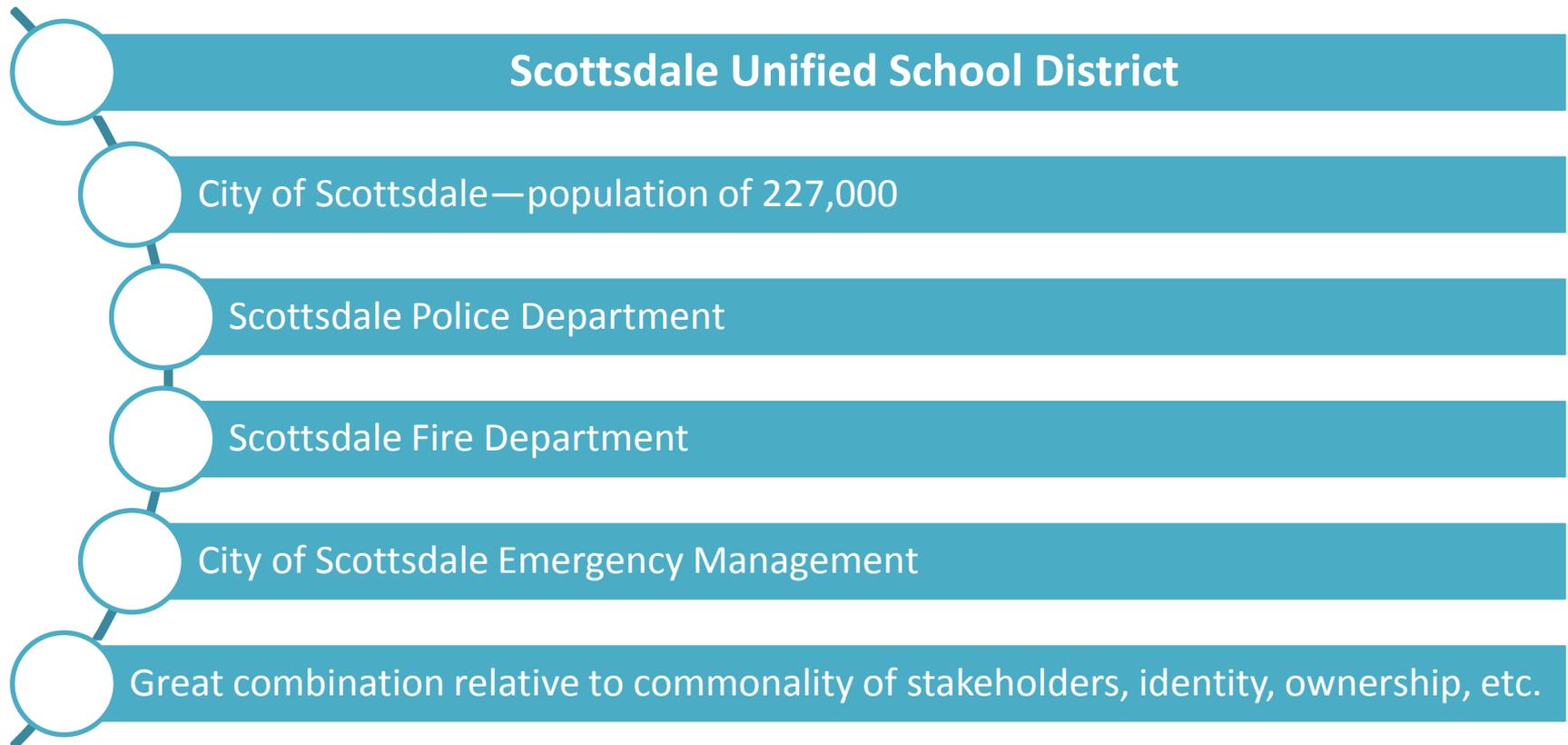
- Approximately 32,000 students
- 98 square miles
- 44 school campuses
- Separate district facility support sites
- Approximately 3,450 employees
- Students reside primarily in the City of Phoenix but also parts of Scottsdale
- Early childhood and pre-school programs

## Scottsdale Unified School District (SUSD)

- Approximately 26,000 students
- 112 square miles
- 32 school campuses
- Separate district facility support sites
- Approximately 2,800 employees
- Serves primarily the City of Scottsdale but also parts of the Town of Paradise Valley, Tempe, and Phoenix
- Early childhood and pre-school programs

# SUSD and a Collaborative Process for Writing the EOP

SUSD used a collaborative process. They involved community partners.



# PVUSD Demographics

## Paradise Valley Unified School District

Approximately 32,000 students

Five comprehensive high schools

One alternative high school/middle school campus

Seven middle schools; grades 7-8

Thirty pre-K-6 elementary schools

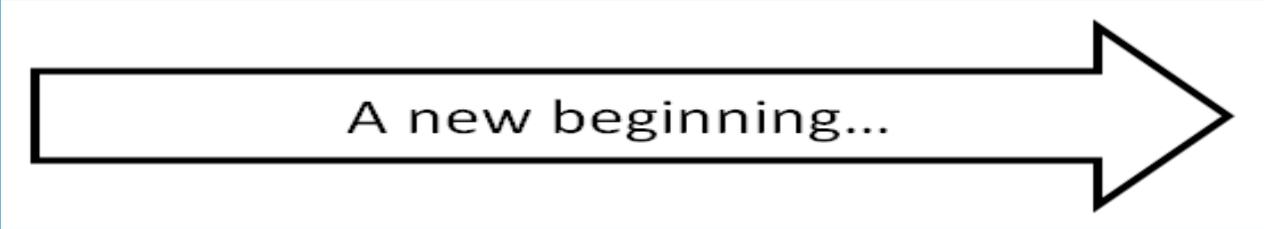
One self-contained special education facility

# PVUSD Demographics (continued)

- One pre-school facility for students with disabilities
- Four separate district support sites
- Located in 98-square miles of northeast Phoenix and north Scottsdale
- Served primarily by first responders from the City of Phoenix—sixth largest city in the United States
- Three schools served by the City of Scottsdale law enforcement and fire department
- Located in Maricopa County which is the fourth most populous county in the country and covers 9,224 square miles

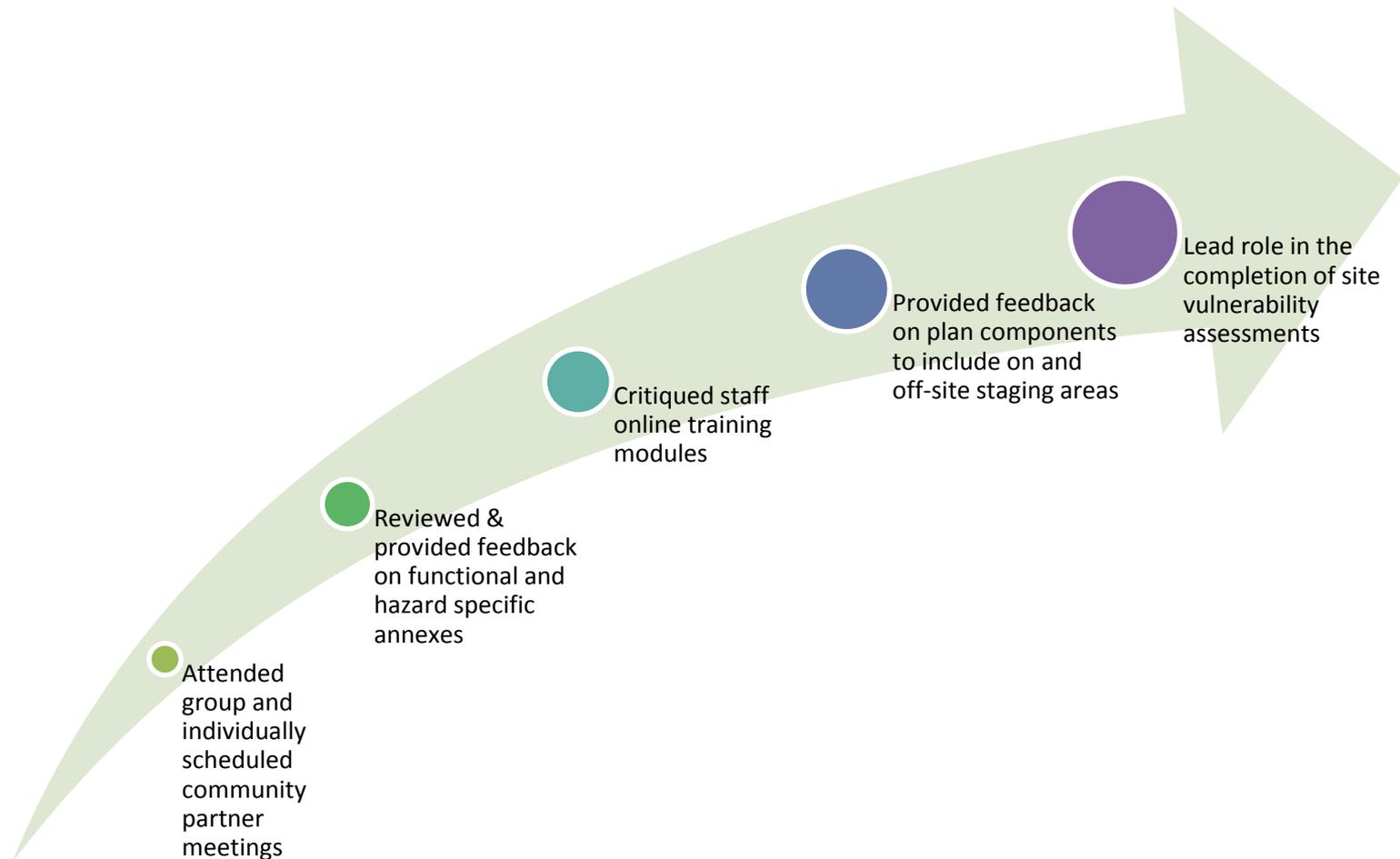
# Community Partners

- City of Phoenix Emergency Management
- Crisis Preparedness & Response (CPR)
- Maricopa County Department of Public Health—Emergency Preparedness
- Northeast Valley Educational Consortium
- PVUSD United Parent Council
- Phoenix Police Department
- Phoenix Fire Department
- Scottsdale Police Department
- Touchstone Behavioral Health
- Valley Schools Insurance Trust

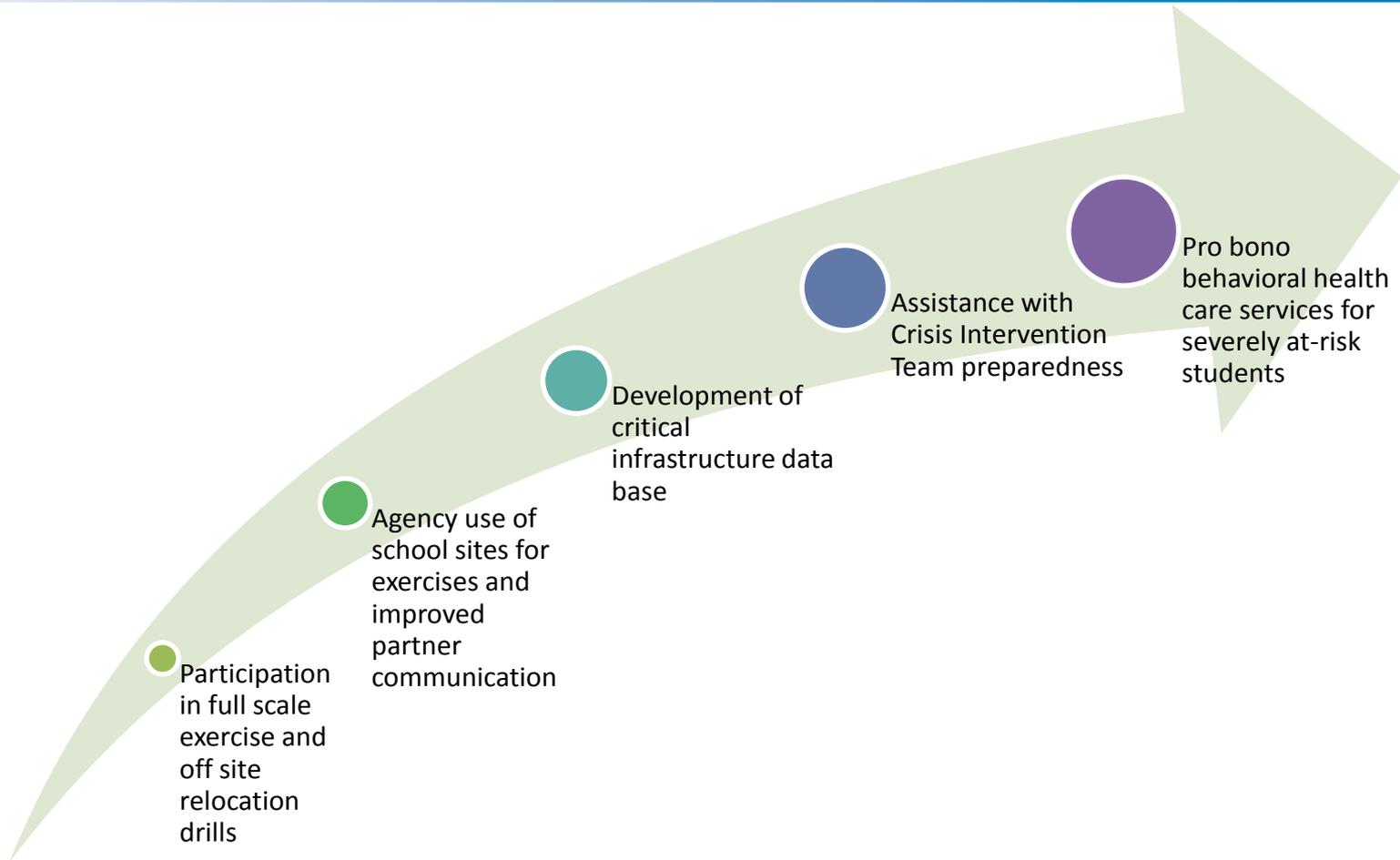


A new beginning...

# PVUSD Community Partners Involvement



# PVUSD Community Partners Involvement (continued)



# A Different Kind of Participatory Role for Plan Development —Why?

City of Phoenix law enforcement and fire serves approximately 20 school districts, 260 district schools, and 163 charter holders

Staffing shortfall for all agencies due to budget cuts (i.e., Phoenix P.D. down 300 officers)

# Phoenix Police Department



# Completing Site Vulnerability Assessments



City of Phoenix  
Homeland Defense Bureau

## Phoenix Police Homeland Defense Bureau



City of Phoenix  
Homeland Defense Bureau

### *School Asset Manager Questionnaire*

#### ASSET TYPE (SCHOOL) INFORMATION

School Name

Grayhawk Elementary

*(Name of School) – (Name of School District) Example: ACB Elementary School - XYZ School District*

# Site Vulnerability Assessments

Public Safety Sensitive Information / Public Safety Sensitive Information / Public Safety Sensitive Information			
		<h2 style="margin: 0;">Response Organization Center</h2> <h3 style="margin: 0;">Location of Interest</h3> <p style="margin: 0;">Homeland Defense Bureau</p>	
Facility Information			
Name of Location: _____		<b>Overview</b>	
Location Type: <b>School</b>		Last Update: _____	
Address: _____		<input type="checkbox"/> Maps Of Address	<input type="checkbox"/> Weapons on-site
City: <b>Phoenix</b>	State: <b>Arizona</b>	Zip Code: _____	<input type="checkbox"/> Pictures
Precinct: <b>600 - Desert Horizon Precinct</b>		<input type="checkbox"/> Hazardous Material	<input type="checkbox"/> 24 hour site contact
Business Hours: <b>0700 hours to 1600 hours Monday thru Friday</b>		<input type="checkbox"/> Authority to Arrest	<input type="checkbox"/> Dogs
Primary Phone : _____	Ext: _____	<input type="checkbox"/> Video Surveillance	<input type="checkbox"/> Children
Secondary Phone: _____	Ext: _____	<b>Facility Power</b>	
Additional Phone: _____	Ext: _____	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas <input type="checkbox"/> Backup Generator
Contact Information			
<b>Primary Contact</b> <input type="checkbox"/> Emergency Contact Only			
Name: _____	Title: _____	Email: _____	
Primary Phone: _____	Secondary Phone: _____	Cell Phone: _____	
<b>Secondary Contact</b> <input type="checkbox"/> Emergency Contact Only			
Name: _____	Title: _____	Email: _____	
Primary Phone: _____	Secondary Phone: _____	Cell Phone: _____	
Access Control			
<input type="checkbox"/> Master Key	Controlled By: _____		Primary Phone: _____
Access Code: <b>N/A</b>	Restricted Area Controlled: _____		
Access Code: <b>N/A</b>	Restricted Area Controlled: _____		

# Phoenix Police Department –Developing Virtual Database for PVUSD

Official website of the Department of Homeland Security



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### Automated Critical Asset Management System (ACAMS)

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This web page is not fixed to navigation, because we know many web visitors often go to search first. Please try our search engine if you can't find what you are looking for. We welcome your [feedback](#).

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# 49 ACAMS Site Accounts

## Subscribed Assets

You are currently subscribed to 49 assets. (  Denotes asset has not been geo-coded.) [Map All](#)

Row #	ID ↕	Name ↕	Primary Sector ↕	Address ↕
1	412360	Aire Libre Elementary School - Paradise Valley Unified School District 	Government Facilities 	16428 N. 21st Street,
2	412361	Arrowhead Elementary School - Paradise Valley Unified School District 	Government Facilities 	3820 E. Nisbet,
3	412362	Boulder Creek Elementary School - Paradise Valley Unified School District 	Government Facilities 	22801 N. 22nd Street,
4	411110	Cactus View Elementary - Paradise Valley Unified School District 	Government Facilities 	17602 North Central Avenue,
5	412363	Campo Bello Elementary School - Paradise Valley Unified School District	Government Facilities 	2650 E. Contention Mine,
6	412608	Copper Canyon Elementary School - Paradise Valley Unified School District	Government Facilities 	17650 N. 54th Street,
7	412364	Desert Cove Elementary School - Paradise Valley Unified School District	Government Facilities 	11020 N. 28th Street,

# Phoenix Fire Department



# Assisting With Planning Off-Site Relocation Exercises



City of Phoenix  
Public Safety Event Command



EVENT OBJECTIVES	EVENT NAME XXX Elementary School Evacuation and Off Site Relocation Exercise	DATE PREPARED 02/2014 03/18/14	TIME PREPARED 0800 hrs. 1400 hrs.									
OPERATIONAL PERIOD Wednesday, April 23 -- 2014 0930-1130 hours												
GENERAL CONTROL OBJECTIVES FOR THE EVENT: <ul style="list-style-type: none"> <li>• Effective communication between school personnel, district personnel and first responders.</li> <li>• Timely, safe and efficient release of students from classrooms/school to district school buses.</li> <li>• Timely and safe transport from school site to off site relocation center.</li> <li>• Safe student departure from buses once at PVHS and timely/safe reporting to auditorium to include 100% accountability for all students assigned.</li> <li>• Organization of Incident Command Post in the lobby of the receiving school auditorium.</li> <li>• Implementation of appropriate parent/student reunification procedures as outlined in ERP protocol.</li> <li>• Appropriate release of students to buses for return to XXX Elementary School. Again, 100% accountability of all students transported.</li> </ul> Additional Notes: <ul style="list-style-type: none"> <li>• 3 buses for Pre-K (permission slips needed) will load in front of school</li> <li>• 12 buses for students/staff to load behind school. Students will exit building to buses.</li> <li>• Lunch begins at 10:50—XXX XXXXX will facilitate lunch as required.</li> </ul>												
WEATHER FORECAST FOR OPERATIONAL PERIOD: <ul style="list-style-type: none"> <li>• TBD</li> </ul>												
GENERAL SAFETY MESSAGE: <ul style="list-style-type: none"> <li>• All personnel will receive an incident briefing detailing the operational plan and potential safety hazards.</li> <li>• See attached Safety Pan</li> </ul>												
ATTACHMENTS: <table border="0" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203)</td> <td><input checked="" type="checkbox"/> MEDICAL PLAN (ICS 206)</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> ASSIGNMENT LIST (ICS 204)</td> <td><input checked="" type="checkbox"/> SAFETY PLAN</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> COMMUNICATION PLAN (ICS 205)</td> <td><input checked="" type="checkbox"/> EVENT MAP</td> <td><input type="checkbox"/></td> </tr> </table>				<input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203)	<input checked="" type="checkbox"/> MEDICAL PLAN (ICS 206)	<input type="checkbox"/>	<input checked="" type="checkbox"/> ASSIGNMENT LIST (ICS 204)	<input checked="" type="checkbox"/> SAFETY PLAN	<input type="checkbox"/>	<input checked="" type="checkbox"/> COMMUNICATION PLAN (ICS 205)	<input checked="" type="checkbox"/> EVENT MAP	<input type="checkbox"/>
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<input checked="" type="checkbox"/> COMMUNICATION PLAN (ICS 205)	<input checked="" type="checkbox"/> EVENT MAP	<input type="checkbox"/>										
ICS 202	PREPARED BY:	APPROVED BY:										

# Participating in After Action Report

## AFTER ACTION REPORT



Your username (jlee@pvlearners.net) will be recorded when you submit this form. Not jlee? [Sign out](#)

\* Required

Site \*

Copper Canyon ▾

Drill/Exercise or Incident - Please choose.... \*

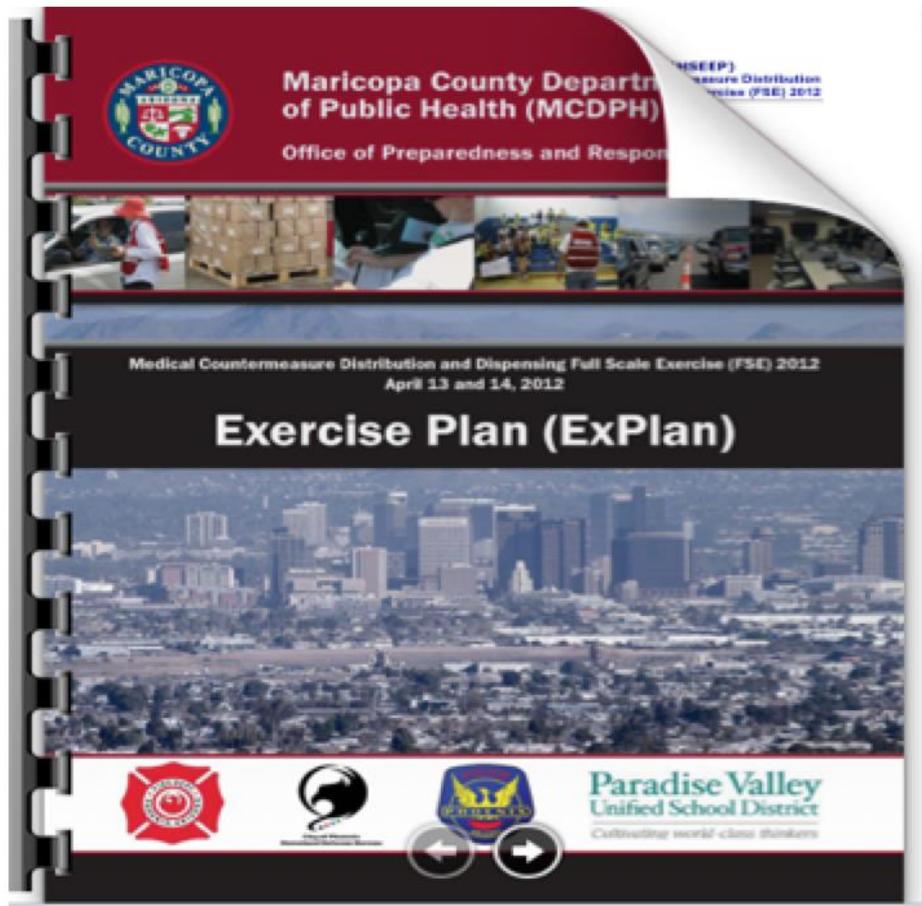
- Drill/Exercise
- Incident

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# Maricopa County Department of Public Health—Emergency Preparedness



# Full-Scale Open POD Exercise



Paradise Valley  
Unified School District  
*Cultivating world-class thinkers*

## FACT SHEET

### Point of Dispensing (POD) Drive-Through Exercise

April 14, 2012 at North Canyon High School  
1700 East Union Hills Drive  
Phoenix, AZ 85024

**300 volunteers with vehicles are needed from 8am-2pm**  
**Driving will only occur from 10am-12pm**



- ✓ Maricopa County Department of Public Health's Office of Preparedness and Response, Paradise Valley Unified School District and North Canyon High School are hosting a POD Drive Through Exercise on April 14, 2012 at North Canyon High School, 1700 East Union Hills Drive
- ✓ This full-scale emergency preparedness exercise will test the strength and completeness of County and City plans during a simulated Anthrax attack.

# MCDPH – EP

## Full-Scale Open POD Exercise

Participants from seven PVUSD POD sites and districts

Maricopa County Department of Public Health—Emergency Preparedness Office

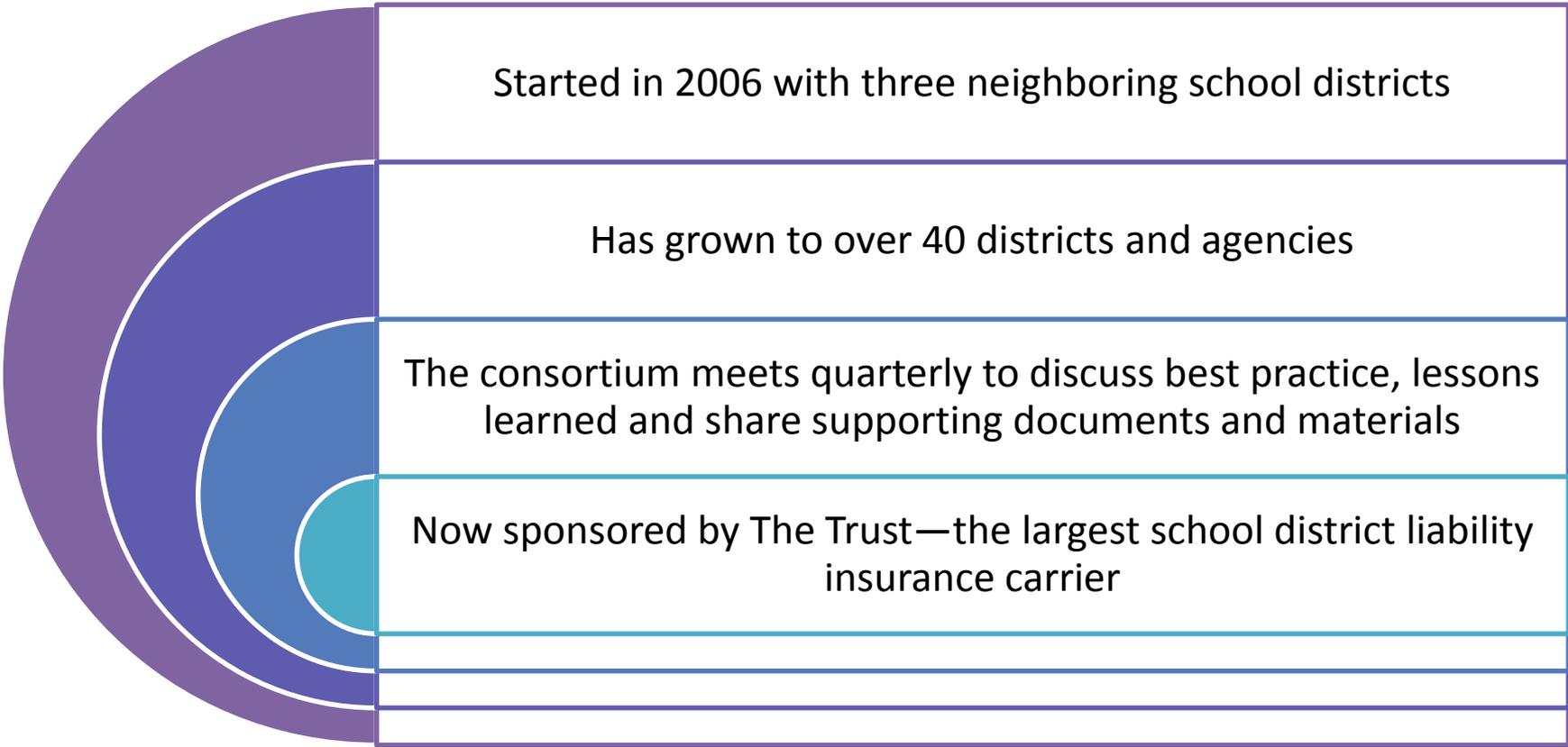
City of Phoenix Police Department

City of Phoenix Fire Department

City of Phoenix Emergency Management

Maricopa County Sheriff's Office

# School Emergency Preparedness and Response Consortium—Many New Partnerships



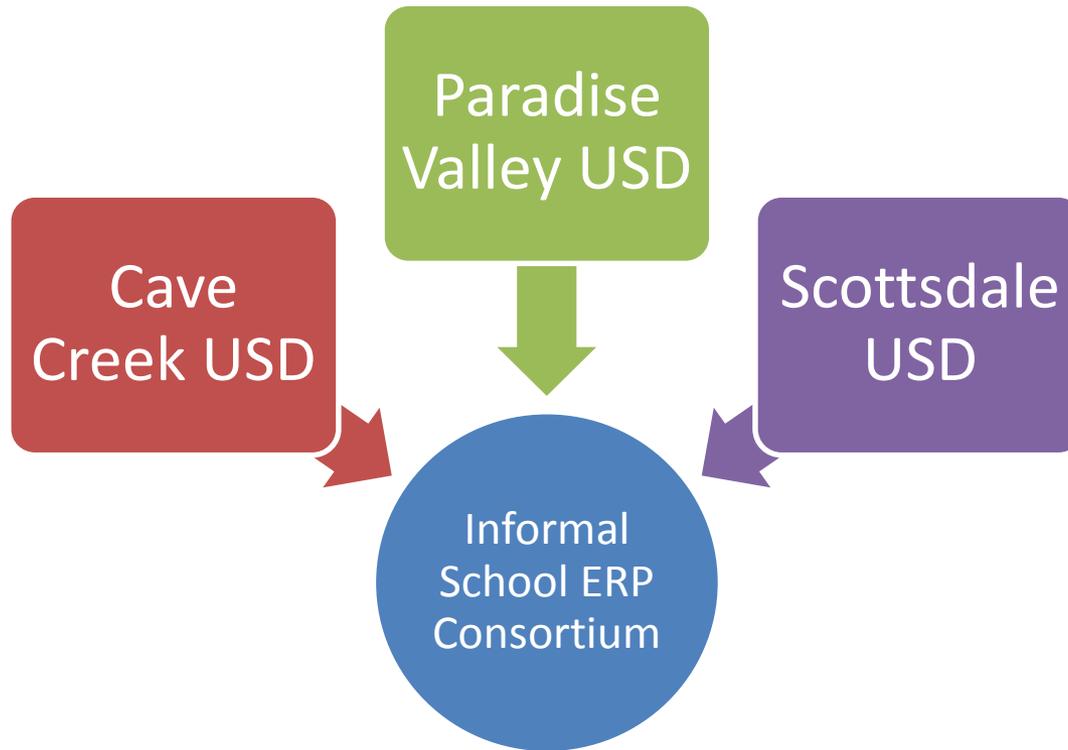
Started in 2006 with three neighboring school districts

Has grown to over 40 districts and agencies

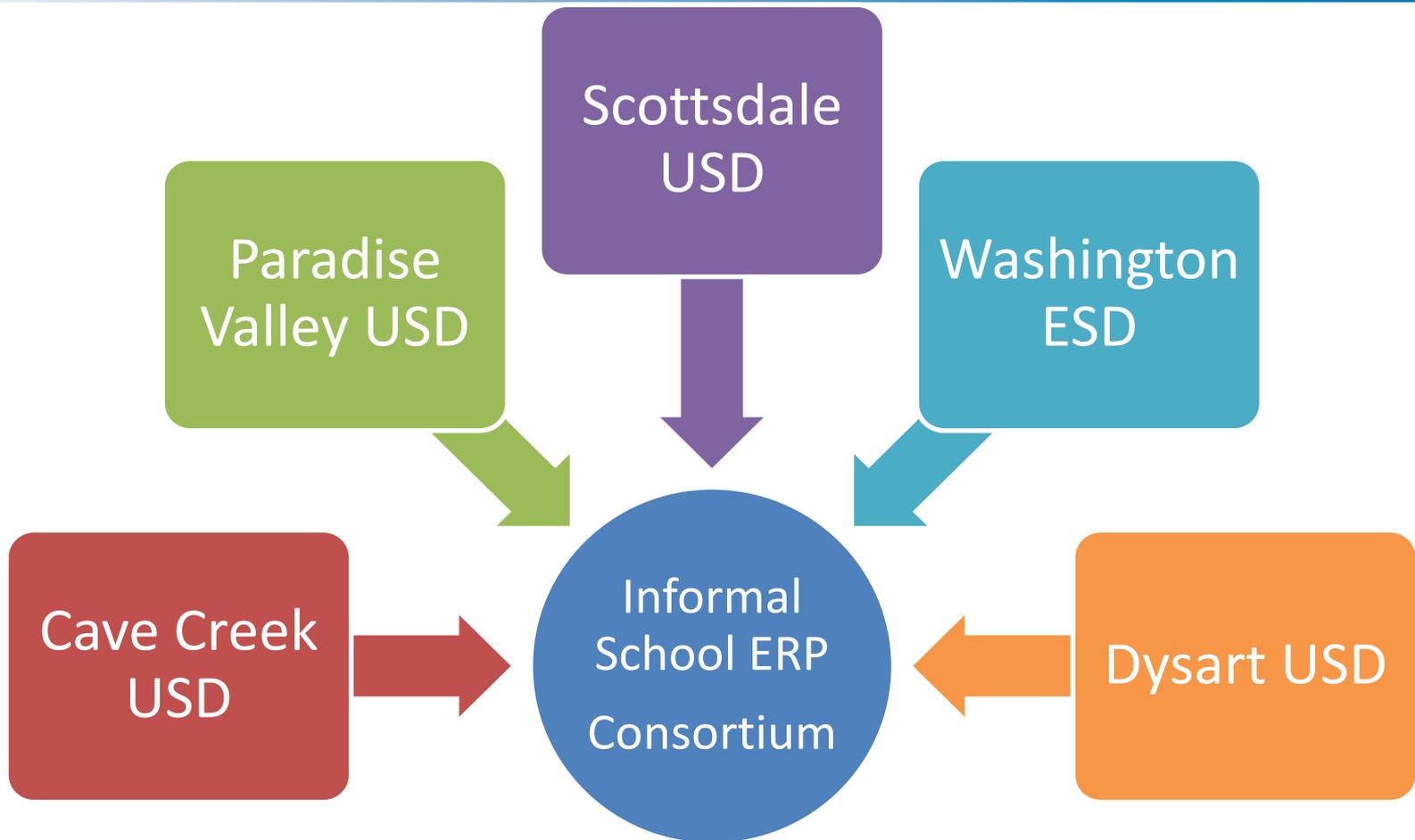
The consortium meets quarterly to discuss best practice, lessons learned and share supporting documents and materials

Now sponsored by The Trust—the largest school district liability insurance carrier

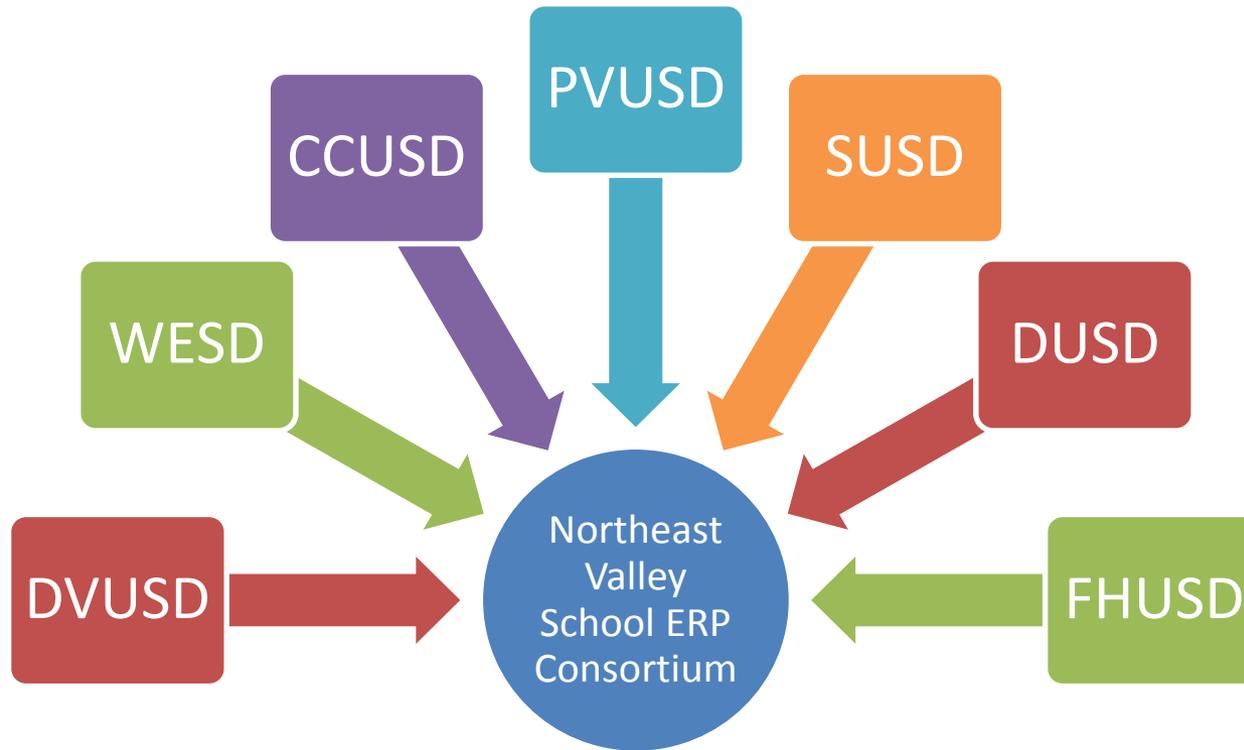
# 2006-2008



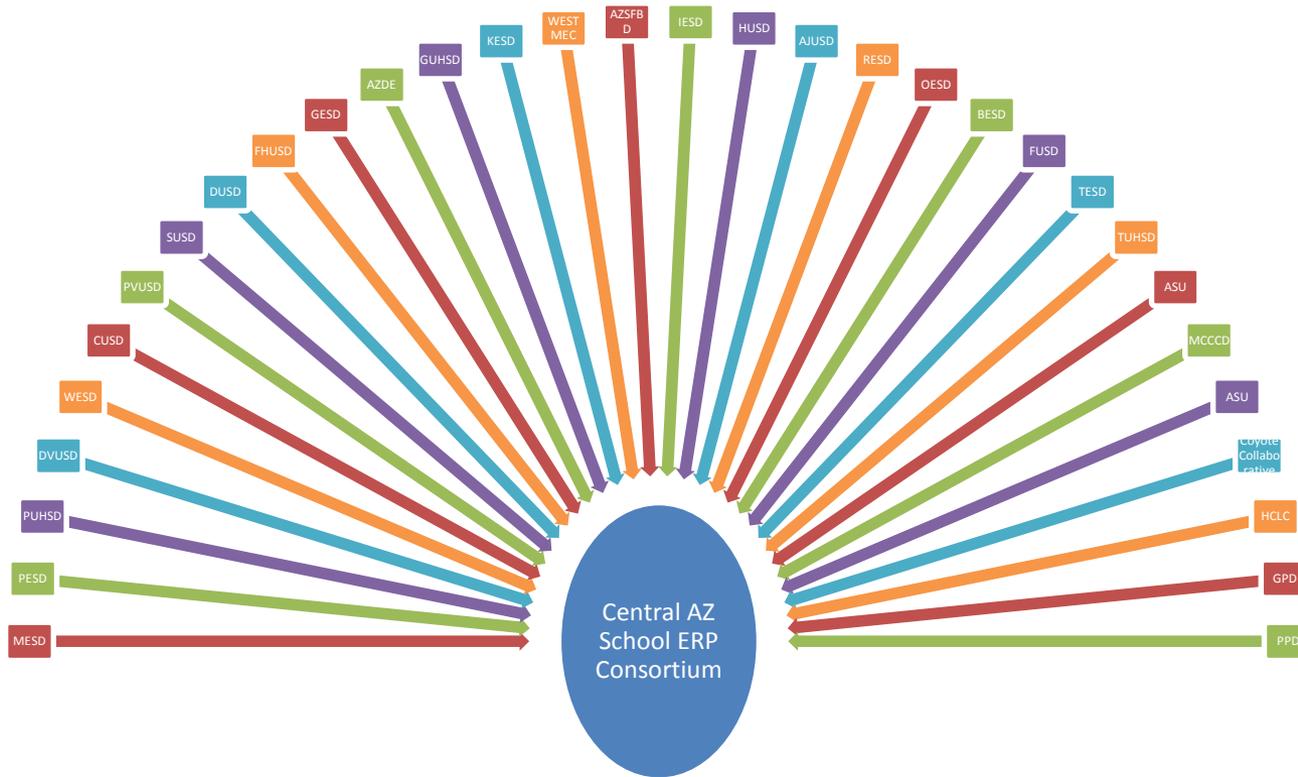
# 2008-2010



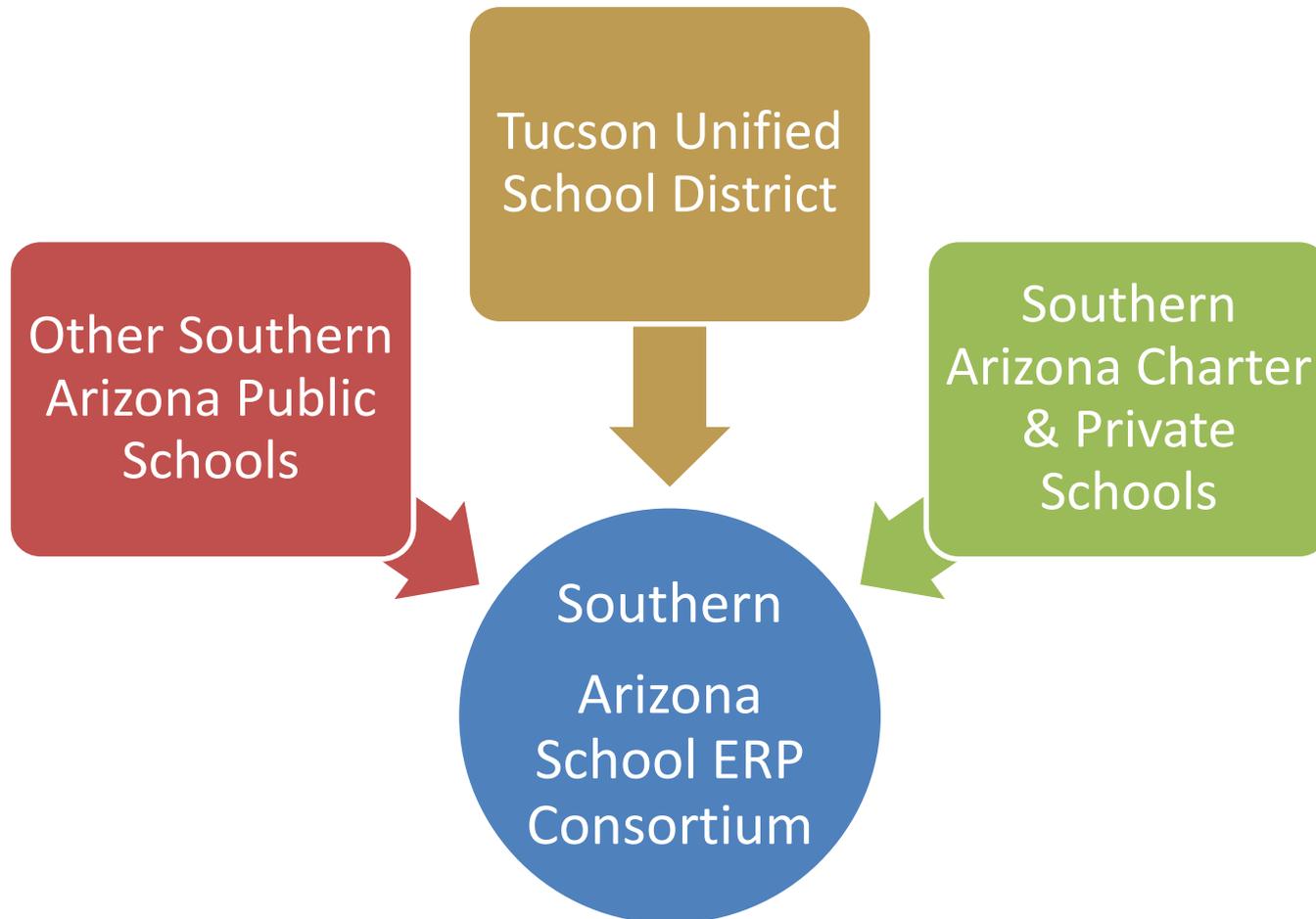
# 2011-2012



# 2013-2014



# A New Consortium Begins— Southern Arizona ERP School Consortium

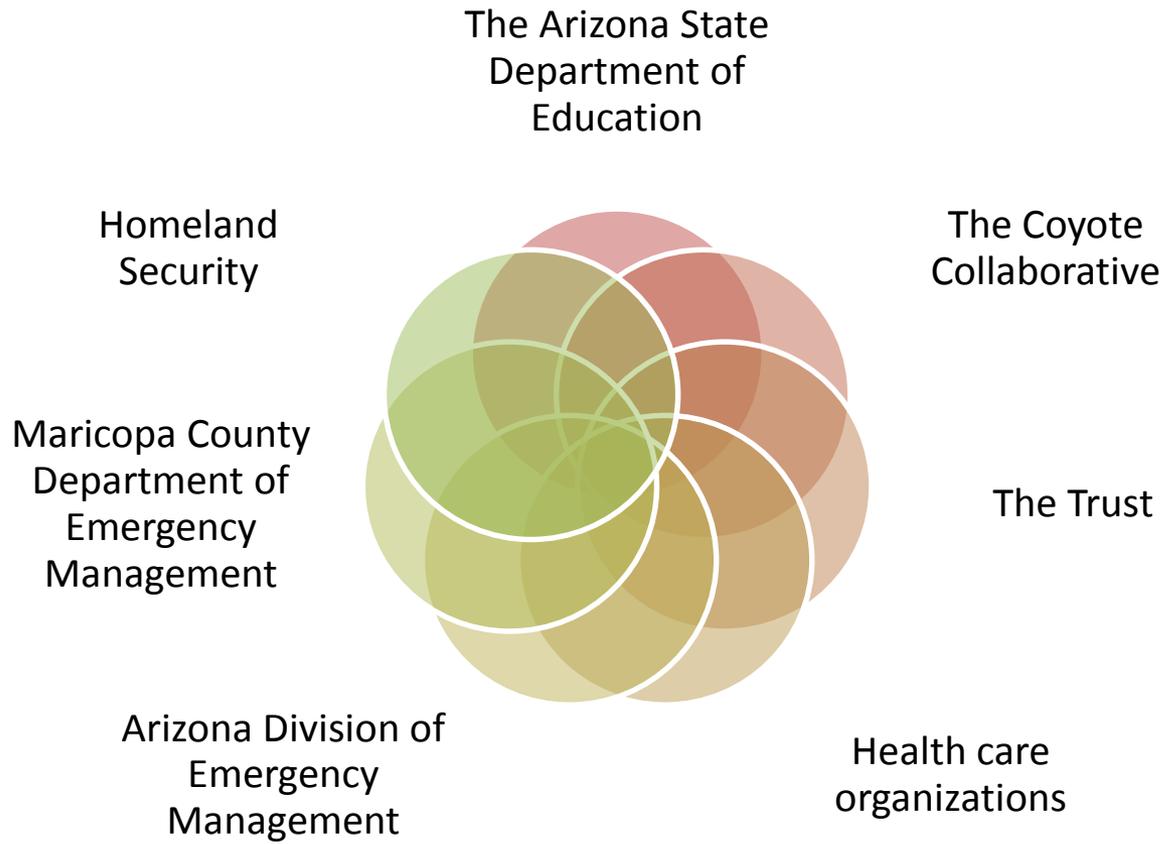


# Consortium Philosophy

School districts, charter schools, and private schools actively compete for students to enroll in their schools and districts.

There is no room for competition when it comes to emergency preparedness and response. We want all kids, at all schools, in all districts to be safe! Let's work together!

# Partnerships Come To You



# Abundance of Resources



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Email: info@remstacenter.org

<http://rem.s.ed.gov>

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### Emergency Preparedness

The Arizona Department of Education is committed to working in partnership with districts and schools across the state to develop and maintain emergency response plans (ERPs) that can keep our children safe.

#### PILOT PROGRAM ON SCHOOL EMERGENCY READINESS FY 2015 COMPETITIVE GRANT ANNOUNCEMENT and INSTRUCTIONS

Arizona Public School Districts with fewer than 29 schools are eligible to apply for this competitive grant. Applications must be submitted through the new Grants Management System by 5:00 p.m. on September 30, 2014. Up to three districts will be awarded \$25,000 to \$40,000. The Arizona Department of Education, School Safety and Prevention Office conducted a webinar on September 9th. The PowerPoint presentation can be accessed [here](#), and the webinar recording is available [here](#).

### UPCOMING EVENTS



2014 School Safety Conference  
... [Read More..]

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Emergency Preparedness American Sign Language Videos

For more latest bulletins, please tune in to AzEIN!

### PARTNERS

Emergency Management Assistance Compact



# Thank you!

## Jim Lee

**Paradise Valley Unified  
School District**

**Arizona Department  
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**Phoenix, Arizona**

**Emergency Preparedness & Response**

**Emergency Preparedness Advisor**

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# Questions?



Phone: (855) 781-REMS [7367]

Email: [info@remstacenter.org](mailto:info@remstacenter.org)

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