

The Basic Plan Template

Action	Responsible Indiv./Team	Materials/References/Links	Gap/Needs	Est. Cost	Due Date
<p>1. Introductory Material</p> <ul style="list-style-type: none"> a. Cover page b. Signature page (Reviewed/update annually) c. Table of contents d. Record of updates & changes e. Record of distribution f. List of all resources used in the plan 	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>
<p>2. Purpose</p> <ul style="list-style-type: none"> a. Goals b. Objectives 	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>

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<p>3. Organization and Assignment of Roles and Responsibilities</p> <p>a. Identify any Memorandums of Agreement in place for use before, during or after an emergency or disaster.</p>	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>

4. Direction and Control

- a. ICS certification for principal
- b. ICS framework
- c. Establish ICS job descriptions/functions

Insert ICS Diagram / Flow Chart. Identify Roles

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<p>5. Information Collection, Analysis, and Dissemination Process</p> <p>a. Information required before, during and after the emergency or disaster.</p> <ul style="list-style-type: none"> i. Communications with 1st responders and law enforcement ii. Include communication processes with limited English students and families iii. Media communications; include social media iv. Include communications templates& web sites 	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>

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<p>6. Drills and Exercises</p> <ul style="list-style-type: none"> a. Legal requirement under RCW28A.320.125 b. Frequency of drills c. Specific Drills: <ul style="list-style-type: none"> 1. Fire (3) 2. Shelter-in-Place (1) 3. Lockdown (3) 4. Drill using the mapping tool (1) 5. Another drill as deemed necessary for the local hazards identified (1) <ul style="list-style-type: none"> a. EX: Earthquake 	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>

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<p>7. Functional Annexes (Appendices) Functional annexes focus on critical operational functions and courses of action developed to carry them out.</p> <ul style="list-style-type: none"> a. Evacuation annex <ul style="list-style-type: none"> i. Include provisions for students with disabilities b. Lockdown annex c. Shelter-in-Place annex d. Communication and Warning annex <ul style="list-style-type: none"> i. Communications with 1st responders and law enforcement <ul style="list-style-type: none"> i. Include communication processes with limited English students and families ii. Media communications; include social media e. Reunification annex f. Recovery annex g. DISTRICTS: consider Continuity of Operations Plans (COOPs) 	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>

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<p>8. Threat/Hazard/School Climate and Emergencies Annexes (Appendices)</p> <p>Focusing on site-specific needs, these support positive school climate which promotes student learning and well-being.</p> <ul style="list-style-type: none"> a. Consider inclusion of Pre-Disaster Mitigation Plans (PDMs) b. Hazard specific annexes: <ul style="list-style-type: none"> 1. Human caused hazards 2. Natural hazards 3. Technological hazards 4. Biological hazards c. Examples Include: <ul style="list-style-type: none"> 1. Threat Assessment Team & protocols 2. Mental Health/Suicide annex 3. Active Shooter 4. Psychological First Aid for Schools 5. HIB 6. LGBTQ 7. Other – 	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>

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<p>9. Legal Compendium</p> <p>a. RCW and other applicable laws directing and cited in the school plan.</p>	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>
<p>10. Staff and Student Training Plan</p> <p>a. For any and all safety procedures.</p>			<p>What else do you need to complete this section?</p>		

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<p>11. Forms & Checklists</p> <p>a. To carry out the plan.</p>	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>
<p>12. List / References</p> <p>a. Safety and security software</p> <p>b. Technology used in the plan</p> <p>c. Other references and citation, as appropriate</p>	<p>Identify who is responsible for completing this section of the Plan.</p>	<p>Identify and include documents, templates, forms, lists, checklists, etc. needed for the Plan.</p>	<p>What else do you need to complete this section?</p>	<p>Estimate costs, if possible.</p>	<p>What is the due date for completing this section?</p>