

Appendix B: Generic School District Emergency Operations Plan

Foreword

Incident - when used in this EOP, ESF's, SOP's, SOG's, Support Plans or Incident Specific Plans, will mean: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, woodland/brush fires, urban fires, floods, flash floods, hazardous materials spills, radiological or nuclear accidents, aircraft accidents, earthquakes, tornadoes, wind storms, snow/ice storms, war-related disasters, public health and medical emergencies, mass casualty and mass fatality incidents, and other occurrences requiring an emergency response.

District Support Team Emergency Numbers

Complete the form below to reflect your district’s offices, adding and deleting as necessary. Include district office phone numbers, with appropriate local terminology for job titles, positions, departments, etc.

Title	Name – Location	Numbers/Cell
Superintendent		
Assistant Superintendent		
Director of Security/ Law Enforcement		
Director of Maintenance		
Director of Transportation		
Director of Nutritional Services		
Director of Supply Services		
Director of Safety		
Director of Buildings and Grounds		
Director of Special Education		
Director of Student Support (counseling, soc. work, etc.)		
Director for Safe and Drug Free Schools		
Director of Health or Medical Services		
Director of Public Relations		
Legal Counsel		
Other		
Other		

Local / Regional Emergency Response Numbers

Complete the form below to reflect your district or regional emergency resources. List local hospitals, emergency services, mental health crisis lines, social service agencies, American Red Cross, regional / local emergency response agencies, etc. It is important in planning stages to form interagency partnerships with law enforcement agencies, fire and rescue, etc. in order to predetermine jurisdiction in the event of ongoing investigations.

Agency – Address	Name – Title	Numbers

Universal Emergency Procedures

Universal Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the principal, as Incident Commander, will decide which Universal Emergency Procedures to implement, based on the situation.

There are six basic procedures that can be utilized in responding to various emergencies:

3 – Evacuation

3 – Severe Weather Safe Area

5 – Lockdown

4 – Reverse Evacuation

4 – Shelter in Place

6 – Drop, Cover and Hold

<p>1 EVACUATION (For use when conditions outside are safer than inside)</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> · Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous) · Take class roster for student accounting · Assist those needing special assistance · Do not stop for student/staff belongings · Go to designated Assembly Area · Check for injuries · Take attendance; report according to Student Accounting and Release procedures · BE QUIET! · Wait for further instructions 	<p>4 SHELTER IN PLACE (For use in chemical release scenarios)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> · Turn off HVAC System · Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location · Assist those needing special assistance · Close and tape all windows and doors and seal the gap between bottom of the door and the floor (chemical release) · Take attendance; report according to Student Accounting and Release procedures · Do not allow anyone to leave the classroom · Stay away from all doors and windows · BE QUIET! · Wait for further instructions
<p>2 REVERSE EVACUATION (For use when conditions inside are safer than outside)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> · Move students and staff inside as quickly as possible · Assist those needing special assistance · Report to classroom · Check for injuries · Take attendance; report according to Student Accounting and Release procedures · BE QUIET! · Wait for further instructions 	<p>5 LOCKDOWN (For use to protect building occupants from potential dangers in the building)</p> <p>Note: school-specific lockdown procedures should be developed by school officials and local law enforcement officials. Please see “Considerations When Developing a school Lockdown Policy” for additional information.</p> <p>See www.kycss.org/emergency-procedures/lockdown</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> · Students are to be cleared from the halls immediately and to report to nearest available classroom · Assist those needing special assistance · Close and lock all windows and doors. Cover all classroom door windows and do not leave for any reason · Stay away from all doors and windows and move students to interior walls and drop · BE QUIET! · Wait for an official to open the door
<p>3 SEVERE WEATHER SAFE AREA (For use in severe weather emergencies)</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> · Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous) · Occupants of portable classrooms shall move to the main building to designated safe areas · Take class roster for student accounting · Take attendance; report according to Student Accounting and Release procedures · Assist those needing special assistance · Do not stop for student/staff belongings · Close all doors · Remain in safe area until the “all clear” is given · BE QUIET! · Wait for further instructions 	<p>6 DROP, COVER AND HOLD (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p>When the command “Drop” is made:</p> <ul style="list-style-type: none"> · DROP – to the floor, take cover under a nearby desk or table and face away from the windows · COVER - your eyes by leaning your face against your arms · HOLD - on to the table or desk legs, and maintain present location/position · Assist those needing special assistance · BE QUIET! · Wait for further instructions

Introduction

Authorities

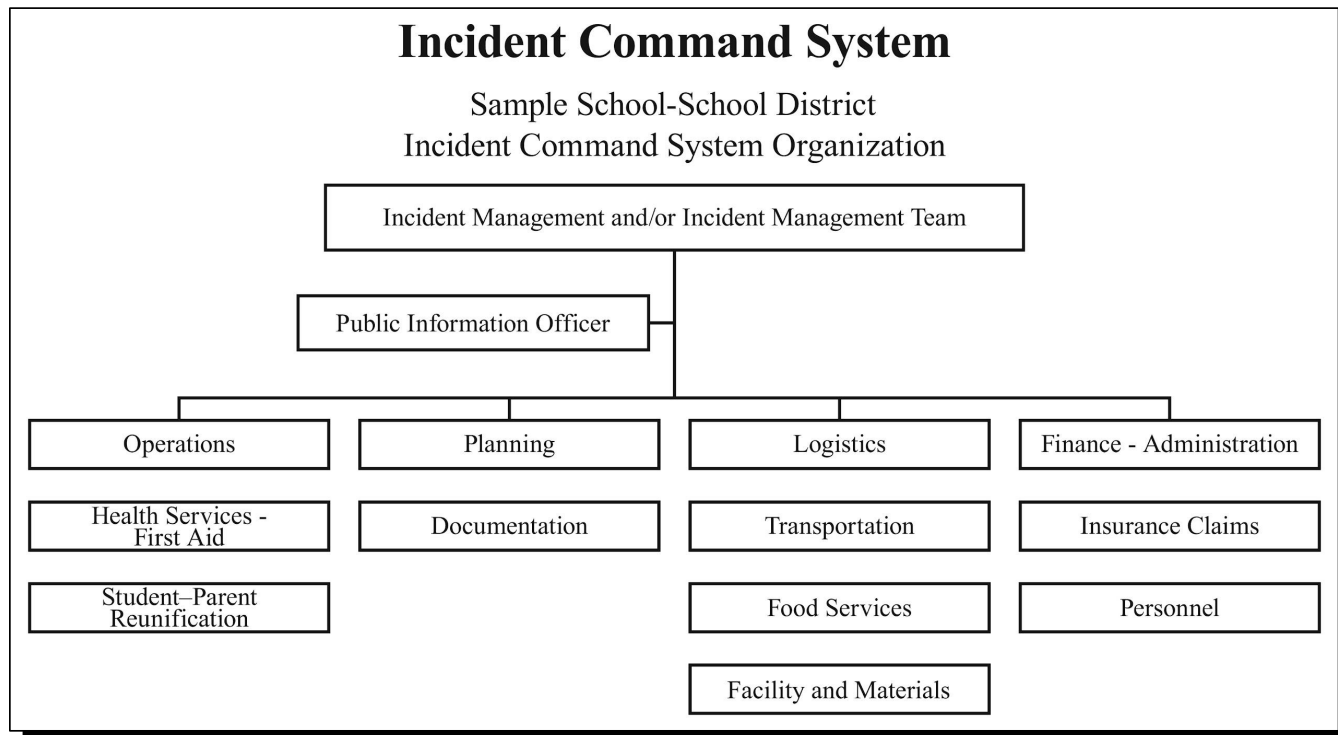
Structure

Emergency Support Functions (ESF) delineate primary and support departments and agencies concept of operations, roles and responsibilities, and recommend necessary standard operating guidelines to implement those functions.

Resource List – a database and listing of resources available to support the district during an incident.

Support Plans provide additional information necessary for an informed and managed response to incidents.

Incident Specific Plans outline the response to a specific type of emergency or disaster.



According to KRS 39A.230, all schools/districts shall include procedures for implementing the incident command system during any emergency situation. In order to be proficient in these protocols, school personnel are encouraged to complete ICS 100SCA, 200, 700 800. Administrators should also complete ICS 300. These courses can be found at <https://training.fema.gov/nims/>.

According to K.R.S. 158.162, each Principal shall discuss the emergency plan with all school staff prior to the first instructional day of each school year and shall document the time and date of any discussion.

**158.162 Mandatory adoption of emergency management response plan in each school --
Emergency response drills -- Consequence of schools failing to comply.**

SECTION 1.

(1) As used in this section:

- (a) "Emergency management response plan" or "emergency plan" means a written document to prevent, mitigate, prepare for, respond to, and recover from emergencies; and
- (b) "First responders" means local fire, police, and emergency medical personnel.

(2) (a) Each local board of education shall require the school council or, if none exists, the principal in each school building in its jurisdiction to adopt an emergency plan. The emergency plan shall include:

1. Procedures to be followed in case of medical emergency, fire, severe weather, earthquake, or a building lockdown as defined in KRS 158.164;
2. A written cardiac emergency response plan; and
3. A diagram of the facility that clearly identifies the location of each automated external defibrillator.

(b) The emergency plan shall be provided to appropriate first responders and all school staff.

(c) The emergency plan shall be reviewed following the end of each school year by the school nurse, school council, the principal, and first responders and revised as needed.

(d) The principal shall discuss the emergency plan with all school staff prior to the first instructional day of each school year and document the time and date of any discussion.

(e) The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

1. Licensed athletic trainers, school nurses, and athletic directors; and
2. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

(f) The emergency plan shall be excluded from the application of KRS 61.870 to 61.884.

(3) Each local board of education shall require the school council or, if none exists, the principal in each school building to:

(a) Establish primary and secondary evacuation routes for all rooms located within the school and shall post the routes in each room by any doorway used for evacuation;

(b) Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of safe zones in each room of the school;

(c) Develop practices for students to follow during an earthquake;

(d) Develop and adhere to practices to control the access to each school building. Practices shall include but not be limited to:

1. Controlling outside access to exterior doors during the school day;
2. Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
3. Controlling access to individual classrooms;
4. Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
5. Requiring classroom doors to remain closed and locked during instructional time, except:
 - a. In instances in which only one (1) student and one (1) adult are in the classroom; or

- b. When approved in writing by the state school security marshal;
 - 6. Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
 - 7. Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
 - 8. Providing a visitor's badge to be visibly displayed on a visitor's outer garment:
- (e) Maintain a portable automated external defibrillator in a public, readily accessible, well-marked location in every middle and high school building and, as funds become available, at school-sanctioned middle and high school athletic practices and competitions and:
- 1. Adopt procedures for the use of the portable automated external defibrillator during an emergency;
 - 2. Adopt policies for compliance with KRS 311.665 to 311.669 on training, maintenance, notification, and communication with the local emergency medical services system;
 - 3. Ensure that a minimum of three (3) employees in the school and all interscholastic athletic coaches be trained on the use of a portable automated external defibrillator in accordance with KRS 311.667; and
 - 4. Ensure that all interscholastic athletic coaches maintain a cardiopulmonary resuscitation certification recognized by a national accrediting body on heart health; and
- (f) Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable automated external defibrillator. The plan shall:
- 1. Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable automated external defibrillator, a cardiac emergency response plan, and access to and plan for emergency transport; and
 - 2. Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.
- (4) All schools shall be in compliance with the provisions of subsection (3)(d) of this section no later than July 1, 2022.
- (5) (a) Each local board of education shall require the principal in each public school building in its jurisdiction to conduct, at a minimum, emergency response drills to include:
- 1. One (1) severe weather drill, one (1) earthquake drill, and one (1) lockdown drill within the first thirty (30) instructional days of each school year and again during the month of January; and
 - 2. The emergency response plan rehearsal by simulation required by subsection (2) of this section and the venue-specific emergency action plan rehearsal by simulation required by subsection (5) of Section 4 of this Act prior to the beginning of each athletic season.
- (b) Required fire drills shall be conducted according to administrative regulations promulgated by the Department of Housing, Buildings and Construction. Whenever possible, first responders shall be invited to observe emergency response drills.

(6) No later than November 1 of each school year, a local district superintendent shall send verification to the Kentucky Department of Education that all schools within the district are in compliance with the requirements of this section.

(7) A district with a school not in compliance with the requirements of subsection (3)(d) of this section by July 1, 2022, shall not be eligible for approval by the Kentucky Department of Education for new building construction or expansion in the 2022-2023 school year and any subsequent year without verification of compliance, except for facility improvements that specifically address the school safety and security requirements of this section when deemed necessary for the protection of student or staff health and safety, or to comply with other legal requirements or orders.

SECTION 2.

(1) By August 1 of each year, each school district shall report to the Kentucky Department of Education on the number of portable automated external defibrillators at each school within the district.

(2) By October 1 of each year, the Kentucky Department of Education shall publish a report on the number of portable automated external defibrillators in Kentucky public schools by school and school district to the department's website and submit the report to the General Assembly's Interim Joint Committee on Education and Interim Joint Committee on Health, Welfare, and Family Services.

Effective: June 29, 2023

History: Amended 2023 Ky. Acts ch. 165, sec. 1, effective June 29, 2023. -- Amended 2020 Ky. Acts ch. 5, sec. 11, effective February 21, 2020. -- Amended 2019 Ky. Acts ch. 5, sec. 14, effective March 11, 2019. -- Amended 2015 Ky. Acts ch. 38, sec. 1, effective June 24, 2015. -- Created 2013 Ky. Acts ch. 126, sec. 1, effective June 25, 2013; and ch. 133, sec. 1, effective June 25, 2013.

Legislative Research Commission Note (6/29/2023). 2023 Ky. Acts ch. 165, sec. 1, which amended this statute, contained a reference to subsection (5) of Section 4 of this Act, though it is clear from the text of the Act that the reference was meant to be to subsection (5) of Section 5 of the Act, as only that section dealt with venuespecific emergency action plan rehearsal by simulation. The Reviser of Statutes has corrected this manifest clerical or typographical error during codification under the authority of KRS 7.136(1).

Legislative Research Commission Note (6/25/2013). This statute was created by 2013 Ky. Acts chs. 126 and 133, which were companion bills and are substantively identical. Where these Acts are not in conflict, they have been codified together. Where a conflict exists, Acts ch. 126 prevails under KRS 446.250 as the Act which passed the General Assembly last.

Basic Plan

Purpose

- To outline the responsibilities of school district personnel in the event of an incident;
- To provide guidance to local agencies as to their responsibilities in supporting the school district in the event of an incident;
- To provide procedures to determine the severity and magnitude of incidents and outline the integrated emergency management system to be utilized for overall coordination of the incident response;
- To outline the aid and assistance available to the school district when a Local, State or Federal Disaster Declaration is issued;
- To outline the actions necessary to be eligible for state and federal assistance.

Scope

This Plan establishes direction and control for coordinating the response and recovery of the school district to an incident. The plan also details preparedness actions to be taken by school district personnel and departments prior to an incident. This plan does not restrict the development of more complex and in-depth site-specific (school-based) plans or planning by other local agency or organizations plans or standard operating procedures/guidelines.

Situations and Assumptions

Situations

Assumptions

Hazard Analysis and Assessment

Severe Weather

Tornadoes

Earthquakes

Transportation Incidents

Energy Related Hazards and Energy Shortages/Outages

Water Shortages

Hazardous Materials

Terrorism

Public Health Emergencies

Agricultural Incidents

Major/Catastrophic Event

Potential Hazards (Part 1)

It is vital to record the potential hazards for your geographic area and risks to your district so you know what to expect and what to do to protect students and staff. It is essential to understand that disasters have a cascading effect:

- Forest fires lead to debris flows, mudslides, grassfires and smoke/pollution
- Earthquakes cause fires, loss of water supply, structural damage, chemical leaks and disruption of communications
- Flooding blocks roads, damages property, and ruins food supply
- Tornadoes destroy buildings, cause fallen power lines
- A medical epidemic/pandemic creates significant disruptions to the educational and related business routines

In an effort to prioritize these events the District Support Team needs to consider what is most likely to occur in this area and when/if these events have occurred in the past.

Natural Hazards	Predictability and Approx. Frequency	Warning Time	Comments or Actions to Take
Earthquakes			
Severe weather, tornadoes, lightning			
Excessive rains, flash floods, flooding			
Dam failure			
Mud slides			
Windstorms			
Snowstorms			
Sinkholes			
Grass or forest fires			
Other			
Other			

Potential Hazards (Part 2)

The District Support Team needs to consider what other human/technological factors, could occur or have occurred in your region:

Human or Technological Hazards	Predictability and Approx. Frequency	Warning Time	Comments or Actions to Take
Bomb threat, or other terrorism			
Arson, fire			
Riots			
Air pollution, smog alert			
Water or food pollution			
Hazardous material spills			
Nuclear or radiological accident			
Asbestos			
Communication systems failures			
Water system disruptions			
Gas or electric disruption			
Transportation systems disruptions			
Airplane, airport hazard			
Railroad track, station hazard			
Other			

Emergency Support Function Descriptions

EMERGENCY SUPPORT FUNCTION #1 - TRANSPORTATION – To coordinate and organize transportation resources of the school district and other local agencies in preparing for, responding to and recovering from incidents which impact the students and staff of the district.

EMERGENCY SUPPORT FUNCTION #2 - COMMUNICATIONS – To maintain a reliable communications capability across multiple platforms/technologies for alert and notification of employees, students and parents of the school district. This ESF also coordinates and ensures reliable communications with other local agencies and organizations during an incident.

EMERGENCY SUPPORT FUNCTIONS # 3 - FACILITIES MANAGEMENT – To coordinate the overall response to the failure of the physical infrastructure and ancillary facilities of the school district due to natural or manmade incidents. Coordinates with local and/or state agencies and the private sector for the emergency repair and restoration of critical public energy utilities, (i.e., gas, electricity, etc.). Coordinates the distribution of emergency power and fuel, etc. if necessary.

EMERGENCY SUPPORT FUNCTION # 5 - EMERGENCY MANAGEMENT – To provide staff, facilities and procedures for the coordination of school district resources during an impending or existing incident; and to assist in formulating policy, establishing priorities, gathering and analyzing information, monitoring the execution of plans, and directing response and recovery operations as necessary. This ESF also ensures coordination with local and/or state government agencies and private sector entities during impending or existing incidents.

EMERGENCY SUPPORT FUNCTION # 6 - MASS CARE AND SHELTERING – To provide staff, facilities and procedures for the coordination of food, water and sheltering operations during an impending or existing emergency or disaster; and to assist policy makers in formulating policy, establishing priorities, gathering and analyzing information, monitoring the execution of plans, and directing response and recovery operations as necessary as they relate to mass care and sheltering.

EMERGENCY SUPPORT FUNCTION # 7 - RESOURCE SUPPORT – The Mission of ESF 7 is to serve as the Logistics Section providing resource support consisting of emergency relief supplies, telecommunications, transportation services, security services and other needs to support response and recovery activities of the school district.

EMERGENCY SUPPORT FUNCTION # 8 - PUBLIC HEALTH AND MEDICAL SERVICES – To coordinate and direct health care related activities of the school district. To provide emergency care and treatment of casualties resulting from an incident. To coordinate the provision of emergency public health services that will prevent and/or mitigate the spread of infectious diseases. To coordinate the provisions of mental health services for students and school district.

EMERGENCY SUPPORT FUNCTION # 13 - LAW ENFORCEMENT – Will maintain a liaison with local and/or state law enforcement personnel to provide for law and order, protect life and property and to guard essential school district facilities and supplies.

EMERGENCY SUPPORT FUNCTION # 14 - RECOVERY – To provide coordination and guidance for recovery operations to include restoration of damaged or destroyed school district properties, assets and/or facilities. Conduct and coordinate damage assessment activities of school district facilities and provide the information to local agencies to assist in the county/state declaration requirements. To assist in the development of Public Assistance applications and to coordinate and administer blic Assistance and Hazard Mitigation funds and programs if necessary.

EMERGENCY SUPPORT FUNCTION # 15 - PUBLIC INFORMATION – To keep the students, parents and employees of the school district informed of the developing situation, to give instructions for protective actions in a threatened or actual incident, to control rumors and speculation. To coordinate public information with local and/or state officials when the incident or situation requires.

	1	2	3	5	6	7	8	13	14	15
	Transportation	Communications	Infrastructure Management	Emergency Management	Mass Care and Sheltering	Resource Support	Health and Medical Services	Law Enforcement	Recovery	Public Information
Office of the Superintendent										
Transportation Department										
Technology Department										
Facilities Department										
Warehouse Department										
Student Services Department										
Learning Support Services										
Human Resources Department										

Key	
Primary	P
Secondary	S
Alternate	A

Direction and Control

The Deputy Superintendent / COO shall maintain a list of EOC Staff and their phone numbers.

While operating in an activated EOC, each ESF Coordinator will act as a liaison for their field personnel and coordinate all resource requests and incident information through the EOC.

Add any school district policies:

Example Policies for Plan Review and Revision

Example Policies for Training

Example Visitor Screening Policy

Example Policies for Compliance with: KRS 311.665 - 311.669

Emergency Response Team Assignments

In general, Incident Command System (ICS) or Emergency Response Team roles should be a logical, reasonable parallel to day-to-day work assignments. Complete the form below to reflect your school Emergency Response Team assignments (reference page 56).

Title	Name Location and Numbers	Alternate Name Location and Numbers	Alternate Name Location and Numbers
Incident Command: Superintendent			
Safety Official: Security, Law Enforcement			
Public Information Official: Media Liaison			
Liaison Official: Liaison to Outside Agencies			
Planning/Intelligence: Situation Analysis			
Operations: Student Accounting and Release			
Operations: Facility and Environmental			
Operations: First Aid, CPR, Medical			
Operations: Crisis Intervention and Response			
Operations: Food, water, sanitation			
Logistics: Communications			
Logistics: Supplies			
Administration and Finance: Documentation			

Concept of Operations

General

Continuity of Government

Each ESF coordinator and/or school district department head will designate at least one successor to act in their place during an emergency.

When displaced to another building by an incident, prompt action will be taken by all departments to re-establish their offices at their normal site as soon as possible.

Destruction caused by an incident can cover a large or small area. School district buildings and facilities may be partially or totally destroyed. Destruction of school district property does not end the responsibility of the district to provide prompt and timely services.

Continuity of education will be maintained throughout the school district through:

- Utilization of all available resources and manpower.
- The pre-designation of alternates to key school district personnel.
- The selection and preparation of alternate sites for educational and support services.
- The preservation of vital records and computer tapes needed for the school district function. To ensure that vital records of the school district are preserved and that it continues to function during or following an incident.

Emergency Operations Plan (EOP) Implementation

This Plan will be implemented when an emergency has been declared by local government officials and/or an incident is considered imminent or probable and the implementation of this Plan and the activation of the school district's Emergency Operations Center (EOC) is considered a prudent proactive response to the impending incident.

Execution of Plan

Emergency Management: Five Mission Areas

National preparedness efforts, including planning, are now informed by *Presidential Policy Directive (PPD) 8*, which was signed by the president in March 2011 and describes the nation’s approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school incidents, and other experiences.

PPD-8 defines preparedness around five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention,¹ for the purposes of this guide, means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring

Protection means the capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, “mitigation” also means reducing the likelihood that threats and hazards will happen.

Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

Emergency management officials and emergency responders engaging with schools are familiar with this terminology. These mission areas generally align with the three timeframes associated with an incident: before, during, and after.

The majority of Prevention, Protection, and Mitigation activities generally occur before an incident, although these three mission areas do have ongoing activities that can occur throughout an incident. Response activities occur during an incident, and Recovery activities can begin during an incident and occur after an incident.

¹ In the broader *PPD-8* construct, the term “prevention” refers to those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. The term “prevention” also refers to preventing imminent threats.

Emergency Operations Center (EOC)

EOC Facilities

EOC Activation Procedures

EOC Activation Levels

- **Level 4** – This is the lowest level of incident or event. This is typically a “monitoring” mode. Key school district personnel may be required to assist with incident prioritization and resource management. A written EOC Action Plan may be required. Personnel are in place and can readily move to the EOC should the situation escalate. The incident or event is of limited duration and will be closed out within one operational period (generally 12 hours or less).
- **Level 3** – This level of incident or event is of greater complexity than can be managed from the central office. Only school district ESFs directly involved in the incident or event response would be asked to send a representative to the EOC. EOC personnel may be required to assist with incident prioritization and resource management. A written EOC Action Plan will be developed. The incident or event is expected to be of limited duration and be closed out within one operational period (generally 12 hours or less).
- **Level 2** – This incident requires the immediate activation of the school district EOC to establish incident priorities and manage multiple resources over an extended period of time to meet the significant needs of school district students, employees and other staff. This will require the development and implementation of a formal, written EOC Action Plan and will require activation of appropriate ESF Coordinators and support staff. The incident is of an extended duration and will likely be managed through multiple operational periods.
- **Level 1** – This incident or event may be considered a catastrophic incident or of high impact that will likely require significant activation of all school district assets and will require support from local, regional, state and/or federal resources. The incident will require the full staffing of all EOC ESFs. This level of activation will be characterized by the full integration of EOC operations as needed for long-term operations over a significant number of operational periods for an undetermined period of time.

EOC Activation Levels

LEVEL	DEFINITION	SPECIFIC ACTIONS
4	Typically a “monitoring” phase.	Monitor the situation, incident prioritization, resource management and coordinate requests for outside assistance.
3	This is a limited activation. Only those ESF Coordinators involved in the incident are required to respond to the EOC.	ESFs directly involved in the response may be asked to send a representative to the EOC.
2	Full Scale Activation of the EOC for multiple operational periods.	Most/All EOC Coordinators are activated and respond to the EOC. 12 hour shifts may be established.
1	Catastrophic/high impact incident that will require the full activation of the EOC with 24 hour staffing for an unknown duration.	All EOC Coordinators are activated and respond to the EOC. 12 hour shifts established EOC staff likely supplemented by requests for personnel through mutual aid.

EOC Activation Notifications

EOC Level Four Activation

EOC Level Three Activation

EOC Level Two Activation

EOC Level One Activation

Organizational Roles and Responsibilities

EOC Organization

1. EOC Management

The EOC Management Group may include a Liaison Officer who is tasked with receiving incoming department/agency representatives and assisting them with provision of work space, supplies and support as needed.

2. Operations Section

3. Planning Section

4. Logistics Section

The Logistics Section coordinates personnel, resources, communications augmentation, supplies, etc. required to support response to the incident. The elements of the Logistics Section are information management; resources support, and supply procurement, fiscal services and other EOC support. Requests for assets, whether internal or external, are prioritized, validated and processed by this group. Logistics maintains the documentation of the resources requested and deployed for the incident. This group consists of the following members:

- (1) ESF 7 Resource Support Coordinator
- (2) (2) ESF 2 - Communications Coordinator
- (3) Other support staff as required.

5. Finance & Administration Section

The Finance & Administration Section handles the financial aspects of the incident. The Section will handle emergency procurement of assets needed for to manage the incident. The Finance Section will maintain a record of all expenditures. The Section will also provide reports of total expenditures to the Command Staff as requested.

EOC Organizational Chart

Policies

Roles and Responsibilities

Role of the Federal Government

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. Federal response will be organized through the use of the National Response Framework (NRF) to facilitate the delivery of all types of Federal response assistance to States to help them deal with the consequences of significant emergencies and disasters.

Role of the Commonwealth of Kentucky

The Commonwealth of Kentucky, through its Emergency Operations Plan (EOP) and State Emergency Operations Center (SEOC), shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment. Further, it will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

State government departments are responsible for providing various services such as specialized skills, equipment, and resources, in support of state and local government emergency operations.

Role of Local Government

Role of the School District

The following are basic responsibilities for emergency management operations provided by and through the school district. Detailed responsibilities and essential activities required to implement this plan are found in the appropriate emergency support functions (ESFs). Detailed responsibilities and essential activities may also be found in support or incident specific plans. Department level standard

operating procedures or guidelines (SOPs/SOGs) detail how individual departments shall perform their responsibilities as delineated in this basic plan.

Plan Maintenance

The following instructions are to be followed for making revisions and updates to the Emergency Operations Basic Plan (Basic Plan) and/or Emergency Support Functions (ESF):

- All revisions will be accompanied by a change memorandum giving details of the revision.
- Make all changes as indicated in the memorandum.
- Change the dates and change numbers only on the documents you are making changes to. Open the footer of either the Basic Plan or the ESF. On the left-hand side, change the date to reflect the current (change) date and in the middle, change the number to reflect which change you are making (example: first change you make will be - 00 changed to 01) and close the footer and save document.
- If you **are not** making a change to the Basic Plan or an ESF, the dates and changes numbers **will not** change.
- Enter the following on the Record of Changes page.
 - Change Number
 - Date of Change
 - Type of Change: Basic Plan or ESF # you are changing
 - Date Reviewed by Board
 - Signature of person making change
- Retain a copy of the memorandum for future reference and place in Basic Plan or ESF behind Record of Change page.

Record of Changes

Change Number	Date of Change	Type of Change	Date Reviewed by Board	Signature of Person Making Change
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

MOU's the district has for emergency situations

Memorandum of Understanding Between

Terms & Conditions:

Please briefly state what part of the facility the school can use and the capacity of the usable space:

Please list any restrictions for use:

Please list specific instructions for entry into the facility and parking, if any:

Termination:

Implementation:

WHEREUNTO, the parties hereto have affixed their signatures on this day of
, 20 . This agreement is effective immediately.

Signature:
Title

Date:

Signature:
Title

Date:

Insert Facilities Maps with AED Locations

Insert School Plans

Insert Cardiac Emergency Plan

Insert Event Specific Emergency Action Plan

(As stated in KRS 158.162)

Staff Skills Inventory

(for Emergency Operations Planning)

Staff: As part of the development of our Emergency Operations Plan, and in accordance with district policy, please complete the following survey and return to the administration office. The information provided will be used to help design and update our Emergency Operations Plan in order to be fully prepared for an emergency situation should one arise.

NAME: _____ ROOM _____

I. Emergency Response:

Please check any of the following areas in which you have training or expertise:

- | | | |
|---|--|---|
| <input type="checkbox"/> First aid | <input type="checkbox"/> Search and rescue | <input type="checkbox"/> Counseling/mental health |
| <input type="checkbox"/> CPR <input type="checkbox"/> AED | <input type="checkbox"/> Hazardous materials | <input type="checkbox"/> Firefighting |
| <input type="checkbox"/> Emergency medical | <input type="checkbox"/> Media relations | <input type="checkbox"/> Incident debriefing |

Explain or clarify items checked, if needed _____

II. Special Considerations:

Please check and list special skills or resources you feel would be an asset in an emergency situation.

Explain items checked:

- Multilingual, list language(s) _____
- Experience with disabilities _____
- Ham radio or CB radio experience _____
- Knowledge of community resources _____
- Other knowledge or skills _____
- Other knowledge or skills _____

After Action Report / Improvement Plan

School: _____

Date: _____

- Event: (check one) Drill
 Fire
 Tornado
 Earthquake
 Lockdown
 Tabletop
 Mock –Drill (Full Scale)

- Incident: (check one) Fire
 Tornado
 Earthquake
 Lockdown
 Intruder
 Other: specify _____

Start time: _____

Time at which there was 100% accountability for students, staff, and visitors: _____

Time conducted: _____

Individuals included: _____ (continue on back)

Commendations: _____

Recommendations: _____

Signature: _____ Date: _____

Acronyms and Abbreviations

AAR	After-Action Report
ARC	American Red Cross
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
COG	Continuity of Government; also Council of Governments
COOP	Continuity of Operations
CPG	Civil Preparedness Guide
DFO	Disaster Field Office
DHS	Department of Homeland Security
DOJ	Department of Justice
EHS	Extremely Hazardous Substance
EM	Emergency Management
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
ERT	Emergency Response Team/Environmental Response Team
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
HA	Hazard Analysis
HazMat	Hazardous Material(s)
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
KCCRB	Kentucky Community Crisis Response Board
KRS	Kentucky Revised Statutes
KyEM	Kentucky Emergency Management

MA	Mutual Aid
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRF	National Response Framework
NWS	National Weather Service
OSC	On-Scene Commander
PA	Public Assistance
PAZ	Protective Action Zone
PIO	Public Information Officer
PPE	Personal Protective Equipment
SA	Staging Area
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SITREP	Situation Report (Also SitRep)
SO	Safety Officer
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SP	State Police
SWP	State Warning Point
UC	Unified command

Terms and Definitions for Generic School District Emergency Operations Plan

After Action Review – An After Action Review (AAR) is a learning tool intended for the evaluation of an incident or project in order to improve performance by sustaining strengths and correcting weaknesses. An AAR is performed as immediately after the event as possible by the personnel involved. An AAR should encourage input from participants that is focused on (1) what was planned, (2) what actually happened, (3) why it happened, and (4) what can be done in the future. It is a tool that leaders and units can use to get maximum benefit from the experience gained on any incident or project.

Agency – A division of government with a specific function offering a particular kind of assistance.

Agency Representative – A person assigned by a primary, assisting, or cooperating government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command – An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Branch – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cardiac Emergency Response Plan – The American Heart Association defines a Cardiac Emergency Response Plan as a written document that establishes specific steps to reduce death from cardiac arrest in school settings.

Catastrophic Disaster – For the purposes of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction to facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.

CERCLA Hazardous Substance – A Superfund Hazardous Substance listed in Table 302.4 of 40 CFR Part 302.4, which mandates facilities to comply with specific release notification requirements under CERCLA and Title III. (Reportable Quantity Chemicals).

Chain of Command – A series of command, control, executive, or management positions in hierarchical order of authority.

Chief – The ICS title for individuals responsible for management of function sections: Operations, Planning, Logistics, and Finance/Administration.

Civil Preparedness Guide (CPG) – A FEMA Publication which provides guidance to State and Local Emergency Preparedness Directors and others with emergency responsibilities.

Command Staff – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) – Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the “Superfund” to provide resources for these cleanups. Amended and extended by SARA. (See CERCLA).

Consequence Management – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: Federal Response Plan [FRP] Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Continuity of Government (COG) – Efforts to maintain the governmental body and identify emergency delegation of authority in accordance with applicable laws, during emergencies or disasters. COG planning ensures continued line of governmental authority and responsibility.

Continuity of Operations (COOP) – Efforts in which individual departments and agencies ensure the continuance of essential functions/services during emergencies or disasters. COOP also includes activities involved with relocation to alternate facilities.

Continuity of Operations (COOP) Plan – A contingency plan that provides for the deliberate and planned deployment of pre-identified and trained personnel, equipment and supplies to a specific emergency relocation site and/or the transfer of essential functions to another department, agency or organization.

Crisis Management – This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/ or resolve a threat of terrorism. The FBI is the lead agency for crisis management for such an incident. (Source: FBI) During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: Federal Response Plan Terrorism Incident Annex, April 1999.)

Critical Incident Stress Debriefing Team (CISD) – CISD is a counseling and educational group process designed specifically for emergency response workers to mitigate the impact of a critical incident on personnel and to accelerate recovery in normal people experiencing normal reactions to totally abnormal events.

Dam Failure – Full or partial collapse of a dam constructed to hold back large volumes of water.

Damage Assessment (DA) – The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident and chemical explosion.

Deputy – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.

Disaster – An event that creates an inability to provide critical functions/services for a significant period of time. Normally this is a widespread event causing destruction and distress; however, while this may include a large-scale event, as in a “natural disaster”, a localized event may present sufficient impact to a jurisdiction to be classified as a disaster.

Disaster Field Office (DFO) – The office established in or near the designated area to support Federal and State response operations.

Division – The partition of an incident into geographical areas of operation. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency – An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

Emergency Management (EM) – A system of organized analysis, planning, decision-making, assignment, and coordination of available resources for the mitigation of preparedness for, response to or recovery from major community-wide emergencies. Refer to local and State emergency legislation.

Emergency Management Director – The individual who is directly responsible on a day-to-day basis for the jurisdiction’s efforts to develop a capability for coordinated response and recovery from the effects of disaster.

Emergency Medical Services (EMS) – Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

Emergency Operations Center (EOC) – A protected site from which government officials and emergency response personnel exercise direction and control in an emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

Emergency Operations Plan (EOP) – An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

Emergency Public Information (EPI) – Information disseminated to the public primarily in anticipation of an emergency, or at the actual time of an emergency as a means of warning the public of impending danger and/or to provide instruction as to emergency preparedness action to be taken.

Emergency Response Team (ERT) – FEMA group, composed of a headquarters element and a regional element that is deployed by the Director, FEMA, to the scene of an extraordinary situation to coordinate the overall Federal response.

Emergency Support Function (ESF) – A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

Environment – Water, air, and land, and the interrelationship, which exists among and between them and all living things.

Evacuation – Relocation of civilian population to safe areas when disaster, emergencies or threats thereof necessitate such action.

Exercise – Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/ or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

Extremely Hazardous Substance (EHS) – 366 “acutely toxic” chemicals on the Environmental Protection Agency’s (EPA) list of extremely hazardous substances listed in the in 40 CFR 355 Appendix A. Since the requirement for this list is contained in Section 302 of the Emergency Protection and Community Right to Know Act (EPCRA), these chemicals are also known as 302 chemicals. The list and additional information about each chemical can be obtained by contacting the EPA. A copy of the list is provided in Appendix E-3 to this ESF.

Event – A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Facility – As defined by section 101 of CERCLA, means any building, structure, installation, equipment pipe or pipeline (including any pipe into a sewer or publicly-owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel.

For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

Function – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration.

Functional Areas of Responsibility – Numerous ESFs are tasked with the responsibility of providing a variety of essential services/functions during emergencies/ disasters in support of local response operations. Each of the ESFs should identify those areas of responsibility within their portion of the State/Local EOP. The ESFs should identify the services/functions provided (e.g., traffic control, disaster relief services), and the department/agency responsible for providing those services/ functions, and the primary tasks/activities associated with the particular service/function (e.g., coordinate the provision of temporary housing assistance). If an ESF/Functional Area or Group has developed a team structure to provide those services the team(s) should be identified. However, the composition and specific of the

team(s) should be addressed in an SOP/SOG for each essential service/function identified. Any specialized teams (i.e., Search and Rescue teams, EOD, etc.) are to be addressed in the section of the ESF/Functional Area or Group component labeled Specialized Units/Teams.

General Staff – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/ Administration Section Chief.

Group – Established to divide the incident management structure into functional areas of operation.

Hazard – Any situation that has the potential for causing damage to life, property, and the environment.

Hazard Analysis – A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazardous Material (HazMat) – A substance or material, which may pose an unreasonable risk to safety, health or property. HazMat may be chemical, biological, etiological (infectious materials), radiological or explosive in nature.

Hazardous Materials Incident – The unplanned release or potential release of a hazardous material to the environment.

Hazardous Waste – Materials declared by the U.S. Environmental Protection Agency (EPA) to be toxic, corrosive, ignitable or chemically reactive.

Incident – An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

Incident Action Plan – The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period.

Incident Command Post – The location where primary command functions are made. May be the Emergency Operations Center (EOC), Disaster Field Office (DFO), or Logistical Staging area. As command function transfers, so does the Incident Command Post (ICP).

Incident Command Staff – Members of the Incident Command System including the Safety Officer, Liaison Officer, Operations Section Chief, and Public Information Officer who report directly to the Incident Commander. Members of the Command Staff may have assistants.

Incident Command System (ICS) – A combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded, as situation requires larger resource, without requiring new, reorganized command structure.

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.

Incident Management Team (IMT) – The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives – Statements of guidance and direction necessary for selecting appropriate strategy and the tactical direction of resources.

Infrastructure Protection – Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.

Joint Information Center (JIC) – A combined public information office that serves two or more levels of government or Federal, State, local agencies.

Jurisdiction – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical, or functional (e.g., law enforcement, public health).

Lead Agency – The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management, and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA) – The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President’s relevant policy. Specific responsibilities of an LFA vary according to the agency’s unique statutory authorities.

Liaison – A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Emergency Management Director/Coordinator – The local government official responsible for the emergency management program at the local level, county or municipal.

Local Emergency Planning Committee (LEPC) – A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to formulate a comprehensive emergency plan to deal with hazardous materials within its jurisdiction.

Local Government – A political subdivision of the State that is usually at the County or municipal levels.

Logistics – Providing resources and other services to support incident management.

Logistics Section – The section responsible for providing facilities, services, and material support for the incident.

Major Disaster – As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mass Care – Efforts to provide shelter, feeding, water, first aid and distribution of relief supplies following a catastrophic or significant natural disaster or other event to disaster victims.

Memorandum of Agreement/Understanding (MOA/MOU) – A document negotiated between organizations or legal jurisdictions for mutual aid and assistance in times of need. A MOA/MOU must contain such information as who pays for expense of operations (financial considerations), the party that will be liable for personal or property injury or destruction during response operations (liability considerations), and appropriate statements of non-competition of government resources with private enterprise (commercial considerations).

Mitigation – Mitigation actions eliminate or reduce the probability of some disaster occurrences and also include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include flood plain management and public education programs. Mitigation seeks to prevent disasters and to reduce the vulnerability of people to disasters that may strike. Hazard mitigation should follow all disasters.

Mobilization – The rapid assembly, procurement, production or deployment of resources to meet the requirements of a disaster/emergency situation, including war.

Multi-Hazard – A functional approach to planning, which treats the numerous emergency management requirements that are present in any disaster situation as common functions. This reveals a broad base foundation of recurring disaster tasks that are common to most disasters. In this manner, planning which concerns an application of the recurring tasks can be used in response to any emergency.

Multijurisdictional Incident – An incident requiring action from multiple agencies in which each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement – A formal or informal understanding between jurisdictions pledging the exchange of emergency or disaster assistance.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Oceanic and Atmospheric Administration (NOAA) – A Federal agency within the U.S. Department of Commerce, which deals in ocean survey/exploration and atmospheric studies in coastal storms and lower atmospheric disturbances. Emergency Management relies heavily on the coastal hazards office of NOAA for storm surge modeling.

National Response Center (NRC) – Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required.

National Weather Service (NWS) – A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornadoes, tropical storms, etc.

Operational Period – A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

Operations Section – The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Operations Section Chief (OSC) – Senior official designated to oversee the technical operational procedures relating to containment, control, removal of the hazardous material(s) release(s). This position is always staffed during hazardous material incident responses.

Personal Protective Equipment (PPE) – Refers to the garments and devices worn by emergency response personnel to protect them from chemical and respiratory hazards presented by a hazardous materials release.

Planning Meeting – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains the information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness – Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment, and people are developed.

Prevention – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Agency – An agency, organization or group designated as an ESF/Functional Area or Group primary agency serves as the executive agent under the *State/Local EOP* to accomplish the assigned ESF/Functional Area or Group Mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and/or regulatory requirements. Certain ESFs may have more than one agency designated in which cases they would be identified as “co-primary” agencies.

Private Sector – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry and private voluntary organizations.

Processes – Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Promulgate – To promulgate, as it relates to the Local Emergency Operation Plan (EOP), is the act of the jurisdiction officially proclaiming, declaring and/or adopting, via local ordinance, Executive Order (EO), or etc., the *State/Local EOP* as the emergency operations plan for the jurisdiction.

Public Health – A common function in multi-hazard planning, which focuses on general health and medical concerns, under emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Radiation – High-energy particles or gamma rays that are emitted by an atom, as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Radioactive – A substance giving off, or capable of giving off, radiant energy in the form of particles (alpha or beta radiation) or rays (gamma radiation) by the spontaneous disintegration of the nuclei of atoms.

Radiological – Any radioactive material dispersed in the air in the form of dust, fumes, mist, vapor or gas.

Reception Area – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Reception Center – A donations management facility to receive specific, undesignated or unsolicited goods such as food, water, clothes, and building supplies.

Recovery – Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.

Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding barrels, containers, and other closed receptacles) of any Hazardous Chemical, Extremely Hazardous Substance, or CERCLA Hazardous Substance.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Agencies, Organizations or Groups – Other agencies, organizations, groups, and individuals, not assigned as primary or support to an ESF/Functional Area or Group may have authorities, expertise, capabilities, or resources required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services and resources. (Resources provide personnel and/or staff (equipment, resources or supplies)).

Response – Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing emergency operations, evacuation, shelter, and other protective measures.

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics and Finance/Administration.

Shelter – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

Site Safety Plan – Written plan formulated for each incident by the SO that addresses the safety and health hazards of each phase of site operations and includes the requirements and procedures for employee protection in accordance with KY-OSH regulations 29 CFR 1910.120 (q) (2). The plan must be conspicuously posted at the Incident Command Post and appropriate locations within the response area.

Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area (SA) – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

Standard Operating Guide (SOG) – A SOG is a complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOGs can be supported by one or more standard operation procedures (SOPs).

Standard Operating Procedures (SOP) – A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOGs by detailing and specifying how assigned tasks are to be carried out.

State Emergency Response Commission (SERC) – Designated by the Governor, the SERC is responsible for establishing HazMat planning districts and appointing/overseeing Local Emergency Planning Committees (LEPC).

State Emergency Response Team (SERT) – A team of senior representatives of State agencies, State level volunteer organizations, and State level corporate associations who have knowledge of their organization resources and have the authority to commit those resources to emergency response. SERT operates from the State EOC and the Director/Coordinator of EM serves as the SERT leader.

State Warning Point (SWP) – The State facility (NH State Police Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Subject Matter Experts (SMEs) – Other agencies, organizations, groups, and individuals, have authorities, technical expertise, and/or capabilities required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services.

Superfund – Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites. (See CERCLA) Superfund Amendments and Reauthorization Act of 1986 (PL99-499) SARA. Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

Support Agency – An agency, organization or group that provides an essential function or service critical to the ESF/Functional Area or Group and has a requirement in the decision process for the conduct of the operation using its authorities and determines priorities in providing cognizant expertise, capabilities, and resources.

Task Force – A group of resources with shared communication and leader. It may be pre-established and sent to an incident or it may be created at the incident.

Terrorism – Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat – An indication of possible violence, harm or danger.

Title III (of SARA) – The “Emergency Planning and Community Right-to Know Act of 1986.” Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annotated, sec. 1101, et. seq.-1986). Trans-species Infection - An infection that can be passed between two or more animal species. This may include human hosts.

Unified Command – A team that allows all agencies (with geographical or functional responsibility for the incident) to co-manage an incident through a common set of objectives and strategies. Agencies’ accountability, responsibilities, and authorities remain intact.

Unit – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Vital Records – Records or documents, for legal, regulatory, or operational reasons, cannot be irretrievably lost or damaged without materially impairing the organization’s ability to conduct business or provide essential services.

Volunteer – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g. 16 U.S.C. 742f(c) and 29 CFR 553.101.

Vulnerability – Susceptibility to a physical injury or attack. Vulnerability refers to the susceptibility to hazards.

Vulnerability Analysis – A determination of possible hazards that may cause harm. Should be a systemic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, emergency services, security, and safety systems at a particular facility or within a jurisdiction.