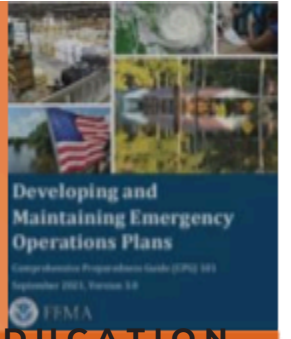


INSERT SCHOOL NAME

INSERT DISTRICT NAME



ARIZONA DEPARTMENT
OF HEALTH SERVICES



**ARIZONA DEPARTMENT OF EDUCATION
SCHOOL SAFETY AND SOCIAL WELLNESS
JULY 2024**



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The Arizona Department of Education is an Equal Employment Opportunity agency.

Introduction

This EOP was prepared by [add District/School name] staff and approved by senior administration, whereas enabling activities contained within this document to be performed within the school capability. Furthermore, this EOP has been distributed internally within the (add District/School name) and with external agencies that may be affected by its implementation.

The information presented in this document is classified as For Official Use Only, and is exempted from disclosure under [insert law]. This document should be handled, transmitted, and stored in accordance with appropriate district security directives to prevent theft, compromise, inadvertent access, and unauthorized disclosure. The information contained in this document is for emergency preparedness measures only. Reproduction or distribution of this document, in whole or in part, without prior approval from [insert role] is prohibited.

[add District/School name] stipulates that no guarantee is implied by this EOP of a perfect response system. As personnel resources may be overwhelmed, the [add District/School name] can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

Promulgation Statement

The purpose of the [add District/School name] Emergency Operations Plan is to identify and respond to incidents by outlining the responsibilities and duties of [add District/School name] and its employees, as dictated by A.R.S. 15-341(A)(31). Developing, maintaining, and exercising the School EOP increases [insert school/district name]'s legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

The [add District/School name]'s mission is to [enter mission statement]. To accomplish this mission, (add District/School name) must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the [add District/School name] Emergency Operations Plan to ensure proper response actions are taken in the event of an emergency.

Approval and Implementation

This plan shall apply to all [add District/School name] students, faculty, and staff and others participating in protection, prevention, mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any school-sponsored events, whether on or off property, and all public or private school-sanctioned activities.

The [add District/School name] [add Principal, Superintendent, etc.], or designee, shall be responsible for plan oversight and coordination with applicable community partners. This EOP is based on the "all-hazards" concept and plans for natural, technological, biological, and human-caused disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by school leadership.

EOP Signature Page [Revised 12/1/2025]: This Emergency Operations Plan (EOP) replaces all previous versions and is approved by the designated authorities, effective immediately upon the signatures below and subject to annual review and reauthorization.

Site Level Approver Signature (Principal):

Approver's Name (print) _____ Date:

School Name or

Charter: _____

District Approver Signature (Superintendent):

Approver's Name (print) _____ Date:

District Name or Charter

Holder: _____

District Approver Signature (Second

Representative): _____

Approver's Name (print) _____ Date:

District Name or Charter Holder:

Acknowledgment of Distribution (Per Arizona Statute)

I acknowledge that, in compliance with Arizona HB2074 (2025), A.R.S. §15-341(A)(31), and A.R.S. §15-183(E)(10), I have provided a copy of the [School or Site Name]'s Emergency Operations Plan to the following representatives, as required for coordination with local law enforcement, fire services, and emergency management agencies:

Law Enforcement Agency (include jurisdiction): _____

Representative's Name (Print): _____

Title:

_____ Date EOP Provided: _____

Fire Services Agency (include city or fire district): _____

Basic Plan
Template

Representative's Name

(Print): _____

Title:

_____ Date EOP Provided: _____

**Emergency Management Agency (include
jurisdiction):** _____

Representative's Name

(Print): _____

Title:

_____ Date EOP Provided: _____

Background Information

Purpose

The purpose of the [add District/School name] Emergency Operation Plan is to outline the school's approach to emergency operations and to enable local, state, and federal coordination in addition to public/private support. The EOP and its contents describe the school emergency response organization and assigns duties for various emergency tasks. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. This plan provides parents and other members of the community with assurances that [add District/School name] has established guidelines and procedures to respond to incidents/hazards effectively. If stakeholders have questions regarding the content of the plan, portions of the plan may be shared at the discretion of the [insert role]. The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the function and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from present or potential hazards and incidents facing [add District/School name].

The [add District/School name] Emergency Operation Plan supports the school and the district general operating procedures. It is the responsibility of those referenced in this plan to integrate their departmental policy, procedures, and emergency management activities such as task performance and organization, while also participating in training, exercises and plan integration and maintenance needed to support a collective process.

Scope

The [add District/School name] EOP outlines the expectations, roles, and responsibilities of the students, faculty, staff, parents, visitors, and others participating in protection, prevention, mitigation, preparedness, response, and recovery efforts. Additionally, the EOP outlines direction and control systems, internal and external communications plans, training and sustainability plans, and authority and references as defined by local, tribal, state, and federal government mandates. The scope of the EOP applies to incidents and/ or events of all sizes, including those that exceed the school response services and capabilities that may result in activation of the local emergency operations center. MOUs/MOAs in coordination with additional support requested from local, state, and federal entities may be activated.

The [add staff position, or designee] is the responsible authority to direct the response involving an incident occurring on property, or at any (add District/School name) event sponsored or sanctioned.

Legal References

Arizona Revised Statutes 15-341(A)(31)

School Board Policy Statement: The [insert school/district name] EOP operates within the framework of [insert school board] policies.

Situation Overview

The [add District/School name] is exposed to hazards, which have the potential for disrupting the school community and causing widespread damage and casualties. The [add District/School name] participated in the hazard assessment process, utilizing community partners, including [Insert Local Partners Utilized], to determine the threat and risk for the school and surrounding community. The completed Hazard Assessment worksheet is located on page XX in Appendix A ("Hazard Assessment Worksheet").

The school works with the law enforcement, county health department, fire services and emergency management staff of the City/Cities of [insert name] and/or County(ies) of [insert name] when deemed appropriate by the district/school. A cooperative working relationship and team approach between the school and municipal governments for emergency response is seen as a major responsibility for which the school supports. Furthermore, [insert school/district name] may require additional supports from local partners for prevention, protection, response, and recovery when the capabilities of [insert school/district name] are exceeded.

The [add District/School name] has assigned the following staff, [list position and/or planning team name] to address emergency preparedness. In addition to supporting [add local, private, and community partners] and to the degree possible, the school has adopted and supports FEMA emergency management practices, protection, prevention, mitigation, preparedness, response and recovery in their planning process, and is committed to developing and exercising plans in addition to training and exercising with local populations.

School Population

Students	Number of Individuals
Elementary	
Middle	
High	
Administrators	
Superintendent	
Principal	
Assistant Principal(s)	
Chief Financial Officer	
Administrative Assistant	
Director of Facilities	
Food Service Director	
Transportation Director	
Office/Support Staff	
Secretary	
Office Clerk	
Teachers/Specialists	
Instructional Assistants	
Paraprofessionals	
Speech pathologist	
Social workers	
Psychologists	
Counselors	
School Nurses	
Health Aides	

Basic Plan
Template

Cafeteria Staff	
Cooks	
Food service workers	
Facilities Staff	
Custodians	
Maintenance	
Transportation Staff	
Bus drivers	
Safety and Security Staff	
School resource officers	
School security officers	
Other	

After Hours Activities

Club/Activity Name	Number of Staff	Number of Students

Access and Functional Needs Population

The EOP provides special consideration to the unique needs of students and staff that have disabilities or are non-English speaking. [add District/School name] is committed to the safe evacuation and transport of students and staff with access and functional needs. The access and functional needs population includes, but is not limited to, students and staff with:

- Limited English proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (permanent and temporary)
- Medically fragile health (including asthma, diabetes, and severe allergies)

The individual education safety plan in [INSERT SECTION] is completed by the Individualized Education Program (IEP) coordinator for each student with a temporary or chronic access/functional need. In accordance with ARS 15-341 (A) (31), planning initiatives address mental, physical, motor, developmental,

sensory, and language considerations for lockdown, evacuation (on or off site), and shelter-in-place procedures in the following ways:

- INSERT
- INSERT
- INSERT

Translation Services

[add District/School name] students and volunteers may use English as a Second Language (ESL), or classify as English Language Learners (ELL), and may require the following translation services in the event of an emergency: [INSERT PROVIDED SERVICES]

Planning Assumptions

Stating planning assumptions allows [add District/School name] to deviate from the plan if certain assumptions prove not to be true during emergency operations. The (add District/School name) EOP is based on the following planning assumptions and considerations as presented in this section.

- Any employee of [add District/School name] may be tasked by this EOP.
 - The school community may be exposed and subject to hazards and incidents described in the Hazard Analysis, as well as lesser hazards and others that may develop in the future.
 - A school may be impacted by a major disaster at any time, whether on or off campus. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters can, and may, occur with little or no warning.
 - A single site incident may occur at any time without warning, and the employees cannot and should not wait for direction from local response agencies. Action is required immediately to protect lives and school property, as well as reduce the number and severity of injuries.
 - School officials and representatives recognize their responsibilities for the safety and well-being of students, staff, and visitors; and assume their responsibilities in the implementation of this EOP.
 - Incident management activities will be initiated and conducted using the Incident Command System, contained in the National Incident Management System (NIMS).
 - Law enforcement or fire service personnel may assume Incident Command, or establish a unified command, depending on the type and scale of emergency. However, it is essential for the school to be prepared to carry out the incident response until responders arrive and the site Incident Commander yields control.
 - Emergencies on the school grounds may involve multiple responding departments and agencies including, but not limited to, local law enforcement, county health department, fire services, emergency management, environmental health and safety, emergency medical services, and appropriate school, city, county, state, and federal agencies.
 - External resources may be requested to assist the school in the instance that needs exceed available resources.
 - Outside assistance will likely be available in most emergencies affecting the school. Although these procedures define procedures for coordinating such assistance, it is essential for the school to be prepared to carry out disaster response and short-term actions on an independent basis, or in the event, the incident is community or region wide.
 - Proper implementation and understanding of these procedures through training and exercising
-

will reduce or prevent disaster-related losses.

- Other schools operating on the [add District/School name] property shall coordinate their emergency actions with this EOP (add other items as applicable).
- Maintaining the school EOP and providing frequent opportunities for stakeholders (students/staff/parents/guardians/first responders/etc.) to exercise the plan is essential to improving the school's readiness to respond to incidents.
- A spirit of volunteerism among students, staff, and families will result in their providing assistance and support to incident management efforts.

Planning Limitations

It is the policy of [add District/School name] that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, [add District/School name] can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

Concept of Operations

General

During the initial response, school personnel are usually first on the scene. Staff and faculty will take charge and manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Faculty and staff will seek guidance and direction from local officials and may seek technical assistance from local, state, tribal, and federal agencies and industry where applicable.

The priorities for incident management are to:

- Protect and save lives, and protect health and safety of students, faculty, staff, visitors, responders, and recovery workers.
- Protect property and mitigate damages and impacts to individuals, the community, and the environment.

The school concept of operations is that the emergency functions of various departments and agencies involved in emergency management will generally parallel normal day-to-day functions or operations.

Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts normally required for those functions will be redirected to the school's emergency tasks.

Emergency Operations Plan Activation Authority

The [insert administrative role (e.g., principal)] or designee is responsible for activating the [insert school/district name] EOP, including response actions, such as lockdown, shelter-in-place, or evacuation, as well as hazard-specific procedures.

Table: Order of Succession for EOP Activation Authority

EOP Activation Authority Rank	Role
1	
2	
3	

Emergency Operations Plan Delegation of Authority

The [insert individual] has the option of delegating authority for the execution of the plan. The order of delegation will be to the [insert order of succession by role].

Organization and Assignment of Responsibilities

Organization

Emergency Management for [add District/School name] is comprised of the following roles: []

District Departments

District departments will support emergency response operations through performance of their normal roles and responsibilities. If called upon, district departments will activate personnel and implement appropriate response actions identified in the plan, or as directed by the Incident Commander.

Basic Plan
Template

Department	Departmental Duties/Responsibilities

School Position Roles and Expected Actions

Principal/Building Administrator

Responsibilities include the following:

•

School Site Safety and Security Staff

Responsibilities include the following:

•

Teachers

Responsibilities include the following:

•

Instructional Assistants

Responsibilities include the following:

•

Counselors, Social Workers, and Psychologists

Responsibilities include the following:

•

Custodians/Maintenance Personnel

Responsibilities include the following:

•

School Secretary/Office Staff

Responsibilities include the following:

•

Food Service/Cafeteria Workers

Responsibilities include the following:

•

Other Staff (Itinerant Staff, Substitute Teachers)

Responsibilities include the following:

•

Students

Responsibilities include the following:



•

Parents/Guardians

Responsibilities include the following:

•

Direction, Control, and Coordination

During emergency operations, the school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment necessary to carry out the responsibilities and assignments of the **[Crisis Response Team (or other related team)]** may be directed by the **[insert role]**.

Emergency Facilities/Crisis Response Team Post

This post will be established on-scene, away from risk of damage from the emergency. If needed, however, alternate locations are identified below. Pre-determined sites for command posts outside the school building will be identified, in cooperation with local emergency responder agencies.

On-Site Post Location	
Alternate On-Site Post Location	

An off-site post will be established near the incident site should an emergency situation threaten, but not yet occur, or if there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage).

Off-Site Post Location	
Alternate Off-Site Post Location	

Incident Command System

Within capabilities and working with community partners, the **[add District/School name]** integrates the National Incident Management System (NIMS) and the use of the Incident Command System (ICS) in Accordance with the Homeland Security Presidential Directive (HSPD) 5 and ARS 15-341(A). In a major emergency or disaster, the school may be damaged or need to be evacuated, people may be injured, and/or incident management activities may need to be initiated. These activities will be organized and coordinated to ensure efficient incident management.

NIMS/ICS is used to manage incidents and major District/School planned events. The school ICS approach is used in all phases of incident management, including pre-incident activities, incident and post-incident. The ICS organizational structure develops in a top-down, modular fashion based on the size and complexity of the incident. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated.

Insert [ICS Fillable Chart](#)

Incident Commander

The designated Site Incident Commander is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations within their building/campus. The Incident Commander (IC) is the primary person in charge of the incident. Additionally, the IC will manage the incident scene, and he or she must keep the Executive/Senior Administration and the Policy Group informed and up to date on important matters pertaining to the incident.

The [insert authority] has designated [insert role] as their replacement in the event of an emergency if they are offsite, incapacitated, or otherwise unavailable.

Additional responsibilities include: []

It is important to note that upon arrival of qualified first responders, command may be transferred upon agreement of both parties, and a transfer of command briefing shall occur. The school's Site Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure. In cases where the emergency exceeds the school or school district's capabilities, the responding agency may prescribe an incident commander to take charge of the incident. At this point, a unified command will direct the emergency response.

Public Information Officer

The Public Information Officer (PIO) is responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident. **Responsibilities include: []**

Safety Officer

The Safety Officer monitors incident operations and advises the Incident Commander or Unified Command on matters relating to the health and safety of incident personnel. Ultimate responsibility for the safe conduct of incident management rests with the Incident Commander or Unified Command and supervisors at all levels. **Responsibilities include: []**

Liaison Officer

The Liaison Officer serves the incident command's point of contact for representatives of governmental agencies, jurisdictions, NGOs, and private sector organizations that are not included in the Unified Command. Through the Liaison Officer, these representatives provide input on their agency, organization, or jurisdiction's policies, resource availability, and other incident-related matters. Under either a single Incident Commander or a Unified Command structure, representatives from assisting or cooperating jurisdictions and organizations coordinate through the Liaison Officer. The Liaison Officer may have assistants. **Additional responsibilities include: []**

Operations Section Chief

The Operations Section directs all tactical operations of an incident including implementation of response/ recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents. **Additional responsibilities include: []**

Planning Section Chief

The Planning Section Chief collects, evaluates, and disseminates information needed to measure the

size, scope, and seriousness of an incident, and to plan appropriate incident management activities. Additional responsibilities include: []

Logistics Section Chief

The Logistics Section Chief supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. Additional responsibilities include: []

Finance/Administration Chief

The Finance/Administration Chief oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for employees, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include: []

The Finance and Administration Section may not be established onsite at the incident. Rather, the school and school district management offices may assume responsibility for these functions.

Policy Group

In complex incidents, a Policy Group made comprised of senior positions will convene at the [insert location]. The Policy Group will be responsible for the following: []

Coordination with First Responders:

An important component of the [add District/School name] EOP is a set of interagency agreements between various local and county agencies to aid in timely communication. These agreements help coordinate services between the agencies and [add District/School name].

Various agencies and services include, but are not limited to, local and county government, such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements may also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

Communication

Communication is a critical part of incident management. This section outlines the communication plan of [add District/School name] and supports its mission to provide clear, effective internal and external communication between the school students/staff, parents/guardians, responders, and media. For detailed procedures on communication and warning, please refer to the Communication and Warning Annex in Section II, Functional Annexes.

Notification and Warning

Communication during regular school hours

In case of an emergency at [add District/School name], the flow of information after calling 9-1-1 shall be from the school to the district office. Information will include the nature of the incident, the impact on the school building and students/staff/others, and other pertinent details as appropriate.

In the event of a fire, the individual who discovers the fire shall activate the building fire alarm system. Unless there is a lockdown incident or a shelter-in-place incident in progress, the building shall be evacuated. In the event that a lockdown or shelter-in-place incident is in progress when the fire alarm is initiated, [insert school/district protocol].

In the event [add District/School name] is in receipt of hazard information, such as a weather warning that may affect any school within the district, the information shall be provided to the District Office.

Notification during summer, school breaks, and non-traditional school hours

If a school administrator or other crisis response team member is notified of an emergency during the summer (or other break period), the response usually will be one of limited school involvement. In that case, the following steps will be taken:

- Institute the phone tree to disseminate information to Crisis Response Team members and request a meeting of all available members.
- Notify general faculty/staff meeting for an update the week before students return to school.
- When school reconvenes, institute appropriate support mechanisms and referral procedures, if necessary.

Internal Communications

Communication between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate: [insert].

Communication with the District Office

The Site Incident Commander will notify the principal of the school's status/needs. The principal will notify the District Office, and [add District/School name] will designate staff member(s) to monitor all communications.

External Communications

Communicating with the community begins before an incident occurs. Parents/guardians, media, and first responders will require clear and concise messaging from [add District/School name] about what is being done, and the safety of the students/staff. Sample communications can be found in [insert location].

Communication with Parents/Guardians

Before an incident occurs, [add District/School name] will:

- Develop a trusting relationship with parents/guardians.
- Educate them on how to access alerts and incident information.
- Identify parents/guardians who are willing to volunteer during incident management and include them in preparation efforts and training.
- Be prepared with translation services for limited English or non-English-speaking families and parents.

Communication with the Media

In the event of an incident, the Site Incident Commander and PIO will: [insert district/school procedure]

All [add District/School name] staff members and volunteers are to refer all questions and requests for information to the designated spokesperson. The district PIO maintains media contacts at all major local news sources. In the case of an incident, these media contacts will broadcast [add District/School name] external communications plans, including the information hotline for parents/guardians, etc.

Communication with First Responders

The Incident Commander will maintain communication with first responders during an incident. In cases where Unified Command is established, the lead agency will be responsible for communicating with first responders. The responsibility of communicating critical information about the student or staff population or scope of the incident with the lead agency shall remain with the [Insert District/School Name].

Communication after an Incident

After the safety and status of students/staff have been assured, and emergency conditions have abated, staff will assemble to support the restoration of the school's educational programs. The first step of the recovery process is defining mission-critical operations and staffing; collecting and disseminating information will facilitate this.

The staff and faculty will: [INSERT ACTION]

The school district will: [INSERT ACTION]

If communication is disrupted, refer to [add school/district name] Continuity of Operations Plan Annex.

Emergency Public Information

In the event that a crisis occurs on school property, the Public Information Officer (PIO) will be notified as soon as possible to report to the Incident Command location. The PIO will ultimately be responsible for the communications efforts relative to the crisis.

For a detailed plan of emergency public information, [add location if applicable].

Non-Emergency External Communications

During an incident, the school expects to receive a high volume of calls seeking information as to the welfare of students, staff and faculty from concerned parents, relatives, spouses, friends and loved ones. The surge in volume of calls to the school's main numbers may quickly exceed the system capabilities. If available, call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident. Call centers may also be a resource in helping to control rumors.

Administration, Finance, and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, [add District/School name] will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are in writing and entered into by authorized school officials. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

Pre-negotiated agreements and contracts can be found [insert location].

Finance

[add District/School name] is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for

expenditures made to support incident management operations. These administrative controls will be completed according to the established local fiscal policies and standard cost accounting procedures.

Recordkeeping

The ICS Section Chiefs will maintain accurate logs, recording key incident management activities, including:

- Issuance of protective action recommendations to the students/staff.
- Evacuations.
- Casualties.
- Mitigation or termination of the incident.

Vital records must be protected in order to continue normal school operations following an incident. These include legal documents and student files, as well as property and tax records. The main causes of damage to records are fire, water, and cybersecurity breaches; therefore, essential records will be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of this EOP.

[add District/School name] is responsible for the overall maintenance and revision of the EOP, and [insert team/individuals] is/are responsible for coordinating training and exercising the EOP. Both teams are expected to work cooperatively to make recommendations for revising and enhancing the plan.

Plan Development and Maintenance

Approval and Dissemination

The school board and the superintendent are responsible for approving and promulgating this plan. Local fire, law enforcement, and emergency manager approval and suggestions will also be requested. The plan and its annexes will be distributed following these steps:

- Review and validate the plan.
- Present the plan (for comment or suggestion).
- Obtain plan approval (school board).
- Distribute the plan.

Record of Plan Revision

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format on Page XX of this EOP and maintained by the [School Crisis Response Team (or other name used for this team)].

Record of Plan Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/ or acceptance of the plan. The school Crisis Response Team will indicate the title and name of the person receiving the plan, the date of delivery, and the number of copies delivered.

Plan Review and Maintenance

The basic plan and its annexes will be reviewed annually by the school Crisis Response Team, emergency management agencies, and others deemed appropriate by school administration. The principal will establish a schedule for annual review of planning documents.

The school EOP will be updated based upon deficiencies documented in emergency, drill, and exercise after action reports (AARs), as well as when changes in threats, hazards, resources/capabilities, or school structure occur.

Testing, Training, and Exercise

[add District/School name] understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The [insert designated planning team] will coordinate training and exercising efforts in accordance with the State of Arizona Minimum Requirements for School EOPs.

Basic and refresher training sessions will be conducted during [insert time frame] for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Staff wide EOP training will include: [insert school/district- specific training elements]

Additional training will include drills, tabletop, and functional exercises. Drills will be conducted throughout the school year per state and district requirements. Approved parent volunteers and community members will also be incorporated into larger training efforts.

Plan Contact Information

School Crisis Response Team			
Name/Position	Office Phone	Cell Phone	Email

District Crisis Response Team			
Name/Position	Office Phone	Cell Phone	Email

Basic Plan
Template

School Crisis Response Team Additional Staff			
Name/Position	Office Phone	Cell Phone	Email

General Emergency Contact Numbers	
Contact	Phone
General Emergency	
Emergency Manager	
Police Department	
Fire Department	
Poison Control	
Local Hospital	
Child Protective Services	
Gas Company	
Electricity Company	
HVAC Company	
Arizona Department of Agriculture	
Other	
Other	
