

## School EOP Checklist

The Emergency Operation Plan (EOP) should have the following sections:

- Basic Plan** - The Basic Plan provides an overview of the school’s approach to operation before, during, and after an incident. Addresses the overarching activities the school undertakes regardless of the threat or hazard
- Functional Annex’s** - Functional Annexes detail goals, objectives, and courses of action for functions that apply across threats and hazards.
- Hazard Specific** - Threat/hazard/incident-specific annexes detail goals, objectives, and courses of action for a particular threat, hazard, or incident type.
- Appendixes** – These appendixes could be any other plans that support managing and emergency in their school.

**RED text** = items required by RSA 189:64

**BLUE text** = items suggested to meet guidance outlined in the Comprehensive Preparedness Guide 101 (CPG101)

**GREEN text** = items that we suggest schools to include in their EOP

The Basic Plan should include	Yes	No	Remarks
<u>Cover Page</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Promulgation Statement</u> <input type="checkbox"/> <i>It gives both the authority and responsibility to organizations to perform their tasks. It should also mention those agencies/organizations that are responsible for their own procedures and or guidelines.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Approval and Implementation Page</u> <input type="checkbox"/> <i>Introduces the plan and outlines its applicability's, and indicates that it supersedes all previous plans.</i> <input type="checkbox"/> <i>It should include a delegation of authority by which modifications can be made</i> <input type="checkbox"/> <i>It should include a date and be signed by senior officials</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>School Board Chair</i></li> <li><input type="checkbox"/> <i>SAU Superintendent</i></li> <li><input type="checkbox"/> <i>Fire Chief</i></li> <li><input type="checkbox"/> <i>Police Chief</i></li> <li><input type="checkbox"/> <i>Emergency Management Director (EMD)</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Record of Revisions/Changes</u> <input type="checkbox"/> <i>Each update and change to the plan should be</i>	<input type="checkbox"/>	<input type="checkbox"/>	

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<i>tracked and numbered</i> <input type="checkbox"/> Usually found in a table format with date, summary of the changes) made <input type="checkbox"/> Initial or Signature <input type="checkbox"/> New version number			
Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>	
Purpose	<input type="checkbox"/>	<input type="checkbox"/>	
Scope	<input type="checkbox"/>	<input type="checkbox"/>	
Situational Overview	<input type="checkbox"/>	<input type="checkbox"/>	
Planning Assumptions	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Concept of Operations (CONOPS)</u> <input type="checkbox"/> Clarifies the purpose and explains the school's overall approach to an emergency (e.g., what should happen, when, and at whose direction) <input type="checkbox"/> CONOPS should briefly address direction and control, alert and warning that may be dealt with more fully in the functional annexes	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Organization &amp; Assignment of Responsibilities</u> <input type="checkbox"/> Broad roles and responsibilities of individuals during all emergencies <input type="checkbox"/> Informal and formal agreements <input type="checkbox"/> Pre-assigned and clarified <input type="checkbox"/> Consistent with the National Incident Management System (NIMS) <input type="checkbox"/> Practiced frequently	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Direction, Control &amp; Coordination</u> <input type="checkbox"/> Provides a framework for all direction, control, and coordination activities. <input type="checkbox"/> How the ICS will be used by the school <input type="checkbox"/> Relationship with other emergency management systems <input type="checkbox"/> Who has control of equipment resources, and supplies	<input type="checkbox"/>	<input type="checkbox"/>	
Information, Collection, Analysis, and Dissemination	<input type="checkbox"/>	<input type="checkbox"/>	
Testing, Training, and Exercises	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Administration, Finance, and Logistics</u> <input type="checkbox"/> General support requirements <input type="checkbox"/> The availability of services and support <input type="checkbox"/> Policies for managing resources and recordkeeping	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Plan Development &amp; Maintenance</u> <input type="checkbox"/> Describes the planning process <input type="checkbox"/> Assigns responsibility for overall planning and coordination to a specific person <input type="checkbox"/> Provides for a regular cycle of training, evaluating,	<input type="checkbox"/>	<input type="checkbox"/>	

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<i>reviewing, and updating the EOP</i>			
<u>Authorities and References</u> <input type="checkbox"/> <i>Provides a legal basis for emergency operations and activities</i> <input type="checkbox"/> <i>Includes laws, statutes, ordinances, executive orders, regulations, and formal agreements</i> <input type="checkbox"/> <i>Provides a brief summary of the mandates</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Definitions</u>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Functional Annexes should include</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
<u>Drop, Cover, and Hold</u> <input type="checkbox"/> <i>Is activated to protect students and staff from falling objects or items that may become “projectiles”</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Secure Campus</u> <input type="checkbox"/> <i>Is activated when it is necessary to protect staff and students from a threat from outside the school building</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Shelter-In-Place</u> <input type="checkbox"/> <i>Is activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke or nuclear material</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Lockdown</u> <input type="checkbox"/> <i>Is activated when it is necessary to protect staff and students from a violent intruder or any other situation that would entail securing staff and students in their classrooms or other areas that are able to be locked.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Evacuation</u> <input type="checkbox"/> <i>Is activated when it is necessary for staff and students to exit the school building.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Reverse Evacuation</u> <input type="checkbox"/> <i>Is activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Scan</u> <input type="checkbox"/> <i>Response action is activated when it is necessary for staff to look around their area for any item which doesn't belong there. While Scan is activated primary in the case of a Bomb Threat, it could be utilized for any situation that required the staff to look for an item which may cause harm</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Communication /PIO</u> <input type="checkbox"/> <i>Internal Communications</i>	<input type="checkbox"/>	<input type="checkbox"/>	

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<input type="checkbox"/> <i>External Communication</i>			
<input type="checkbox"/> <i>PIO</i>			
Behavioral Health	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Security</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Physical			
<input type="checkbox"/> Cyber			
<u>School Climate</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <i>Bullying</i>			
<input type="checkbox"/> <i>Culture</i>			
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	

Hazard Specific Annexes	Yes	No	Remarks
Pandemic	<input type="checkbox"/>	<input type="checkbox"/>	
Winter Storm	<input type="checkbox"/>	<input type="checkbox"/>	
Active Shooter	<input type="checkbox"/>	<input type="checkbox"/>	
Earthquake	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Response	<input type="checkbox"/>	<input type="checkbox"/>	
Bomb Threat	<input type="checkbox"/>	<input type="checkbox"/>	
Death in School	<input type="checkbox"/>	<input type="checkbox"/>	
Radiological Response (If school is in Seabrook EPZ)	<input type="checkbox"/>	<input type="checkbox"/>	
Structural Fire	<input type="checkbox"/>	<input type="checkbox"/>	
Wildfire	<input type="checkbox"/>	<input type="checkbox"/>	
Internal Hazardous material release	<input type="checkbox"/>	<input type="checkbox"/>	
External Hazardous material release	<input type="checkbox"/>	<input type="checkbox"/>	
Flood	<input type="checkbox"/>	<input type="checkbox"/>	
Tornado	<input type="checkbox"/>	<input type="checkbox"/>	

Appendixes to the EOP that are suggested.

Appendixes	Yes	No	Remarks
Recovery	<input type="checkbox"/>	<input type="checkbox"/>	
Parent-Student Reunification	<input type="checkbox"/>	<input type="checkbox"/>	
Continuity of Operations Plan (COOP)	<input type="checkbox"/>	<input type="checkbox"/>	
Community Shelter	<input type="checkbox"/>	<input type="checkbox"/>	
Voting Center	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Point of Distribution (POD) site	<input type="checkbox"/>	<input type="checkbox"/>	
Job Aids	<input type="checkbox"/>	<input type="checkbox"/>	
Checklists	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Resource Lists</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Resource lists			
<input type="checkbox"/> Contact lists			

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Additional considerations

Considerations & References	Yes	No	Remarks
MOU with local law enforcement <input type="checkbox"/> <i>As required under RSA 193-D Safe School Zones</i>	<input type="checkbox"/>	<input type="checkbox"/>	
MOU with offsite evacuation location	<input type="checkbox"/>	<input type="checkbox"/>	
Radiological requirement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
RSA 189:64	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Marshal Bulletins	<input type="checkbox"/>	<input type="checkbox"/>	

<u>Drill</u>	<u>Date</u>	<u>Remarks</u>
Fire Drill		
Other "All-Hazards Drill"		
Other "All-Hazards Drill"		
Fire Drill – Summer School		
Fire Drill – Summer School		