

EOP – SECTION II FUNCTIONAL ANNEX SPECIFIC PROCEDURES

FUNCTIONAL ANNEX SPECIFIC PROCEDURES

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Resources available in Section II will build upon the EOP by assisting districts/schools in the development or modification of functional annexes and procedures. **Functional annexes** address all-hazard critical operational functions, including:

- Common procedures, and
- Specialized procedures.

Each functional annex describes the policies, processes, roles, and responsibilities for that function. All functional annexes should address:

- Situations under which the procedures may be used.
- Who has the authority to activate the procedure.
- Specific actions to be taken when the procedures are implemented.

Functional annexes do not repeat content but rather build on the information within the basic plan. This section presents sample functional annexes. The functional annexes in this template are presented as a guide and not intended to be used as presented as the district/school planning team should “vet” the annexes to represent their actual courses of action when activated during a crisis.

It is important to ensure components of Section II conform to school/district policy and procedures, in addition to local, State, and Federal law. Additionally, best practice includes collaboration with community partners that may include law enforcement, fire service, public health and emergency management as appropriate, when incorporating Section II items into your policy or procedures, and remove any items and/or action steps that are not applicable to your district/school.

The functional annexes included in Section II of the EOP template are not necessarily all inclusive of what should be included in a district/school plan. The decision of what functional annexes to include in a plan should be determined by the district/school planning team with opportunity for review and input provided by community partners.

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SECTION II CONTENTS

FUNCTIONAL ANNEXES

On-Site Evacuation	This annex focuses on the courses of action that schools will execute to evacuate school buildings and grounds.
Off-Site Evacuation	This annex focuses on relocating students, staff members, and visitors to a predetermined off-site relocation center. Relocation can be accomplished by walking to the off-site relocation center or transport by bus.
Lockdown	This annex focuses on the courses of action schools use to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in the rooms away from immediate danger.
Modified Lockdown	This annex focuses on securing classroom and building exterior doors, but regular instruction may continue. This annex may be used when there is a potentially dangerous situation off campus but in close proximity to the school.
Shelter-in-Place	This annex focuses on courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. This annex is typically activated during severe weather conditions or a hazmat situation.
Parent/Student Reunification (PSR)	This annex details how students will be reunited with their parents or guardians after an emergency event.
Communication and Warning	This annex includes communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders), as well as the communication of emergency protocols before an emergency and communication after an emergency.

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EVACUATION

This annex focuses on the courses of action that schools will execute to evacuate school buildings and grounds. Depending on the incident, evacuation can be activated for stand-alone buildings on a campus rather than the entire facility.

Incident Commander

- Incident Commander (IC) will determine need to evacuate, what areas of the facility should be evacuated.
- If necessary, IC will notify emergency response including 911 as well as main office and Executive Director.
- Notification of evacuation will be made by fire alarm, phone system or other means if necessary. If an odor of leaking gas exists, do not use the fire alarm, intercom, or any other electrically operated device, which might cause a spark and ignite an explosion.
- Activate Communication and Warning Annex.
- Direct students and staff to follow evacuation drill procedures and route to predetermined assembly areas. Follow alternate route if normal route is too dangerous.
- IC or designee determines the need to turn off electrical equipment, gas, water faucets, air conditioning and heating system. Notify designated building and/or facilities personnel of this need.
- Verify that building sweeps have occurred by School Safety Team.
- Verify that all occupants safely reported to assembly area.
- Indicate “all clear” when it is safe to reoccupy the building.
- Check messages in main office for self-evacuate staff or students.

Teachers and Staff

- Follow normal evacuation drill procedures to predetermined outside assembly areas unless primary evacuation route is blocked or IC alters route or assembly areas.
- Take personal and school keys, teacher “Go Kit” to include emergency classroom guide, student roster, Personal Safety Information Form for students who have Access and Functional Needs (AFN), communication devices for students (if applicable), and other materials deemed appropriate by school emergency operations plan.
- Teacher directs students from classroom to assembly area and assigns last person exiting room(s) to close classroom doors and turn out lights. Leave doors unlocked.

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- ❑ When outside building, account for all students. Report those absent, in bathroom, or missing. Specify location of missing students if known.
- ❑ For immediate student accountability reporting, utilize red/green card to indicate the following:
 - RED** = Some of your students are missing, or you have additional students that don't belong to your class. "Missing" includes reporting those absent FROM YOUR ROSTER, in bathroom, or unaccounted for or injured. Specify location of missing students if known.
 - GREEN** = You have all of your students accounted for and have no additional students.
- ❑ Document and submit a Student Evacuation Accountability Form to the Incident Commander or designee once arriving at the outside assembly area.
- ❑ Stay at assembly area with students until the "all clear" is given to reenter the building or redirected to a different assembly area by the IC.
- ❑ A teacher or staff member assigned students who have Access and Functional Needs will be responsible for providing evacuation assistance to the student(s). Refer to individual student Personal Safety Information Form.
- ❑ If students and staff remain at their site, the Incident Commander will notify appropriate personnel that the evacuation has ended and all may return to their respective areas and resume normal operation.

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OFF-SITE EVACUATION

The off-site evacuation annex is a guide for relocating students, staff members, and visitors to a predetermined off-site evacuation center. Off-site evacuation can be accomplished by walking to the off-site evacuation location or transport by bus.

Incident Commander

- Contact the main office regarding off-site evacuation.
- Contact the transportation contact(s) informing transportation of the number of students and staff to be evacuated to include the number of special needs students requiring transport.
- Activate school safety team.
- If necessary, contact off-site evacuation location to notify of evacuation in process.
- Activate communication and warning annex.

Teachers and Staff

- If students are evacuated off-site, stay with class unless relieved by another staff member.
- Take roll before leaving the classroom, again if boarding a bus, and when you arrive at the off-site evacuation location.
- Report any students missing to the IC immediately.

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LOCKDOWN

This annex focuses on the courses of action schools use to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in the rooms away from immediate danger.

A **lockdown** is called when there is a possibility of a dangerous person on campus that may cause harm to others.

Incident Commander

- Issue lockdown order by announcing a warning over phone system, sending a messenger to each classroom, megaphone announcement or other alternate method deemed appropriate by the situation.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Notify emergency response including 911 and the main office, other campus(es) and Executive Director.
- Turn off the bell system if safe to do so.
- Await further direction from law enforcement.

Teachers/Staff

- From your doorway, quickly check hallway for students and lock classroom/office doors. The teacher must not leave the classroom to secure other areas.
- Lock doors, cover and lock windows, and electronic devices (emergency light can remain on).
- Have students sit out of the line of sight and remain quiet so no noise comes from the classroom or gives away your location. Instruct that all cell phones should be turned off.
- Do not open/unlock the door or allow anyone entry/exit until the IC or designee gives the all clear. If intruder breeches the classroom, attempt to disarm whenever possible.
- When safe to do so, account for all students. Report those absent, in bathroom, injured, or missing.
- Remain calm and wait for information from the IC. Do not call the office.

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MODIFIED LOCKDOWN

This annex focuses on securing classroom and building exterior doors, but regular instruction may continue. This annex may be used when there is a potentially dangerous situation off campus but in close proximity to the school.

Modified lockdown procedures may be issued when a situation occurs in the community and/or a school's/site's surrounding area where it is necessary to lock all exterior gates, exterior doors, and classroom doors to ensure an intruder cannot enter campus or classrooms. Modified lockdowns are done as a precaution as there does not appear to be imminent danger involving students or staff due to the reported activity.

Incident Commander

- Issue modified lockdown order by announcing a warning over phone system, sending a messenger to each classroom, megaphone announcement or other alternate method deemed appropriate by the situation.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Ensure predesignated staff has locked and secured exterior doors, gates, and windows.
- If not directed into lockdown by law enforcement, notify emergency response and 911.
- Notify main office.
- Incident Commander notify other campus(es) and Executive Director.
- Turn off the bell system.
- If necessary, activate communication and warning annex.
- Based on the duration and situation of the modified lockdown, allow student and staff movement within the campus.

Teachers/Staff

- Lock classroom/office doors.
- Classroom teaching activities may continue.
- Do not open/unlock the door without permission from the IC or until the IC gives all clear.

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- ❑ Account for all students. Report those absent, in bathroom, or missing. Report attendance to the principal’s administrative assistant or building designee in an email. If using email, type the following in the subject line so the email does not have to be opened:
 - ***“All accounted for”*** if all are present and no additional persons are in your room.
 - ***“Missing John Doe and last known in boys’ bathroom in Bldg. C”*** for students or staff unaccounted for and you know their most recent location.
 - ***“All accounted for + student office aide Jones, visitor Mrs. Smith, and custodian Byers”*** when you have additional persons in your room.
- ❑ Check phone messages and email at the time of modified lockdown and periodically thereafter for information. Wait for information from the office. Do not call the office.
- ❑ Remain calm and wait for further instructions.

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SHELTER-IN-PLACE

This annex focuses on courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. This annex is typically activated during severe weather conditions or a hazmat situation. The school emergency response team should identify safe areas in their school in addition to classrooms. Safe areas may change depending on the emergency and may include:

- Classrooms
- Other locations deemed appropriate by the school emergency response team

Incident Commander

- Issue shelter-in-place announcement by phone system or other means if necessary.
- Direct students, staff and visitors to predetermined safe areas as needed.
- Consider notifying emergency response including 911 and the main office.
- If safe to do so, direct members of the school safety team and/or designees to complete a sweep of the school grounds to ensure all students and visitors to the school have reported to a safe area.

Teachers/Staff

- Follow the direction of the IC to the appropriate safe area.
- Account for all students using attendance reporting protocol for modified lockdowns.
- Teachers/staff members not with students should assist the IC with directing students, staff and visitors to designated safe areas.
- If the nature of the emergency includes the threat of outside airborne contamination, turn off any ventilation leading outdoors.
- All persons must remain in safe areas until notified by IC or emergency responders.

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PARENT-STUDENT REUNIFICATION

This annex details how students will be reunited with their parents or guardians after an emergency event. Reunification procedures may be issued when a situation occurs that requires a controlled and orderly release of students to their parents/guardians due to an abnormal situation at school. The protocol places emphasis on the safety of students and staff, as well as the accountability of students and staff at all times. The IC should consult with the superintendent or the superintendent's designee to determine when to activate the parent-student reunification annex.

Incident Commander

- ❑ Notify staff of decision to activate the reunification plan.
- ❑ Notify parents of decision to activate the reunification plan.
- ❑ Collaborate with the Public Information Officer (PIO) for the preparation and distribution of the reunification message to parents and guardians.

The Reunification Team is responsible for the effective direction, control, and coordination of safe reunification of students with their parents or guardians, following the procedures outlined below.

- “Student Assembly Area” – where students wait for their parents.
 - This area will only be used when students are not able to remain in their classrooms.
 - Designated classroom teachers will remain with their assigned students in the student assembly area.
- Adult “Request” Area - where parents/legal guardians will report and complete student release paperwork.
- Student “Release” Area - where student is released to parents/legal guardians.
- The adult “Request” and student “Release” areas will be two distinctly separate areas, but they will be in relatively close proximity to one another to reduce extended time of movement from “Request” to “Release”. Also, the two gates should be far enough in distance to alleviate congested waiting areas/lines for both “Request” and “Release”.
 - The adult “Request” and student “Release” areas may be consolidated if there are too few Reunification Team Members to run both locations.
- District personnel will be available to provide assistance to improve the communications capabilities and the provision of services at areas.

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- District employees/volunteers arriving to help should have school/site identification badges with photo ID. These individuals will be directed to the Operations Section Chief to sign in and receive assignment.

START-UP ACTIONS

- Team leaders will report to the Operations Section Chief for assignment to the “Request” area, “Student Assembly” or “Release” area.
- Obtain and wear a position identifier, if available.
- Secure the areas against unauthorized access. Mark the areas with signs.
- Set up the “Release” area separate from the “Request” area as deemed appropriate.
- Set up the “Request” area (possibly close to the main student access gate or close to exit point).
- Use alphabetical grouping signs to organize parents if appropriate.
- Have “Student Release Forms” available for parents to complete while in line at the Request area.

REQUEST AREA PROCEDURES

- When a parent/guardian arrives at the Request area, a Team Member will provide the adult a “**Student Release Form**”, asking the adult to complete the top section.
- Team member will confirm the identity of the adult utilizing a government issued picture identification (driver’s license, military ID, passport, etc.)
- Team member will confirm that the adult is listed on the district Health/Emergency Information Form from the file or student information system.
- Team member will complete the second section (Request Gate) of the Student Release Form and hand it to a Runner.
- The adult will be asked to proceed to the student Release area and wait for the runner to return with the student.
- The runner takes the form and proceeds to the designated classroom or student assembly area where student is being staged.
- Runner shows the Student Release Form to the teacher or designated staff member.
- The teacher completes the Student Release Form (Student Assembly Area Section) and sends the student and form with the runner to the student Release area. Teacher records on roster they maintain that the student has been released to the runner.

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- The runner escorts the student(s) to the student Release area for reunification with parent/guardian.

IF STUDENT IS NOT WITH THE TEACHER

- If, the student was never at school that day (absent), is being attended to in the Medical area, has been taken to the hospital, is not available for pickup due to some “other” situation, or is missing, the teacher will make the appropriate entry in third section of the Student Release Form and enter comments to clarify the status.
- Teacher records on roster they maintain that the student is absent, missing, in medical area, other.
- The runner takes Student Release Form to the Command Post.
- The Command Post verifies the student’s location if known and directs the runner accordingly.
- If the runner is retrieving multiple students and one or more are missing, the runner walks the available students to the Release area before returning “Missing” forms to the Command Post for verification.

RELEASE AREA PROCEDURES

- The Runner will deliver the Student Release Form to the student Release area. When the runner delivers the Student Release Form and the student, the Team Member will call for the adult picking up the student.
- The adult’s identification will again be confirmed utilizing a government issued picture identification.
- The adult will then sign for the student on the Student Release Form and depart the area with the student.

IF STUDENT IS INJURED/OTHER:

- If the student is in the Medical Area, the runner will escort the parent to the Medical Treatment Area.
- If the student was marked absent, the parent will be notified by a staff member.
- If the parent/guardian must be notified that their child(ren) have been injured or for some other reason are not available for release to them, the staff member at the Release area will not indicate the status of the child but will ask the parent to report to a nearby room for further processing.
- The “notification rooms” and “student care rooms” will be managed by the Student Care Team Leader.

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- ❑ As directed and authorized by emergency personnel, members of the Student Care Team (district Crisis Team, school counselors, or other mental health professionals) will notify parents that their child is not available for pick-up for any of the following reasons: injured, dead, arrested, witness, etc. The staff member will:
 - Provide available information regarding the child(ren) in a sensitive way.
 - Will assure the parent/guardian that everything possible is being done to safeguard their child or their child's remains.
 - Will assist the parent/guardian with their trauma.
 - Provide a student care room for parent/guardian to await further information about how they will be reunited with their child(ren) or the remains of their child(ren).
 - Will make available to the parent/guardian means for communicating with other family members and supporters.

Parents/guardians will be sheltered from media representatives.

STUDENT RELEASE FORM

AUTORIZACIÓN PARA ENTREGAR A UN ESTUDIANTE A SUS PADRES O TUTORES LEGALES

Please Print Legibly – Complete a Separate Form for Each Student
Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ **Grade:** _____
Nombre del estudiante; Grado:

Student's Date of Birth: _____ **Student's School ID#:** _____
Fecha de nacimiento del estudiante; Número de ID del estudiante:

School: _____ **Teacher:** _____
Escuela; Maestro:

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante:

Requestor's Driver's License #: _____ **State:** _____
Número de la licencia de manejar; Estado:

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante:

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) (No) Name Listed as Parent or Guardian: (Yes) (No)

Verified By: _____ Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____
 (Signature Indicates Release of Student) *La firma indica la entrega del estudiante*

Date: _____ Time: _____
Fecha; Hora:

White – Release Gate Yellow – Student Care Pink – Request Gate Goldenrod - Parent

(December 2013)

STUDENT ACCOUNTING FORM

Room #: _____ **Date:** _____

Enrolled per register: _____ **Reported by:** _____

Not in school today: _____ **Received by:** _____

Present now: _____

1. Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Students needing more assistance than you can handle:

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.)

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STUDENT EVACUATION ACCOUNTABILITY FORM

Teacher Name: _____ **Date:** _____

Period/Time: _____

Check all boxes that apply:

- All students accounted for
- Missing students
- Extra students, adults, or guests _____

If any students are missing, list their names and location if known (i.e. absent, nurse, restroom).

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COMMUNICATION AND WARNING ANNEX

This annex includes communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders), as well as the communication of emergency protocols before an emergency and communication after an emergency. It is important to consider how to communicate with students and staff who have Access and Functional Needs (AFN) relative to communication during an emergency.

When an emergency condition exists, the IC will notify the necessary personnel to respond to their area of assignment. The methods of communication may include the following:

Intercom	Two-way radios	Site email
Staff runner	Cell phones (text preferred)	School Messenger
Google Groups	Megaphone	Telephone

Other as determined by site

Notifications will be given in plain language. Code words shall not be used.

Immediate Actions:

- Call 911, if deemed necessary
- Notify Incident Commander
- IC assures notification:
 - Superintendent's Office
 - Public Information Officer (PIO)
 - Before/after-hours program contacts if applicable

Immediate Internal Communications Actions:

- PIO, IC, and emergency responders (if necessary) craft initial vetted message to community.
- Send message to community. Messages are repeated to the community as needed.
 - Messaging to community may include phone, email, website, social media, or text contact.
 - May include updates (including no new information to report).
 - May include dismissal/relocation/reunification procedures.
 - PIO or school distributes information to parent community and media.

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Additional Internal Communications and Internal Actions:

- IC distributes information to school staff as deemed appropriate.
- PIO ensures notification to superintendent, district administrators, front office, and district schools. Information will be shared that may impact other sites.

Follow Up Actions:

Principal or designee communicates appropriate summary notification to superintendent, district communications office, instructional support, appropriate district personnel, staff, parents of students involved, and parent community.

Media Relations and Staging:

PIO or designee will be prepared to deal with the media. A separate staging location will be pre-identified for media briefings. The PIO will inform the media as to the location and time if/when additional information will be available.

The district operates in an open, transparent environment and views the news media as valuable partners in communicating information to both district stakeholders and the general public. In emergency situations, the priorities are: (1) the health and safety of students, staff and community members, (2) compliance with local, state and federal law and the directives of public safety officials, (3) the privacy and emotional well-being of affected individuals and (4) clear and responsible communication with stakeholders and community members. The only district staff member(s) authorized to speak to the news media in any emergency response incident is the PIO or his/her designee.

Media staging sites should be:

- Close enough for journalists to feel that they have been given reasonable access to shoot video and report on the event. This access is typically provided by reporters staging across the street from the school or on a sidewalk in front of the school, which is considered a public walkway. Journalists should not be impeding on public safety activities or violating the privacy of affected individuals;
- Near a paved area where TV stations can park vans and hoist antennas within line-of-sight to a journalist who may wish to report from the field;
- Beyond camera view of any areas where students or staff may be directed to gather or go to receive support services.