

Appendix B: Generic School District Emergency Operations Plan

XXXXX County, KY School District - Emergency Operations Plan

Foreword

This is the XXXXX County, KY School District's Emergency Operations Plan (EOP).

Emergency Support Functions (ESFs) identified within this EOP provide specific responses for departments within the school district and define their responsibilities. Incident Specific Plans describe the response of school district personnel to specific incidents or occurrences. Support Plans describe procedures to be implemented to support ESF activities and/or incident specific responses.

Standard Operating Procedures or Guidelines (SOPs/SOGs) required for the implementation of this EOP are not included because of the voluminous nature of these documents. SOPs/SOGs are the detailed operating procedures of the departments and/or individual schools and are maintained by the ESF Coordinator, the specific departments of the school district and the individual schools.

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.

An annual review of this EOP will be undertaken by the Superintendent of the XXXXX County School District, the Emergency Support Function (ESF) Coordinators and those departments and/or schools having emergency support or response assignments. The Superintendent, and or designee, will ensure that a list of all plan holders is maintained in the Central Office and that updates are provided to all holders of the plan.

This plan requires fair and equal treatment to all regardless of race, creed, color, national origin, sex, age or disability.

First priority will always be to save lives, second is protection of the environment and third is mitigation of damage to property.

All response and recovery operations pursuant to this EOP and its supporting documents shall utilize an Incident Management System as outlined in KRS 39A.230 and the National Incident Management System (NIMS). All response and recovery operations will also follow the NIMS guidelines and the National Response Framework. The Integrated Emergency Management System is the cornerstone of the school district's emergency and disaster preparedness, response, recovery and mitigation program. This includes the school district, governmental and non-governmental organizations that have a role in saving lives, caring for the injured, recovering the dead, mitigating property loss and restoring services and facilities of the district.

This plan, including updates, remains in effect from the time it was adopted by the XXXXX County Board of Education. The XXXXX County Board of Education is the official policy making body for the XXXXX County School System. The Board, along with the Superintendent, sets the school system's mission and goals. The Board of Education holds meetings throughout the year on a regular schedule.

XXXXX County, KY School District - Emergency Operations Plan

Introduction

Authorities

The following guidance and authorities have been used in the development of the XXXXX County School District Emergency Operations Plan (EOP).

- United States Department of Education – Readiness and Emergency Management for Schools.
- Developing and Maintaining Emergency Operations Plans Federal Emergency Management Agency (FEMA) CPG 101Version 2.0
- The Robert T. Stafford Disaster and Emergency Relief Act of 1966 (PL 89-769), and all amendments to date.
- Kentucky Revised Statutes Chapter 39 A-G
- National Incident Management System (NIMS)
- National Incident Management System (NIMS) Training Program
- National Preparedness System
- National Preparedness Goal
- National Response Framework (NRF)
- National Disaster Recovery Framework
- National Infrastructure Protection Plan
- Continuity Guidance Circular 1 (Continuity Guidance for Non-Federal Entities)
- NFPA 1600 - National Fire Protection Association Standard on Disaster/Emergency Management and Business Continuity Programs
- Presidential Homeland Security Directives 1 to 12
- Presidential Directive Decisions 39 & 62

Purpose

The purpose of the XXXXX County School District EOP is:

- 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.

XXXXX County, KY School District - Emergency Operations Plan

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.

Structure

This plan has been developed in a format so that it is consistent with local and state government emergency operations plans. The XXXXX County School District EOP consists of the following components:

The Basic Plan which describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the school district and local support agencies in response to an incident.

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.

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
XXXXX County School District Departments	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				P					P	
	Transportation Department	P									
	Technology Department		P								
	Facilities Department			P							
	Warehouse Department						P				
	Student Services Department					P		P			P
	Learning Support Services										
	Human Resources Department						S				

Situations and Assumptions

Situations

The XXXXX County School District is in the Commonwealth of Kentucky. The District consists of 14 elementary schools, five middle schools and four high schools. The population of the district is XX,XXX students and X,XXX employees.

XXXXX County, Kentucky is subject to a variety of hazards and must contend with the possibility of an incident or threat of an incident.

Severe weather including flooding, flash flooding, strong winds and tornadoes are the most prevalent weather related hazards; however, winter snow/ice storms occasionally cause damage and restrict highway transportation.

Geologic faults increase the vulnerability to seismic disturbances. The highest seismic risk zone is the western part of the Commonwealth of Kentucky, in an area affected by the New Madrid Fault. An earthquake along the New Madrid would likely cause light to moderate damage in XXXXX County.

A terrorist attack using conventional weapons, improvised explosive devices, chemical, biological or nuclear weapons is a possibility. Such attacks could be directed against human beings, animals, property, or any combination thereof. Radioactive materials are employed by industry, medical institutions and educational centers. Consequently, these radioactive materials are shipped by air, rail and highway and create a potential for a radiological hazardous materials incident.

Hazardous materials (chemical, biological, radiological and explosive) are transported and used throughout the Commonwealth of Kentucky. XXXXX County has Interstates 75, 71 and 275, two rail lines, the International Airport, the XXXX River, a crude oil pipeline and facilities which manufacture, store or use hazardous materials. This increases the probability of the occurrence of a hazardous materials incident within XXXXX County.

Some of the incidents which may occur in school district facilities could result in mass casualties and/or mass fatalities.

XXXXX County and the Cities of XXXXXX are required by Chapter 39B.010 of the Kentucky Revised Statutes to create, support, and maintain a local Emergency Management agency and program. XXXXX County Emergency Management has been designated as the department responsible for the comprehensive emergency management program. The XXXXX County School District will coordinate response to incidents within the local emergency management program.

The National Weather Service (NWS) sends critical data out through NOAA Weather Tone Alert Radios (TARs) and local media, enabling individual school district facilities to receive rapid warnings of impending severe weather.

Assumptions

The Superintendent, or designee, of the XXXXX County School District will act to coordinate incident response by and between all school district departments, facilities and employees and resources.

Local and county public safety resources will be made available to respond to assist the school district before, during or after any incidents affecting any area of the XXXXX County.

The school district will fully commit their resources before requesting assistance from other school districts and or local and state governmental agencies, but may be unable to satisfy all emergency resource requests during an incident.

Assistance from other school district within the region will be requested by the Superintendent, or designee, provided that appropriate mutual aid agreements and requests are executed prior to or during the incident. Assistance from local or state governmental agencies will be requested through XXXXX County Emergency Management and or the XXXXX County Emergency Operations Center when incident response requirements exceed the districts or regional education district capabilities.

The United States federal government may provide funds and assistance in accordance with the National Response Framework (NRF) to areas of the County declared major disaster areas by the President. The school district would be eligible for funds and assistance through a “Public Assistance” declaration.

Hazard Analysis and Assessment

The Hazard Analysis for XXXXX County indicates no population area is hazard free. The vulnerability to these hazards offers a continuing threat. Many threats vary according to seasonal and climatic factors. XXXXX County covers XXX square miles with an estimated population of XXX,XXX. The terrain varies from rolling hills and valleys to flat land. XXXXX County is bordered on the north and west by thirty-eight (38) miles of the XXXX River. Flooding occasionally occurs along the XXXX River and its tributaries.

The International Airport is located in XXXXX County with hundreds of flights departing and arriving daily. Major transportation routes include 34 miles of Interstate highways including I-75, I-71 and I-275, U.S. Routes 25, 42 and 127 and significant Kentucky State Routes including 8, 14, 16, 20, 212, 236, 237, 338, and 536. Railroad traffic moves along nineteen (19) miles of rail used by XXXXX railroad lines. XXXXX County has one significant pipeline. A 22” Sweet Crude Oil Pipeline belonging to a pipeline Company transports between 150,000 and 200,000 barrels of crude oil from Texas to Ohio. This pipeline traverses 18.5 miles of XXXXX County. XXXXX Pipeline does maintain crude oil compressor stations at XXXXX County, Kentucky.

The following hazards, summarized below, have been identified for the county.

Severe Weather

- Thunderstorms and related activity are quite frequent in our county. A severe thunderstorm may be accompanied by strong winds and hail. Lightning is the most deadly phenomena associated with thunderstorms.
- Winter storms – XXXXX County has experienced severe winter storms. Occasionally severe ice and/or snowstorms do occur, but they are commonly light and of short duration. Severe weather conditions normally occur during January and February.

- Floods are probably the most common hazard to affect the County and are usually more prevalent during spring and summer months. Two types of flooding have been identified: Flash Floods and River Basin (Riverine) Floods.
 - Flash Floods - occur as the result of excessive rainfall over short periods of time. There is also the potential for a small dam failure which may cause localized flash flooding.
 - River Basin (Riverine) Flooding - is more common during winter and early spring – January to April. Flooding of this nature is common along the Ohio River and its tributaries.

Tornadoes

Tornadoes may occur in any part of the County and at any time of year. Historically, tornadoes occur mainly during the months of March, April, and May, which also seems to have the most severe tornadoes. Tornadoes have been recorded in the Kentucky as far back as 1830, but injuries, damages and fatalities attributed to tornadoes have been on the increase in recent years.

Earthquakes

XXXXX County is situated in an area which may be affected by an earthquake along the New Madrid fault or an uncharted fault. The County has not been affected by an earthquake of major proportion but there have been numerous tremors over the years to serve as reminders of this threat. Any major earthquake has the potential to cause other problems such as releases of Hazardous Materials, Dam Failures, Road and Bridge Failure and Debris Management issues.

Transportation Incidents

These incidents pose a constant hazard to XXXXX County. They occur daily, throughout the County. They most commonly take the form of motor vehicle collisions involving two or more cars, objects, or persons. Railroad-crossing accidents represent a portion of these accidents. Air and water incidents are less frequent.

Energy Related Hazards and Energy Shortages/Outages

- Natural gas and petroleum products present several potentially hazardous situations. Most of these are concerned with transportation of natural gas and petroleum in the County. Accidental rupture of pipelines can result in fire, explosion, or both, resulting in property damage and possible injuries or loss of life. Another major hazard involves the accident potential within storage areas. The potential is especially great for fires and explosions in these areas, when careless handling or improper use of fire can produce catastrophic accidents.
- Electrical transmission within the County creates some additional energy hazards. Rupture or breakage of transmission lines is probably the most common hazard; this may result in structural fires or loss of life.
- Power shortages/outages in the county are a possibility and may be intensified by restrictions that could be placed on energy supplies nationwide. The County should have an energy allocation plan available in the event of such a situation.

Water Shortages

The County water systems can be affected by equipment failures, and occasional droughts, which may require voluntary conservation measures; the issuing of water advisories or mandatory conservation orders; and locating emergency pumps at other water systems. This occurs primarily during summer months.

Hazardous Materials

The most serious threat comes from a transportation incident when chemicals or other hazardous materials are involved. These have the potential of affecting great numbers of people over large distances. Businesses that store or use hazardous materials on their property also pose a threat to life and property.

Terrorism

Possible targets in the County include (International Airport, transportation corridors including bridges, government centers, industrial locations, agricultural production sites and large attendance or VIP attended events). CBRNE (Chemical, Biological, Radiological, Nuclear, Explosives) are agents that may be illegally employed to promote a specific philosophy or goal.

Public Health Emergencies

The potential exists for a serious public health emergency. This incident may involve Pandemic Flu, other epidemiological outbreaks or Bioterrorism. The impact on the health care system in the County would be significant.

Agricultural Incidents

XXXXXX County has a number of small farms raising various crops and livestock. The potential exists for animal or crop disease from both natural occurrence and intentional exposure.

Major/Catastrophic Event

There is the potential for any of the threats described above or other incidents to result in a major or catastrophic incident. Such an incident could quickly overwhelm the resources in XXXXX County and necessitate a request for assistance from neighboring jurisdictions, the State and/or Federal governments.

Direction and Control

To provide the framework for an integrated emergency management system which will support the prevention, protection, mitigation, response, and recovery activities of a disaster incident which impacts, or may impact the facilities, students and employees of the school district. The policies in this section provide for a centralized and coordinated response and allocation of resources using a command structure which is capable of adapting to changes in the situation.

The XXXXX County Judge/Executive and the Mayors of XXXXX have established the XXXXX County Emergency Management (EM) Department with direct responsibility for the organization, administration, and operation of the local organization for emergency and disaster prevention, protection, mitigation, response, and recovery. The County Judge/Executive and the Mayors retain legal responsibility for these functions in their jurisdiction. The response of the school district to an incident shall be coordinated with this existing local emergency management program.

In order for the XXXXX County School District to adequately respond to an incident, the XXXXX County Board of Education and the Office of the Superintendent has established the XXXXX County School District Safety Committee to develop this Emergency Operations Plan and to provide direction to XXXXX County School District's Emergency Operations Center (EOC) staff to coordinate school district resources in response to an incident. The EOC staff will operate from the School District EOC under the direction of the Deputy Superintendent – Chief Operations Officer, or designee. School District ESF Coordinators will report to the EOC as requested.

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.

Concept of Operations

General

All incidents begin with an initial level of response and will escalate in accordance with the requirements of the incident.

In the event of an incident local public safety agencies will respond in accordance with the needs of the citizens and request additional support as needed through existing local mutual aid agreements. Should local, regional, State and/or Federal assistance be required such assistance will be requested only through the school district EOC and/or the XXXXX County EOC.

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

This plan is effective for planning and operational purposes when:

- An incident occurs or is imminent.
- An emergency is declared by the Judge Executive of XXXXX County or their designee.
- Directed by the Superintendent or designee.

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)

Utilizing the National Incident Management System (NIMS) the XXXXX County School District Emergency Operations Center (EOC) will:

- Provide for the safe and effective management of the incident through coordination with the on scene Incident Commander(s)
- Provide direction, control and coordination of school district resources during emergency operations;
- Ensure the efficient use of all resources to protect lives, the environment and property;
- Collect, process and disseminate information about an actual or potential emergency.

EOC Facilities

- The primary XXXXX County School District EOC is located in the first floor meeting room located at the XXXXX County School District Central Office 5555 US XX XXXXXXXX, Kentucky XXXX. This is a two-story structure with the EOC encompassing an operational area of approximately 400 square feet. This space includes access to adjoining rooms for additional space and restroom facilities. One (1) emergency generator provides back-up power.
- Display systems are connected to overhead LCD display projectors that will allow for the EOC staff to obtain immediate information on the status of school district resources.
- Alternate EOCs are as follows:
XXXXX County School District (XXX) XXX-XXXX
Transportation Department
5505 XXXXXXXX Road
XXXXXXXX, KY XXXXX
- School district departments may choose to activate a Departmental Operations Center (DOC) to coordinate resources within their specific jurisdiction or operational area. The DOC should be located at the department usual place of business not at the EOC. DOCs should not prevent or limit the department from full participation in school district EOC operations as required.
- On-Scene Command Posts may be established in the emergency/disaster area and staffed by appropriate school and/or central office personnel.
- In the event of a large-scale emergency or disaster, a Joint Information Center (JIC) may be established at the XXXXX County EOC or at another location nearby. School district personnel will coordinate with the JIC if established.

EOC Activation Procedures

- The XXXXX County School District EOC will be activated in response to natural and technological emergencies or any significant event which endangers public health, safety or well-being and/or district property, or which disrupts essential educational or community services.
- The school district EOC may be activated to support emergency operations within XXXXX County by the XXXXX County Emergency Management Director, or when requested by the Kentucky Division of Emergency Management to support response/recovery operations in another part of the state.
- When conditions warrant the Superintendent will order the activation of the school district EOC. At this point, the school district EOC will coordinate with the XXXXX County EOC.
- The school district EOC will be activated based on the emergency activation level established by the Office of the Superintendent, or designee
- Self-triggering – In the event of an emergency impacting the community, the primary school district EOC coordinators should report to the EOC.
- EOC Activation Levels are as follows:

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

- Notification will be made to ESF 1 – Transportation, ESF 2 – Communications, ESF 3 Infrastructure Management, ESF 5 – Emergency Management, ESF 8 – Health and Medical, ESF 13 Law Enforcement liaison, and ESF 15 – Public Information to report to the Central Office.
- All other department heads and essential staff shall be notified to advise them of the activation – no response.

EOC Level Three Activation

- Notification will be made to school district administrative personnel and those ESF Coordinators whose function is involved in the response to report to the EOC.
- Notify XXXXX County Public Safety Communications Center (PSCC) XXX XXX-XXX and or XXXXX County Emergency Operations Center via telephone at XXX XXX-XXX.

EOC Level Two Activation

- Notification will be made to school district administrative personnel and those ESF Coordinators whose function is involved in the response to report to the EOC.
- Notify XXXXX County Public Safety Communications Center (PSCC) XXX XXX-XXX and or XXXXX County Emergency Operations Center via telephone at XXX XXX-XXX.
- A Situation Report (SITREP) will be prepared for the members of the school board, incoming ESF Coordinators and the school district EOC. The SITREP will contain basic information regarding the location, type, scale and severity of the emergency.
- The Superintendent will continue to brief the members of the school board, County and City Administrators at regular intervals.

- The EOC PIO shall notify the media of the EOC activation and will advise if the Joint Information Center (JIC) or rumor control will be activated.

EOC Level One Activation

- Notification will be made to school district administrative personnel and those ESF Coordinators whose function is involved in the response to report to the EOC.
- Notify XXXXX County Public Safety Communications Center (PSCC) XXX XXX-XXX and or XXXXX County Emergency Operations Center via telephone at XXX XXX-XXXX.
- A Situation Report (SITREP) will be prepared for the members of the school board, incoming ESF Coordinators and the school district EOC. The SITREP will contain basic information regarding the location, type, scale and severity of the emergency.
- The Superintendent will continue to brief the members of the school board, County and City Administrators at regular intervals.
- The EOC PIO shall notify the media of the EOC activation and will advise if the Joint Information Center (JIC) or rumor control will be activated.
- ESF Coordinators will notify their support staff as needed.

Organizational Roles and Responsibilities

A. Office of the Superintendent will

- a. Assume responsibility for the operation of the XXXXX County School District EOC.
- b. Provide appropriate documentation and administrative support to all ESF Coordinators and staff.
- c. Notifies the appropriate individuals and request that they respond to the EOC.
- d. Be responsible for providing emergency public information to the public through the PIO.

B. Private Organizations

Private organizations may be requested to provide representation in the school district EOC as appropriate.

C. XXXXX County / Incorporated Cities

County and/or local government agencies and departments may send representatives to the school district EOC as appropriate.

EOC Organization

The XXXXX County School District EOC will coordinate the information, planning, operations and resource activities throughout the school district. The EOC shall utilize an Incident Command or Incident Management System as outlined in KRS 39A.230. The EOC will also follow the National Incident Management System (NIMS) guidelines and the National Response Framework.

1. EOC Management

In order for the XXXXX County School District to adequately respond to an incident, the XXXXX County Board of Education and the Office of the Superintendent has established

the XXXXX County School District Safety Committee to develop this Emergency Operations Plan and to provide direction to XXXXX County School District's Emergency Operations Center (EOC) staff to coordinate school district resources in response to an incident. The EOC staff will operate from the School District EOC under the direction of the Deputy Superintendent – Chief Operations Officer, or designee. School District ESF Coordinators will report to the EOC as requested.

The EOC Management staff is responsible for the strategic direction of local and county level operations. It performs or supports the command function and may include representation from other county agencies or jurisdictions. Mutual aid liaison at the policy level is established here. Strategic direction is articulated from the Management Group. The Management Group consists of the following members:

The EOC Management Group includes the Public Information Officer (PIO):

- (1) The PIO is responsible for all contact with the media including compiling media releases and conducting media briefing.
- (2) Rumor Control/Public Inquiry may be established to receive and respond to public inquiries regarding the disaster. Information to be released will be provided by the EOC PIO and/or the JIC.

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

A. The Operations Section is responsible for tactical command, coordination and incident response assets. This section accomplishes liaison with tactical level mutual aid agencies. The Operations Section monitors and assesses current operational conditions, shortfalls, and unmet human needs. The Operations Section is composed of the ESF Coordinators needed to manage and/or provide support for the incident.

- (1) Operations Section Chief:
- (2) ESF 1 - Transportation Coordinator
- (3) ESF 3/12 – Infrastructure Management Coordinator
- (4) ESF 6 – Mass Care and Sheltering Coordinator
- (5) ESF 8 – Public Health Coordinator
- (6) ESF 13 - Law Enforcement Liaison
- (7) Other federal, state, county or local representatives.

3. Planning Section

A. The Planning Section coordinates elements of information to provide incident analysis. The Planning Section is responsible for monitoring and reporting the current situation status and projecting and planning for possible incident developments in the future. It has the primary responsibility for the production of Incident Action Plans and works directly with other XXXXX County EOC staff elements to coordinate operational requirements. The Planning Section is responsible for maintaining documentation of the EOC operations.

B. The Planning Group consists of the following members:

- (1) Planning Section Chief:
- (2) Representative from other ESFs as needed
- (3) ESF 14 – Long Term Recovery Coordinator
- (4) Other local/county/state/federal agency representatives.

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) 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

- A. When this plan is activated, the school district EOC will provide direction, control and coordination of all district resources.
- B. The school district EOC provides guidance, decision making and resources to the individual incident scene commanders and all departments.
- C. To manage their operations, the incident scene NIMS structure will collect and process their incident specific information. The school district EOC will focus on collecting critical information which is of common value or need to more than one incident scene or local element to create an overall perspective of the situation. The school district EOC will rely on the individual Incident Commander(s) or operational elements to provide this critical information which will be disseminated to appropriate users and developed into reports, briefings and displays.
- D. The Planning Group will produce Situation Reports (SITREPs), which will be distributed to school board members, other local Elected Officials, the XXXXX County Emergency Management and all ESF Coordinators staffing the EOC and others as required.
- E. The staff of the school district EOC will support short and long term planning activities. Plans will be short and concise, based on priorities established by the on-scene Incident Commander(s). The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period may be addressed in the SITREP.

- F. The staff of the EOC will not speak to or release information directly to the public. The EOC staff will provide information to the PIO for release to the public and the media.

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

The following are basic responsibilities for emergency management operations provided by and through local government. 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 the XXXXX County EOP.

- County Government has the responsibility for prevention, protection, mitigation, response, and recovery for unincorporated areas of the County, and a county-wide responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political jurisdictions.
- Municipal governments are responsible for providing prevention, protection, mitigation, response, and recovery within their jurisdictions, except where contracts or agreements with the County are in place for such services.
- XXXXX County PSCC and the various response agencies are responsible for their own communications systems.
- Each department in the County has basic responsibilities in the five mission areas of emergency management: prevention, protection, mitigation, response, and recovery.

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.

- All school district departments shall:
 - Ensure that all employee work areas are safe, clear of equipment and supplies, that may compromise access/egress routes, and that no equipment or supplies can injure employees.
 - Participate in emergency management training, drills and exercises to test emergency plans and procedures.
 - Train department employees on disaster plans and procedures to ensure operational capabilities and facilitate an effective response.
 - Ensure that equipment and tools are protected from seismic activity as appropriate. (computer and file server tie-downs, secure file cabinets, shelving, and storage areas, etc.).
 - Ensure that adequate disaster supplies and equipment are available for department staff.
 - When appropriate, develop mutual support agreements with other “like” departments or organizations in other jurisdictions.
 - Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business.
 - Provide department resources (supplies, equipment, services, personnel), as coordinated through the EOC.
 - Develop procedures to document all costs of disaster response and recovery.

The XXXXX County School Board and Superintendent will:

- Formulate major policy decisions.
- Preserve the continuity of the school board and district administration.
- Coordinate emergency operations and provide liaison, as required.
- Coordinate and manage the use of all available resources.
- Request Mutual Aid when needed.
- Request support from the XXXXX County Fiscal Court and/or state agencies and departments.

Other Agencies/Organizations

- Additional specific agencies and associations which may be called upon to assist local government in providing disaster assistance should be listed in the Emergency Support Functions (ESFs), Support Plans, Incident Specific Plans, individual department operating procedures or resource lists.

Plan Maintenance

INSTRUCTIONS FOR MAKING REVISIONS TO THE XXXXX COUNTY SCHOOL DISTRICT EMERGENCY OPERATIONS BASIC PLAN AND/OR EMERGENCY SUPPORT FUNCTIONS

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
 - Basic Plan or ESF # you are changing
 - Date Change is entered
 - 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.

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.

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, etiologial (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.