





## Emergency Operations Plan

### **Purpose:**

The purpose of this plan is to identify and support the actions of the school personnel when responding to man-made hazards, natural disasters, and or technological failures. This plan is meant to be used as a guide. The expectation exists that training and practices of these procedures will occur on a regular basis.

### **Situation, Assumptions and Limitations**

MACS consists of approximately 216 students, 25 staff members, and one campus, in southern New Hampshire. New Hampshire schools have the possibility of exposure to many hazards, which have the potential to disrupt everyday operations, such as hurricanes, fires, tornadoes, floods, ice/snow storms, hazardous materials spills, and acts of terrorism. This plan provides a guide for positive, productive responses to such incidents; however, there is no guarantee that this plan will provide a perfect solution for emergency situations, nor does this plan attempt to address every possible emergency which may arise.

### **Concept of Operations**

Any incident occurring on school grounds while staff and students are present will be responded to initially by school personnel. The staff is expected to take charge and manage the incident until it is resolved or until the command is shifted to someone more qualified with legal authority to take command. In an incident affecting MACS, the Director or designee will activate the EOP. The Director or designee will activate the EOP at the occurrence of an incident at the school level.

National Incident Management System (NIMS) was created after a need was recognized to develop a systematic approach in dealing with incidents which guide governmental agencies at the local, state, and federal levels, non-governmental agencies, as well as the private sector, in smoothly planning for, responding to, and recovering from incidents. NIMS assists those involved in responding to incidents reduce the loss of lives and protect property and the environment by understanding their roles and responsibilities. The Homeland Security Presidential Directive 5 and the U.S. Department of Education require that schools, as part of local agencies, must adopt NIMS if they receive Federal grants. Therefore, some of MACS personnel will take courses in NIMS and Incident Command System.

The Incident Command System (ICS) provides a means of establishing an integrated organizational structure to the scene during an incident. ICS is used in any type of emergency situation, large or small in impact.

### **Organization and Assignment of Responsibilities**

This section of the EOP establishes the operational organization that will facilitate the response to an incident. It contains information on the kinds of tasks to be performed by position and organization.

The Director and Coordinators are generally close by the scene of an incident as well as other staff members who are involved in the daily responsibilities of providing for the safety of our students; therefore many will be called upon to assist during a critical incident. The Incident Command System (ICS) uses a team approach to

manage incidents. It is essential that roles are known and accepted by staff members so smoother, more productive results will be achieved during an emergency.

The EOP describes responsibilities for the following positions: “Director/Building Administrator”, “Building Crisis Response/Safety Team”, “Teachers”, “Para-Professionals”, “Counselors”, “School Nurses/First Responders”, “Support Associates/Office Staff”, “Other Staff (e.g. Itinerant Staff, Substitute Teachers, etc.)”, “Students”, and “Parents/Guardians”.

### **Direction and Control**

The Director/designee will establish the objectives and provide general guidance for emergency response operations and will manage the situation at the site until local emergency response agencies arrive.

The school’s EOP will be activated to provide direction during an incident utilizing the ICS.

The School will implement principles of Unified Command when more than one agency has jurisdiction over aspects during an emergency situation.

### **Communication**

The need for clear, correct, and concise information to be communicated during an incident is vital. The two main categories of communication are “internal”, which involve those directly affected on site and “external”, which involve those working to manage the incident as well as parents/guardians and the general public.

The internal communication will occur by timely informing staff of the situation through use of phone trees, electronic devices, and/or meetings or debriefings.

The external communication will occur by informing first responders of the details of the incident by the Director/designee. Communications to parents will be transmitted through mass communication (i.e. Automated Calling System).

Some examples of tools used for this communication are: intercom systems, 2-way radios, standard telephones, cell phones, computers, and social media tools.

### **Administration and Logistics**

MACS shall keep all records necessary to document the response to and recovery from a disaster. The rationale for these records include creating historical records, recovering costs, addressing insurance or other needs and developing mitigation strategies.

### **Plan Development and Maintenance**

The Director/designee is responsible for the development and maintenance of the EOP.

### **Training for Staff**

The expectation exists that all administrators will successfully complete at a minimum appropriate National Incident Management Systems (NIMS) courses and Incident Command System (ICS) training courses as recommended by RSA 189:64.

The Schools “Emergency Procedures Reference Guide,” describe methods and procedures for responding to all-hazards critical incidents. Procedures are the series of steps used to accomplish tasks during emergency

situations. The all-hazards approach is based upon the three major strands of likely emergencies: people-caused, natural disasters, and technological or physical plant failures. The initial coordination of responses to emergency situations will be directed by the Director/Designee. Universal Emergency Procedures are included in an internal plan and procedures document providing a brief outline of actions for the emergencies which include, but are not limited to, the six Universal Procedures to respond to the emergency situations are included: "Evacuation", "Severe Weather Response", "Lockdown", "Shelter In Place", "Off-site Evacuation and Reunification." Bus evacuations will be overseen and practiced by First Student personnel. If bus emergency occurs, First Student contacts MACS and MACS contacts appropriate emergency contacts, if needed.

Another section of the Emergency Procedures Reference Guide contains Hazard or Threat Specific Procedures which describe strategies or procedures for managing specific hazards. No intent was made to cover all hazard specific conditions, but those listed are the more common hazards impacting a school.

### **Other Pertinent Information**

1. Crisis Kits/Evacuation Kits Contents: tourniquets, blood clean up kits, first aid kits, warming blankets, pertinent contact information. We currently have 6 located throughout the building.
2. Emergency Contact Telephone Numbers: Staff all have access to our online Student Information System (SIS) called ALMA, which has all emergency contact information for staff and students listed.
3. Requirements for Contacting Law Enforcement: Staff are instructed to inform the Director/Designee of the emergency first, if possible, and the Director/Designee will contact the appropriate law enforcement agency. All staff are instructed to dial 911 in case of an emergency if the Director/designee is unable to.
4. School Crisis Teams: The MACS crisis team consists of the Director, Coordinators, School Nurse and Counselor. They meet at a minimum 2 times per year and as needed throughout the year (ie; untimely death of a student, etc).
5. Emergency Card Communication System: In case of an emergency, the Director/designee will push out an ALMA emergency notification. If able, they will also post on website and/or social media pages with updates and parent instructions.
6. Relocation Sites: Currently, the relocation site is the YMCA. The parent reunification site is Academy of Science and Design (ASD).