



Miss Helen's Private School Emergency Operations Plan (EOP) for Natural and Man-Made Disasters

Purpose: To ensure the safety of students, staff, and visitors at Miss Helen's Private School by preparing for, responding to, and recovering from natural and man-made disasters, minimizing harm and ensuring continuity of education.

Scope: This plan addresses high-priority hazards, including natural disasters (earthquakes, tornadoes, wildfires) and man-made disasters (active shooter, bomb threat, chemical spill). It complies with federal guidelines (e.g., FEMA's Comprehensive Preparedness Guide) and state regulations.

1. Plan Overview

- **Mission:** Protect lives, secure the school environment, and restore normal operations following a disaster.
 - **Applicability:** Applies to all students, staff, contractors, and visitors on school grounds or during school-sponsored activities.
 - **Authority:** Developed in coordination with local emergency management agencies, fire departments, law enforcement, and aligned with the National Incident Management System (NIMS).
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2. Hazard Identification and Risk Assessment

The following hazards were identified based on regional risks and historical data:

Natural Disasters

- **Earthquake:** High risk in seismic zones; potential for structural damage, injuries, and disrupted utilities.
- **Tornado:** Risk in Midwest/Plains states; sudden onset, high winds, and debris hazards.
- **Wildfire:** Risk in dry, forested areas; threats include smoke inhalation, evacuation needs, and property damage.

Man-Made Disasters

- **Active Shooter:** Potential for mass casualties; requires immediate lockdown or evacuation.



- **Bomb Threat:** May involve evacuation or shelter-in-place; requires coordination with law enforcement.
- **Chemical Spill:** Risk from nearby industrial facilities or transportation routes; may involve hazardous exposure or evacuation.

Risk Assessment:

- Conducted annually with local emergency management.
 - Prioritizes hazards based on likelihood and impact (e.g., earthquakes in California, tornadoes in Oklahoma).
 - Considering school-specific factors: 800 students, 50 staff, single-story building, rural/urban setting.
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3. Roles and Responsibilities

- **Incident Commander:** Principal or designee; oversees emergency response, communicates with first responders.
 - **Emergency Response Team (ERT):**
 - **Safety Coordinator:** Manages drills, updates plan.
 - **First Aid Team:** Provides medical assistance until EMS arrives.
 - **Evacuation Team:** Guides students/staff to safe areas.
 - **Communications Lead:** Notifies parents, media, and district office.
 - **Staff:** Follow response protocols, account for students, report injuries.
 - **Students:** Participate in drills, follow staff instructions.
 - **Parents:** Provide updated contact information, follow reunification procedures.
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4. Preparedness

- **Training:**
 - Annual staff training on EOP, including NIMS/ICS basics.
 - Monthly student drills (e.g., fire, lockdown, earthquake “Drop, Cover, Hold On”).
 - Specialized training for ERT (e.g., CPR, Stop the Bleed).
- **Drills:**
 - Fire/Evacuation: Monthly.
 - Lockdown: Quarterly.
 - Earthquake/Tornado: Biannually.
 - Full-scale exercise with local responders: Annually.
- **Supplies:**
 - Emergency kits in each classroom (first aid, flashlight, water, blankets).



- Go-bags for evacuation (student rosters, emergency contacts).
 - Central storage: AEDs, trauma kits, food/water for 72 hours.
 - **Communication:**
 - Mass notification system (texts, emails, robocalls) for parents.
 - Two-way radios for staff.
 - Backup: Bullhorn, written messages.
 - **Building Safety:**
 - Annual inspections for fire hazards, structural integrity.
 - Retrofitted facilities for seismic safety (if applicable).
 - Clear evacuation routes marked exits.
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5. Response Procedures

General Response Protocol

1. **Assess Situation:** Incident Commander evaluates threat, activates EOP.
2. **Notify:** Alert staff via intercom (e.g., “Lockdown,” “Evacuate,” “Shelter”).
3. **Act:** Implement specific procedure (below).
4. **Communicate:** Update first responders, district, parents.
5. **Document:** Record actions, injuries, and timeline.

Natural Disaster Procedures

- **Earthquake:**
 - **During:** Drop, Cover, Hold On under sturdy furniture; stay clear of windows, heavy objects.
 - **After:** Evacuate if structural damage; avoid elevators, downed power lines.
 - **Account:** Take roll call at assembly area; report missing persons.
 - **Recovery:** Await inspection before re-entering; provide counseling.
- **Tornado:**
 - **Warning:** Shelter in designated safe areas (interior rooms, basements, no windows).
 - **Position:** Crouch low, cover head with arms or books.
 - **Post-Event:** Check for injuries, avoid hazards (gas leaks, debris).
- **Wildfire:**
 - **Early Warning:** Monitor air quality, fire proximity via local alerts.
 - **Action:** Evacuate if ordered; if trapped, shelter in place with sealed windows/doors.
 - **Health:** Distribute masks for smoke; prioritize students with respiratory issues.

Man-Made Disaster Procedures



- **Active Shooter:**
 - **Run:** Evacuate if safe; leave belongings, keep hands visible.
 - **Hide:** Lock/barricade doors, silence devices, stay out of sight.
 - **Fight:** As last resort, use improvised weapons (e.g., chairs).
 - **Law Enforcement:** Follow police instructions; avoid sudden movements.
 - **Bomb Threat:**
 - **Phone Threat:** Note caller details (voice, background noise); do not hang up.
 - **Action:** Evacuate unless otherwise directed; avoid touching suspicious objects.
 - **Search:** Staff check classrooms; police sweep with bomb squad.
 - **Chemical Spill:**
 - **Shelter-in-Place:** Seal windows/doors, shut off HVAC.
 - **Evacuation:** If safe, move upwind of spill; avoid contaminated areas.
 - **Decontamination:** Follow HazMat team guidance; provide first aid for exposure.
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6. Evacuation and Reunification

- **Evacuation:**
 - Primary routes: Marked exits to assembly area (e.g., athletic field).
 - Secondary routes: Used if primary is blocked.
 - Account for all students/staff; report to Incident Commander.
 - **Off-Site Evacuation:**
 - Designated site: [M&M Lumber, 1 mile away].
 - Transport: School buses or emergency vehicles.
 - **Reunification:**
 - Location: Off-site or safe school area.
 - Process: Parents sign out students with ID verification.
 - Communication: Updates via mass notification system.
 - Support: Counselors available for emotional support.
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7. Recovery

- **Physical Recovery:**
 - Inspect facilities with local officials before re-entry.
 - Repair damage, restore utilities (e.g., water, power).
 - Relocate to temporary site if needed (e.g., portable classrooms).
- **Emotional Recovery:**
 - Provide crisis counseling via school psychologists and local mental health services.
 - Offer debriefings for staff, parents, students.



- Monitor for long-term trauma (e.g., PTSD).
 - **Academic Continuity:**
 - Implement remote learning if facilities are unusable.
 - Adjust schedules, assignments to accommodate recovery.
 - **After-Action Review:**
 - Conduct debrief within 72 hours of incident.
 - Update EOP based on lessons learned.
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8. Communication Plan

- **Internal:**
 - Intercom codes: “Lockdown” (active threat), “Evacuate” (fire, bomb), “Shelter” (tornado, chemical).
 - Staff use radios for real-time updates.
 - **External:**
 - Notify parents via text/email within 15 minutes of incident.
 - Coordinate with media through district PIO; avoid speculation.
 - Update community via school website, social media.
 - **First Responders:**
 - Share school floor plans, access points in advance.
 - Use 911 for immediate threats; follow up with non-emergency line.
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9. Special Considerations

- **Students with Disabilities:**
 - Individualized evacuation plans (e.g., wheelchair-accessible routes).
 - Assign aides to assist during drills, emergencies.
 - **English Language Learners:**
 - Provide multilingual instructions, signage.
 - Train staff to communicate basic commands.
 - **Visitors/Contractors:**
 - Require sign-in; provide emergency protocol handouts.
 - Include in headcounts during incidents.
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10. Plan Maintenance

- **Review:** Annually by School Safety Committee, with input from local responders.



- **Updates:** After drills, incidents, or regulatory changes.
 - **Distribution:** Share with staff, district, first responders; post summary for parents online.
 - **Funding:** Allocate budget for supplies, training, infrastructure upgrades.
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Appendices

- **Maps:** School floor plans, evacuation routes, assembly areas.
 - **Contact Lists:** Staff, emergency services, district officials.
 - **Checklists:** Incident Commander tasks, first aid protocols.
 - **Forms:** Injury reports, reunification logs.
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