

LOWELL SCHOOL DISTRICT EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

INTRODUCTION 2

PURPOSE 5

SITUATION AND ASSUMPTIONS..... 5

CONCEPT OF OPERATIONS..... 7

DIRECTION AND CONTROL..... 9

EMERGENCY MANAGEMENT ORGANIZATION 11

ICS CHARTS 13

LEVELS OF EMERGENCY 14

EMERGENCY OPERATIONS CENTER 16

EMERGENCY MANAGEMENT PREPAREDNESS 17

PLAN DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION..... 18

FUNCTIONAL ANNEXES OVERVIEW 19

Plan Distribution List

<u>Plan No.</u>	<u>Plan Holder</u>	<u>Location</u>
1.	District Superintendent	Superintendent's Office Administration Building 65 S. Pioneer St. Lowell, OR 97452
2.	Fire Chief	Lowell Rural Fire District 389 N. Pioneer St. Lowell, OR 97452
3.	Elementary Principal	Elementary Office Lundy Elementary School 45 S. Moss St. Lowell, OR 97452
4.	Identified Teacher	Lowell High School 65 S. Pioneer St. Lowell, OR 97452

Introduction

This Emergency Operations Plan (EOP) is designed to provide the Lowell School District with a management tool to facilitate timely, effective, efficient, and coordinated emergency response. This plan has been developed with the understanding that the primary mission for the school district is not emergency response. It is based on integrating Lowell School District emergency response resources with those of other government emergency response agencies. The school district will rely heavily on the Lowell Fire Department to provide resources and expertise for fire services. The school district will rely on the Lane County Sheriff's Department to provide resources and expertise for law enforcement.

The ICS system may also be used to effectively manage the recovery phase and relocation/reconstruction following an emergency event. It may also be an effective tool for managing non-emergency special events.

This is the official EOP for Lowell School District and supersedes any previous EOP. The EOP is based on using the National Incident Management System-Incident Command System (NIMS ICS) for managing response to emergencies and disaster events.

The Incident Command System (ICS) is designed for use at all types of emergencies and is applicable to small day-to-day emergency situations as well as large and complex disaster incidents. ICS provides a system for managing emergency operations involving a single agency within a single jurisdiction; multiple agencies within a single jurisdiction; and multiple agencies from multiple jurisdictions.

Level I emergencies may be coordinated from an on-site command post. Response efforts for all Level II and III emergencies will be coordinated from a single location, normally the Lowell School District EOC located at 45 S. Moss St., Lowell, Oregon. The designated event Incident Commander (IC) may determine it necessary to use an alternative location for the EOC. Each school site within the district will have its own predetermined School Operations Center (SOC).

The organizational structure of the ICS may not resemble the day-to-day organization of the school district. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the incident increases, assignments may change in the ICS organizational structure. This means that an employee's position in the ICS structure may change during the course of a single incident.

A resource guide will be developed and maintained. The resource guide will contain information used to contact personnel and resources during a major emergency. The resource guide contains some information of a confidential nature so it will be removed from the EOP where it is not necessary. The Plan Administrator will be responsible for making that determination.

The EOP is based on an all-hazard approach and acknowledges that most responsibilities and functions performed during a major emergency are not hazard specific.

The plan is based on the fact that the local government and the school district have primary responsibility for emergency response and operations for emergencies that occur at any school district location. Operations are designed to protect lives, stabilize the incident, protect the environment, minimize property damage, and provide for the continuation and restoration of critical services.

The plan provides a framework for emergency preparation, response and recovery efforts. Leadership, preparation, good judgment and common sense by personnel directing these efforts will determine the effectiveness of the overall emergency program. Given the nature of some emergency events, Unified Command or the IC may alter the plan for more effective response or to accomplish strategic priorities.

The guidelines and procedures included in this plan have been prepared using the best information and planning assumptions available at the time of preparation. There is no guarantee in outcome or performance implied by this plan. In an emergency, resources may be overwhelmed and essential services may be delayed, inadequate or in extreme cases not be available at all. Deviation from these guidelines may be necessary given the facts of any particular situation.

This is the official EOP for Lowell School District and supersedes any previous EOP and precludes employee actions not in concert with the intent of this plan, or the emergency response organizations created by it. The EOP also provides information for integrating and coordinating emergency response from other agencies with school district efforts.

Incident specific plans, checklists, and standard operating procedures developed in conjunction with the EOP are meant to complement and coordinate overall efforts while providing more depth and specific detail regarding response.

Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan.

Nothing in this plan is intended, or should be construed, as creating a duty on the part of the Lowell School District toward any party for the purpose of creating a potential tort liability.

Purpose

This Emergency Operations Plan (EOP) seeks to mitigate the effects of potential disaster events, to prepare for measures to be taken which will preserve life and minimize damage, to respond during emergencies and provide necessary assistance, and to establish a recovery system to return the school district to pre-disaster condition.

The EOP is intended to be used as a management tool to improve the school district's ability to prepare for and respond to major emergency events. It is designed to reduce the effects of major emergencies and disasters on students, staff, the environment, and property.

The EOP, checklists, and Standard Operating Procedures (SOP), developed and maintained by the district, define the roles and responsibilities involved in order to: mitigate, prepare for, respond to, and recover from the effects of war, natural disaster, technological accidents, terrorist attack, and other major incidents.

The EOP defines extraordinary emergency response functions applicable to all emergencies or disasters, while recognizing the unique aspects of specific types of hazards. In addition, the EOP outlines basic response functions commonly applicable to all hazards in developing a systematic approach to the management of any type or magnitude of emergency or disaster.

Situation and Assumptions

Situation

Students, staff, and visitors on school district campus areas are exposed to various hazards with the potential to disrupt school district functions, create damage, and cause casualties. The school district has a student enrollment of 300 and a staff of 40.

Possible natural hazards include earthquake, fire/conflagration, flood, severe weather and volcanic activity. The threat of technological hazards, those caused by human omission or error, such as transportation accidents, hazardous materials incidents, biological threats, or utility failures is also possible. A civil disturbance or terrorism incident could also occur.

Assumptions

- ❑ The Lowell School District will continue to be exposed to the hazards noted above as well as others with potential to develop in the future.
- ❑ A major disaster impacting the Lowell School District may occur at any time and impact part or all of the school district. In some cases dissemination of warning and increased readiness measures may be possible; however, many disasters and events can, and will, occur with little or no warning.
- ❑ A major disaster event at the school district may affect the lives of many school district employees and other local response agency employees limiting, delaying or preventing them from performing emergency response activities.
- ❑ During many disaster events electricity will be lost, communication systems will be damaged or overloaded, utility systems will be damaged, and streets, bridges and overpasses may be damaged. Loss of this infrastructure may make immediate emergency response difficult. The school district may have to perform emergency operations without assistance from typical emergency response agencies for an extended period.
- ❑ Local government and Lowell School District officials recognize their responsibilities for the safety and welfare of the students, staff and public and will assume their respective responsibilities in the implementation of this EOP.
- ❑ Parents of students may become involved in some manner during any significant emergency event.

Concept of Operations

General

Lowell School District emergency operations are designed to protect lives, stabilize the incident, minimize environmental and property damage, and provide for continuation of critical services. This plan is based upon the concept that emergency functions and responsibilities will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases; however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency may be suspended for the duration of an emergency, and efforts that would typically be required for normal daily functions will be redirected to the accomplishment of emergency tasks. Emergency response operations will be managed from the school district EOC.

Emergencies will be managed under the Incident Command System (ICS) at the lowest level possible. The highest school district official on-scene at any emergency assumes the role of IC until a person of higher authority assumes command. Incident Command will transfer to a higher authority should the emergency escalate. Incident Command will be assumed by emergency response personnel from police and fire agencies upon arrival in most cases.

Emergency Response Priorities

Priorities for all emergency response at the Lowell School District are as follows:

1. Protection of life
 - a. Emergency response personnel
 - b. At risk students and staff
 - c. General public

2. Stabilization of the event
 - a. Bring the situation to a point of order.
 - b. Determine course of action.
 - c. Prevent the incident from expanding.
 - d. Isolate the scene and deny entry.
 - e. Provide information to parents.

3. Protect School District Property
 - a. Facilities used for emergency response are high priority
 - b. Facilities necessary for temporary shelter and care of students are high priority

4. Restoration of critical services
 - a. Services necessary for emergency response are of high priority.
 - b. Services critical to the well being of students are of high priority.

Direction and Control

Direction and Control of Emergency Response activities at the Lowell School District will be based on the National Incident Management System (NIMS) - Incident Command System (ICS). The preferred model for most incidents will be Unified Command (UC).

The superintendent of the Lowell School District maintains authority for directing emergency response functions during major emergencies and disaster events. The superintendent may delegate various levels of authority for emergency response to policy level staff and school principals at each separate school site.

To maintain emergency management functions and responsibilities and ensure orderly continuation of leadership in an emergency situation the following succession of authority is established by the superintendent:

1. Elementary School Principal
2. Athletic Director
3. Identified Teacher

The superintendent may retain the role of Incident Commander (IC) or will make final determination as to who is designated as the Incident Commander (IC) for each emergency that is elevated to Level II or III. The superintendent will determine who will serve as Deputy Incident Commanders in a unified command situation.

The IC will determine if the District's EOC is activated or if emergency response functions are completely or partially managed from the on-site School Command Center (SCC). The IC will determine which staff report to the District EOC and which staff report to their normal work areas to coordinate response efforts. As a general practice command staff positions and general staff chief positions report to the EOC.

Level I emergencies are most often managed by the principal of the school impacted. The school principal will usually act as IC or designate an appropriate person within the school.

The school principal has the authority to determine the level of the emergency utilizing the criteria outlined in the Emergency Level section of the plan. The principal may request the superintendent activate the District EOC.

The Lowell Rural Fire Department will assume the role of Lead IC for any fire, special rescue, EMS, mass casualty incident, or hazardous materials event that requires their resources to respond. The Lane County Sheriff's Office will

assume Lead IC for any events that require their response. When both agencies respond to the same incident they will determine who is IC or if a Unified Command (UC) approach is utilized.

The school district IC will provide a situation status briefing to the responding agency arriving to assume command.

The on-site school principal or school district superintendent may request the responding agency(s) implement a UC approach and request to be included. At a minimum, the responding agency(s) should anticipate the need for a school district liaison and utilize them in the command structure.

Emergency Management Organization (EMO)

The Lowell School District Emergency Management Organization (EMO) includes all staffing levels. Each layer of staff is assigned appropriate levels of responsibilities. Emergency response activities are carried out under the authority of two district EMO groups.

Policy Group:

- School Board Chair and members
- Superintendent
- Legal Counsel

Incident Command Group:

- Incident Commander or Unified Command
- Command staff positions
- General staff positions
- Response personnel

The two groups have distinct emergency response duties, levels of authority and responsibilities.

The major responsibilities of each group are as follows:

Policy Group:

- Convene for emergency sessions(s) if needed under the direction of the school board chair.
- Provide policy guidance to Incident Command.
- Communicate with and coordinate efforts with elected officials from other government entities.
- Negotiate obtaining resources and assistance from other agencies as requested by the IC.
- The IC may request members of the policy group be available to address students, parents, and staff on politically sensitive issues, mass casualty incidents, or any incident that requires an extended school district closure.

- ❑ Make decisions regarding which school district activities will be curtailed, postponed or cancelled during emergencies and when those services will be restarted.
- ❑ Make decisions regarding reassignment of school district resources from one school to another.
- ❑ Make decisions regarding postponement of athletic events and when to reschedule.
- ❑ Legal counsel may review major response activities for legal and liability issues.
- ❑ Review critical press releases prior to release of information.

Incident Command Group:

- ❑ Responsible for overall management of all emergency response activities that occur at school district sites.
- ❑ Ensures that the policy group (school board) is kept informed of response status.
- ❑ Develops the appropriate ICS organizational structure for emergencies and delegate functions.
- ❑ Identifies and establishes strategic goals and objectives; develops an incident action plan.
- ❑ Develops measures to ensure safety of school district staff responding to any incident. Ensures that counseling and stress debrief services are provided for students and staff.
- ❑ Disseminates information to the public and the media.
- ❑ Coordinates activities of all agencies responding to the incident.
- ❑ Secures necessary resources for response activities.
- ❑ Documents all response activities. Maintains complete and accurate records.
- ❑ Restores critical services.

ICS Charts

Levels of Emergency

Emergency levels and definitions are listed below along with action to be taken at each level to ensure appropriate response. Any given level may be bypassed, if necessary to allow response to proceed directly to a higher level. As an emergency progresses to higher levels, the stated activities of previous levels will continue to be enacted.

Level I - Potential or Minor/Localized Emergency

- Definition:** Incident that is quickly resolved utilizing the resources of the school district with limited outside assistance. The incident is resolved within a few hours and has minimal or no impact on personnel, students, or normal operations outside the locally affected school.
- Example:** Student or employee injury, missing person, misdemeanor crime, minor altercation, or facility damage.
- Action:** The on-site principal acts as the incident IC. Response is coordinated from the on-site School Command Center. Response to this level of incident is managed using standard operating procedures and checklists.

Level II – Major Emergency

- Definition:** Incident that involves or threatens safety of staff and students, or may impact several school sites. The incident threatens life safety or critical functions. These incidents may escalate quickly and have serious consequences and in most cases involve emergency response from outside agencies such as Lowell Rural Fire Department and Lane County Sheriff. This level of emergency usually takes longer than a few hours to resolve.
- Examples:** Death of student or school staff member, crime against a student, hazardous material spill or release, single level single building structure fire, bomb threat, minor communicable disease out-break, or minor earthquake (non-structural damage).
- Action:** Response to a Level II incident usually results in a formal appointment of IC. The superintendent will act as the

Incident IC or designate another person to act as IC. This level of incident will often involve Unified Command with an outside response agency. Lowell Rural Fire Department and Lane County Sheriff personnel may assume Incident Command. In most cases the school district EOC will be activated and overall coordination will occur from that location. A school or all schools within the district may be closed.

Level III – Disaster Event

- Definition:** An event involving a majority or all of the school sites within the district or event causing multiple casualties at a single school site. The incident would exceed the resources of the school district requiring aid from other government agencies. The event will likely impact the surrounding community.
- Example:** Major earthquake, terrorist incident, major communicable disease outbreak, sniper incident, major fire, incident involving multiple student or staff casualties.
- Action:** The EOP and EOC are fully activated. Normal school operations are suspended. Unified Command would typically be used to manage incident response. All school district resources would be activated to respond.

Emergency Facilities

The Lowell School District Emergency Operations Center is located in the District Administration building located at 45 S. Moss St. Lowell, Oregon. The School District EOC is established as the location to coordinate and manage emergency response for most level II and all Level III emergencies involving the school district. It is the location to assemble ICS command and General Staff chief positions.

The School District EOC is officially activated by the District Superintendent. The designated IC will make final determination as to which ICS positions report to the School District EOC and which will report to an on-site command post or other location.

In the event that the incident or environmental conditions prohibit the School District EOC from being used the following sites may be used as the EOC:

1. Lowell High School, 65 S. Pioneer St., Lowell, Oregon
2. Lowell Rural Fire District Station, 389 N. Pioneer St., Lowell, Oregon 97452

The policy group will convene in the Lundy Elementary Library, 45 S. Moss St., Lowell, Oregon as necessary. An alternate site for the policy group to convene would be the Lowell High School Library, 65 S. Pioneer St., Lowell, Oregon.

If necessary, press briefings will be conducted at Lundy Elementary Room 2, 45 S. Moss St., Lowell, Oregon. The back-up press briefing location is Lundy Elementary Room 1, 45 S. Moss St., Lowell, Oregon. At Lowell High School, 65 S. Pioneer St., Lowell, Oregon, press briefings will be conducted in Room 8 or in Room 11.

Security will be provided at the school district EOC during any activation. The IC will determine the level of security. Only authorized staff will be allowed in the EOC. Media will not be allowed in the EOC during activation.

The EOC, including equipment, will be activated and tested twice a year.

Emergency Management Preparedness

The superintendent is responsible for ensuring Emergency Management Organization (EMO) staff at the Lowell School District are adequately trained to respond to all types of emergencies.

The following are guidelines for training and preparedness:

Command and general staff positions receive a minimum 8-hour basic Incident Command System (ICS) training. Staff trained in ICS will receive a 4-hour refresher course every two years. Policy group members receive basic ICS overview training.

Staff designated for ICS positions (IC, PIO, Safety Officer, Operations Chief, Planning Chief, Logistics Chief, Finance Chief) will receive additional training specific to positions they may be designated. The superintendent will determine the nature and level of training.

Each year the school district will conduct or participate in one table-top exercise and one functional or full-scale exercise for EMO staff annually. The EOC will be used during at least one of the annual exercises.

The superintendent will ensure that the school district EOC is kept in a state of readiness. The EOC will be started up and tested a minimum of two times per year.

The school district superintendent will ensure appropriate emergency response Standard Operating Procedures (SOP) and check lists are developed and maintained as necessary to support the basic plan.

The school district superintendent will maintain a list of staff that have received basic ICS training and a list of staff that have received additional ICS position specific training.

Plan Development, Maintenance and Implementation

The superintendent is the Emergency Operations Plan (EOP) administrator.

The superintendent is responsible for developing and maintaining an appropriate EOP for the school district along with appropriate SOPs and check lists.

The plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in organizational structure, facilities, technological changes, etc. Approved changes will be incorporated into the EOP and forwarded to all individuals identified as having possession of the plan.

The EOP will be activated at least once a year in the form of a simulated emergency exercise in order to provide practical experience to those having emergency response responsibilities.

This plan supersedes and rescinds all previous editions of school district emergency plans. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this plan.

Functional Annexes Overview

You may develop any functional annexes that you choose. This section would include a brief overview. I have included a couple that were developed for the University of Oregon to provide you with an example.

Annex A: Damage Assessment Annex

Lead Department: Campus Operations

Annex Manager: Director Campus Operations

The Damage Assessment Annex describes procedures to be followed in the assessment and reporting of physical damages resulting from natural and technological disasters or other major incidents. Initial damage assessment will determine whether a disaster event is of significance to request assistance from outside resources. Damage assessment will help establish priorities for allocation of resources and identify requirements for conducting recovery operations. This annex must be used in conjunction with the State Disaster Recovery Assistance Guidebook.

Damage assessment consists of four phases:

- ❑ Rapid Damage Assessment / *Windshield survey*
- ❑ Initial Damage Assessment (IDA);
- ❑ Preliminary Damage Assessment (PDA);
- ❑ Structural Damage Assessment of facilities and infrastructure.

Annex B: Public Information Annex

Lead Department: Department of Media Relations

Annex Manager: Director of Media Relations

The University of Oregon Public Information Annex provides guidelines to ensure the delivery of timely, accurate information during an emergency or disaster event to the media, students, parents, university staff, and the general public.

Primary Responsibilities of the Public Information function are:

- ❑ Gather and verify information
- ❑ Coordinate information
- ❑ Disseminate information
- ❑ Provide rumor control and analysis

Annex C: Shelter and Mass Care

Lead Department: University Housing

Annex Manager: Director of Housing

The purpose of the Shelter and Mass Care Annex is to establish plans, procedures, policy and guidelines for providing protective shelters, temporary lodging, emergency feeding, and clothing of students forced to leave their residence halls or university housing due to emergency, disaster, or precautionary evacuation.

The annex will define the role and responsibilities of the University Housing Department and those of outside response agencies such as the American Red Cross (ARC).

Primary Responsibilities of the Shelter and Mass Care function are:

- Provide temporary shelter for students displaced from university housing.
- Provide emergency food and clothing to students displaced from university housing.
- Assist with relocation of students to long term housing if necessary.

Appendixes

You may include appendixes if you desire. Examples of potential appendixes are listed below:

- Resource Guide
- EOC start-up procedures
- Check lists of ICS position responsibilities
- Glossary of terms
- List of ICS trained staff

