

## Purpose and Guidance

- A. Purpose: The primary purpose of this Toolkit is to assist schools in developing an all-hazards school safety plan.
1. Other names use for these plans include:
    - a) Comprehensive disaster response and emergency preparedness plan (used in some legislation and regulation within Pennsylvania)
    - b) School emergency plans
    - c) School Safety Plans
    - d) School Emergency Operations Plan (EOP)
  2. Schools should use this plan to form a reference document that can be used in training, exercising and collaboration with responders, and as a reference during an incident.
- B. Guidance: It is not the intent of PEMA to mandate specific items for inclusion in individual all-hazards plans, as the specific hazards and vulnerabilities experienced in school districts, regions and municipalities across Pennsylvania vary.
1. PEMA recognizes that formats for the all-hazard plan must address all phases of emergency management (Prevention/Mitigation, Preparedness, Response and Recovery) and schools should be moving toward the five mission areas of: Prevention, Protection, Mitigation, Response and Recovery.
  2. PEMA recognizes that districts may include additional information in their plans that is not contained in this Toolkit.
- C. Plan Formats: Commonly accepted formats for schools to utilize include the following:
1. Numerical chapter or section format (as depicted in this Toolkit)
  2. Traditional EOP Format (as depicted in the U.S. Department of Education, et al., *Guide for Developing High-Quality School Emergency Operations Plans*. Traditional EOPs contain 3 sections:
    1. Basic Plan;
    2. Functional Annexes; and
    3. Threat and Hazard Specific Annexes.
- D. OPSEC (Operational Security): All plans prepared for use in an emergency are considered to be secure and confidential documents. These documents are protected from disclosure to the public and media under several legal tenants.
1. All plans should be tracked and OPSEC maintained.
  2. Documents should be clearly marked as confidential and sensitive or FOUO (for official use only)
- E. Customization: PEMA and our partner agencies encourage schools to customize these plans to meet their local needs and capabilities. Throughout the plan, planning team notes will appear in yellow or red highlighted text boxes.
1. Yellow notes indicate that the planning team should take action or make decisions; these notes should not appear in the final school plan.

2. Red highlighted notes *require input from the planning team* to customize the document to the local school. These red text boxes should be changed to regular text, without highlighting in the final plan.