

## All-Hazards Emergency Operations Planning Guidance for Schools, 2014

Each school day, our nation's schools are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary school students<sup>1</sup>. Lessons learned from school emergencies highlight the importance of preparing school officials and first responders to implement emergency operations plans. By having plans in place to keep students/staff safe, schools play a key role in taking preventative and protective measures to stop an emergency from occurring or reducing the impact of an incident. Although schools are not traditional response organizations, when a school-based emergency occurs, school personnel respond immediately. They administer first aid, notify response partners, and provide instructions before first responders arrive. They also work with their community partners (e.g., governmental organizations that have a responsibility in the school emergency operations plan to provide a cohesive, coordinated response). Community partners include first responders (e.g., law enforcement officers, fire officials, and emergency medical services (EMS) personnel), as well as social service and mental health agencies. Families and communities expect schools to keep their students safe from threats (e.g., human-caused emergencies such as crime and violence) and hazards (e.g., natural disasters, disease outbreaks, and accidents). In collaboration with their local government and community partners, schools can take steps to plan for these potential emergencies through the creation of a school Emergency Operations Plan (EOP).

The *All-Hazard Emergency Operations Planning Guidance for Schools, 2014*, highlights a school's planned response to extraordinary emergency/disaster situations associated with natural disasters, human-caused events, technological incidents, and national security emergencies. It does not address normal day-to-day operations or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in the guidance focus on potential large-scale disasters that can generate unique situations requiring responses when day-to-day recourses are overwhelmed.

An EOP is a preparedness document intended to be read, understood, and exercised prior to an emergency/disaster. It is designed to include local first responders and public safety personnel and to act as a guideline only for local plans already in place with specific actions unique to specific circumstances. This document is flexible enough to use as a guide in developing a school EOP for all emergencies in order to facilitate response and short-term recovery activities.

Copies of the guidance and templates were sent to all Michigan schools, local emergency managers, and law enforcement agencies. If schools need additional information or guidance documents they may contact their local emergency management or law enforcement agencies or the Michigan State Police, [mssp-schoolsafety@michigan.gov](mailto:mssp-schoolsafety@michigan.gov) These documents are not publically posted on MSP webpages in order to protect the security and safety of schools.

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<sup>1</sup> U.S. Department of Education, National Center for Education Statistics, *Digest of Education Statistics 2011*. Washington, DC: Author, 2012. Available at <http://nces.ed.gov/programs/digest/d11/index.asp>



STATE OF MICHIGAN  
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July 25, 2014

I am pleased to present you with the 2014 Michigan School Safety Guidance documents developed by the Michigan School Safety Workgroup. Following the tragic events at Sandy Hook Elementary School in Newtown, Connecticut, I tasked the Michigan State Police and Michigan Department of Education to form a workgroup to review best practices and policies of safe school plans across Michigan.

This updated school safety guidance is a compilation of information from the State of Michigan and the federal government to assist schools in the development of their Emergency Operations Plan (EOP). Three documents are included on the enclosed DVD:

1. **Planning Guidance** – provides overall direction on how to develop an EOP, what should be included, and complete write-ups on different types of hazards.
2. **EOP Template** – an example of what a school EOP could look like, with areas where individual schools can insert their own information.
3. **Classroom/Office Quick Reference Guide** – hazard-specific steps for a classroom teacher or office staff to follow in case of an emergency, which can be printed.

School and public safety officials and community partners should work together to develop the EOP. These documents are being provided electronically so you can personalize and print the information to best fit the needs of your school.

In addition to developing these documents, the workgroup also assisted in drafting two pieces of legislation that I signed into law: Public Act 183 of 2013, which establishes the OK2Say School Safety Hotline, and Public Act 12 of 2014, which updates emergency drill requirements for schools.

The workgroup also focused on the importance of early recognition of and intervention for serious mental illnesses, a key to providing a safe school environment. Resources for school personnel to identify, refer, and work directly with students displaying behavioral health issues were consolidated on the Michigan Safe Schools website ([www.michigan.gov/safeschools](http://www.michigan.gov/safeschools)), and information on current behavioral health prevention programs has been included in the EOP Planning Guidance.

Furthermore, working with the Michigan Legislature, we were successful in appropriating \$4.5 million in fiscal year 2015 for law enforcement and schools to work together to purchase appropriate equipment to enhance school safety. This includes both law enforcement and school building equipment, and will be made available in areas where schools provide updated safety plans. More information regarding this funding will be announced in the fall.

Thank you for your continued commitment to school safety and the security of our children.

Sincerely,

Rick Snyder  
Governor