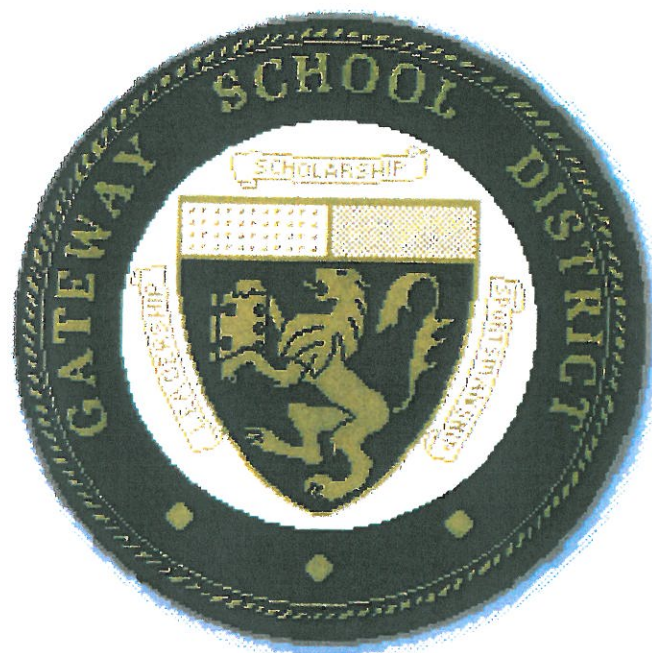


Gateway School District Emergency Operations Plan

DISTRICT -MULTI-HAZARD PLAN

Gateway School District
9000 GATEWAY CAMUS BLVE
MONROEVILLE, PA 15146
PLAN DATE: [09/01/2016]



GATEWAY SCHOOL DISTRICT ALL HAZARDS SCHOOL EMERGENCY OPERATIONS PLAN

A. Purpose

The purpose of this Emergency Operations Plan (EOP) is to identify and clarify emergency roles and responsibilities for the Gateway School District, its schools, and its staff. It further prescribes procedures and coordination structures applicable to efforts at the school district and school level during the four phases of emergency management - Prevention/ Mitigation, Preparedness, Response, and Recovery. The ultimate objective is to minimize the negative consequences of any incident on the school district, its schools, their staff, students, and parents/guardians.

B. Scope

1. This document provides a basic "All Hazards" School EOP that includes site specific hazard vulnerability analysis and list of vulnerabilities, recommended emergency response team structures, staff roles and responsibilities for the protection of students and staff, lines of authority, resources available to support emergencies within the School District, training requirements, and exercise procedures based on the four phases of emergency management listed above.
2. The procedures outlined in this plan will apply to all staff, especially those who are tasked with roles and responsibilities in case of an incident. They also applies to any actions and activities that support the school district's or school efforts to save lives, protect the health and safety of staff, students, and visitors, and protect property.

C. Situation and Assumptions

1. Situations

- a. Every school district and school in Pennsylvania is at risk to human-caused and natural disasters.
- b. The Municipality of Monroeville has significant highway and roadway transportation infrastructure that carries a high volume of road traffic and is vulnerable to disruptions during emergency incidents. Disruptions of this infrastructure may impact the Gateway School District and its schools.
- c. The schools within the Gateway School District host sports, entertainment, cultural, political, and business events that involve large numbers of participants, and are vulnerable to a variety of incidents.
- d. Gateway School District schools are vulnerable to civil disorder, riots, and terrorist incidents.
- e. The Municipality of Monroeville has significant business and industry, which either manufacture or sustain hazardous materials. Transportation and

manufacture of these materials may impact schools in the Gateway School District.

2. Assumptions

- a. A single site incident (i.e., fire, bomb threat, gas main break etc.) could occur at anytime without warning and the staff of the school district/school affected cannot, and should not, wait for direction from the municipal emergency management and response agencies. Action is required immediately to save lives and protect property.
- b. An incident, such as a tornado or hazardous material spill, may occur with little or no warning with mass casualties, destruction of property, and damage to the environment.
- c. Municipal, county, and state government entities may be overwhelmed by an incident. School Districts/Schools and their staff may be on their own for a minimum of 72 hours or longer after an incident.
- d. Government and relief agencies will concentrate limited resources on the most critical and life-threatening problems.
- e. Assistance from other government and federal agencies will supplement the state's assets, but such assistance may take time to request and be deployed.
- f. The first concern of the Gateway School District/School staff will be for their own families' safety and welfare. Disaster planning for employees' families is of primary concern to the school district/school.
- g. The Superintendent of Schools or one of the designated individuals in the succession of authority (see paragraph D.3 below) will be present in the school district when classes are in session. Likewise, in each school the Principal or one of the individuals named in the school's succession of authority will be present in the school when classes are in session.

D. Concept of Operations

1. General

Response to an emergency or disaster includes emergency assistance to individuals affected by the emergency or disaster. Response activities reduce the probability of additional injuries or damage and should be performed in a way that speeds later recovery operations. All incident response activities for the school district/school will utilize the principles of the National Incident Management System (NIMS), as defined by the United States Department of Homeland Security. The Incident Command System (ICS) will be used to manage all command and control responsibilities and school district/school staff will be trained in the National Incident Management System and Incident Command System.

2. Emergency Response and the Incident Command System

In a major incident, a school or schools within the Gateway School District may be

damaged or need to be evacuated, staff and students may be injured, and/or other emergency response activities may need to be taken. These activities must be organized and coordinated for efficient management of the emergency response and/or the incident activities. To provide for the effective direction, control, and coordination of a response to an incident, either single site or multi-site, the School District/School Incident Command System will be activated to manage the incident. The Incident Command System is the nationwide standard for emergency management. The model is an expandable system of management that has proven to be workable for emergencies, from small emergencies to large disasters and is currently in use by many agencies across the country. The Governor of Pennsylvania has mandated its use for all incidents in the commonwealth. The implementation of the Incident Command System helps to ensure life safety, property protection, and effective resource management. Using the Incident Command System helps school personnel work with emergency management and emergency responders to provide a coordinated response. The Incident Commander will be in charge until a unified command structure can be established in conjunction with municipal emergency management and first responders. (See Appendix 5, Incident Command System, to this Emergency Operations Plan)

3. Direction and Coordination

a. Gateway School District

In the event of an emergency The Superintendent of School will take whatever action is necessary to protect the interests of the students and employees of the Gateway School District.

b. Gateway School District Schools

Each public school within the Gateway School District will develop a plan, in consonance with the District plan, which will list specific procedures, responsibilities, duties and precautions to be followed in the event of an emergency.

b. Municipality of Monroeville

The Municipality of Monroeville will exercise coordination and control of the response to any municipality-wide emergency through the Monroeville Emergency Management Agency and activated emergency response organizations.

c. County of Allegheny

The County of Allegheny will exercise coordination and control of the response to any county-wide emergency through their executive organization, the Allegheny County Emergency Services.

d. Pennsylvania Emergency Management Agency

The Pennsylvania Emergency Management agency, in consultation with the Department of Education, will coordinate decisions relative to school operations during major emergencies and disasters affecting two or more counties within the

Commonwealth of Pennsylvania.

4. Succession of Authority

a. Gateway School District

The Superintendent of Schools has the overall responsibility for all emergency management within the school district. In the absence of the Superintendent, the succession of authority for the gateway School District, as it relates to this EOP, is as follows:

- Assistant Superintendent
- Director of Special Education
- Business Manager
- Director of Facilities

b. Gateway School District Schools

The succession of authority for schools within the gateway School District is as follows:

- Building Principal
- Assistant principal
- On-Call Administration

5. Documentation and Reporting

Throughout the incident, the Planning Section of the Incident Command Post will maintain records of critical information to describe the severity and scope of the incident. As the immediate incident period passes, copies of this information will be given to The Municipality of Monroeville Emergency Management Coordinator, in case of a Declaration of Major Disaster.

E. Emergency Management Responsibilities

1. Superintendent of Schools

The Superintendent of Schools has the overall responsibility for all emergency management within the School District. All direction and activities will be coordinated through the Superintendent of Schools in order to provide for the most efficient response to every emergency. Coordination of activities will ensure that all tasks are accomplished with little or no duplication. Typically, upon receipt of notification of an emergency, the Superintendent of Schools will:

- a. Assess the situation and determine course of action to be taken.
- b. Ensure prompt notification of “risk” and “host” schools.
- c. Brief district staff on situation and course of action contemplated.
- d. Ensure notification of Allegheny County 9-1-1, which will then notify the appropriate local, county and state agencies and organizations.
- e. Coordinate the release of information to the news media when appropriate.
- f. Provide assistance to the Principal of school experiencing emergency.

2. **Assistant Superintendent of Schools** will serve as the Safety Officer and Operations Chief on the District Emergency Management Team.

3. **Director of Special Education** will serve as the Alternate Operations Chief on the District Emergency Management Team.

4. **Business Manager** will serve as the Finance/Administration Chief on the District Emergency Management Team.

5. **Director of Facilities** will serve as the Liaison Officer and the Planning Chief on the District Emergency Management Team.

6. **Director of Transportation** will serve as the Logistics Chief on the District Emergency Management Team.

7. **Communications Coordinator** will serve as the Public Information Officer on the District Emergency Management Team.

8. School Principals

School principals are the Incident Commanders in their buildings. School Principals have the

overall responsibility for emergency response and management within their schools. The EOPs

developed by Principals will be in sufficient detail to provide a satisfactory response to any of the hazards/disasters described in this plan. The annexes in this plan contain information that should be useful for the development of school plans.

F. Administration and Logistics

1. Administration

- a. All personnel, with emergency assignments, should have photo identification.
- b. Owners of private equipment requisitioned through loan, lease, or purchase, shall be provided a receipt for the property. The Gateway School District will keep a copy of the receipt for later payment of any compensation that may become available through a federal disaster declaration.
- c. The Gateway School District will have available in the District's Emergency Operations Center (EOC) emergency plans, personnel and authorities.

2. Logistics

- a. The Gateway School District and the school/schools affected by an emergency or incident will provide a location for all logistical support for the operations of an Incident Command Post during an incident on their campus.
- b. During an emergency or disaster, School District supplies, equipment, and facilities will be used for the welfare of the students and staff. All emergency

supplies and equipment will be recorded and tracked by type, category, and kind, as specified under the National Incident Management System. To the degree possible, a record of expended items will be maintained for accountability after the emergency or disaster has terminated.

- c. Responsibility for School District supplies, equipment, and facilities will not be relinquished unless appropriately authorized, either by affirmative action by the board of School Directors or by official direction of higher authority.
- d. Schools within the gateway School District will be made available to state, county, and local officials for emergency planning and exercise purposes and actual service as mass care facilities in the event of an emergency evacuation.
- e. School buses of the Gateway School District will be made available to state, county, and local officials for emergency planning and exercise purposes and actual service in the event of an emergency evacuation. However, such availability will be contingent on completion of local needs.
- f. Mutual Aid Agreements will be completed between the Gateway School District and first responder agencies, law enforcement, other school districts/schools, non-profit organizations such as the Red Cross, especially if a school or schools have been designated as a Mass Care Shelter by Allegheny County, and local businesses such as the Giant Eagle supermarket..

G. Training and Exercises

1. General

Emergency Management Services Code, 35 Pa. C.S. §§ 7101 *et seq.*, as amended, currently requires schools to conduct one disaster response or emergency preparedness plan drill annually in conjunction with the Pennsylvania Emergency Management Agency (PEMA), as well as local emergency management. In addition, school districts/schools are required to conduct fire drills. There are also training requirements for school district/school personnel to fulfill under the National Incident Management System. A requirement also exists for exercises to be conducted under the Homeland Security Exercise Evaluation Program (HSEEP). This requirement also requires training to familiarize staff with the program so as to be able to effectively use it.

2. Training and Exercises

- a. Appropriate staff will be trained for their incident related positions under the National Incident Management System to ensure that all staff meet standards and accreditation requirements.
- b. All exercises conducted on this plan, or its components, will be designed, administered, and evaluated in accordance with the Homeland Security Exercise Evaluation Program.
- c. Ongoing programs will be conducted to familiarize staff with emergency procedures.
- d. The School District Participate in the following exercises and drills:
 - Annual PEMA weather exercise
 - PEMA and Allegheny County sponsored exercises

- Fire evacuation drills

H. Plan Development, Maintenance, and Distribution

1. Plan Development, Maintenance and Distribution

- a. The Gateway School District School Critical Incident Planning (SCIP) Team is an interagency group responsible for gathering input from stakeholders and coordinating to determine the best, integrated response to critical incidents in the school. The SCIP Team consists of school personnel, law enforcement personnel, and first responders.
- b. The SCIP Team will receive and review recommendations for changes to this plan and twice a year or as necessary will publish these changes to all holders of the plan. A review and update will be accomplished sooner if an actual incident impacts the school district/school and changes are needed.
- c. The Gateway School District SCIP Team will assist in the preparation of the “All Hazards” School Emergency Operations Plans for facilities under their jurisdiction.
- d. The Gateway School District/School “All Hazards” School Emergency Operations Plan will be distributed by the Superintendent’s Office to county and municipal emergency management agencies, first responder organizations in the community, staff who have roles and responsibilities under the plan, and any other person or entity that may have a role in the prevention/mitigation, preparedness, response, and recovery operations for the school district/school.

2. Annual Actions

- a. Update cleanup and debris removal cost estimates.
- b. Document condition of facilities and equipment.
- c. Take aerial photographs to establish facilities’ conditions.
- d. Take aerial photographs after major construction projects are completed.
- e. Update aerial photographs, maps, or layouts of the school campus, adjacent properties and surrounding streets and roads.
- f. Inventory all school district/school owned/leased property, including vacant land.
- g. Inventory assets, such as supplies, planning/response documents, human resources, etc.
- h. Summarize property size and facilities.
- i. Review all insurance policies to determine limits of liability.
- j. Update emergency contact information.
- k. Update blueprints or floor plans of the school buildings.
- l. Verify location(s) of predetermined or prospective command posts.
- m. Update current teacher/ employer rosters.
- n. Have available the most recent student yearbook.
- o. Review school fire-alarm shutoff location and procedures.
- p. Review school sprinkler system shutoff location and procedures.
- q. Review gas/utility line and shutoff valve locations.
- r. Review cable/satellite television shutoff location and procedures.

- s. Review other information the school district deems pertinent to assist local police departments in responding to an emergency.

Distribution:

Members, Gateway School District Board of School Directors
Superintendent of Schools
District Administrative Staff
School Principals
Allegheny Intermediate Unit #3
Allegheny County Emergency Services
Municipality of Monroeville
Monroeville Police Department
Monroeville EMS
Monroeville Volunteer Fire Departments
Borough of Pitcairn

APPENDICES:

1. Authorities, References, and Memoranda of understanding (MOUs)
2. Terms and Definitions
3. School District Building Maps, Aerial Photos, and Utility Locations
4. Schools Subject to this Emergency Operations Plan
5. Incident Command System
6. Prevention and Mitigation
7. Recovery
8. Parent/ Student Reunification Plan
9. Crisis Communication Plan
10. Pandemic Influenza Plan