



# **HOMELAND SECURITY EMERGENCY MANAGEMENT**

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## **NEW HAMPSHIRE DEPARTMENT OF SAFETY**

# **SCHOOL EMERGENCY OPERATIONS PLAN CHECKLIST**

**2023**

## School Emergency Operations Plan Outline

### Overview

The school emergency operations plan (EOP) outline should have the following sections:

- **Basic Plan** – The basic plan provides an overview of the school’s approach to operation before, during, and after an incident. Addresses the overarching activities the school undertakes regardless of the threat or hazard.
- **Functional Annexes** – Functional annexes detail goals, objectives, and courses of action for functions that apply across hazard specific annexes.
- **Hazard Specific Annexes** – Hazard specific annexes detail goals, objectives, and courses of action for a particular threat, hazard, or incident type.
- **Appendices** – These appendices could be any other plans that support managing a critical school-based incident.

### Color Key

- **RED TEXT** – Items required by [NH RSA 189:64](#) with updates in [HB1125](#).
- **ORANGE TEXT** – Item required by NH Department of Education per RSA 200:40-c.
- **PURPLE TEXT** – Items required by FEMA, Document NUREG-0654 for schools in the Seabrook Station Emergency Planning Zone.
- **BLUE TEXT** – Items suggested to meet guidance outlined in the FEMA Comprehensive Preparedness Guide 101 ([CPG 101 V3](#)).
- **GREEN TEXT** – Items suggested by HSEM for schools to include in their EOP.

### What is new in 2022?

- Collaboration and streamlined approach with the Local Emergency Operations Plans to assist with local planners to be more familiar with planning documents.
- Functional annexes only include the eight recommended response actions.
- Additional hazard specific annexes added due to legislative changes:
  - Biological Incident(s)
  - Civil Unrest
  - Cyber Incident(s)
  - Drought Incident(s)
  - Extreme Temperature(s)
  - Hurricane(s)/Severe Storm(s)
  - Winter Storm
- Communication, behavioral health, security, and school climate moved to appendices recommended to be included within the school EOP.



- Date of required submission changed from September 1<sup>st</sup> to October 15<sup>th</sup> due to legislative changes in RSA 189:64

The Basic Plan Should Include:	Yes	No	Remarks
Cover Page	<input type="checkbox"/>	<input type="checkbox"/>	
Section 1: Introductory Material <ul style="list-style-type: none"> <li><input type="checkbox"/> Document Classification Notice</li> <li><input type="checkbox"/> Introduction</li> <li><input type="checkbox"/> Foreword</li> <li><input type="checkbox"/> Notice of Promulgation</li> <li><input type="checkbox"/> Letter of Agreement</li> <li><input type="checkbox"/> Record of Changes</li> <li><input type="checkbox"/> Proposal for Changes, Corrections, Additions, and Deletions Form               <ul style="list-style-type: none"> <li><input type="checkbox"/> Construct of Plan</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 2: Purpose, Scope, Situation Overview, and Planning Assumptions <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose</li> <li><input type="checkbox"/> Scope</li> <li><input type="checkbox"/> Overview</li> <li><input type="checkbox"/> Planning Assumptions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 3: Concept of Operations <ul style="list-style-type: none"> <li><input type="checkbox"/> Overview</li> <li><input type="checkbox"/> National Incident Management System / Incident Command System (ICS)</li> <li><input type="checkbox"/> Emergency Management Mission Areas</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 4: Organization and Assignment of Responsibilities <ul style="list-style-type: none"> <li><input type="checkbox"/> Organization</li> <li><input type="checkbox"/> Responsibilities When Implementing a Functional and/or Hazard Annex</li> <li><input type="checkbox"/> Responsibilities When Recovering from a Hazard Annex</li> <li><input type="checkbox"/> Assignment of Responsibilities</li> <li><input type="checkbox"/> Department / Agency Support</li> <li><input type="checkbox"/> ICS Responsibilities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 5: Direction, Control, and Coordination <ul style="list-style-type: none"> <li><input type="checkbox"/> Continuity of Operations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	



<input type="checkbox"/> Continuity of Government			
Section 6: Information Collection, Analysis, and Dissemination	<input type="checkbox"/>	<input type="checkbox"/>	
Section 7: Communication and Coordination <input type="checkbox"/> Communication <input type="checkbox"/> Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
Section 8: Administration, Finance, and Logistics <input type="checkbox"/> Interface with State and Federal <input type="checkbox"/> Agreements and Understanding <input type="checkbox"/> Expenditures and Record-Keeping <input type="checkbox"/> Consumer Protection <input type="checkbox"/> Protection of the Environment <input type="checkbox"/> Non-Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	
Section 9: Plan Development, Maintenance, and Testing <input type="checkbox"/> Development <input type="checkbox"/> Maintenance <input type="checkbox"/> Testing	<input type="checkbox"/>	<input type="checkbox"/>	
Section 10: Authorities and References <input type="checkbox"/> Authorities and Activation <input type="checkbox"/> References	<input type="checkbox"/>	<input type="checkbox"/>	

Functional Annexes Should Include:	Yes	No	Remarks
Drop, Cover, and Hold	<input type="checkbox"/>	<input type="checkbox"/>	
Secure Campus	<input type="checkbox"/>	<input type="checkbox"/>	
Shelter-in-Place	<input type="checkbox"/>	<input type="checkbox"/>	
Lockdown	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	
Reverse Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	
Scan	<input type="checkbox"/>	<input type="checkbox"/>	
Clear Hallways	<input type="checkbox"/>	<input type="checkbox"/>	



Hazard Specific Annexes Should Include:	Yes	No	Remarks
Acts of Violence	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Biological Incident(s)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Civil Unrest</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Cyber Incident(s)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Drought Incident(s)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Earthquake	<input type="checkbox"/>	<input type="checkbox"/>	
External Hazardous Material Release	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Extreme Temperature(s)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Flood	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hurricane(s)/Severe Storm(s)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Internal Hazardous Material Release	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Response	<input type="checkbox"/>	<input type="checkbox"/>	
Radiological Response <i>(only required if in Seabrook EPZ)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Structural Fire	<input type="checkbox"/>	<input type="checkbox"/>	
Threat	<input type="checkbox"/>	<input type="checkbox"/>	
Tornado	<input type="checkbox"/>	<input type="checkbox"/>	
Wildfire	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Winter Storm</b>	<input type="checkbox"/>	<input type="checkbox"/>	

***BOLD ITALICS – new hazard annexes effective 06/2022***

Suggested Appendices to Include:	Yes	No	Remarks
<p>Appendix A:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reunification Plan</li> <li><input type="checkbox"/> Communication Plan</li> <li><input type="checkbox"/> Behavior Health Plan</li> <li><input type="checkbox"/> Security Plan</li> <li><input type="checkbox"/> Seabrook Station Radiological Emergency Plan</li> <li><input type="checkbox"/> Cybersecurity Plan</li> <li><input type="checkbox"/> Supplemental Biological / Pandemic Plan</li> <li><input type="checkbox"/> Community Shelter Plan</li> <li><input type="checkbox"/> Voting Center Plan</li> <li><input type="checkbox"/> Medical Point of Distribution Plan</li> <li><input type="checkbox"/> Sports Related Injuries – Emergency Action Plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	



Appendix B: Department / Agency Providing Emergency Support – Contact List	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix C: Abbreviations and Acronyms	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix D: Glossary	<input type="checkbox"/>	<input type="checkbox"/>	

**Notes:**

- All text that is *italicized and in green font* is meant to be an explanation of the purpose and intent of the subsequent section and is not part of the document.
- **All highlighted text should be deleted and replaced with the appropriate and relevant information for your school.**
- An EOP shall be site specific for each school, according to NH RSA 189:64, and this template is here to assist you in developing your school’s EOP and should strictly be used for reference.
- EOP development should be coordinated with local emergency response agencies, emergency management director (EMD), SAU leadership, and other schools in the district.
- Ensure access and functional needs in the school are incorporated in the planning process.
  - Readiness and Emergency Management for Schools (REMS) Technical Assistance published a [fact sheet](#) on this subject which may be helpful.
- Plans shall be reviewed annually and updated as necessary, then submitted to NH Homeland Security and Emergency Management **by October 15<sup>th</sup> of each year** using the [secure portal](#).
- Additional tools to aid in developing and implementing an EOP may be found at [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=2529](https://prd.blogs.nh.gov/dos/hsem/?page_id=2529).
- To request technical assistance with the development, implementation, or review of your school EOP contact your School Readiness Liaison. If you are unsure of who your School Readiness Liaison is please visit: [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=1262](https://prd.blogs.nh.gov/dos/hsem/?page_id=1262).