**LEAD AGENCIES**

**I. INTRODUCTION**

Arizona Revised Statutes (ARS), 15-341 (A) (31) require each school site to have an emergency response plan that meets the minimum state requirements. As part of the state minimum requirements, schools are encouraged to collaborate with partners from law enforcement, fire, emergency management, and public health in plan development, training and exercises.

This optional Appendix “B” guidance document is provided to further the partnerships as schools or districts and response agencies look to strengthen their plans. Appendix “B” provides an opportunity to plan with specific agencies that may take a lead role in the response to an emergency. *Each Lead Agency should be contacted by a district representative (in the case of multiple schools within a district), in order to avoid duplication of services.*

**II. LEAD AGENCIES**

1. Law Enforcement – Examples provided
2. Fire Services – Examples provided
3. Public Health
4. Emergency Management
5. Other (as school/district determine)
6. **LAW ENFORCEMENT**

In coordination with your local law enforcement agency, address the following four items:

1. Cite local, state and federal law giving law enforcement the authority over specific situations.
2. Reference school/district policy and procedures associated with law enforcement involved situations.
3. Note the response roles and responsibilities of law enforcement as it relates to being a lead agency.
4. List the specific activities conducted by law enforcement that support the school/district *planning* and *response* processes, by the following key areas:

**Protection:**Typically tend to be more facility focused and procedural or tactical in their content. Common jurisdictional prevention and protection items:

* Operations Plans
* Sector-specific or critical infrastructure security plans
* Incident-specific contingency action plans

**Prevention:**

* Know school and community issues (drugs, violence and other crimes) that impact school safety

**Mitigation:**

* Co-develop communication procedures

**Preparedness:**

* Member of school/district planning team
* Training
  + Conduct annual staff training on law enforcement response
  + Educate students on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Drills or Exercise
  + Conduct annual drill related to \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Participate in exercises relating to a school/district event

**Response:**

* ICS Structure
* Role
* Responsibility

**Recovery:**

* Co-develop After Action Report

1. **FIRE SERVICES**

In coordination with your local fire service, address the following four items:

1. Cite local, state, and federal law giving fire services the authority over specific situations.
2. Reference school/district policy and procedures associated with fire services involved situations.
3. Note the response roles and responsibilities of fire services as it relates to being a lead agency.
4. List the specific activities conducted by fire services that support the school/district *planning* and *response* processes, by key area:

**Protection:**Review actions to deter a threat, mitigate vulnerabilities, or minimize consequences form adversarial incidents as they pertain to fire service:

* Maintenance records of systems
* Exiting and egress
* Facility issues related to fire protection

**Prevention:** Review actions to avoid an incident or to intervene to stop an incident of fire related to:

* Facility and staff
* Students
* Parents

**Mitigation:** Review activities to reduce the loss of life and lessen the impact to property from fire related incidents:

* Conduct inspections based on local codes and standards of facilities to address structural facilities
* Perform corrective actions to secure nonstructural equipment

**Preparedness:** Employ a continuous process of the preparedness process:

* Create or review an emergency response plan
* Organize supplies
* Conduct Training
* Exercise the plan
* Evaluate results and identify areas of improvement of the plan

**Response:** Review actions to be taken in the immediate aftermath of an event to save lives meet basic human needs, and reduce the loss of property and impact on critical infrastructure and the environment to include:

* Develop procedures and protocols to address fire service response to incidents
* Coordinate with local fire service personnel
* Conduct periodic training and exercise with local fire service agencies
* Conduct after action review to improve fire response procedures and protocols

**Recovery:** Review actions to be taken to coordinate recovery needs:

* Implement codes to insure structures and facilities meet safety requirements when alternate sites are used
* Educate staff on procedures and policies when conducting recovery actions related to fire service requirements

1. **PUBLIC HEALTH**

In coordination with your county public health agency, address the following four items:

1. Cite local, state, and federal law giving public health the authority over specific situations.
2. Reference school/district policy and procedures associated with public health involved situations.
3. Note the response roles and responsibilities of public health as it relates to being a lead agency.
4. List the specific activities conducted by public health that support the school/district *planning* and *response* processes, by key area:

**Protection:**

* Add information as appropriate

**Prevention:**

* Add information as appropriate

**Mitigation:**

* Add information as appropriate

**Preparedness:**

* Add information as appropriate

**Response:**

* Add information as appropriate

**Recovery:**

* Add information as appropriate

1. **EMERGENCY MANAGEMENT**

Although, emergency management is not typically thought of as a lead agency, emergency management agencies typically function as the local jurisdiction emergency response coordinator. They work closely with emergency response agencies on complex incidents, and are the lead planning agency for the community.

In coordination with your local emergency management agency, address the following four items:

1. Cite local, state, and federal law giving emergency management the authority over specific situations.
2. Reference school/district policy and procedures associated with emergency management involved situations.
3. Note the response roles and responsibilities of emergency management as it relates to being a lead agency.
4. List the specific activities conducted by emergency management that support the school/district *planning* and *response* processes, by key area:

**Protection:**

* Typically tend to be more focused and procedural in their content. Common items include contingency action plans.

**Prevention**

* Add information as appropriate

**Mitigation:**

* Add information as appropriate

**Preparedness:**

* Add information as appropriate

**Response:**

* Add information as appropriate

**Recovery:**

* Add information as appropriate

1. **OTHER**

In coordination with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (identified by district), address the following four items:

1. Cite local, state and federal law giving (agency) the authority over specific situations.
2. Reference school/district policy and procedures associated with (agency) involved situations.
3. Note the response roles and responsibilities of (agency) as it relates to being a lead agency.
4. List the specific activities conducted by (agency) that support the school/district *planning* and *response* processes, by key area:

**Protection:** Typically tend to be more focused and procedural in their content. Common items include contingency action plans.

**Prevention:**

* Add information as appropriate

**Mitigation:**

* Add information as appropriate

**Preparedness:**

* Add information as appropriate

**Response:**

* Add information as appropriate

**Recovery:**

* Add information as appropriate