

# ARIZONA MINIMUM REQUIREMENTS FOR SCHOOL EMERGENCY OPERATIONS PLANS

In compliance with A.R.S. 15-341(A)(31)



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**Introduction**

Arizona Revised Statutes (ARS) 15-341(A)(31) requires each school site to have an emergency operations plan (EOP) that meets the minimum state requirements. The Arizona Department of Education (ADE) and the Arizona Department of Emergency and Military Affairs, Division of Emergency Management (DEMA) are responsible for developing the minimum standards for school emergency operations plans in Arizona.

**Specific Language:** *ARS 15-341(A)(31) In conjunction with local law enforcement agencies and emergency response agencies, develop an emergency response plan for each school in the school district in accordance with minimum standards developed jointly by the department of education and the division of emergency management within the department of emergency and military affairs. Any emergency response plan developed pursuant to this paragraph must address how the school and emergency responders will communicate with and provide assistance to students with disabilities.*

This document provides the components that shall be included in a school’s emergency operations plan to comply with ARS 15-341(A)(31). The standards are not a systemic guide for completing a comprehensive operations plan, but rather what must be included in your plan. Each section below outlines the requirements that schools must abide by. All local education agencies must comply with the contents of this document no later than the beginning of the 2026-2027 school year.

**Document Authorization**

On behalf of the Arizona Department of Education and the Arizona Department of Emergency and Military Affairs, the 2024 edition of the Arizona Minimum Requirements for School EOPs is hereby authorized. It shall replace and supersede all previous versions of the document. By signing below, we acknowledge and agree to the terms set forth herein and confirm that this is the final and binding version of the document.

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## **Part I: Incident Command System (ICS)**

- a. The Incident Command System shall be used to manage emergencies that occur on school properties.
- b. The school district governing board and/or superintendent shall develop a procedure or policy that ICS will be used to manage school emergencies.
- c. IS-100.c training (Introduction to ICS) from the Federal Emergency Management Agency (FEMA) is required for each individual who is assigned as Incident Commander within the school or district ICS organizational structure.
- d. All other individuals who are assigned a specific function within the school or district ICS organizational structure must take one of the following trainings:
  - i. IS-100.C – Introduction to the Incident Command System
  - ii. IS-362.A – Multi-Hazard Emergency Planning for Schools
  - iii. PREPaRE Workshop 1 – Comprehensive School Safety Planning: Prevention through Recovery
  - iv. G0360 – Preparing for Emergencies - What K-12 Schools Need to Know
  - v. G0361 – Multi-Hazard Emergency Planning for K-12 Schools
  - vi. Other trainings may be submitted for review and approval on a case-by-case basis to the Arizona Department of Education.
- e. Any individual who is assigned a function with the school or district ICS organization structure must complete one of the following trainings every 10 years from the last date of their ICS training:
  - i. IS-100.C – Introduction to the Incident Command System
  - ii. IS-200.C – Basic ICS for Initial Response
  - iii. IS-362.A – Multi-Hazard Emergency Planning for Schools
  - iv. IS-366.A – Planning for the Needs of Children in Disasters
  - v. IS-368.A – Including People with Disabilities in Disaster Operations
  - vi. IS-700.B – An Introduction to NIMS
  - vii. PREPaRE Workshop 1 – Comprehensive School Safety Planning: Prevention Through Recovery
  - viii. G0360 – Preparing for Emergencies - What K-12 Schools Need to Know
  - ix. E0360 – Preparing for Emergencies: What School Staff Need to Know
  - x. G0361 – Multi-Hazard Emergency Planning for K-12 Schools

## **Part II: Emergency Operations Plan (EOP) Required Sections and Content**

**Note:** The outline provided below is a suggestion for how the required sections and content may be organized. An EOP that includes all of the sections and content below, no matter the order in which it is presented, will be in compliance with the minimum requirements.

### **Section I - Basic Plan**

- a. Introduction
  - i. Table of contents

- ii. Approval statement with dated signature of superintendent and/or principal
- iii. District level signature page with superintendent or district designee signature
- b. Purpose
  - i. State the purpose and/or procedures of the emergency operations plan and the scope for which it applies.
- c. Situation Overview
  - i. State the number of students and employees normally present on campus, and any scheduled daily differences in population, such as before and after school programs to include clubs and athletics.
  - ii. Identify the number of access and functional needs (AFN) students and limited-English proficient (LEP) students and staff per building.
- d. EOP Activation Authority
  - i. List the school's or district's policy and/or procedure for activation of the EOP.
  - ii. Identify the title(s) of those approved to activate the EOP.
  - iii. List the order of succession by title.
  - iv. Provide the policy or procedure for delegation of authority in an emergency.
- e. Communication
  - i. List communication methods for warning staff of an emergency and the policy/procedure for emergency notification to 911 (or local emergency response agencies, as appropriate).
- f. Direction, Control, and Coordination
  - i. Create an Incident Command System (ICS) organizational chart for your site, which will include a chain of command and alternates to implement and carry out the plan.
  - ii. At a minimum, include the following:
    - Incident Commander
    - Public Information Officer
    - Safety Officer
    - Liaison Officer
    - Operations Section
  - iii. Designate primary and alternate on-site command posts and staging areas.
  - iv. Identify persons to be notified during an emergency. List the agency, name, title, and contact information.
  - v. Utilize plain language for commands that alert staff and students to emergency responses. Code words shall not be used. Responses may include the following:
    - Evacuation
    - Lockdown
    - Shelter-in-place
  - vi. Designate primary and alternate evacuation routes and assembly areas.
  - vii. Designate primary and alternate on-site and off-site relocation areas, other necessary response, or recovery sites, and how students/staff would be moved or transported.

- viii. Describe how access and functional needs (AFN), limited or non-English proficient students and staff will be provided for.
- ix. Develop procedures for off-campus emergencies (field trips, bus accidents, etc.) and response procedures for before and after school programs.

## **Section II – Functional Annexes**

- a. At a minimum, include the following annexes:
  - i. On-site evacuation
  - ii. Off-site evacuation
  - iii. Lockdown
  - iv. Shelter-in-place
  - v. Parent-student reunification
  - vi. Communication and warning

## **Section III – Threat/Hazard Annexes**

- a. Based on the results of your hazard assessment, the top two hazard/threat priorities must be included in this section.
  - i. If priorities shift annually, add to the existing annexes included in this section during your annual review of the EOP.
- b. In addition to the top two prioritized threats/hazards, include a Communicable Disease/Pandemic Procedures Annex.

## **Appendices/Attachments**

- a. Hazard Assessment Worksheet
- b. ICS structure and ICS position responsibilities
- c. Student roster with parent/legal guardian phone numbers
- d. Master schedule
- e. Faculty/staff with emergency phone numbers
- f. Community emergency phone numbers
  - i. General Emergency Number – 911
  - ii. Ambulance
  - iii. Poison Control Center
  - iv. Police Department / Sheriff / State Police
  - v. Fire Department
  - vi. Local Hospital
  - vii. Public Health Department
- g. To assist students and staff, provide classroom guides for quick reference. Post guides in each classroom, indoor assembly area and school transportation vehicle.
- h. Map(s) of relocation site(s), to include: assembly areas, staging areas, request/release gates, medical and mental/behavioral health services, command post, and parent/guardian parking.

- i. Site plan or blueprint of the facility and floor plan(s) of the building(s) showing location of emergency utility shut-off valve locations, heat plants, boilers, generators, flammable liquid storage, other hazardous materials, fire-fighting equipment placement, Automatic External Defibrillators (AEDs), Stop the Bleed Kit, first aid facilities, and property and building access points.
- j. List of emergency operations personnel, including names, titles, addresses, telephone numbers, and organizational responsibilities.
- k. Sample statements/letters for use in notifying faculty, students, parents/guardians, and media about an emergency.
- l. Student accountability/release forms.

### **Part III: Plan Maintenance, Training, and Exercise**

- a. Conduct an annual review of the EOP and EOP attachments. Update plan as needed when lessons learned were identified after an emergency response, training, or exercise event.
- b. Collaborate with local emergency management, fire, law enforcement and public health agencies as needed when addressing hazard, threat, or risk assessments, plan development or revision, training, and exercises.
- c. Conduct annual training of all staff, to include substitute teachers, on warning/response signals, evacuation routes, assembly areas, emergency procedures, and chain of command (ICS).
- d. Develop guidance and train staff, to include substitute teachers, and parents/guardians on parent/guardian /student reunification.
- e. Annually review and provide training for your ICS team for those with assigned responsibilities.
- f. Annually practice as identified below each of the listed emergency response drills with all impacted students and staff. Note: the minimum number of required drills listed below may not be combined with any other required drill to receive credit for both.
  - i. Lockdown – three (3) per school year, one (1) of which shall occur when students are outside of the classroom.
    - o A lockdown is used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown drill is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.
    - o The first lockdown drill shall be completed by the school’s scheduled fall break. The second lockdown drill shall be completed no earlier than the end of fall break and no later than the school’s winter break. The final lockdown drill shall be completed no earlier than the end of winter break and no later than the beginning of spring break.
  - ii. Shelter-in-place – one (1) per school year.
    - o A shelter-in-place is used when building occupants are required to remain indoors, perhaps for an extended period, because it is safer inside the building/room than

outside. This approach is specifically used for adverse weather events or hazmat situations. Classroom activities may continue as planned at the discretion of school leadership.

- iii. Evacuation – follow evacuation drill requirements provided by the fire marshal for your jurisdiction.
  - o An evacuation is used to move students, staff, and other on-campus individuals away from threats, such as fires, train spills, or other hazards that affect the safety of the campus.
- g. Complete a debriefing after each drill within 5 business days to identify strengths and weaknesses in your plan with documentation. The plan should be updated as needed upon the recommendations of the debriefing. At a minimum, the drill debrief documentation shall include the following:
  - i. Name(s) of individuals completing and participating in debrief.
  - ii. Brief description of poor/unexpected responses during drill.
  - iii. Description of planned change for EOP.
- h. Complete and document the annual review and evaluation of the plan and provide stakeholders with revisions.