**Appendix N4**

**Samples of Goals/Objectives and Action Plan**

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| **Hazard: Tornado** | | | |
| Goal:  1) (BEFORE) Lessen effects of a tornado by strengthening/securing building(s) and property to prevent loss or injury to life.   1. (DURING) Protect life and property from damage by the tornado. 2. (AFTER) Provide necessary medical attention to those in need. | | | |
| Objectives:  1.1 Conduct shelter/tornado training and drills.  1.2 Identify location for shelter.  1.3 Ensure shelter location(s) are structurally sound.  2.1 Shelter all persons in the designated areas of the building.  2.2 Ensure building structure is secure without unsecure objects  2.3 Account for all persons and their safety.  3.1 Assess all persons' safety.  3.2 Call EMS to respond.  3.3 Immediately begin to provide first aid. (medical/PFA)  3.4 Evacuate from building. | | | |
| Before | | During | After |
| Prevention | Preparedness | Response | Recovery |
| Incident Commander | | | |
| * Develop EOP Plan prior |  | * Notify staff/students | * Recovery - work under ICS Structure * Announcement of end of threat * Determine if further action is needed |
| Public Information Officer | | | |
| * Public Information disseminated | * Public Information disseminated * Disseminate parent letter | * Public Information disseminated * Scripted announcement modified to situations | * Public Information disseminated * PIO update the all clear |
| Liaison Officer | | | |
|  | * Ensure alignment with LEOP | * Call 911 - to inform of Sheltering |  |
| Safety Officer | | | |
| * Ensure building are structurally sound * Ensure exterior doors lock | * Check local weather conditions on a regular basis * Access to weather alert radio * Ensure alignment with LEOP | * Everyone inside the building |  |
| Operations |  |  |  |
|  | * Assignments made for notification coverage * Assignment of staff at exterior doors | * Modify routines according to time of situation (i.e., dismissal, lunch, end of day) | * Identify students that need immediate physical/emotional support * Watch for students/staff signs & symptoms of distress |
| Planning |  |  |  |
| * Develop EOP Plan prior | * Have protocols developed for when school is weather watch/warnings * Determine needs of special ed/physically challenged * Review security procedures frequently * Copy & Laminate signage * Display Signage on areas of shelter * Create annual schedule of teaching protocols for parents * Create annual schedule of teaching protocols for staff/students * Create annual schedule for drilling * Educate students return from lunch, non-exit out of building protocol if in Shelter * Trainings/Drills are conducted * Educate students/staff on Shelter protocols * Create annual schedule of teaching protocols for parents * Create annual schedule of teaching protocols for staff/students * Educate parents on Shelter protocols |  |  |
| Logistics |  |  |  |
|  | * Regularly clean Shelter area * If feasible, hand held radios * Display Signage on areas of shelter * All Shelter locations identified, appropriate for type of hazard * Appropriate Shelter supplies placed in shelter locations (i.e., duct tape, plastic, bottled water) * Food and snacks * Ensure medicine, food, etc. for medical purposes available in Shelter * Supplies in Shelter (alternative supplies - flashlights, alternative power supply, First Aid Kit, Weather Alert Radio) |  |  |
| Finance/Administration |  |  |  |
|  | * List of students ready * Emergency contact list parents/guardians | * Accountability of students/staff | * Accountability of students/staff |

**Appendix N**

**Samples of Goals/Objectives and Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Incidental - Suicide** | | | |
| Goal:   1. (BEFORE) Prevent a suicide from occurring. (especially on school grounds) 2. (DURING) Protect all persons and loss of life. 3. (AFTER) Provide medical and psychological support to staff/students. | | | |
| Objectives:  1.1 Provide comprehensive multi-level suicide prevention training to staff/students.  1.2 Make available a report line to share concerns of reference suicidal staff/students.  1.3 Develop strong relationships with all students/staff.  2.1 Secure all persons in the building.  2.2 Account for all persons.  2.3 Call law enforcement/EMS.  3.1 Provide first aid to those in need.  3.2 Provide PFA to those in need. | | | |
| Before | | During | After |
| Prevention | Preparedness | Response | Recovery |
| Incident Commander | | | |
| * Develop EOP Plan prior * Comprehensive Supervision of all staff/students in all settings |  | * Align memorials with PFA * Notify staff/students | * Align memorials with PFA * Recovery - work under ICS Structure * Announcement of end of threat * Determine if further action is needed |
| Public Information Officer | | | |
| * Public Information disseminated | * Scripted announcement ready to be modified * Public Information disseminated * Disseminate parent letter | * Public Information disseminated * Scripted announcement modified to situations | * Scripted announcement modified to situations * Public Information disseminated * PIO update the all clear |
| Liaison Officer | | | |
|  | * Ensure alignment with LEOP | * Contact ESU for PFA assistance * Call 911 - to inform of Sheltering | * Contact ESU for PFA assistance * Contact suicide partners (i.e., LOSS teams) |
| Safety Officer | | | |
| * Ensure buildings are structurally sound * Ensure exterior doors lock | * Ensure alignment with LEOP | * Everyone inside the building | * Follow through with Bully/Cyberbullying reports |
| Operations | | | |
|  | * Assignment of staff at exterior doors * Identify PFA support rooms for PFA team * Assignments made for notification coverage | * Align memorials with PFA * Modify routines according to time of situation (i.e., dismissal, lunch, end of day) | * Checking in with staff/students who may have been affected * Watch for students/staff signs & symptoms of distress * Identify students that need immediate physical/emotional support |
| Planning | | | |
| * Develop EOP Plan prior | * Suicide Prevention Training * Team has been trained in PFA * Support team has PFA process in place * Review security procedures frequently * Educate students/staff on Suicide prevention |  |  |
| Logistics | | | |
|  | * Ensure medicine, food, etc. for PFA support rooms |  |  |
| Finance/Administration | | | |
|  | * Emergency contact list parents/guardians | * Accountability of students/staff | * Accountability of students/staff |

**Appendix N**

**Samples of Goals/Objectives and Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secure: Chemical or Hazardous Material (in Community)** | | | |
| Goal:  1) (BEFORE) To be as prepared as possible to respond to a chemical or hazardous materials spill.  2) (DURING) Protect all persons from injury or harm.  3) (AFTER) Determine the safety and quality of air/surroundings. | | | |
| Objectives:  1.1 Be prepared and have knowledge of what possible chemicals are in your community.  1.2 To identify locations to shelter during a chemical spill.  1.3 To have all necessary materials/supplies for room sealing.  1.4 Ensure HVAC shut offs are in working condition.  1.5 Provide training to staff and students how to shelter and seal an identified location.  2.1 Notify and ensure all persons to shelter because of chemical spill.  2.2 Account for all staff and students.  2.3 All locations with people are sealed.  2.4 Administer first aid.  3.1 Connect with local fire/rescue for assistance to determine next steps.  3.2 Prepare to evacuate or return to a learning environment. | | | |
| Before | | During | After |
| Prevention | Preparedness | Response | Recovery |
| Incident Commander | | | |
| * Develop EOP Plan prior |  | * Notify staff/students | * Recovery - work under ICS Structure * Announcement of end of threat * Determine if further action is needed |
| Public Information Officer | | | |
| * Public Information disseminated | * Scripted announcement ready to be modified * Public Information disseminated * Disseminate parent letter | * Disseminate parent letter * Public Information Disseminated * Scripted announcement modified to situations | * Announcement of end of threat * Disseminate parent letter * Public Information disseminated * PIO update the all clear |
| Liaison Officer | | | |
|  | * Ensure alignment with LEOP | * Call 911 |  |
| Safety Officer | | | |
| * Review security procedures frequently * Ensure building are structurally sound * Ensure exterior doors lock | * Check local weather conditions on a regular basis * Access to weather alert radio * Ensure alignment with LEOP * Identify perimeter access points | * Everyone inside the building |  |
| Operations | | | |
|  | * Assignments made for notification coverage * Assignment of staff at exterior doors | * Lock outside doors * Secure the perimeter * Modify routines according to time of situation (i.e., dismissal, lunch, end of day) * HVAC system turned off for chemical spill * Checking in with staff/students who may have been affected | * Identify students that need immediate physical/emotional support * Watch for students/staff signs & symptoms of distress * Checking in with staff/students who may have been affected |
| Planning | | | |
| * Develop EOP Plan prior | * Educate parents on secure protocols * Educate students/staff on secure protocols * Create annual schedule of teaching protocols for parents * Create annual schedule of teaching protocols for staff/students * Create annual schedule for drilling * Determine needs of special ed/physically challenged * Review security procedures frequently * Copy & Laminate signage * Display Signage on areas of shelter * Educate students return from lunch, non-exit out of building protocol * Trainings/Drills are conducted |  |  |
| Logistics | | | |
|  | * Regularly clean Shelter area * If feasible, hand held radios * Display Signage on areas of shelter * All Shelter locations identified, appropriate for type of hazard * Appropriate Shelter supplies placed in shelter locations (i.e., duct tape, plastic, bottled water) * Food and snacks * Ensure medicine, food, etc. for medical purposes available in Shelter * Supplies in Shelter (alternative supplies - flashlights, alternative power supply, First Aid Kit, Weather Alert Radio) * Have ‘go bags’ ready |  |  |
| Finance/Administration | | | |
|  | * List of students ready * Emergency contact list parents/guardians | * Accountability of students/staff | * Accountability of students/staff |

**Appendix N**

**Samples of Goals/Objectives and Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lockdown - Intruder in building** | | | |
| Goal:   1. (BEFORE) Prevent an intruder on school grounds. 2. (DURING) Protect all persons from injury or loss of life. 3. (AFTER) Provide necessary medical/PFA attention to those in need | | | |
| Objectives:  1.1 Security measures in place.  1.2 Provide SRP training to all staff and students at least twice a year.  2.1 Implement lockdown: locks, lights, out of sight.  2.2 Account for all persons.  2.3 Call 911 for law enforcement and EMS to respond.  2.4 Begin first aid and PFA where feasible.  3.1 Continue first aid and PFA. | | | |
| Before | | During | After |
| Prevention | Preparedness | Response | Recovery |
| Incident Commander | | | |
| * Develop EOP Plan prior * Threat *management* process in place | * Threat *assessment* team and process in place | * Establish Incident Command * Not opening classrooms w/o law enforcement * Notify staff/students | * Administrator or law enforcement officer unlock each classroom door for the all clear * Recovery - work under ICS Structure * Announcement of end of threat * Determine if further action is needed |
| Public Information Officer | | | |
| * Public Information disseminated | * Public information disseminated * Disseminate parent letter | * Public Information disseminated * Scripted announcement modified to situations | * Public Information disseminated * PIO update the all clear |
| Liaison Officer | | | |
|  | * Ensure alignment with LEOP * Collaborating with community partners | * Call 911 * Ensure alignment with LEOP * Communication with EMS and Law Enforcement | * Ensure alignment with LEOP |
| Safety Officer | | | |
| * Ensure building are structurally sound * Ensure exterior doors lock * Review security procedures frequently | * Ensure alignment with LEOP | * Everyone inside the building * Protect crime scene * Don’t touch anything |  |
| Operations | | | |
|  | * Assignments made for notification coverage * Assignment of staff at exterior doors * Testing alarm and intercom systems * Buses available for evacuation * Evacuation sites tested for functionality * If feasible, hand held radios | * Modify routines according to time of situation (i.e., dismissal, lunch, end of day) * Assign personnel to, set and mark perimeter at school * Assign personnel to, set and mark perimeter at reunification site | * Identify students that need immediate physical/emotional support * Watch for students/staff signs & symptoms of distress * Render First aid * Assign personnel to, set and mark perimeter at school * Assign personnel to, set and mark perimeter at reunification site |
| Planning | | | |
| * Develop EOP Plan prior * Office Personnel attend Secretaries Safety Training | * Establish media location * Evacuation sites identified * Third party identified to answer student call when self-evacuating * Third party trained how to answer call * Determine needs of special ed/physically challenged * Copy & Laminate signage * Display Signage on areas of shelter * Create annual schedule of teaching protocols for parents * Create annual schedule of teaching protocols for staff/students * Create annual schedule for drilling * Educate students return from lunch, non-exit out of building protocol * Trainings/Drills are conducted * Educate students/staff on protocols * Educate parents on protocols * Establish strong visitor protocols * Educate all staff/students on visitor protocols * Exercise possible situations * Educate substitutes on protocols * Practice and test “out of sight” * Reunification sites identified * Reunification drilled and exercised * Set up the reunification site and process (PFA support, interview, notification rooms) |  |  |
| Logistics | | | |
|  | * Doors/windows numbered (interior & exterior) * Have ‘go bags’ ready * ROK KIT prepared and ready * Ensure medicine, food, etc. for medical purposes available in Shelter * Supplies in Shelter (alternative supplies - flashlights, alternative power supply, First Aid Kit) * If feasible, hand held radios |  |  |
| Finance/Administration | | | |
|  | * List of students ready * Emergency contact list parents/guardians | * Accountability of students/staff | * Accountability of students/staff |

**Appendix N**

**Samples of Goals/Objectives and Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evacuate - Fire** | | | |
| Goal:   1. (BEFORE) Prevent a fire from occurring on school grounds. 2. (DURING) Protect Students/Staff from injury or loss of life. 3. (AFTER) Provide necessary medical attention to those in need. | | | |
| Objectives:  1.1 Provide fire prevention training to all students and staff especially those who use combustible materials or equipment.  1.2 Store combustible materials in fire safe containers or rooms.  2.1 Evacuate everyone leaves the building immediately in an orderly and safe manner.  2.2 Account for all persons.  3.1 Notify 911 and EMS.  3.2 Immediately begin first aid. | | | |
| Before | | During | After |
| Prevention | Preparedness | Response | Recovery |
| Incident Commander | | | |
| * Develop EOP Plan prior |  | * Notify staff/students | * Recovery - work under ICS Structure * Announcement of end of threat * Determine if further action is needed |
| Public Information Officer | | | |
|  | * Scripted announcement to be modified for situations * Disseminate SRP parent letter * Public Information disseminated | * Disseminate parent letter * Public Information disseminated * Scripted announcement modified to situations | * Disseminate parent letter * Public Information disseminated * PIO update the all clear * PIO notification regarding next school day |
| Liaison Officer | | | |
|  | * Ensure alignment with LEOP | * Call 911 * Ensure alignment with LEOP * Communication with EMS and Law Enforcement |  |
| Safety Officer | | | |
| * Ensure buildings are structurally sound * Ensure exterior doors lock | * Supervision of student movement to location (backup plan if teacher/staff incapacitated) * Review security procedures frequently | * Everyone outside the building * Supervision of student movement to location (backup plan if teacher/staff incapacitated * Ensure accessibility at all times to evacuation site | * Supervision of student movement to location (backup plan if teacher/staff incapacitated) * Ensure accessibility at all times to evacuation site |
| Operations | | | |
| * Ensure buildings are structurally sound * Ensure exterior doors lock | * Reunification with parents following SRM * Assignments made for notification coverage * Assignment of staff at exterior doors * Assigned staff for safe street crossing * Ensure accessibility at all times to evacuation site | * Reunification with parents following SRM * Display SRP Signs on building doors * Modify routines according to time of situation (i.e., dismissal, lunch, end of day) * Assigned staff for safe street crossing | * Reunification with parents following SRM * Assigned staff for safe street crossing * Identify students that need immediate physical/emotional support * Watch for students/staff signs & symptoms of distress * Carry out procedures for early dismissal due to evacuate situation |
| Planning | | | |
| * Display SRP Posters around building | * Identify Evacuation Site - backup site identified * Determine procedures for early dismissal due to evacuate situation * Determine needs of special ed/physically challenged * Copy & Laminate signage * Display SRP Posters around building * Create annual schedule of teaching evacuate protocols for parents * Create annual schedule of teaching evacuate protocols for staff/students * Create annual schedule for drilling * Educate students return from lunch, non-exit out of building protocol if in Evacuation * Trainings/Drills are conducted * Educate students/staff on Evacuation protocols * All Evacuation locations identified, appropriate for type of hazard type |  |  |
| Logistics | | | |
| * Develop a Transportation plan | * Transportation plan * If feasible, hand held radios * Appropriate supplies (i.e., bottled water) * Have ‘to go’ bags ready * Food and snacks * Ensure medicine, food, etc, for medical purposes available * Coordinate supplies in Evacuate (alternative supplies - flashlights, First Aid Kit, bottled water) | * Transportation plan | * Transportation plan |
| Finance/Administration | | | |
|  | * List of students ready * Emergency contact list parents/guardians | * Accountability of students/staff | * Accountability of students/staff |