

**Emergency Operation Plan**

**September 1, 2021**

Mountain Village Charter School

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SIGNATORY PAGE

This school emergency operations plan has been completed and approved through a collaboration of efforts in the community, including:

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A. Purpose of the Plan

The purpose of the Mountain Village Charter School (MVCS) Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of MVCS and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that MVCS has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. MVCS regularly schedules in-service training for faculty and staff.

Lastly, developing, maintaining, and exercising the School EOP increases MVCS’s legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability. This plan supersedes all previous plans.

B. Scope of the Plan

The MVCS Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

1. Definitions

Incident: An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The Head of School/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

2. School Board Policy Statement

 The MVCS Emergency Operations Plan operates within the framework of the MVCS School Board policy.

C. Situation Overview/Hazard Analysis Summary

 1. School Population

 a. General Population

MVCS’s current enrollment is approximately 104 elementary and middle-school students located in two separate campuses. The Lower El campus has 2 connected one story classrooms and the Upper El campus is made up of 3 classrooms on one floor of a separate building. These students are supported by a committed staff and faculty consisting of: 13 Teachers and specialists and 2 administrators.

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available in the main office. The master schedule is also located in Appendix A as a reference.

 b. Special Needs Population

MVCS is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with: Cognitive or emotional disabilities, Deafness or hearing loss, Blindness or vision loss, Mobility/physical disabilities (permanent and temporary), and Medically fragile health (including asthma and severe allergies).

High-Priority Hazards

Flooding is a natural feature of the climate, topography, and hydrology of Plymouth and its surrounding areas. Flooding predominates throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather.

The Pemi and Baker Rivers, flood every year. Long periods of rainfall and mild temperatures are normally the cause. MVCS is not located in a flood plain, but flooding can impact the outdoor classrooms in terms of altering the stream and river banks that the students frequent.

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee.

Severe Storm

Plymouth and its surrounding areas are vulnerable to severe local storms most often in the winter. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm, the level of preparation by MVCS, and the equipment and staff available to perform tasks to lessen the effects of severe local storms.

During winter storms, high snowfall and cold temperatures can result in significant snow accumulations. The accumulations aggravated by drifting snow, and ice in roof drains could cause excessive weight to accumulate on the roofs of the school buildings. Appropriate monitoring and snow removal is imperative.

Fire

Fire does present a hazard in a typical manner. There are no hazardous chemicals stored at the facilities to a degree that would be concerning. There are electric heaters that run in classrooms during the winter occasionally and they are turned off each night**.** We are inspected annually by the fire department and all buildings are up to code. We will have 9 fire evacuation drills a year and the staff is made aware of the evacuation plan.

MVCS will have one all hazard response drill during the school year.

Intruder

While a hostile intruder incident has never occurred at MVCS, MVCS, like any school, is vulnerable to intruders. MVCS does have a safe word that staff would use if there were an intruder on campus. MVCS staff participated in an on-site training/workshop with the Plymouth police department 2 years ago specific to hostile intruders. The trainers toured the campus and met with administration prior to the workshop. MVCS reaches out to the Plymouth PD throughout the year to extend the invitation for them to return to campus and remain familiar with the campus, students and staff.

MVCS does not conduct an emergency response to an assailant drill for the whole school but plans are discussed with the whole staff during at least one staff meeting a year. Per the instructions of the Plymouth PD, MVCS staff will conduct themselves as they are able during an armed assault. Staff could: find a room and lock/ barricade everyone in it; evacuate the entire class into our outdoor classrooms where students and teachers could hide more safely; and or be prepared to protect the students by using anything in the room and evacuating the students.

Civil Disturbance

The City of Plymouth, like most towns with moderate to large University populations, is vulnerable to civil disturbances.

MVCS is located about 5 miles from the campus of the University and the town center of Plymouth. If a civil disturbance were to occur within the town the school would likely not be impacted directly. But the staff would be prepared to react to the indirect consequences i.e. contacting all families to keep them informed.

Terrorism

MVCS, like other public institutions, is vulnerable to terrorist activity.

 4. Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. MVCS fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. MVCS is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. MVCS has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

For example, of the many hazards that can endanger a school facility and its service to the community, the most prevalent is fire. MVCS operates in accordance with State building codes, in the form of approved materials, fire-resistant assemblies, exiting requirements, the width and design of stairs, the dimensions of corridors, and many other standards.

D. Planning Assumptions and Limitations

1. Planning Assumptions

Stating the planning assumptions allows MVCS to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP assumes:

* The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
* A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
* A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
* Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
* There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
* Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
* Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident related losses.
* Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school’s readiness to respond to incidents. A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

2. Limitations

It is the policy of MVCS that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, MVCS can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

1. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, MVCS participates in the local government’s NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner.

MVCS recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

MVCS works with local government agencies to remain NIMS compliant. NIMS compliance for school districts includes completing the following:

* Adopt the use of the Incident Command System (ICS). All staff and students who assume roles described in this plan will receive ICS-100 training. ICS-100 is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.
* Complete NIMS awareness course IS-700 NIMS: An Introduction. IS-700 is a Web-based course available free from the Emergency Management Institute.
* All persons assuming roles described in the basic plan or annexes will take the IS-700 course. Participate in local government’s NIMS preparedness program and incorporate the school plan into the community EOP.
* Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan’s procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

B. Implementation of the Incident Command System (ICS)

In a major emergency or disaster, MVCS may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used in all phases of incident management, including pre-incident activities, response, and recovery.]

The Incident Commander at MVCS will be delegated the authority to direct all incident activities within the school’s jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the Head of School or other officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

C. Initial Response

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate. The Head of School or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans. The Head of School or designee will assign an Incident Commander based who is most qualified for that type of incident.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes:

* A list of the kinds of tasks to be performed by position and organization.
* An overview of who does what.

The Head of School is not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. If this School’s EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

 A. Head of School/Building Administrator

The Head of School may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the Head of School still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the Head of School to focus on policy-level activities and interfacing with other agencies and parents. The Head of School shall coordinate between the superintendent’s office and the Incident Commander.

 B. Incident Commander

The Incident Commander responsibilities include:

* Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
* Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
* Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
* Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
* Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.) Keep the Head of School and other officials informed of the situation.
* Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.
1. Lead Teachers

Responsibilities include:

* Supervise students under their charge.
* Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
* Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
* Give appropriate action command during an incident.
* Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
* Report missing students to the Incident Commander or designee.
* Execute assignments as directed by the Incident Commander or ICS supervisor.
* Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
* Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

D. Instructional Assistants

Responsibilities include assisting teachers as directed.

* Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
* Execute assignments as directed by the Incident Commander or ICS supervisor.

E. School Secretary/Office Staff

Responsibilities include:

* Answer phones and assist in receiving and providing consistent information to callers.
* Provide for the safety of essential school records and documents.
* Execute assignments as directed by the Incident Commander or ICS supervisor.
* Provide assistance to the Head of School and Policy/Coordination Group.
* Monitor radio emergency broadcasts.
* Assist with health incidents as needed, acting as messengers, etc.

F. Other Staff (e.g., Itinerant Staff, Substitute Teachers)

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

G. Students

* Responsibilities include:
* Cooperate during emergency drills and exercises, and during an incident.
* Learn to be responsible for themselves and others in an incident.
* Understand the importance of not being a bystander by reporting situations of concern.
* Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
* Take an active part in school incident response/recovery activities, as age appropriate.

H. Parents/Guardians

Responsibilities include:

* Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
* Participate in volunteer service projects for promoting school incident preparedness.
* Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
* Practice incident management preparedness in the home to reinforce school training and ensure family safety.
* Understanding their roles during a school emergency.

IV. DIRECTION, CONTROL, AND COORDINATION

A. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the School EOP will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

The ICS is organized into the following functional areas:

 1. Incident Command: Directs the incident management activities using strategic guidance provided by the Policy Group.

School-related responsibilities and duties include:

* Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
* Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
* Coordinate media relations and information dissemination with the Head of School.
* Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises. Document all activities.

2. Operations Section: Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

 Specific responsibilities include:

* Analyze school staffing to develop a Parent-Student Reunification Plan, and implement an incident action plan.
* Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing facility.
* Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
* Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
* Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
* Document all activities.

Potential Teams:

Search & Rescue Team

Search & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for:

* Identifying and marking unsafe areas.
* Conducting initial damage assessment.
* Obtaining injury and missing student reports from teachers.

First Aid Team

First Aid Teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for:

* Setting up first aid area for students.
* Assessing and treating injuries.
* Completing master injury report. Note: The Logistics Section provides care to responders (if needed).
* The Operations Section First Aid Team is dedicated to students or other disaster victims.

Evacuation/ Shelter/Care Team

Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water.

The Evacuation/Shelter/Care Team is responsible for:

* Accounting for the whereabouts of all students, staff, and volunteers.
* Setting up a secure assembly area.
* Managing sheltering and sanitation operations.
* Managing student feeding and hydration.
* Coordinating with the Student Release Team.
* Coordinating with the Logistics Section to secure the needed space and supplies.

Facility & Security Response Team

The Facility & Security Response Team is responsible for:

* Locating all utilities and turning them off, if necessary.
* Securing and isolating fire/HazMat.
* Assessing and notifying officials of fire/HazMat.
* Conducting perimeter control.

Crisis Intervention Team

The Crisis Intervention Team is responsible for:

* Assessing need for onsite mental health support.
* Determining need for outside agency assistance.
* Providing onsite intervention/counseling.
* Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.

Student Release Team

Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for:

* Setting up secure reunion area.
* Checking student emergency cards for authorized releases.
* Completing release logs.
* Coordinating with the Public Information Officer on external messages.

3. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

* Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
* Document all activities.

4. Logistics Section: Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

* Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.  Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
* Document all activities.

5. Finance/Administration Section: Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties may include:

* Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
* Develop a system to monitor and track expenses and financial losses, and secure all records.

This section may not be established onsite at the incident. Rather, the school and school district management offices may assume responsibility for these functions.

 B. Coordination with Policy/Coordination Group

In complex incidents, a Policy/Coordination Group will be convened at the school district operations center. The role of the Policy/Coordination Group is to:

* Support the on-scene Incident Commander.
* Provide policy and strategic guidance.
* Help ensure that adequate resources are available.  Identify and resolve issues common to all organizations.
* Keep elected officials and other executives informed of the situation and decisions.
* Provide factual information, both internally and externally through the Joint Information Center.

The MVCS Head of School and Incident Commander will keep the Policy/Coordination Group informed.

C. Coordination with First Responders

An important component of the MVCS EOP is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and MVCS.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The school Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

D. Source and Use of Resources

 MVCS will use its own resources and equipment to respond to incidents until incident response personnel arrive. Parent volunteers and community members have been trained to assist if called upon and available after an incident occurs.

 V. COMMUNICATIONS

 Communication is a critical part of incident management. This section outlines MVCS’s communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

 A. Internal Communications

1. Communication Between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

* Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the Head of School, who contacts the members of the Incident Management Team. Team members then in turn will contact groups of staff (teachers, administrators, and support staff).
* Group text message: The HoS will send a group text message to all staff, in line with how weather related closings are currently communicated.
* Morning Faculty Meeting: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
* End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day’s events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

 B. External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from MVCS about the incident, what is being done about it, and the safety of the children and staff.

1. Communication with Parents

Before an incident occurs, MVCS will:

* Develop a relationship with parents so that they trust and know how to access alerts and incident information.
* Inform parents about the school’s Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter
* Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.
* Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

In the event of an incident, MVCS will:

* Disseminate information via our One Call system, text messages, radio announcements, and emails to inform parents about exactly what is known to have happened.
* Implement the plan to manage phone calls and parents who arrive at school.
* Describe how the school and school district are handling the situation.
* Provide information regarding possible reactions of their children and ways to talk with them. Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
* Inform parents and students when and where school will resume.

After an incident, MVCS administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

2. Communication with the Media

In the event of an incident, the Incident Commander will:

* Designate a Public Information Officer.
* Establish an off-campus briefing area for media representatives.
* Determine the need to establish or participate in a Joint Information Center.
* Coordinate messages with the Head of School and Policy Group.

All MVCS employees are to refer all requests for information and questions to the designated spokesperson or Joint Information Center (if established).

Media contacts at the major television, Internet, and radio stations are maintained by the Head of School. In the case of an incident, these media contacts will broadcast MVCS’s external communications plans, including the information hotline for parents and guardians.

3. Handling Rumors

 In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, MVCS will:

* Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
* Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
* Designate and brief personnel answering calls to help control misinformation.
* Conduct briefings for community representatives directly associated with the school.
* Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

After the immediate incident response period, MVCS will conduct public meetings as needed. These meeting are designed to provide the opportunity for people to ask questions and receive accurate information.

 4. Communication with First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction.

5. Communication After an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school’s educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

 The staff/faculty teams will:

* Conduct a comprehensive assessment of the physical and operational recovery needs.
* Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
* Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
* Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
* Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
* Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
* Educate school personnel, students, and parents on available crisis counseling services.
* Apprise the Columbia County Office of Education of recovery status.

The school will:

* Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
* Establish absentee policies for teachers/students after an incident.
* Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
* Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, telegroup tutoring, etc.
* Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
* Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

C. Communication Tools

Some common internal and external communication tools that MVCS may use include the following:

* Standard telephone
* Cellular telephones: These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site.
* Two-way radio: Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All staff will be trained to understand how to operate the two-way radio.
* Computers: A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.
* Fax machines: Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.
* Whistles: Whistles should be included in crisis kits in order to signal a need for immediate attention or assistance

Behavioral Health

 Suicide Prevention

 The School Board is committed to protecting the health, safety and welfare of its students and

school community. The Board is developing a policy that supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

All full time MVCS staff members participated in the UNH Suicide Prevention Training with Christine Miller on Thursday, August 20, 2020 from 9am-11am.

VI. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Agreements and Contracts

If school resources prove to be inadequate during an incident, MVCS will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel.

B. Recordkeeping

1. Administrative Controls

MVCS is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

2. Activity Logs

 The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:

* Activation or deactivation of incident facilities.
* Significant changes in the incident situation.
* Major commitments of resources or requests for additional resources from external sources.
* Issuance of protective action recommendations to the staff and students.
* Evacuations.
* Casualties.
* Containment or termination of the incident.

C. Incident Costs

1. Annual Incident Management Costs

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

2. Incident Costs

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

* Personnel costs, especially overtime costs,
* Equipment operations costs,
* Costs for leased or rented equipment,
* Costs for contract services to support incident management operations, and
* Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

 D. Preservation of Records

In order to continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The main causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

The Core School Emergency Operations Planning Team is responsible for the overall maintenance and revision of the MVCS EOP. The Exercise Planning Team is responsible for coordinating training and exercising the School EOP. Both teams are expected to work closely together to make recommendations for revising and enhancing the plan.

The School Board is responsible for approving and promulgating this plan. Community fire, law enforcement, and emergency managers’ approval and suggestions will also be requested.

A. Approval and Dissemination of the Plan

 The School Board together with the Head of School will approve and disseminate the plan and its annexes following these steps:

* Review and Validate the Plan
* Present the Plan (for Comment or Suggestion)
* Obtain Plan Approval (School Board)
* Distribute the Plan

 1. Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format and maintained by the Core School Emergency Operations Planning Team.

 2. Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Core School Emergency Operations Planning Team will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the School Board.

B. Plan Review and Updates

The basic plan and its annexes will be reviewed annually by the Core School Emergency Operations Planning Team, emergency management agencies, and others deemed appropriate by school administration. The Head of School will establish a schedule for annual review of planning documents.

The School EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

C. Training and Exercising the Plan

MVCS understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The Exercise Planning Team will coordinate training and exercising efforts in accordance with the Homeland Security Exercise and Evaluation Program.

Basic training and refresher training sessions will be conducted during one of the first in-service days of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory School EOP training will include:

* Hazard and incident awareness training for all staff.
* Orientation to the School EOP.
* First aid and CPR for all staff.
* Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
* Two online FEMA courses: ICS 100 and IS-700. Both courses are available for free at FEMA’s Emergency Management Institute Web site.

Additional training will include drills, and tabletop and functional exercises. Drills will be conducted at least once per semester. Exercises will occur at least once per school year.

Approved parent volunteers and community members will also be incorporated into larger training efforts.

All MVCS staff members are expected to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

Hazard and Threat Specific Annex

NATURAL HAZARDS: FLOOD (NEAR OR ON SCHOOL GROUNDS)

I. PURPOSE

Flooding is a natural feature of the climate, topography, and hydrology of Plymouth and its surrounding areas. Some floods develop slowly during an extended period of rain or in a warming trend following a heavy snow. Flash floods can occur quickly, without any visible sign of rain. Catastrophic floods are associated with burst dams and levees, hurricanes, storm surges, and earthquakes. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a flood.

II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a flood near or on school grounds.

III. CORE FUNCTIONS

The National Weather Service and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the school community via radio, television, Internet, and telephone. In the event of a flood, the Incident Commander, or Head of School, will activate the EOP and implement the Incident Command System.

 A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a flood include the following: Evacuation

* Reverse Evacuation
* Relocation
* Parent-Student Reunification
* Special Needs Population
* Continuity of Operations (COOP)
* Recovery: Psychological Healing

B. Activating the EOP

The Head of School/building administrator will determine the need to activate the EOP and designate an Incident Commander.

1. Incident Commander Actions
* Issue stand-by instruction. In consultation with the Head of School/Policy Group determine if evacuation is required.
* Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
* Delegate a search team to ensure that all students have been evacuated.
* Activate communications plan.
* Determine if additional procedures should be activated.
* Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
* Notify the Head of School/Policy Group of the status and action taken.
* Update the Head of School/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
* Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
* Determine whether school will be closed or remain open.
* Document all actions taken.

1. Incident Management Team
* Monitor radio and Internet for flood information and report any developments to the Incident Commander.
* Review procedures with staff as needed.
* Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
* Implement the internal and external communications plan.
* Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded.
* Implement additional procedures as instructed by the Incident Commander.
* Take appropriate action to safeguard school property.
* Document all actions taken.

1. Staff Actions
* Execute evacuation procedures when instructed by the Incident Management Team
* Take the class roster and emergency to-go kits.
* Take attendance before leaving the campus.
* Remain with students throughout the evacuation process.
* Upon arrival at the safe site, take attendance. Report any missing or injured students to the Incident Commander.
* Do not return to the school building until it has been inspected and determined safe by proper authorities.
* Document all actions taken.

Earthquake

 I. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an earthquake onto school grounds or in the school building.

III. CORE FUNCTIONS

In the event of an earthquake, the Incident Commander, or Head of School, will activate the EOP and implement the Incident Command System.

 A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a flood include the following: Evacuation

* Reverse Evacuation
* Relocation
* Parent-Student Reunification
* Special Needs Population
* Continuity of Operations (COOP)
* Recovery: Psychological Healing

B. Activating the EOP

The Head of School/building administrator will determine the need to activate the EOP and designate an Incident Commander.

1. Incident Commander Actions
* Issue stand-by instruction. In consultation with the Head of School/Policy Group determine if evacuation is required.
* Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
* Delegate a search team to ensure that all students have been evacuated.
* Activate communications plan.
* Determine if additional procedures should be activated.
* Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
* Notify the Head of School/Policy Group of the status and action taken.
* Update the Head of School/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
* Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
* Determine whether school will be closed or remain open.
* Document all actions taken.

1. Incident Management Team
* Monitor radio and Internet for earthquake information and report any developments to the Incident Commander.
* Review procedures with staff as needed.
* Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
* Implement the internal and external communications plan.
* Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded.
* Implement additional procedures as instructed by the Incident Commander.
* Take appropriate action to safeguard school property.
* Document all actions taken.

1. Staff Actions
* Execute evacuation procedures when instructed by the Incident Management Team
* Take the class roster and emergency to-go kits.
* Take attendance before leaving the campus.
* Remain with students throughout the evacuation process.
* Upon arrival at the safe site, take attendance. Report any missing or injured students to the Incident Commander.
* Do not return to the school building until it has been inspected and determined safe by proper authorities.
* Document all actions taken.

**HAZARD SPECIFIC ANNEXES**

**Medical Response Annex**

This hazard specific annex is to define the actions and roles necessary to provide a coordinated

emergency response. Should MVCS experience a medical emergency event; MVCS will determine the appropriate course of action based on the number and severity of the medical needs of the students, staff and visitors. Life safety is the main consideration for all decisions.

A. Purpose

This hazard specific annex is activated when it is necessary to protect and treat staff, students or visitors

during medical emergencies events.

B. Scope

The Medical Emergencies Annex response procedure outlines steps to be taken by staff and students in

order to mitigate injury(s) or illness beyond the assigned school nurse(s) or medical staff(s) intervention

capabilities. Designated staff members should be required to participate in the development,

implementation, and evaluation of the school’s EOP as it relates to this annex.

C. Responsibilities

* Appropriate staff will be provided with information about students in his/her classroom having

special medical or physical needs; such conditions might include allergies, fainting, seizures, or

diabetes; and include procedures that the teacher may follow in these specific emergencies.

* Staff will undergo training and participate in medical incident management exercises.
* Staff will be assigned to coordinate and maintain training and licensing requirements for medical

training (ex. CPR, AED and first-aid), and the maintenance of related equipment.

* The administration will serve as the “trauma and mass casualty response

team” and ensure proper supplies for potential critical medical events (ie; trauma kits).

* Staff assigned to work with functional needs students will undergo training which pertains to the medical treatment and preparation for transport of their student(s).

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

Notice of a medical emergency event:

* Stay calm and keep your voice calm when giving directions; especially to students.
* A medical emergency is a life- threatening injury, illness or physical situation. Should a medical

emergency occur, immediately notify the Main Office or School Administration.

* Request notification of Emergency Medical Services for transport via 9-1-1, if appropriate.
* The school’s Incident Commander or School Administration shall notify emergency services via

9-1-1 as soon as possible. Provide the following information for emergency services:

* Description of injury, illness or physical situation(s).
* Approximate age(s) and number of patients
* Location of patient(s)
* Point of contact information
* Do not move patient(s) unless they are in immediate danger of further injury
* If appropriate, move other students or staff to an unaffected area while medical event is occurring.
* Decision to Transport:
	+ Will be determined by highest trained medical professional(s), Director, designee or supervising teacher
	+ Notify Director
	+ Notify parents, guardian or appropriate agencies
	+ Assign a school representative to respond to receiving medical facility to act as guardian for the transported student or faculty member until the arrival of patient’s family member
	+ Complete appropriate documentation

After the Incident/Next Steps

* The following procedures will be implemented by staff after an event occurs to assess the effectiveness of this annex and whether changes should be implemented to the emergency operations plan.
* Conduct an after action briefing, in a no-fault environment, to discuss and reassess the procedures utilized to determine if changes need to be implemented.
* Makes changes to procedure as needed and approved by governance committee

**Winter Storm**

A. Purpose

Activated when it is necessary to protect staff and students from a winter storm that may have lasting

effects on the school and the community. New Hampshire experiences blizzards (defined by the National Weather Service as wind speeds in excess of 35 miles per hour with visibilities below one quarter of a mile for at least three hours), as well as other hazardous winter weather phenomena including but not limited to ice storms and snow squalls (short lived, intense snow events that can create whiteout conditions with little or no warning).

B. Scope

The Winter Storm Annex outlines steps to be taken by staff and students in order to mitigate injury or

death during an incident. Designated staff members are required to participate in the development,

implementation, and evaluation of the school EOP as it relates to this annex.

C. Responsibilities

To implement the Winter Storm Annex:

* All staff will undergo training and participate in incident management training and drills
* The Director will determine whether or not to cancel school or let students/staff release early
* Staff will review the policies and procedures in place to ensure transportation and communications systems are in place to support decision making
* Staff assigned to work with functional needs students will undergo training which pertains to the needs of their student(s)
* Emergency Management and response personnel will review and provide input into the plan and the activation of this annex

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

Director/Administration -Shall implement the provisions of this annex if appropriate

* Maintain communication with the Director regarding any additional resources required
* Activate the school EOP where appropriate
* Monitor the National Weather System Radio or Emergency Management notifications from the

State of New Hampshire Department of Homeland Security and Emergency Management NH Alerts

**Structural Fire Annex**

This hazard specific annex is to define the actions and roles necessary to provide a coordinated emergency response. Should MVCS experience a structural fire, the school’s Incident Commander or Administration will determine the appropriate course of action based on the severity of the event and threat to people and building(s). Safety is the main consideration for all decisions.

A. Purpose

This hazard specific annex is activated when it is necessary to protect staff and students from an active or potential fire threat.

B. Scope

The Fire Annex response action procedure outlines steps to be taken by staff and students in order to

mitigate injury, and property damage during a fire event. Designated staff members are required to

participate in the development, implementation, and evaluation of the school emergency operation plan (EOP) as it relates to this annex.

C. Responsibilities

* All staff will participate in incident management training and drills
* All schools will comply with current laws, rules and regulations regarding fire drills and evacuation
* Staff assigned to work with functional needs students will undergo annual training which pertains to the specialized equipment and procedures necessary to evacuate their students. This may require joint training with local emergency responders.
* Emergency Management and response personnel will review and provide input into the plan and the activation of this annex

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

Notice of active or potential fire hazard:

* If you observe a fire, see smoke or smell a burning odor; immediately notify the Main Office or

School Administration.

* Activate the school fire alarm system.
* Evacuate to a safe pre-determined location.
* Be aware of smoke inhalation hazards.
* Coordinate secondary rally point with the school’s Incident Commander, if appropriate.
* Stay calm and keep your voice calm when giving directions; especially to students.
* School’s Incident Commander or Administration shall notify emergency services via 9-1-1 as soon as possible. Provide the following information to emergency services upon arrival:
* Accountability status of all school staff, students and visitors
* Injuries as a result of hazard and/or evacuation
* Location of hazard
* Size and severity of hazard
* Evacuation site(s), if applicable
* Point of contact information; especially if evacuating
* Notify Director

Teachers, Students, Building Occupants

* Evacuate exactly as you are instructed
* Avoid evacuating through heavy smoke, if possible
* Do not use elevators
* Do not reenter the building without explicit direction from Incident Commander
* Remain calm and walk to nearest exit
* Close all doors.
* Do not turn light switches on or off
* Move well away from the building and follow instructions as provided
* Do not re-enter until cleared to do so by public safety officials. Personal belongings may be

retrieved at a later time

* If possible, retrieve Go-Kits and student reunification information
* Staff assigned to work with functional needs students will undergo training which pertains to the evacuation or sheltering needs of their student(s)

E. After the Incident/Next Steps

The following procedures will be implemented by staff after an event occurs to assess the effectiveness

of this annex and whether changes should be implemented to the emergency operations plan.

* Conduct an after action briefing, in a no-fault environment, to discuss and reassess the procedures utilized to determine if changes need to be implemented.
* Makes changes to procedure as needed and approved by policy group

**Wildfire Annex**

This hazard specific annex is to define the actions and roles necessary to provide a coordinated emergency response. Should MVCS experience a wildfire, the school’s Incident Commander or Administration will determine the appropriate course of action based on the severity of the event and threat to people and building(s). Safety is the main consideration for all decisions.

A. Purpose

This hazard specific annex is activated when it is necessary to protect staff and students from an active or potential fire threat.

B. Scope

The Wildfire Annex response action procedure outlines steps to be taken by staff and students in order to mitigate injury, and property damage during a fire event. Designated staff members are required to

participate in the development, implementation, and evaluation of the school emergency operation plan (EOP) as it relates to this annex.

C. Responsibilities

* All staff will participate in incident management training and drills
* All schools will comply with current laws, rules and regulations regarding fire drills and evacuation
* Staff assigned to work with functional needs students will undergo annual training which pertains to the specialized equipment and procedures necessary to evacuate their students. This may require joint training with local emergency responders.
* Emergency Management and response personnel will review and provide input into the plan and the activation of this annex

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

Notice of active or potential fire hazard:

* If you observe a fire, see smoke or smell a burning odor; immediately notify the Main Office or

School Administration.

* Evacuate to a safe pre-determined location, which may mean remaining in the building or evacuating the out of doors and entering the building
* Be aware of smoke inhalation hazards.
* Coordinate secondary rally point with the school’s Incident Commander, if appropriate.
* Stay calm and keep your voice calm when giving directions; especially to students.
* School’s Incident Commander or Administration shall notify emergency services via 9-1-1 as soon as possible. Provide the following information to emergency services upon arrival:
* Accountability status of all school staff, students and visitors
* Injuries as a result of hazard and/or evacuation
* Location of hazard
* Size and severity of hazard
* Evacuation site(s), if applicable
* Point of contact information; especially if evacuating
* Notify Director

Teachers, Students, Building Occupants

* Evacuate exactly as you are instructed
* Avoid evacuating through heavy smoke, if possible
* Do not enter the building without explicit direction from Incident Commander
* Remain calm
* Move well away from the danger and follow instructions as provided
* Do not re-enter until cleared to do so by public safety officials. Personal belongings may be

retrieved at a later time

* If possible, retrieve Go-Kits and student reunification information
* Staff assigned to work with functional needs students will undergo training which pertains to the evacuation or sheltering needs of their student(s)

E. After the Incident/Next Steps

The following procedures will be implemented by staff after an event occurs to assess the effectiveness

of this annex and whether changes should be implemented to the emergency operations plan.

* Conduct an after action briefing, in a no-fault environment, to discuss and reassess the procedures utilized to determine if changes need to be implemented.
* Makes changes to procedure as needed and approved by policy group

**Internal Hazardous Material Release Annex**

This hazard specific annex is to define the actions and roles necessary to provide a coordinated

emergency response. Should MVCS experience an internal hazardous materials release inside of the school building, MVCS will determine the appropriate course of action based on the severity of the event and threat to people and building(s). Safety is the main consideration for all decisions. This annex may be implemented anytime a release or presence of an airborne, liquid or solid hazardous material is

witnessed or suspected (ex. Carbon monoxide, science lab accidents, janitor closet chemicals or natural

gas/propane leak).

A. Purpose

This hazard specific annex is activated when it is necessary to protect staff and students from an active or potential hazardous materials release inside of the school building.

B. Scope

The Internal Hazardous Materials Release Annex response procedure outlines steps to be taken by staff

and students in order to mitigate injury and property damage during an actual or suspected hazardous

materials release occurring inside the school building(s). Designated staff members are required to

participate in the development, implementation, and evaluation of the school’s EOP as it relates to this

annex.

C. Responsibilities

* All staff will undergo training and participate in incident management training and drills
* Staff assigned to work with functional needs students will undergo training which pertains to the needs of their student(s)
* Emergency Management and response personnel will review and provide input into the planning and the activation of this annex
* Staff member(s) must be assigned to maintain an accurate Material Safety Data Sheet (MSDS)/Global Harmonization System (GHS) log book.

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

Notice of active or potential internal hazardous materials release:

* If you receive notice of or observe a hazardous materials release event inside the school;

immediately notify the School Administration.

* School Administration should immediately notify school facilities management personnel of

potential need to respond to and control HVAC operation, if outside of the hazard area.

* Ensure that all people in your vicinity are moved or kept in a safe location away from the area of

danger.

* Identify evacuation needs of functional and access needs students.
* Stay calm and keep your voice calm when giving directions; especially to students.
* The school’s Incident Commander or Administration shall notify emergency services via 9-1-1 as

soon as possible.

Try to provide the following information to arriving emergency services:

* Location or suspected location of hazard
* Name or identification number of hazard/suspected hazardous materials
* Have a copy of the MSDS information available for review
* Injuries due to hazard and/or evacuation process
* Relocation and/or sheltering location(s), if applicable
* Point of contact information; especially if evacuating

Decision to Shelter in Place or Evacuate:

* Will be determined by Director, designee or appropriate staff member. Consult the appropriate

Material Safety Data Sheet (MSDS) to assist in decision making

* If decision is made to evacuate then calmly notify staff via public announcement system, portable radio, in-person or any combination thereof
* If possible, carry out Go-Kits and student reunification information
* Notify reunification site that you are on route
* If decision is to shelter in place, any students outside of the building should remain outside of the school building and be directed to meet school staff/designee at specified location.
* Accountability of any staff or students outside of the school building must be provided through appropriate communication

Teachers, Students, Building Occupants

* Evacuate exactly as you are instructed
* Close doors and windows. Do not turn light switches on or off
* SCAN your route as you evacuate the building or room, report unusual observations to the Incident Commander
* Avoid walking through smoke, fog or pooling material if possible
* Avoid kneeling or touching surfaces inside the hazard area(s)
* Take notice of wind direction by observing flags or foliage and avoid congregating

downwind, or downhill, of the hazard location

* Report accountability to Incident Commander or designee upon reaching rally point regardless of evacuation or shelter in place response action
* Once an evacuation has occurred, do not re-enter until cleared to do so by public safety officials.

E. After the Incident/Next Steps

The following procedures will be implemented by staff after an event occurs to assess the effectiveness

of this annex and whether changes should be implemented to the emergency operations plan.

* Conduct an after action briefing, in a no-fault environment, to discuss and reassess the procedures utilized to determine if changes need to be implemented.
* Consider and implement any structural safety improvements related to onsite hazardous materials storage or usage
* Make changes to procedure as needed and approved by policy group.

**Hazardous Material Release Annex**

This hazard specific annex is to define the actions and roles necessary to provide a coordinated

emergency response to an exterior hazardous materials threat. Should MVCS experience a hazardous materials threat occurring outside of the school building, school leadership will determine the appropriate course of action based on the severity of the threat to people in the building(s). Safety is the main consideration for all decisions.

A. Purpose

This hazard specific annex is activated when it is necessary to protect staff and students from an active or potential exterior hazardous materials threat. A threat may be a result of a transporting vehicle accident or nearby location.

B. Scope

The External Hazardous Materials Release Annex response action procedure outlines steps to be taken

by staff and students in order to mitigate injury, and property damage during an actual or suspected

exterior hazardous materials threat. Designated staff members are required to participate in the

development, implementation, and evaluation of the school EOP as it relates to this annex.

C. Responsibilities

* All staff will undergo training and participate in incident management training and drills
* All staff should be trained in Shelter in Place procedures
* Staff need to be trained on how to shut down ventilation systems
* Staff assigned to work with functional needs students will undergo training which pertains to the needs of their student(s)
* Emergency Management and response personnel will review and provide input into the planning and the activation of this annex

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

Notice of active or potential external hazardous materials release:

* If you receive notice of or observe a hazardous materials release; immediately notify the School

Administration.

* School Administration should immediately notify school facilities management personnel of

potential need to respond to and control HVAC operation.

* The school administration should initiate a reverse evacuation of all school personnel outside the school buildings.
* Ensure that all people in your vicinity are moved or kept in a safe location away from the area of

 danger.

* Identify evacuation needs of special functional and access needs students, in preparation for

 possible evacuation of the building.

* Stay calm and keep your voice calm when giving directions; especially to students.
* The school’s Incident Commander or Administration shall notify emergency services as soon as

possible. Try to provide the following information to emergency services:

* Location or suspected location of hazard
* Injuries due to hazard and/or evacuation process
* Relocation and/or sheltering location(s), if applicable
* Point of contact information; especially if evacuating

Decision to Shelter in Place:

* The decision to shelter in place will be determined by Director, designee or appropriate staff

member.

* If decision is to shelter in place, reverse evacuation to gather any students outside of the building should be considered. Student and Staff meeting point locations must be identified.
* Accountability of any staff or students outside of the school building must be provided through appropriate communication

Decision to Evacuate

* If decision is made to evacuate then calmly notify staff via public announcement system, portable radio, in-person or any combination thereof
* If possible, carry out Go-Kits and student reunification information
* Notify reunification site that you are on route

Teachers, Students, Building Occupants

* Evacuate exactly as you are instructed
* Avoid walking through smoke, fog or pooling material if possible
* Look for discolored ground, structures and foliage
* Take notice of wind direction by observing flags or foliage and avoid congregating

downwind, or downhill, of the hazard location

* SCAN your route as you evacuate the building or room, report unusual findings to Incident

Commander

* Close doors and windows. Do not turn light switches on or off
* Report accountability to Incident Commander or designee regardless of evacuation or shelter in

place response actions

* Once an evacuation has occurred, do not re-enter until cleared to do so by public safety officials.

E. After the Incident/Next Steps

The following procedures will be implemented by staff after an event occurs to assess the effectiveness

of this annex and whether changes should be implemented to the emergency operations plan.

* Conduct an after action briefing, in a no-fault environment, to discuss and reassess the procedures utilized to determine if changes need to be implemented.
* Make changes to procedure as needed and approved by policy group.

**Tornado Annex**

This hazard specific annex is to define the actions and roles necessary to provide a coordinated

emergency response. Should the surrounding area experience a tornado, MVCS will determine the appropriate course of action based on the severity of the event and threat to people and building(s). Safety is the main consideration for all decisions.

A. Purpose

This hazard specific annex is activated when it is necessary to protect staff and students from an

impending touchdown or report of tornado in the area of the school.

B. Scope

The Tornado Annex response action procedure outlines steps to be taken by staff and students in order

to mitigate injury, and property damage during a tornado event. Designated staff members are required

to participate in the development, implementation, and evaluation of the school EOP as it relates to this

annex.

C. Responsibilities

* All staff will undergo training and participate in incident management training and drills
* Staff assigned to work with functional needs students will undergo training which pertains to the needs of their student(s)
* Emergency Management and response personnel will review and provide input into the plan and the activation of this annex

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

Notice of a Tornado Watch: A Tornado Watch is when weather conditions are favorable for tornadoes in

and close to the watch area.

* If you receive notice of a tornado watch; immediately notify the School’s Incident Commander or School Administration.
* Listen to, or assign someone to listen to NOAA weather radio or other broadcast news for the latest information.
* Watch for approaching storms on the horizon.
* Ensure that all people in your vicinity are moved to a safe location away from the area of danger.
* Determine a place where you will take shelter, which should be pre-determined; if not, basements and lowest level floors provide the best protection.
* Stay calm and keep your voice calm when giving directions; especially to students.
* Tornadoes are quick moving events and can occur rapidly so pre-planning and notifying staff of

actions to be taken need to be done before the tornado hits ground.

Notice of a Tornado Warning: A Tornado Warning is when a tornado has been detected by Doppler

radar and/or has been sighted.

* If you receive notice of a tornado warning; immediately notify the School’s Incident Commander or School Administration.
* Watch for approaching storms on the horizon.
* Ensure that all people in your vicinity are moved to a safe location away from the area of danger.
* Stay away from windows, doors, and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
* Determine a place where you will take shelter such as basement or an interior room of a nearby

sturdy building. Center hallways are often the structurally the most reinforced part of a building.

* Stay out of auditoriums, gymnasiums, and other structures with wide free span roofs.
* If outside with no shelter: do not go under an overpass or bridge. Lie flat in a nearby ditch or

depression. Be wary of flying debris and flooding.

* Stay calm and keep your voice calm when giving directions; especially to students.
* If in a vehicle, do not attempt to outdrive the tornado; instead, leave the vehicle immediately and seek shelter.

Action after a Tornado Event: Take great care where you walk and watch for broken glass, power lines,

smell of propane or gas, structural failure, etc. Attempt to safely go to a site where you can obtain

accountability of the people with you and attend to first aid needs.

* Incident Commander/School Administration shall notify emergency services as soon as possible. Try to provide the following information to emergency services:
* Location of threat and/or injuries
* Severity or potential severity of threat (building collapse, structural damage, etc.)
* Relocation area, if applicable
* Point of contact information; especially if evacuating

Teachers, Students, Building Occupants

* Evacuate exactly as you are instructed
* Remain calm and walk to the nearest entrance
* Render first aid where appropriate, but do not move seriously injured persons unless they

are in immediate danger

* Be aware of any potential hazards and report them to the School Incident Commander
* Leave doors and windows open. Do not turn light switches on or off
* Move well away from the building and follow instructions as provided
* Do not re-enter until cleared to do so by public safety officials.
* Try to limit your cellphone usage so that 9-1-1 calls can get through

E. After the Incident/Next Steps

The following procedures will be implemented by staff after an event occurs to assess the effectiveness

of this annex and whether changes should be implemented to the emergency operations plan.

* Conduct an after action briefing, in a no-fault environment, to discuss and reassess the procedures utilized to determine if changes need to be implemented.
* Make changes to procedure as needed and approved by policy group.

**Bomb Threat Annex**

This hazard specific annex is to define the actions and roles necessary to provide a coordinated

emergency response. Should MVCS experience a bomb threat, the school will determine the

appropriate course of action based on the credibility of the threat and other contributing factors

including all known intelligence. Safety is the main consideration for all decisions.

A. Purpose

This hazard specific annex is activated when it is necessary to protect staff and students from a potential

bomb threat.

B. Scope

The Bomb Threat Annex response action procedure outlines steps to be taken by staff and students in

order to mitigate injury or death during an incident. Designated staff members are required to

participate in the development, implementation, and evaluation of the school EOP as it relates to this

annex.

C. Responsibilities

* All staff will undergo training and participate in incident management training and drills
* Staff assigned to work with functional needs students will undergo training which pertains to the needs of their student(s)
* Emergency Management and response personnel will review and provide input into the plan and the activation of this annex

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

Threat received via telephone:

* If you receive a threatening call (bomb or other physical harm etc.) do not hang up. Have someone else notify the Incident Commander if possible. Attempt to engage the caller in conversation and obtain as much information as possible.
* Stay calm and keep your voice calm
* Pay close attention to details. Take notes; ask questions: where is the bomb, what does it look like, who is the target, where is the bomb right now, what is your name…….
* Observe the caller’s speech; is the voice familiar in any way, male or female, young or old, speech patterns (accent, stutter, etc.) emotional state (angry, agitated, calm) and any background noise (traffic, people talking, music, etc.)

Threat received via E-mail, letter, note:

* If you receive a bomb threat via e-mail, letter, or note notify the incident commander and save the note as evidence to be turned in.
* The school’s Incident Commander will follow up on the risk level
* Content of the threat
* Wording in the threat
* Any indication that the individual has taken preparatory steps
* Specific statements seeking to convey that the threat is not empty: “I’m serious!” or “I really

mean this”

* Threat is direct, specific and plausible. For example, “This is John Smith, I am fed up with

Mr. Jones yelling at me. There is a bomb under his desk.”

* Threat suggests concrete steps have been taken toward carrying it out. Statements

indicating that the individual has acquired or practiced with a weapon or has had the intended

victim under surveillance.

Suspicious looking box, package, object:

* Do not open the package
* Do not handle or touch the object
* Notify the Incident Commander
* Do not operate any power switch and do not activate the fire alarm.
* Location and object description should be immediately reported to the police.

Decision to Evacuate:

* Nature of the threat
* Credibility of threat (police should assist with this)
* Specificity of location and time of detonation
* Circumstances related to the threat
* Discovery of a device or unusual package, luggage, etc….
	+ Do not activate fire alarm
	+ Evacuate exactly as you are instructed
	+ Remain calm and walk to nearest exit
	+ Take your personal belongings when you leave (upon determination that time will allow for this, otherwise evacuate immediately and personal belongings can be retrieved at a later time)
	+ Leave doors and windows open.
	+ Do not turn light switches on or off
	+ Move well away from the building and follow instructions are provided
	+ Do not re-enter until cleared to do so by public safety officials.

E. After the Incident/Next Steps

The following procedures will be implemented by staff after an event occurs to assess the effectiveness

of this annex and whether changes should be implemented to the emergency operations plan.

* Conduct an after action briefing, in a no-fault environment, to discuss and reassess the procedures utilized to determine if changes need to be implemented.
* Make changes to procedure as needed and approved by policy group.

**Pandemic Influenza Annex**

This functional annex deals with how the school will deal with a widespread flu event. Policies and

procedures are outlined with the school nurse typically taking the lead in this annex.

A. Purpose

Activated when it is necessary to protect staff and students from a widespread outbreak of flu or other

biological hazard.

B. Scope

The Pandemic Influenza response action procedure outlines steps to be taken by staff and students in

order to mitigate injury or death during an incident. Designated staff members are required to

participate in the development, implementation, and evaluation of the school EOP as it relates to this

annex.

C. Responsibilities

To implement the Pandemic Flu Annex:

* All staff will undergo training and participate in incident management training and drills
* Staff assigned to work with functional needs students will undergo training which pertains to the needs of their student(s)
* Emergency Management and response personnel will review and provide input into the plan and the activation of this annex

D. Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or

necessary by the situation:

School Nurse or Health Department Personnel - Staff should ensure that all surfaces are wiped clean

with a disinfecting agent:

* Report all absences to the appropriate reporting agency such as DPHS or local health department
* Provide information to students and staff relative to proper hygiene considerations
* Utilize the CDC website for communicating instructions to students, staff, and parents on the

epidemic or outbreak. http://www.cdc.gov/flu/index.htm

* Maintain communication with the Director regarding any additional resources required
* Activate the school EOP where appropriate

HUMAN-CAUSED HAZARDS:

III. CORE FUNCTIONS

MVCS will post signs at points of entry to the campus and buildings from streets and parking lots stating the following:

All visitors entering school grounds on school days between 7:30 a.m. and 4:30 p.m. must register at the Main Office. Failure to do so may constitute a misdemeanor

To prevent intruders on campus, MVCS administrators will keep doors secure and require sign-in sheets for visitors.

In the event of an intruder, MVCS will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and faculty/staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students safe.

A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of an intruder on campus include the following:

* Evacuation
* Reverse Evacuation
* Lockout
* Lockdown
* Parent-Student Reunification
* Recovery: Psychological Healing
1. Activating the EOP

The Head of School will determine the need to activate the EOP and designate an Incident Commander to implement the procedures specified in this annex. The school Incident Commander will transfer command upon the arrival of a law enforcement Incident Commander who has authority to manage the incident.

1. Incident Commander Actions

Issue stand-by instruction.

* Determine what procedures should be activated depending on the location and nature of the intruder. Consult with local law enforcement and emergency management agencies and monitor the situation.
* If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
* Notify law enforcement and School Resource Officers to assist if necessary. Provide a description and location of intruder.
* Keep subject in view until police or law enforcement arrives.
* Activate communications plan.
* Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
* Notify the Head of School/Policy Group of the status and action taken.
* Be available to deal with the media and bystanders and keep site clear of visitors.
* Activate the Crisis Response Team to implement recovery: psychological healing procedures.
* Update the Head of School/Policy Group and Incident Management Team of any significant changes. Do not allow staff and students to enter or leave the building until proper authorities have determined that it is safe to do so.
* Give the “all clear” signal after the threat has passed.
* Determine whether school will be closed or remain open.
* Document all actions taken.

1. Staff Actions
* Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.
* Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
* Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass.
* Remain inside rooms until the “all clear” instruction is announced

**Continuity of Operations Plan (COOP)**

**COOP Template and Instructions**

This document, organized in a flexible format so that the school may select all, or only certain sections of the template to develop, or improve their Plan/Annex. While using this template to assist in developing continuity plans and programs, schools are encouraged to tailor the template to meet their specific continuity Planning requirements. It should be noted that in its current format, the template is

unclassified; however, the school should be aware of the need to protect specific continuity Planning

information and classify their individual continuity plans as appropriate. This COOP is a work in progress, and will be shared with the MVCS safety committee and Board of Trustees for feedback.

Phase I: Activation and Relocation

To ensure the ability to attain operational capability at continuity facilities and with minimal disruption to operations, the Mountain Village Charter School (MVCS)will execute activation and relocation

plans described in the following sections.

A. Decision Process Matrix

Based on the type and severity of the emergency situation, the Mountain Village Charter School

COOP Annex may be activated by one of the following methods:

(1) The state governor, county executive or county commissioner, local mayor, city mayor, or city administrator may initiate COOP activation

(2) The Director or a designated successor, may initiate the COOP activation for the entire School, based on an emergency or threat directed at the School Continuity Annex activation and relocation are scenario-driven processes that allow flexible and scalable responses to the full spectrum of all-hazards/threats that could disrupt operations with or without warning and during work or non-work hours. COOP activation will not be required for all emergencies or

disruptions, since other actions may be more appropriate.

The decision to activate the Mountain Village Charter School COOP and related actions will be

tailored for the situation and based on projected or actual impact and whether or not there is warning.

To support the decision-making process regarding annex activation, key School personnel will use the

decision matrix below to support that process.

Decision Matrix

Decision Matrix for COOP Annex Implementation

|  |  |  |
| --- | --- | --- |
|  | Work Hours | Non work Hours |
| Event with warning | * Is the threat aimed at the facility or surrounding area?
* Is the threat aimed at School personnel?
* Are employees unsafe remaining in the facility and/or area?
* Is the threat aimed at the facility or surrounding area?
* Is the threat aimed at School personnel?
* Who should be notified of the threat?
 | * Is the threat aimed at the facility or surrounding area?
* Is the threat aimed at School personnel?
* Who should be notified of the threat?
* Is it safe for employees to return to work the next day?
 |
| Event without warning | * Is the facility affected?
* Are personnel affected?
* Have personnel safely evacuated or are they sheltering-in-place?
* What are instructions from first responders?
* How soon must the School be operational?
 | * Is the facility affected?
* What are instructions from first responders?
* How soon must the School be operational?
 |

As the decision authority, the Director will be kept informed of the threat environment using all available means, including the Mountain Village Charter School (MVCS)Emergency Communications Center, regional notification systems, local operations and State and local reporting channels

and news media.

The Director will evaluate all available information relating to:

(1) Direction and guidance from higher authorities

(2) The health and safety of personnel

(3) The ability to execute essential functions

(4) Changes in threat advisories

(5) Intelligence reports

(6) The potential or actual effects on communications systems, information systems, office facilities, and other vital equipment

(7) The expected duration of the emergency situation

B. Alert and Notification Procedures

The Mountain Village Charter School (MVCS) maintains plans and procedures for communicating

and coordinating activities with personnel before, during, and after a continuity event.

Before an event, personnel in the Mountain Village Charter School (MVCS) will monitor advisory

information. In the event normal operations are interrupted or an incident appears to be imminent, the

Mountain Village Charter School (MVCS)will take the following steps to communicate the

School/District’s operating status with all staff:

(1) The Director or designated successor will notify the appropriate agency of the emergency

requiring COOP activation

(2) The Mountain Village Charter School (MVCS) personnel will notify family members, next of

kin, and/or emergency contacts of COOP activation

Upon the decision to activate the Continuity Annex, the Mountain Village Charter School (MVCS)

will notify all Mountain Village Charter School (MVCS) personnel, as well as affected and

interdependent entities with information regarding continuity activation and relocation status,

operational and communications status, and the anticipated duration of relocation. These entities

include:

* Continuity facilities and on-site support teams with information regarding COOP, relocation status, and the anticipated duration of relocation
* All applicable elements/entities with information regarding continuity activation and relocation status, the Mountain Village Charter School (MVCS)COOP facility, operational and communication status, and the anticipated duration of relocation
* All Mountain Village Charter School (MVCS) employees with instructions and guidance regarding the continuity activation and relocation

C. Relocation Process

Once the COOP Annex is activated and personnel are notified, the Mountain Village Charter School (MVCS) will relocate continuity personnel and vital records to the Mountain Village Charter School (MVCS) continuity facility(s). The Mountain Village Charter School (MVCS)continuity personnel

will deploy/relocate to the continuity facility (s) to perform the Mountain Village Charter School (MVCS) essential functions and other continuity-related tasks. TBD– relocation site.

Emergency procedures during work hours with or without a warning will be implemented as follows:

* Continuity personnel, including advance team personnel, if applicable, will depart to the designated continuity facility from the primary operating facility or current location using personal vehicles.
* Non-continuity personnel present at the primary operating facility or another location
* Will receive instructions from the Director In most scenarios, non-continuity personnel will be directed to proceed to their homes or other Mountain Village Charter School (MVCS)facilities to wait for further guidance.
* At the time of notification, if available, information will be provided regarding safety precautions and routes to use when leaving the primary operating facility.

Emergency procedures during non-working hours with or without a warning will be implemented as

follows:

* Advance team members, if applicable, will deploy to the designated continuity facility from their

current location using privately owned vehicles.

* Continuity personnel will depart to the assigned continuity facility from their current location using privately owned vehicles.
* Non-continuity personnel will remain at their residence or other designated facility to wait for further instructions.

Non-continuity personnel may be required to replace or augment continuity personnel during activation.

These activities will be coordinated by the Director with the replacement staff on a case-by-case basis.

Non-continuity personnel will remain available to replace or augment continuity personnel, as required.

The Mountain Village Charter School (MVCS) Director will direct MVCS’s non-continuity personnel to move to a to be determined space, or home until further notice.

In the event of an activation of the COOP Annex, the Mountain Village Charter School (MVCS)may

need to procure necessary personnel, equipment, and supplies that are not already in place for

continuity operations on an emergency basis. The MVCS Director maintains the authority for emergency procurement.

Phase II: Continuity Operations

Upon activation of the COOP Annex, the Mountain Village Charter School (MVCS)will continue to

operate at its primary operating facility until ordered to cease operations by city emergency

management using ALMA alert system. At that time, essential functions will transfer to the continuity

facility. The Mountain Village Charter School (MVCS)must ensure that the COOP Annex can be

operational within (12 hours) of annex activation.

The advance team will be first to arrive at the continuity facility to prepare the site for the arrival of the

continuity personnel.

Upon arrival at the continuity facility, the advance team will:

* Ensure infrastructure systems, such as power and heating, ventilating, and air conditioning are

functional

* Prepare check-in duty stations for the Emergency Relocation Group (ERG) arrival
* Address telephone inquiries from ERG and non-ERG staff

As continuity personnel arrive, the Director or designee will conduct in-processing to ensure

accountability. In-processing procedures are conducted The emergency annex (to be determined) and will identify all School leadership available at the continuity facility.

Upon arrival at the continuity facility, the Mountain Village Charter School (MVCS)continuity

personnel will:

* Report immediately to the main lobby for check-in and in-processing
* Receive all applicable instructions and equipment
* Report to their respective workspace as identified by staff or as otherwise notified during the activation process
* Retrieve pre-positioned information and activate specialized systems or equipment
* Monitor the status of Mountain Village Charter School (MVCS)personnel and resources
* Continue Mountain Village Charter School (MVCS)essential functions
* Prepare and disseminate instructions and reports, as required
* Comply with any additional continuity reporting requirements with MVCS
* Notify family members, next of kin, and emergency contacts of preferred contact methods and

Information A requirement of continuity personnel is to account for all MVCS personnel.

Mountain Village Charter School (MVCS)will use the following processes to account for all personnel:

* Text tree/ and notification system (Dial My Calls) a website, etc. manned by the administrative team or their designee.

During continuity operations, Mountain Village Charter School (MVCS)may need to acquire

necessary personnel, equipment, and supplies on an emergency basis to sustain operations for up to 30

days or until normal operations can be resumed. If that is the case, an alternative location will need to

be secured or remote learning put into effect.

Phase III: Reconstitution Operations

Within 24 hours of an emergency relocation, the following individuals will initiate and coordinate

operations to salvage, restore, and recover the primary operating facility after receiving approval from

the appropriate State and local law enforcement and emergency services:

* Director and Facilities committee will serve as the Reconstitution Manager for all phases of the

reconstitution process During continuity operations, Director and Facilities committee must determine the status of the primary operating facility affected by the event. Upon obtaining the status of the facility, will determine how much time is needed to repair the primary operating facility and/or acquire a new facility. This determination is made in conjunction with Director. Should decide to repair the facility, Director and Facility committee has the responsibility of supervising the repair process and must notify the Board of Trustees of the status of repairs, including estimates of when the repairs will be completed.

Reconstitution will commence when the Director or other authorized person ascertains that the

emergency situation has ended and is unlikely to reoccur. These reconstitution plans are viable

regardless of the level of disruption that originally prompted implementation of the COOP Annex.

Once the appropriate authority has made this determination in coordination with other State, local and/or other applicable authorities, one or a combination of the following options may be implemented, depending on the situation:

* Continue to operate from the continuity facility
* Reconstitute the primary operating facility and begin an orderly return to the facility
* Begin to establish a reconstituted in another facility or at another designated location

Before relocating to the primary operating facility or another facility, the Director will conduct

appropriate security, safety, and health assessments to determine building suitability. In addition, the

Director will verify that all systems, communications, and other required capabilities are available and

operational and that the is fully capable of accomplishing all essential functions and operations at the

new or restored primary operating facility.

Upon a decision by the Director or other authorized person that the primary operating facility can be

reoccupied or that Mountain Village Charter School (MVCS)will be reestablished in a different

facility:

* The Mountain Village Charter School (MVCS)Continuity Coordinator or other authorized

individual must notify the Mountain Village Charter School (MVCS)administrative team when

available, and other applicable operations centers with information regarding continuity activation and relocation status, the Mountain Village Charter School (MVCS)continuity facility,

operational and communication status, and anticipated duration of relocation. MVCS shall submit a Continuity Status Reporting Form, only if it contains more information beyond what has been reported, using the form and procedures provided by the Mountain Village Charter School (MVCS)other specified continuity POC.

* The Director will develop space allocation and facility requirements.
* The Director will notify all personnel that the emergency or threat of emergency has passed and

actions required of personnel in the reconstitution process.

* The Director will coordinate with the Mountain Village Charter School (MVCS)facility

committee and/or other applicable facility management group to obtain office space for

 reconstitution, if the primary operating facility is uninhabitable.

* The Director will develop procedures, as necessary, for restructuring staff.

Upon verification that the required capabilities are available and operational and that MCS is fully capable of accomplishing all essential functions and operations at the new or restored facility, the Director will begin supervising a return of personnel, equipment, and documents to the primary operating facility or a move to a temporary or new permanent primary operating facility. The phase-down and return of personnel, functions, and equipment will follow the priority-based plan and schedule as determined by the administrative team.

The Mountain Village Charter School (MVCS)will continue to operate at its continuity facility until

ordered to cease operations by the proper agencies and at that time, essential functions will transfer to

the primary operating facility.

The Director will identify any records affected by the incident. In addition, the Director will effectively

transition or recover vital records and databases, as well as other records that had not been designated

as vital.

When the continuity personnel, equipment, and documents are in place at the new or restored primary

operating facility, the remaining Mountain Village Charter School (MVCS)staff at the continuity

facility or devolution site will transfer essential functions, cease operations, and deploy to the new or

restored primary operating facility. The Director and/or designee will oversee the orderly transition from

the continuity facility of all Mountain Village Charter School (MVCS)functions, personnel,

equipment, and records to a new or restored primary operating facility. The Director will develop a

process for receiving and processing employee claims during the continuity event, including processing

human capital claims (such as, Workers’ Compensation, compensation for injuries, overtime pay, etc.)

and replacing lost or broken equipment.

The Mountain Village Charter School (MVCS)will conduct an After Action Review (AAR) once back

in the primary operating facility or in a new primary operating facility. The Director is responsible for

initiating and completing the AAR and all offices within MVCS and will have the opportunity to provide input to the report. The AAR will address the effectiveness of the COOP Annex and procedures, identify areas for improvement, document these in MVCS Corrective Action Program (CAP), and then develop a remedial action Annex as soon as possible after the reconstitution. The Director is responsible for documenting areas for improvement in the CAP and developing a remedial action plan. In addition, the AAR will identify which, if any, records were affected by the incident to ensure an effective transition or recovery of vital records and databases and other records that had not been designated as vital records.