

### Three Parts of an EOP/Safety Plan:

A standard format for a **Safety Plan** includes 3 sections. These sections should be tailored to meet the needs of individual districts and schools. The 3 sections are the **Basic Plan**, **Functional Annexes**, and **Threat- and Hazard-Specific Annexes**.

1. The **Basic Plan** section of the school EOP:

- provides an overview of the school's approach to operations before, during and after an emergency,
- addresses the overarching activities the school undertakes regardless of the function, threat, or hazard, and
- provides a solid foundation for the school's operations.

<b>Basic Plan</b>	
1. Introductory Material	2.4. Planning Assumptions
1.1. Promulgation Document and Signatures	3. Concept of Operations
1.2. Approval and Implementation	4. Organization and Assignment of Responsibilities
1.3. Record and Changes	5. Direction, Control, and Coordination
1.4. Record of Distribution	6. Information Collection, Analysis, and Dissemination
1.5. Table of Contents	7. Training and Exercises
2. Purpose, Scope, Situation Overview, and Assumptions	8. Administration, Finance, and Logistics
2.1. Purpose	9. Plan Development and Maintenance
2.2. Scope	10. Authorities and References
2.3. Situation Overview	

For more detail, see:

- [Introductory Material](#)
- [Purpose and Situation Overview](#)
- [Concept of Operations](#)
- [Organization and Assignment of Responsibilities](#)
- [Direction, Control, and Coordination](#)
- [Information Collection, Analysis, and Dissemination](#)
- [Training and Exercises](#)
- [Administration, Finance, and Logistics](#)
- [Plan Development and Maintenance](#)
- [Authorities and References](#)

**2. Functional Action Items, or Functional Appendices (Annexes)**, include the portion of a plan detailing how the school will address **essential functions** (e.g., to do's: evacuation, lockdown, communications, accounting for students, etc.). These are the **action items** which apply across multiple types of threats or hazards.

### Functional Annexes

NOTE: This is not a complete list, but it is recommended that all EOPs include at least the following functional annexes:

- |                               |                                    |
|-------------------------------|------------------------------------|
| 1. Communications             | 6. Reunification                   |
| 2. Evacuation                 | 7. Continuity of Operations (COOP) |
| 3. Shelter-in-Place           | 8. Security                        |
| 4. Lockdown                   | 9. Recovery                        |
| 5. Accounting for All Persons | 10. Health and Medical             |

- See [REMS Functional Annexes](#) page for sample annexes.
- See: [QuickCheckTemplates](#) for some more specific detail.

**3. Threats and Hazard Appendices (Annexes)** describe the particular threats and hazards for each district or school. After assessing natural, technological, biological and man-made/adversarial threats and hazards, the Planning Team describes courses of action based on its prioritized lists. They describe which and how the courses of action outlined in a *functional annex* will be implemented for the specific threats or hazards.

### Threat- or Hazard-Specific Annexes

NOTE: This is not a complete list. Each school's annexes will vary based on its hazard analysis.

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. Hurricane or Severe Storm    | 5. Mass Casualty Incident       |
| 2. Earthquake                   | 6. <i>Active Shooter</i>        |
| 3. Tornado                      | 7. Pandemic or Disease Outbreak |
| 4. Hazardous Materials Incident |                                 |

The Team should consider the federal, state, and local regulations or mandates that often apply to specific threats hazards.

- See: [Threats and Hazards](#)