

Steps in the Process	District EOP Planning	LEA/District Functions/Support in EOP/Safety Planning	School Site-specific EOP/Safety Planning
1: Form a Collaborative Planning Team	District-level Safety Leads	Create a district-wide planning team; Pull together partners: 1 st responders, Law enforcement; orgs and agencies; medical, EMD.... Include school team leaders Identify leads	Identify specific, school team members: staff and community partners; Include district representation Schedule meetings;
2: Understand the Situation, RCW Requirements	THINK: District Central Office/Admin and Other buildings	Assess LEA-wide known risks, threats and hazards from include all 4 categories; Identify district level assets and resources Identify RCWS, WACs, policies, procedures. Begin to prioritize risks	Assess school needs and resources: Risks, threats, hazards, issues; Identify existing assets, programs, partnerships, resources, funds, Identify needs, including training, etc... Think short, medium and long range.
3: Determine Goals and Objectives	Determine LEA-specific goals & objectives	Identify overall, district-wide goals and objectives for school safety	Review district goals; Adapt for school-specific planning; Create school goals and objectives based on Step 2.
4: Plan Development	Along with the basic components of a safety plan, think: COOP	Use common LEA language; Develop with 1 st Resp., etc. district-wide and school- specific lists as it may vary for each school Identify support and resources for/to each school. Plan trainings to be provided across the district Make as much universal information available as possible. <ul style="list-style-type: none"> a. Common language & understandings b. Template for Basic Plan c. Templates for common functions <ul style="list-style-type: none"> - Know all school evac. routes d. District lists of threats and hazards 	The core of the work: Develop the school plan: <ul style="list-style-type: none"> a. Basic <ul style="list-style-type: none"> - NIMS/ICS b. Functional Annexes c. Threat-Hazard Annexes What will you need the district for: <ul style="list-style-type: none"> a. Communications, b. Fiscal support, c. Trainings,
5: Plan Preparation, Review, and Approval		Provide support to school teams; Review plans; Make recommendations; Approve plans	Review and sign off; Publicize, Share with district team for review and approval.
6: Plan Implementation and Maintenance		Update district lists based on information from schools; Start	Train; Drill & practice; Work with the district team to update information; Repeat...

			Start over!