

Basic School Plan Format - Resource Section

1. Authorities and References:

a. Authorities

- 1) Emergency Management Services Code, 35 Pa. C.S. §§ 7101 *et seq.*, as amended.

b. References

- 1) The Commonwealth of Pennsylvania's Emergency Operations Plan, dated December 23, 2008
- 2) _(Insert name of School District's County Name here) Emergency Operations Plan, dated _(Insert date of latest plan here)
- 3) _(Insert Each School Building's Municipality Name here) Emergency Operations Plan, dated _____

2. Key Words:

- a. Assumptions – Outlines hazards that the “All Hazards” School Safety Plan is meant to address, characteristics about the community that could affect response activities, and information used in preparing the plan that is hypothesis rather than fact.
- b. Concept of Operations – Overall approach to an emergency incident that explains what should happen, when, and at whose direction.
- c. Situation – Types of information that should be addressed in the plan including high risk hazards, probability of occurrence, areas of the facilities that would most likely be affected, and critical resources.

3. Websites:

- a. Emergency Response and Crisis Management (ERCM) Technical Assistance Center: www.ercm.org
- b. Jane's Model: www.janes.com
- c. Pennsylvania Center for Safe Schools: www.safeschools.info
- d. Pennsylvania Department of Education: www.pde.state.pa.us
- e. Pennsylvania Emergency Management Agency: www.pema.state.pa.us
- f. SMART School Tool (All-Hazards Planning Tool): www.smartschooltool.org
- g. U.S. Department of Education - Keyword: Practical Information on Crisis Planning: A Guide for Schools and Communities.: www.ed.gov/emergencyplan

4. Recommended Readings:

- a. Comprehensive Preparedness Guide (CPG) 101, Producing Emergency Plans, Federal Emergency Management Agency, 1 August 2008.