



Mt. Lebanon School District

Emergency Operations Plan

Mt. Lebanon, Pennsylvania



**Mt. Lebanon School District
Emergency Operations Plan
Adopted May 12, 2021**

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Statement

The Mt. Lebanon School District (District) is committed to the safety and security of students, employees and visitors on its school campuses. The Emergency Operations Plan that follows is the result of a comprehensive review and update of school safety practices, procedures, and policies.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. The District's continued partnership with the Mt. Lebanon Fire Department, Mt. Lebanon Police Department, Medical Rescue Team South, and St. Clair Health are essential to the success of this plan and the ongoing monitoring of emergency management best practices for schools.

FORWARD

The Mt. Lebanon School District is committed to creating a safe and positive environment at each of our 10 schools. **According to Goal #4 of the 2019-2025 MTLSD Strategic Plan: For students to learn and demonstrate their knowledge, skills, and abilities, the District must foster a safe, welcoming, and inclusive environment in each of its schools.**

This plan reflects current safety planning, resources, needs and events and was developed in partnership with the Mt. Lebanon Police and Fire Departments. It is based on best practices and is aligned with Mt. Lebanon, Allegheny County, Pennsylvania and national safety planning. The District is required to provide a continuum of efforts to prevent, plan, and practice for a variety of potential incidents and hazards.

The completed Mt. Lebanon School District Emergency Operations Plan is shared with Mt. Lebanon Police, Mt. Lebanon Fire, Allegheny County and the Pennsylvania Attorney General's Office to mitigate, prepare for, respond to, and recover from incidents at our schools, as well as community wide disasters.

Mt. Lebanon School District Emergency Operation Plan Objectives

1. To assure the safety and well-being of the students, employees, and visitors
2. To facilitate safe, efficient, and coordinated response to emergencies
3. To provide relevant information in one document
4. To facilitate communication and coordinations with staff, external agencies, and the community at large
5. To delineate roles in an emergency situation
6. To safeguard school property
7. To analyze responses to emergency and make appropriate modifications as needed
8. To utilize an All- Hazards approach to planning

APPROVAL AND IMPLEMENTATION

Mt. Lebanon School District Emergency Operations Plan

The Mt. Lebanon School District is committed to the safety and security of students, employees, and visitors on its school campuses. The Emergency Operations Plan that follows is the result of a comprehensive review and update of school safety practices, procedures, and policies.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. The District's continued partnership with the Mt. Lebanon Fire Department, Mt. Lebanon Police Department, Medical Rescue Team South and St. Clair Health is essential to the success of this plan and the ongoing monitoring of emergency management best practices for schools.

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.



MT. LEBANON SUPERINTENDENT OF SCHOOLS

8/23/2023

DATE



MT. LEBANON MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

8/24/2024

DATE

I. INTRODUCTION

A. Purpose of the Plan

The purpose of the Mt. Lebanon School District School Emergency Operations Plan (MTLSD EOP) is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the District and its employees. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The plan educates students, employees, 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 the District has established guidelines and procedures to respond to incidents/hazards in an effective way.

This Basic Plan outlines the District's approach to emergency management and operations. It has been developed to assist the administrators of the Mt. Lebanon School District to protect their students and employees during an emergency. This plan takes an all-hazard approach to emergency management and plans for preparedness, mitigation, response, and recovery.

The mission of the District/School in an emergency/disaster is to:

- Prepare for emergencies and disasters
- Protect lives and property
- Mitigate the effects of a disaster
- Respond to emergencies promptly and properly aid in recovery from disasters

B. Scope of the Plan

The MTLSD EOP provides guidelines and procedures for dealing with existing and potential school incidents. 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. The plan discusses the expectations of employees; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

This plan provides direction guiding how the District will work in partnership with federal, regional, and local first responders in compliance with the National Incident Management System (NIMS).

C. Coordination with Emergency First Responders

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, safety, fire, emergency agencies, as well as mental health and other community organizations. The MTLSD EOP is tested through periodic and

regularly scheduled drills and exercises working with the Mt. Lebanon Police Department (MLPD), Mt. Lebanon Fire Department (MLFD), and Medical Rescue Team South (MRTSA), along with various federal, state, county and/or local agencies and community service providers to aid in timely communication and response to an incident. A separate Functional Annex was developed from a Hazard and Vulnerability Analysis.

MTLSD has Memorandums of Understandings (MOU) with the Mt. Lebanon Police Department, St. Clair Health, and the Red Cross. In accordance with State law, our plan has been shared with our first response agencies: Mt. Lebanon Police Department, Mt. Lebanon Fire Department, Mt. Lebanon Emergency Management Coordinator, Mt. Lebanon Rescue Team South Association, Allegheny County Emergency Management, Pennsylvania Auditor General's Office and the Pennsylvania Office of Attorney General.

D. Situation Overview

1. Situation

The District is exposed to different hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in the MTLSD Hazards and Vulnerability Checklist in the District's Functional Annex.

2. District Enrollment and Employment Figures (approx.)

Number of Students:	5500	Number of Staff:	670
High School Arrival:	8:00 a.m.	HighSchool Dismissal:	3:03 p.m.
Middle School Arrival:	8:00 a.m.	Middle School Dismissal:	2:58 p.m.
Elem School Arrival:	8:30 a.m.	Elem School Dismissal:	3:30 p.m.

The District is committed to the safe evacuation and transport of students and employees with functional needs. The functional needs population includes, but is not limited to, students/employees with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Intellectual or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

Students and/or employees will require additional assistance if they have temporary physical and/or functional ailment (crutches, wearing casts, etc).

Students and staff that require additional assistance during an incident will be noted in each school's plan.

Employees that have been trained and assigned to assist the functional needs population during drills, exercises, and incidents are also available in each school's plan.

The Mt. Lebanon School District is located at 7 Horsman Drive, Pittsburgh, PA 15228, in the municipality of Mt Lebanon in Allegheny County. The District is made up of 10 buildings: 7 elementary schools, 2 middle schools and 1 high school.

Schools	Address	
Mt. Lebanon High School	155 Cochran Road	Pittsburgh, PA 15228
Mellon Middle School	11 Castle Shannon Blvd	Pittsburgh, PA 15228
Jefferson Middle School	21 Moffett Street	Pittsburgh, PA 15243
Foster Elementary School	700 Vermont Ave.	Pittsburgh, PA 15234
Hoover Elementary School	37 Robb Hollow Road	Pittsburgh, PA 15243
Howe Elementary School	400 Broadmoor Avenue	Pittsburgh, PA 15228
Jefferson Elementary School	11 Moffett Street	Pittsburgh, PA 15243
Lincoln Elementary School	2 Ralston Place	Pittsburgh, PA 15216
Markham Elementary School	165 Crescent Drive	Pittsburgh, PA 15228
Washington Elementary School	735 Washington Road	Pittsburgh, PA 15228

A floor layout/map and other life safety/security information is separately located in the Mt. Lebanon School District's Functional Annex.

E. Hazard Analysis Summary

Every school district is exposed to hazards which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A Hazard Vulnerability Analysis has been completed for MTLSD in collaboration with the Operations & Emergency Management Division of the Mt. Lebanon Fire Department. A listing of the most likely hazards and vulnerabilities is provided in the addendum to the Functional Annex which is for internal use only. The Mt. Lebanon School District maintains a Functional Annex to address the hazards and incidents highlighted in the Hazard Vulnerability Analysis.

F. Planning Assumptions and Limitations

1. Planning Assumptions

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Vulnerability Analysis, 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 emergency 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 injuries of varying degrees of seriousness to students and/or employees. 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. Since 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 and safety inspections, can prevent or reduce incident-related losses.
- Maintaining the District EOP and providing frequent opportunities for stakeholders (employees, students, parents, emergency responders, etc.) to participate in training and conduct periodic emergency drills and exercises can improve the District and school readiness to respond to incidents.
- Per Commonwealth law, school buildings will be made available to municipal, county and state officials for emergency planning, exercise purposes, and actual service as mass-care facilities in the event of a community emergency evacuation.
- Per Commonwealth law, school bus and transportation vehicles owned or leased by school districts shall be made available to local, county, and State officials for emergency planning, exercise purposes, and actual service in the event of a community emergency evacuation.
- The District has developed this plan striving to follow the FEMA, "Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101."
- Per Commonwealth law, the school district has developed this plan with the Pennsylvania Emergency Management Agency "Multi-Hazard Planning Toolkit" as a source.
- The school emergency operations program will follow the National Incident Management System (NIMS) guidelines.
- Emergency Management Services Code, 35 Pa. C.S. §§7101 et seq., as amended
- Safe Schools Act - 22 PA Code 10.24

Act 44 of 2018

Act 44 of 2018 amends the Public School Code to include various topics related to school safety and security.

- **School Safety Coordinator** - In accordance with Act 44, Dr. Melissa Friez, Superintendent of Schools, is the Mt. Lebanon School District School Safety Coordinator.
- **School Safety Assessments** - School safety assessments were conducted for all Mt. Lebanon schools by the Mt. Lebanon Police Department.
- **School Climate Survey** - School Climate Survey was most recently conducted in the Mt. Lebanon School District in March 2021.
- **Training** - Employees complete a minimum of 3 hours of training every five years.

- **Drills** - Fire and school safety drills are conducted as required by law.
- **Implement the Safe2Say program** - The Mt. Lebanon School District implemented the Safe2Say reporting app in January 2019. Students in Grades 5-12 are trained on the use of the app.
- **Threat Assessments** - Staff undergo threat assessment training as part of the school safety plan.

2. Safety Team Roles and Responsibilities

The Incident Command System (ICS) provides overall direction and sets priorities for an emergency. Identified below are **standard roles and responsibilities** for District/school level command teams that follow the ICS structure for coordination of an emergency/crisis.

MTLSD Safety and Security Committee

- The MTLSD School Safety and Security Committee consist of the Superintendent, Assistant Superintendents, Communications Director, Technology Director, an elementary, middle and high school principal, District Facilities Manager, MLFD, MLPD, MRTSA, District Supervisor of Health Services, school psychologist, school counselor, school resource officer.
- Serve as the staff advisor to the [superintendent and principal] on emergency management matters.
- Keep administrators appraised of the preparedness status and emergency management needs.
- Convene/respond as needed to emerging school safety events.
- Coordinate local planning, preparedness activities, and the maintenance of this plan.
- Establish Incident Command Post (ICP) and alternate ICP locations in coordination with responding law enforcement, fire, and EMS.
- Prepare and maintain a resource inventory.
- Arrange appropriate training for district emergency management personnel and emergency responders.
- Coordinate periodic emergency exercises to test emergency plans and training.
- Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- Coordinate with organized volunteer groups and businesses regarding emergency operations.

School Safety and Security Committees

- Each school principal will designate the members of their School Safety and Security Committee. The team typically consists of the principal, building secretary, school nurse, teacher, special education teacher, custodian, school counselor or any other school employee as deemed appropriate.
- Serve as the staff advisors to the principals on emergency management matters
- Keeps the building principals appraised of the preparedness status and emergency management needs
- Coordinate local planning, preparedness activities, and the maintenance of this plan.

- Establish Incident Command Post (ICP) and alternate ICP locations in coordination with responding law enforcement, fire, and EMS.
- Prepare and maintain a resource inventory
- Arrange appropriate training with emergency management personnel and emergency responders
- Coordinate periodic emergency exercises to test emergency plans and training
- Perform liaison with the state emergency management staff and other local emergency management personnel
- Coordinate with organized volunteer groups and businesses regarding emergency operations

3. Planning Limitations

No guarantee is implied by this plan of an ideal emergency response and incident management system. As personnel and resources may be taxed, the District can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

RECORD OF CHANGES

Basic Plan

Change #	Date of Change	Change Entered By	Date Entered
Plan #2	May 12, 2021	Cissy Bowman Director of Communications	May 12, 2021
	August, 21, 2023	Kristen James, Director of Communications	August 21, 2023

II. CONCEPT OF OPERATIONS

A. Objectives

The objective of a school's emergency operations program is to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel, should an emergency affect the school. To meet this objective, the school shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

B. General

- It is the responsibility of school personnel to protect students and other employees from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect school.
- It is the responsibility of the school to provide in-service emergency response education for all school and office personnel.
- It is the responsibility of the school principal to conduct drills and exercises to prepare school personnel, as well as students, for an emergency.
- To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the District, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
- This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency and is not a collection of plans for specific types of incidents. For example, the emergency response protocol addresses techniques that can be used to warn employees, students, and parents during any emergency, whatever the cause.
- The Incident Command System (ICS) is a tool available to manage all emergencies that occur within the district.
- As required by Act 44 of 2018, MTLSD will conduct disaster response or emergency preparedness drills annually.
- All personnel tasked in this plan are expected to follow current procedures in this plan. The school administration is charged with ensuring the training and equipment necessary for an appropriate response are in place.
- This plan is based upon the concept that the emergency functions that must be performed by the school generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Personnel and equipment resources are limited; some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that

would normally be required for those functions will be redirected to accomplish emergency tasks.

- Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

C. Operational Guidance

1. Initial Response

School employees are likely to be first on the scene of an emergency within the school. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority, or are more qualified to assume responsibility, arrive. Employees will seek guidance and direction from the District, local officials, and seek technical assistance from state and federal agencies and industry, where appropriate.

The Superintendent or school principal, or their designee, will be responsible for activating the school's emergency operations plan and the initial response:

ALiCE Procedures:

- **Alert-** Call 9-1-1. Provide as much information to as many people as possible.
- **Lock down** – All exterior doors and classroom doors are locked and students and employees stay in their learning/work spaces and barricade. See ALiCE procedures in the Functional Annex.
- **Inform:** Continuation of ALERT Communication. If possible, real-time information should be provided by all means available.
- **Evacuation** – Requires all students and employees to leave the building. Possibly reporting to their alternate site.
- **Reverse Evacuation** – Requires all students and employees to go to safe places in the building from outside the building.
- **Shelter-in-place** – Students and employees are held in the building with no one allowed to enter or exit. Limited movement is allowed. A Shelter-in-Place is called if there is an external threat.

Shelter-in-place is also implemented during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Windows and doors are to be sealed, and all ventilation systems are to be shut off.

2. Notification Procedure

- In case of an incident at any District facility, the flow of information shall be from the employee to 9-1-1, employee to school administrator or designee, if available, District Central Office and first responders as follows:

- **Step 1** In an Emergency/Crisis, the employee will notify:
 - 9-1-1
- **Step 2** The employee will notify the Principal, or designee, who in turn will notify:
 - Superintendent
 - Staff
 - Parents/ Guardians (Central Office administrators will initiate parent/guardian communication)
- **Step 3** If it is necessary to send anyone to a hospital by ambulance for a serious injury, send an identified staff member along to serve as a liaison.
- **Step 4** If the emergency/crisis demands an evacuation or shelter-in-place, proceed to predetermined site(s). See Functional Annex Evacuation.
- In the event the District is in receipt of information, such as a weather warning that may affect the schools within the District, the information will be provided to the school principal and/or designee from the District.

3. Training and Exercise

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, school safety drills and exercises will be conducted.

Act 44 of 2018 Training Exercises and Drills

- Drill Frequency Requirements -
 - Pennsylvania law requires 10 fire drills per school year, in a month of at least 7 days.
 - Schools may substitute 3 fire drills for a school safety drill.
 - One school safety drill must be held within 90 calendar days of the start of school.
 - When a school safety drill is to occur, parents and guardians must be notified and MLPD, MLFD, and MRTSA must be invited.
- According to Act 44, employees must complete a minimum of 3 hours of safety training every five years.
- Training or refresher training sessions will be conducted for all school personnel annually and will include updates and revisions on safety procedures.
- The District will participate in drills or exercises sponsored by local emergency responders as it relates to improving the school's ability to respond to and deal with emergencies.
- Throughout the year, school safety drills and exercise are practiced. They include but are not limited to ALiCE procedures (including evacuations and reverse evacuations), reunification protocols, Shelter-in-Place, Emergency Communications, and weather emergencies.

4. Implementation of the Incident Command System (ICS)

- The designated incident commander (IC) for the school will implement the ICS and serve as the IC until relieved by an individual more appropriate for the situation. The IC will

establish an incident command post (ICP) and provide an assessment of the situation to District and local officials, identify response resources required, and direct the on-scene response from the ICP.

5. Source and Use of Resources

The School will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:

- Maintain an inventory of organizational response assets, equipment, and supplies.
- Request assistance from the District, established community partners, and first responders.

D. Incident Command System

- The District/School employs the Incident Command System (ICS) to manage emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- The incident commander (IC) is responsible for carrying out the ICS function of command—managing the incident.
- The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform these functions. For larger incidents, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
- In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.
- This plan has been developed and reviewed with the support of the MLPD and MLFD. In reviewing this plan, the local first responders concur and support our commitment to employ ICS standards and processes when responding to, or training for, prospective events.

E. Incident Command System (ICS)—Emergency Operations Center (EOC) Interface

For community-wide disasters, the Municipal and/or County Emergency Operations Center (EOC) may be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command and the EOC. A general division of responsibilities is outlined below.

The incident command is generally responsible for field operations, including:

- Isolating the scene.
- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
- Providing warnings and emergency instructions to school employees , students, and emergency responders around the incident.
- Determining and implementing protective measures for the school employees , students, and emergency responders in the immediate area of the incident.
- Implementing traffic control procedures in and around the incident.
- Requesting additional resources from the EOC.

The EOC is generally responsible for:

- Providing resource support for the incident command.
- Issuing community-wide warnings.
- Issuing instructions and providing information to the general public.
- Organizing and implementing a large-scale evacuation.
- Organizing and implementing sheltering for community evacuees.

In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, such as an Area Command. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

F. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management: Preparedness, Mitigation, Response, and Recovery. The following information explains the relationship of the four phases of emergency management.

1. Preparedness

- **Prevention**

The Prevention mission area comprises the capabilities necessary to avoid, prevent or stop a threatened or actual act of violence.

Prevention Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Intelligence and Information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection
- Forensics & Attribution.

- **Protection**

The Protection Framework houses the capabilities necessary to secure the District against acts of terrorism and manmade or natural disasters.

Protection Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Access Control and Identity Verification
- Cybersecurity
- Intelligence and Information Sharing
- Interdiction and Disruption
- Physical Protective Measures
- Risk Management for Protection Programs and Activities
- Screening, Search, and Detection
- Supply Chain Integrity & Security

2. Mitigation

Mitigation comprises the capabilities necessary to reduce the loss of life and property by lessening the impact of disasters.

Mitigation Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Community Resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

3. Response

Response comprises the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Response Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health & Safety
- Fatality Management Services
- Fire Management & Suppression

- Logistics and Supply Chain Management
- Mass Care Services
- Mass Search and Rescue Operations
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Public Health, Healthcare, and Emergency Medical Services
- Situational Assessment

4. Recovery

Recovery comprises the core capabilities necessary to assist communities affected by an incident to recover effectively. The recovery process includes assistance to students, families and employees. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities.

Recovery Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Economic Recovery
- Health, Mental Health and Social Services
- Housing
- Natural & Cultural Resources
- Infrastructure Systems

G. 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, 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, to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand their roles and have the tools they need to be effective.

As part of its NIMS implementation, the School participates in the local government's NIMS preparedness program to remain NIMS compliant and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner. MTLSD has adopted the use of the Incident Command System (ICS) and MTLSD administration will complete a NIMS awareness course.

All MTLSD students and employees are expected to participate in training and exercises established in the school's emergency operations plan and its annexes. The school district is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

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 responsibilities to be performed by position and organization is detailed in the District's Functional Annex.

The MTLSD superintendent, assistant superintendents, building principal, assistant principal, and/or initially responding employee may need assistance to manage all of the aspects associated with an incident. As indicated, the Incident Command System (ICS) uses a team approach to manage incidents and allows school officials to assign tasks to other key school personnel.

Employees are assigned to serve within the ICS based on their expertise and training and the needs of the incident. Roles are 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 employees may be required to remain at school to assist in an incident.

Mt. Lebanon School District

- The District established objectives and priorities for the emergency management program and provides general policy guidance on the conduct of that program.
- The District established a school emergency operations plan review committee to approve and coordinate all emergency response plans.
- The District reviews school construction and renovation projects for safety.

Superintendent

- Serve as the Incident Commander or delegate that authority to a qualified individual
- Retains the overall responsibility for the safety of students and employees
- Manage school policy-level activities
- Interface with agencies and parents
- Provide potential student and employee outbreak and pandemic threat information to the Mt. Lebanon Municipal Emergency Management and Operations Division of the MLFD, Allegheny County Health Department, and PA Department of Health
- The Superintendent is the District Emergency Management Coordinator and assigns administrators to assist in planning and review.
- Consult with the local Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education and to ensure coordination of the school plan with community emergency plans
- Develop and coordinate in-service emergency response education for all District personnel
- Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response of all schools within the system
- Authorize implementation of emergency preparedness curriculum

- Serve as principal coordinator for NIMS planning implementation
- Gather information from all aspects of the emergency for use in making decisions about the management of the emergency
- Have overall decision-making authority in the event of an emergency until emergency responders arrive
- Monitor the emergency response during emergency situations and provide direction where appropriate
- With the assistance of the Public Information Officer, keep the public informed during emergencies
- Stay in contact with the leaders of the emergency service agencies working with the emergency.
- Keep the School Board informed of emergency status
- Request assistance from local emergency services when necessary
- Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
- Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

Principal

- Serve as the Incident Commander or delegate that authority to a qualified individual
- Retains the overall responsibility for the safety of students and employees
- Manage school policy-level activities
- Interface with agencies and parents
- Coordinate between the Superintendent and incident management
- Provide potential student and employee outbreak and pandemic threat information to their municipal EMA and PA Department of Health

Communication Director (PIO)

- Coordinate staff and parent communication and flow of information to the public
- Maintain website, social media information flow with accurate information
- Coordinate media inquiries
- Coordinate with MLPD & MLFD PIO
- Collects, verifies, prepares, coordinates, and disseminates community information to the public through the District communication platforms such as the District website (www.mtlsd.org), emergency phone alerts to parents and employees , news media, radio, newspaper, and social media
- Provides support to principals
- Provide scripts to support staff if needed
- Interfaces with parents, staff, public, media, other agencies, and stakeholders to provide information and updates based on changes in incident status
- Assist with designation of media site
- Monitors public information to ensure accuracy

- Establishes a Joint Information Center (JIC) and Joint Information System (JIS) as necessary

School Resource Officer

- The MTLSD School Resource Officer is an officer in the Mt. Lebanon Police Department and serves as a liaison to the Mt. Lebanon Police Department.
- Meet responding emergency personnel and assist with securing the building
- Check classrooms, restrooms, and all other areas for students and employees
- Assist in getting students and employees into a secure location
- Report to Principal when all areas are clear
- Prepare Serious Incident Report, if necessary

MTLSD Safety and Security Committee

- The MTLSD School Safety and Security Committee consist of the Superintendent, Assistant Superintendents, Communications Director, Technology Director, an elementary, middle and high school principal, District Facilities Manager, MLFD, MLPD, MRTSA, District Supervisor of Health Services, school psychologist, school counselor, school resource officer.
- Serve as the staff advisor to the [superintendent and principal] on emergency management matters.
- Keep administrators appraised of the preparedness status and emergency management needs.
- Convene/respond as needed to emerging school safety events.
- Coordinate local planning, preparedness activities, and the maintenance of this plan.
- Establish Incident Command Post (ICP) and alternate ICP locations in coordination with responding law enforcement, fire, and EMS.
- Prepare and maintain a resource inventory.
- Arrange appropriate training for district emergency management personnel and emergency responders.
- Coordinate periodic emergency exercises to test emergency plans and training.
- Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- Coordinate with organized volunteer groups and businesses regarding emergency operations.

School Safety and Security Committee

- Each school principal will designate the members of their School Safety and Security Committee. The team typically consists of the principal, building secretary, school nurse, teacher, special education teacher, custodian, school counselor or any other school employee as deemed appropriate.
- Serve as the staff advisors to the principals on emergency management matters
- Keeps the building principals appraised of the preparedness status and emergency management needs

- Coordinate local planning, preparedness activities, and the maintenance of this plan.
- Establish Incident Command Post (ICP) and alternate ICP locations in coordination with responding law enforcement, fire, and EMS.
- Prepare and maintain a resource inventory
- Arrange appropriate training with emergency management personnel and emergency responders
- Coordinate periodic emergency exercises to test emergency plans and training
- Perform liaison with the state emergency management staff and other local emergency management personnel
- Coordinate with organized volunteer groups and businesses regarding emergency operations

Teachers

- Supervising students under their charge
- Take steps to ensure the safety of students, staff and other individuals in the implementation of protective actions and incident management protocols established in the District EOP and Critical Incident Plan (CIP Chart)
- Direct students in implementation of protective actions
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location
- Report missing students to the Principal/Incident Commander
- Execute assignments as directed by the Principal/ Incident Commander
- 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, CPR, Stop the Bleed and any other training deemed necessary

Counselors, Psychologists, Special Education Director

- Take steps to ensure the mental well-being of students, staff and other individuals
- Render psychological first-aid if necessary
- Assist in the transfer of students, staff and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Principal/ Incident Commander.
- Assist with crisis intervention and recovery processes.

School Nurses/Health Assistants

- Administer first-aid or emergency treatment as needed.
- Supervise administration of first-aid by those trained to provide medical care
- Organize first-aid and medical supplies
- Manage student medications and go kits
- Provide potential student and staff outbreak and pandemic threat information to the Principal/Incident Commander
- Communicate public health protective actions to students and staff

- Provided training to staff as necessary
- Act as liaison to MRTSA

Building Maintenance Personnel

- Survey and report building damage to the Principal/Incident Commander
- Control main shutoff valves for gas, water and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Keep the Principal/Incident Commander informed of school conditions

School Secretary/Office Staff

- 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 Principal/Incident Commander
- Provide assistance to the principal
- Monitor emergency broadcasts and provide updates to the Principal/Incident Commander

Food Service/Cafeteria Workers

- Use, prepare, and serve food and water to students and staff
- Executing assignments as directed by the Incident Commander

Transportation Providers

- Transfer students to new location when directed
- Execute assignments as directed by the Principle/Incident Commander
- Transport individuals in need of medical attention, as necessary
- Coordinate with Port Authority if necessary for evacuation

Technology/Information Services

- Coordinate use of technology for communication or any other need
- Assist in establishment/maintenance of emergency communications network
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, data center locations, and other communications equipment
- Establish and maintain computer communication with the district office and other agencies
- Establish and maintain student and staff database in support of the incident
- Report problems in communication systems to the Principal/Incident Commander

Students

- Cooperate during emergency training, drills, and exercises; and during an incident
- Be responsible for themselves and others in an incident
- Report situations of concern

- Take an active part in school incident response/recovery activities, as age appropriate

Parents/Guardians

- Encourage and support school safety and violence prevention programs
- Support service projects to promote school incident preparedness
- Provide the school with updated emergency contact information in the Dashboard
- Practice emergency preparedness in the home
- Follow guidance provided during a school emergency

Emergency Organizations

Local Law Enforcement

- Participant in school safety/planning committee meetings, as needed
- School Resource Officer stationed at Mt. Lebanon High School
- Participate in risk assessment of security of buildings and grounds, when requested
- Respond to law enforcement emergency at the school
- Assume Incident Commander or lead operations function in armed intruder incident
- Provide security to school incident scene, as resources permit
- Agreed to Memorandum of Understanding (MOU) with school district

Fire Department/EMS

- Participant in school safety/planning committee meetings, as needed
- Participate in fire risk assessment of buildings and ground annually
- Provide suppression services, as needed.
- Provide emergency medical services, as needed.
- Provide fire police for traffic control, as needed.

Mt. Lebanon Office of Emergency Management Agency

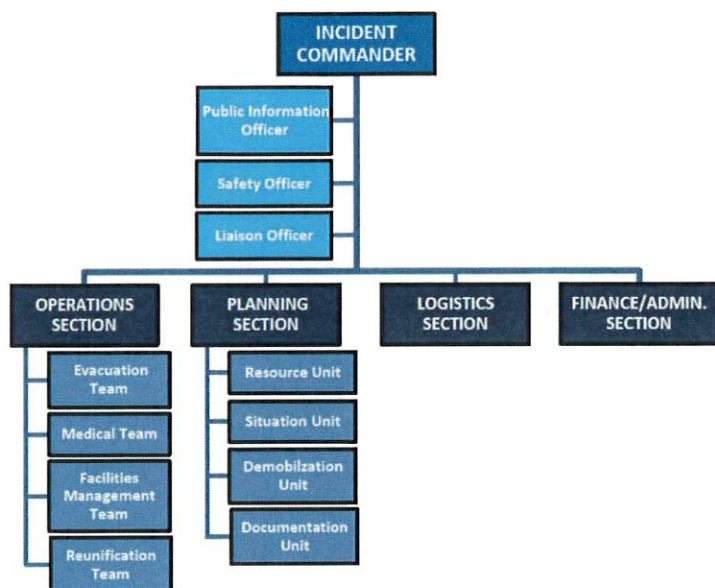
- Coordinate municipal emergency support services to District, as requested
- Coordinate development and maintenance of the municipal EOP
- Coordinate with County when municipal resources are committed and mutual aid is exhausted
- Coordinate county emergency support services to school, as requested by municipality
- Develop and maintain the municipal EOP
- Request mutual aid from adjacent counties, its Regional Task Force, or from the Pennsylvania Emergency Management (PEMA), as needed

IV. DIRECTION, CONTROL, AND COORDINATION

A. Incident Command System

A school's command system can be used to manage emergency incidents or non-emergency events such as graduations, athletic events, or celebrations. The system is flexible to meet the District's needs. See Figure 1.

Figure 1. School Incident Command System



Staff are assigned to serve within the ICS based on their expertise and training and the needs of the incident. Roles should be assigned based on training and qualification.

It is understood that as an incident intensifies and additional agencies arrive on scene, the ICS structure may change. For example, during an active-shooter incident, the initial ICS would be a single incident command, with the school providing the Incident Commander. However, upon arrival of law enforcement personnel this incident commander role may transfer from the school to a law enforcement lead, or the law enforcement lead may possibly be assigned to operations functions. Although the ICS structure may change, many of the District/School's responsibilities may not. The below detailed school and district roles will be critical for the successful management of the incident.

The ICS roles for the school are organized into the following functional areas:

Incident Commander

The Incident Commander directs tactical on-scene operations. The Principal or Superintendent initially may be the Incident Commander until a coordinated incident command system (ICS) is established with local authorities. The Incident Commander will establish an Incident Command

Post (ICP) and provide an assessment of the situation to the principal/designee or other officials, identify resources required, and direct the on-scene incident management activities.

The Incident Commander's responsibilities include:

- Establish incident objectives
- Assess emergency or threat and impact to students, staff, school property and surrounding community
- Activate emergency plan and Incident Command System
- Establish a Command Center
- Develop and communicate a plan of action
- Provide District/City Officials with Site Specific Information
- Authorize any release of public information
- Make provision for mental health counseling
- Remain in command until transfer of command has been completed

Public Information Officer - The PIO is responsible for communicating with parents, staff, public, media, and/or coordinating with other agencies, as necessary, with incident related information requirements. The PIO is responsible for developing and releasing information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.

Safety Officer- Point of contact for assisting and cooperating with District and external agency representatives (fire and law enforcement).

Logistics and Information Coordinator – Identifies, coordinates, and manages supplies and equipment; ensures decisions and actions are recorded

- Field Communication – Make required telephone calls; maintain a chronological event log and notify the incident commander of new information.
- Information Technology – Provide technical support for all communications hardware and software

Building Operations Coordinator – Knows layout of building and perimeter, location of shut-off valves and utility lines and is familiar with blueprints.

- **Operations and Planning Team** – Manages response personnel, coordinates District/school response efforts, assists commander in managing challenges of emergency/crisis. Tracks available and needed resources; assesses developing situations and develops a strategic action plan.

Student/Staff Accountability Coordinator - Accounts for everyone on site as quickly as possible. This person must have access to attendance records, visitor sign-in sheets, emergency data cards of students and any other information that will assist in accounting for the school population.

Parent/Child Reunification - Oversees location where students assemble, attends to their needs when providing shelter, oversees how parents receive students and the process for releasing students.

Medical Team Coordinator - Knows where all supplies are located, oversees first aid prior to paramedics' arrival, coordinates with paramedics.

Transportation – Coordinates the utilization of school buses to evacuate students to a safe location

Food Services – Supplies food and supervises safe operations within the school kitchen

VI. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The School will collect, analyze, and disseminate information before, during, and after an incident.

A. Types of Information

The Mt. Lebanon School District maintains a School Safety and Security Committee that monitors the culture, climate, and safety of the school district. This information will be reviewed and shared by the Superintendent/Principal to the school community. After an incident, the administration will monitor and share with parents and the community available resources to aid in student and staff recovery.

B. Information Documentation

The assigned staff member(s) will document the information gathered. Information to be documented includes:

- The source of the information.
- The staff member who collected and analyzed the information.
- The staff member to receive and use the information.
- The format for providing the information.
- The date and time the information was collected and shared.

V. COMMUNICATIONS

Communication is a critical part of incident management and response. The District communications protocol provides clear, effective internal and external communication between the school, staff, students, parents, emergency responders, the community, and the media. The school's communications protocol is found in the MTLSD Functional Annex for internal use only.

VII. RECOVERY AFTER AN INCIDENT

After an incident, staff, teachers and school officials will review established mission-critical operations to support the restoration of the District's educational programs. The District will designate appropriate personnel to collaborate with external resources to accomplish the following, as event requires:

- 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.
- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Provide detailed facilities data to the District 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.
- Inform absentee policies for teachers/students after an incident.
- Use Flexible Instructional Days as an option if teaching on site is not an option.

VIII. ADMINISTRATION, FINANCE AND LOGISTICS

A. Agreements and Contracts

If District resources prove to be inadequate during an incident, the District will request assistance from local emergency services, other agencies in accordance with existing MOU's. All pre-negotiated agreements are maintained by the District.

B. Recordkeeping

1. Administrative Controls

The District 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 conducted in accordance with established District policies and standard cost accounting procedures.

2. Activity Logs

Staff assigned positions within the ICS structure will maintain accurate logs, recording key incident activities, including:

- Activation or deactivation of incident policies, procedures and resources.
- 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.
- Evacuation/Family Reunification.
- Casualties.
- Termination of the incident.

C. Preservation of Records

Essential records will be protected and are maintained at the District and/or School Office.

IX. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

This plan was developed by an internal team of administrators who used best practice training and sources including:

- Emergency Management Coordinator for the Municipality of Mt. Lebanon
- Mt. Lebanon Police Department
- Emergency Services of Allegheny County
- Training: PA-PEMA: G364 Multi-Hazard Emergency Planning for Schools
- Act 44 of 2018
- FEMA Multi-hazard Planning for School Toolkit
- Pennsylvania Safe School Requirements
- This plan will be updated annually or as needed.
- This plan will be shared with all District administrators and will be posted on the District School Safety section at www.mtlsd.org

X. SCHOOL SAFETY PLANNING GLOSSARY

ALiCE: ALiCE procedures provide options to use in the event of an internal threat. It is a proactive, options-based strategy. These are not sequential actions, but steps to take depending on the situation. Alert; Lockdown; Inform; Counter; Evacuation.

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.

Incident: An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property.

Incident Command System (ICS): The response infrastructure designed under the National Incident Management System (NIMS) to facilitate effective and efficient management of an incident by (1) identifying key team roles and functions; (2) assessing staff skills; (3) pre-designating staff for each ICS function (command, operations, planning, logistics, finance/administration); (4) coordinating with community partners; and (5) providing for transfer or command and backup of resources.

Incident Commander: The individual responsible for overall policy, direction and coordination of the emergency response effort. Usually this will be the local emergency official on site who has legal jurisdiction over the incident.

Lockdown: The initial physical response to provide a time barrier if immediate evacuation is not an option based on the information available. Lockdown is not a stand-alone defensive strategy. When securing in place this procedure should involve barricading the door and readying a plan of evacuation or counter tactics, should the need arise.

Evacuation: The process of safely moving students, staff, and visitors to designated assembly areas from classrooms, outside areas, cafeterias, and other school locations.

Family Reunification: The process of safely reuniting students with proper family members or guardians in the course of an incident.

Functional Annex: Functional Annexes are the parts of the EOP that begin to provide specific information and direction. They are internal documents. Annexes should focus on operations: what the function is and who is responsible for carrying it out. While the Basic Plan provides information relevant to the EOP as a whole, annexes should emphasize responsibilities, tasks, and operational actions that pertain to the function being covered. Annexes should cover, in general terms, the activities to be performed by anyone with a responsibility under the function.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies, 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, to reduce the loss of life or property and harm to the environment. This system ensures that those involved in an incident understand their roles and have the tools they need to be effective.

Reverse Evacuation: The process of bringing students and staff from outdoor areas into the safer environment of a building, due to an outside source of danger.

School Incident Commander: The school official who has been designated by the School Decision Maker, if not the same, who is authorized to make decisions for the school in the event of a critical incident or hazard. The School Incident Commander may transfer command to the emergency responder Incident Commander, such as law enforcement, fire, or other safety officials who assume control of the incident. The School Incident Commander will usually continue to operate within the overall ICS structure.

Shelter-in-place: A course of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or room than outside. Specific hazards may require students and staff to move to rooms that can be sealed from chemical, biological, or weather threats.

XI. SCHOOL SAFETY AUTHORITIES AND REFERENCES

- Homeland Security Act of 2002, PL 107-296 (Nov. 25, 2002).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 (Nov. 23, 1988), amending the Disaster Relief Act of 1974, PL 93-288.
- Homeland Security Presidential Directive No. 5 (2003).
- Communicable and Non Communicable Diseases, 28 PA Code, Ch.27, 27.152
- Public School Code of 1949, 24 P.S. § 1-101, et seq., as amended, § 15-1517
- 22 PA Code Section 10.24, School Emergency Preparedness Plan
- 22 PA Code Section 10.11
- 35 PA C.S. § 7101 et seq., as amended, § 7701
- FEMA, “Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101,” Version 2.0,
https://www.fema.gov/media-library-data/20130726-1828-25045-0014/cpg_101_comprehensive_preparedness_guide_developing_and_maintaining_emergency_operations_plans_2010.pdf
- FEMA, “*Guide for Developing High-Quality School Emergency Operation Plans*” Version 2013,
https://www.fema.gov/media-library-data/20130726-1922-25045-3638/rem_s_ihe_guide.pdf.
- Pennsylvania Department of Emergency Management, “*All-Hazards School Safety Planning Toolkit*,”
<http://www.pema.pa.gov/planningandpreparedness/communityandstateplanning/Pages/All-Hazards-School-Safety-Planning-Toolkit.aspx#.V6yQbJgrKM8>
- NIMS, Department of Homeland Security, FEMA:
<http://www.fema.gov/national-incident-management-system>.
- Mt. Lebanon Office of Emergency Management – County Emergency Operations Plan
- MTLSD Emergency Operations Plan training 2018- G-364: Multi-Hazard Planning for Schools

School/District Emergency Plan Acknowledgement

1 message

Gerlach, Robert <Robert.Gerlach@alleghenycounty.us>

Wed, May 12, 2021 at 1:35 PM

To: Cissy Bowman <cbowman@mtlsd.net>

Cc: Chris Buttlar <cbuttlar@mtlebanon.org>, Daniel Morris <dmorris@mtlebanon.org>

PLEASE SAVE THIS E-MAIL FOR YOUR RECORDS

Dear School Administrator;

Allegheny County Emergency Services is in receipt of your "School Emergency Operations Plan" for the **Mt. Lebanon School District**.

Please note that in no way is this an approval of your plan or of its content by Allegheny County Emergency Services, but only an acknowledgement that you have submitted a copy and it is on file with our Department.

You, as a School Administrator, should have your Local Emergency Management Coordinator for the municipality that your school/district resides in review your plan with you if you need further assistance.

If you have any questions, please contact the Division of Emergency Management at 412-473-2550.

Thank you,



Matthew J. Brown – Chief



Robert G. Gerlach, MPA, MEP

Emergency Management Specialist | Training & Exercise Coordinator

County of Allegheny | Department of Emergency Services

150 Hookstown Grade Road | Coraopolis, PA 15108

Office: 412-473-7071 | Fax: 412-473-2623

24 Hour: 412-473-3000

Robert.Gerlach@AlleghenyCounty.US

Keep up to date with Allegheny County Emergency Management training opportunities at: <https://www.alleghenycounty.us/emergency-services/emergency-mgmt/ema-training.aspx>

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