DISTRICT GUIDE

EMERGENCY OPERATIONS PLAN

2024 - 2025

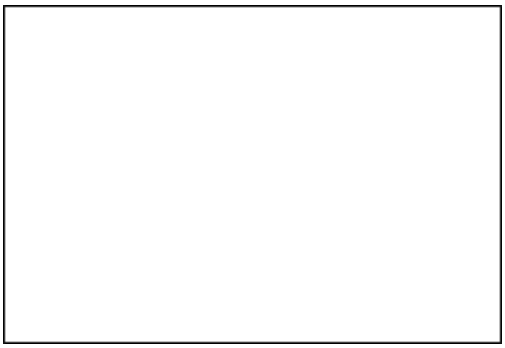
PINE-RICHLAND SCHOOL DISTRICT

702 Warrendale Road

Gibsonia, PA 15044

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PART I



BASIC

PLAN

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Purpose & Phases of Crisis

Purpose

Pine-Richland School District has developed procedures for dealing with existing and potential student and school crises. This Emergency Operations Plan (EOP) is part of a systematic planning effort to provide direction and assistance to students, faculty, and staff in responding to emergency situations and to provide a basis for restoration of services. The EOP procedures provide benefits for students, parents, and the school district. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. Team members operate within specific guidelines to make collaborative decisions, sharing the responsibility of these often difficult, stressful situations. This plan provides parents and other members of the community with assurances that Pine-Richland School District has established guidelines and procedures to respond to incidents/hazards in an effective way. The Emergency Operations Plan includes Part I: Basic Plan and Part II: Functional Plan.

Scope of the Plan

The EOP provides guidelines and procedures for dealing with existing and potential school incidents. The Basic Plan, Part I, and the Functional Plan, Part II outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. The plan discusses the expectations of staff; 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 EOP was developed using resources including:

- FEMA: http://www.training.fema.gov
- Center for Safe Schools: http://www.safeschools.info

Other sources may be noted throughout specific sections of the plan.

Interagency Agreements

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. An important component of the EOP is advanced planning with various federal, state, and/or local agencies and community service providers to aid in timely communication and response to an incident. Advance planning may or may not include written agreements to help coordinate services between the agencies and school. If mutual aid agreements are created, a copy should be maintained with other important documents related to this safety plan. Advanced planning should specify the type of communication and services provided by one agency to another. The interagency agreements have fostered stronger collaborative relationships and have led to improved communication about students and family events that could impact the schools.

Signatory Page

The following individuals are members of a committee who have reviewed and revised this EOP for Pine-Richland School District for the **2024-2025** school year. By signing below, the individuals acknowledge that they have reviewed the Pine-Richland School District EOP and understand their roles and responsibilities. During any emergency, the safety of children and staff is of primary importance. Multiple trainings happen throughout the school year, and it is the responsibility of these individuals to attend and participate in those trainings.

NAME	TITLE	AGENCY	SIGNATURE	DATE
Dr. Brian Miller	Superintendent	PRSD		
Dr. Kristen Justus	Asst Supt of Elementary Educ and Curriculum	PRSD		
Dr. Mike Pasquinelli	Asst Supt of Secondary Educ and Curriculum	PRSD		
Mrs. Erin Hasinger	Director of Communications	PRSD		
Mrs. Barbara Williams	School Board Secretary	PRSD		
Mr. Christopher Juzwick	Director of Financial and Operational Services	PRSD		
Dr. Maura Paczan	Dir. of Student Services	PRSD		
Mr. Jeff Zimmerman	Director of Facilities	PRSD		
Mr. John Stoughton	Asst AD/Transportation & Facility Use Coor	PRSD		
Mrs. Michelle Schonbachler	School Nurse Dpt Chair	PRSD		
Mr. Brian Glickman	Director of Human Resources	PRSD		
TBD	School Security Officer	PRSD		
Mr. Parker Freshwater	School Security Officer	PRSD		
Officer Brad Nowosielski	School Resource Officer	PRSD/NRPD		

Distribution & Acknowledgement

The individuals listed below will receive a copy of the EOP to keep in his/her possession.

By signing this page, the individuals acknowledge that they have received and reviewed the Pine-Richland School District EOP and understand their roles and responsibilities. During any emergency, the safety of children and staff is of primary importance. Multiple trainings happen throughout the school year, and it is the responsibility of these individuals to attend and participate in those trainings.

Name	Title	Department/Agency	Signature	Date
	Director of Athletics	Athletic Department		
	Chief	Northern Regional Police Department		
	Fire Chief	Pine Township Fire Department		
	Fire Chief	Richland Township Fire Department		

In addition to the individuals listed in the previous sections, the following individuals will receive a copy of his/her building EOP to keep in his/her possession in his/her respective building. By signing this page, the individuals acknowledge that they have received and reviewed the Pine-Richland School District EOP and understand their roles and responsibilities.

Name	Title	Building	Signature	Date
Dr. Frank Hernandez	Principal	Pine-Richland High School		
Dr. David Kristofic	Principal	Pine-Richland Middle School		
Mrs. Colleen Berezo	Principal	Eden Hall Upper Elementary School		
Mrs. Paula Giran	Principal	Hance Elementary School		
Mrs. Jenna Rucker	Principal	Richland Elementary School		
Mrs. Kelly Gustafson	Principal	Wexford Elementary School		

Assurances and Provisions

The Board of School Directors has and will continue to collaborate with local, county, state and national agencies in the development of school district emergency operations. The Board also authorizes the school district administration to revise and/or develop additional plans in Part II of the EOP.

Promulgation

Resolution of the Pine-Richland School District Board of Education

This plan is adopted as the Emergency Operations Plan for emergencies and disasters occurring within the Pine-Richland School District. This plan is designed to comply with all applicable federal and Commonwealth of Pennsylvania laws and regulations and provides the policies and procedures to be followed in dealing with emergency conditions.

This plan supersedes all previously developed emergency plans.

Adopted this __ day of May, 2024.

_____, School Board President

_____, Superintendent

_____, Board Secretary

The original signature page will be held by the Board Secretary.

Record Of Review And Changes

The EOP will be reviewed at least once per year by school officials and others deemed appropriate by school administration.

Record of Changes and Revisions

In the event of a change or revision, the page with the revision will be distributed to each individual possessing a plan. The individual will be asked to replace the page, initial the outdated page and return to the office of the superintendent to indicate completion. Any and all changes will be recorded on the table below in copy #1 of the EOP which will be held in the office of the superintendent.

DATE REVISED	CHANGES/REVISIONS	REASON FOR CHANGES	REPLACED IN EACH DISTRIBUTED COPY	SUPERINTENDENT/DESIGNEE SIGNATURE
EXAMPLE: July 15, 2018	Replaced Emergency Phone Chain	Personnel changes	x	John Smith

DATE REVISED	CHANGES/REVISIONS	REASON FOR CHANGES	SUPERINTENDENT/DESIGNEE SIGNATURE

Training And Exercising The Plan

Pine-Richland School District understands the importance of training, drills, and table top exercises in maintaining and planning for an incident. To ensure that district personnel and community emergency responders are aware of their duties and responsibilities under the school plan and the most current procedures, school officials will coordinate training efforts with guidance from the Northern Regional Police Department and the Allegheny County Emergency Management Agency.

Basic training and refresher training sessions will be conducted as noted on the training and drill schedule and in coordination with local fire, law enforcement and emergency managers. Documentation of trainings will be kept on file in the office of the superintendent. EOP training includes, but is not limited to:

- Hazard and incident awareness training for all staff members.
- Building-based emergency response training with building-specific quick reference guides.
- Various table top exercises in collaboration with local emergency responders.
- Annual severe weather drills that follow protocols from the national weather service and local authorities.
- Monthly fire and evacuation drills.
- Orientation to the EOP provided to new staff members.
- First-aid and CPR for designated individuals according to building and department needs.
- For members of the administrative team: One online FEMA course: IS-362A to be taken, with documentation, by members of the Administrative Team. The course is available for free at FEMA's Emergency Management Institute: https://training.fema.gov/is/courseoverview.aspx?code=is-362.a&lang=en

All Pine-Richland School District staff members are encouraged 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.

Situation Overview

School Population

General Population

Current enrollment at Pine-Richland School District is approximately 4528 students located in three primary buildings (Grades K-3rd), one upper elementary school (Grades 4th- 6th), one middle school (Grades 7th- 8th), and one high school (Grades 9th- 12th). These students are supported by a committed staff and faculty consisting of:

47	Administrator and Administration Support Personnel
341	Certified Professional Staff
21	Secretaries
45	Maintenance and Custodial Staff
74	Classroom Support
38	Cafeteria Staff (employed by Sodexo)
13	Kindergarten, Playground and Cafeteria Aides
8	Technology Department Staff (employed by PR and outsourced)
2	Copy Services Personnel (employed by ComDoc/IST)

A master schedule of where classes, grade levels, and staff are located during the day is held in the front office of each building and with the Assistant Superintendent's office at the District Office. Buildings should have a copy of the master schedule in the event of power outage or connectivity issues.

Functional Needs Population

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

- Limited English proficiency, Blindness or visual disabilities, Cognitive 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 staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

- Classrooms containing students and staff that require additional assistance during an incident will be noted during the applicable class period on the schedule and staff member quick reference guides.

A list of staff members who have been trained and assigned to assist the functional needs population during drills, exercises, and incidents is also available in the front office.

Building Information



Pine-Richland High School
700 Warrendale Road
Gibsonia, PA 15044-6040
Telephone: (724) 625-4444
Fax: (724) 625-4640
Grades 9-12 (Enrollment: 1429*)
Hours: 7:45 a.m.- 2:36 p.m.



Pine-Richland Middle School
100 Logan Road
Gibsonia, PA 15044-6040
Telephone: (724) 625-3111
Fax: (724) 625-3144
Grades 7-8 (Enrollment: 696*)
Hours: 7:45 a.m. - 2:36 p.m.



Eden Hall Upper Elementary
3900 Bakerstown Road
Gibsonia, PA 15044-6040
Telephone: (724) 443-1450
Fax: (724) 443-1451
Grades 4-6 (Enrollment: 1043*)
Hours: 8:35 a.m. - 3:10 p.m.



Hance Elementary School
5518 Molnar Drive
Gibsonia, PA 15044-6040
Telephone: (724) 443-1541
Fax: (724) 443-1290
Grades K-3 (Enrollment: 433*)
Hours: 9:20 a.m. - 3:40 p.m.
Kindergarten Hours:
9:20 a.m. - Noon (K-AM)
1 p.m.- 3:40 p.m. (K-PM)



Richland Elementary School
3811 Bakerstown Road
Gibsonia, PA 15044-6040
Telephone: (724) 443-1558
Fax: (724) 443-2180
Grades K-3 (Enrollment: 484*)
Hours: 9:20 a.m. - 3:40 p.m
Kindergarten Hours:
9:20 a.m. - Noon (K-AM)
1 p.m. - 3:40 p.m. (K-PM)



Wexford Elementary
250 Brown Road
Wexford, PA 15090-8558
Telephone: (724) 935-4631
Fax: (724) 935-3733
Grades K-3 (Enrollment: 443*)
Hours: 9:20 a.m. - 3:40 p.m.
Kindergarten Hours:
9:20 a.m. - Noon (K-AM)
1 p.m. - 3:40 p.m.(K-PM)

*Enrollment numbers are from April 18, 2024, due to board approval in May 2024.



A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, AEDs, Stop-the-Bleed Kits and utility shut offs is included in the Part II Functional Plan. All staff members are made aware of these maps and the location of safety devices.

Hazard Analysis Summary

Pine-Richland School District is exposed to many hazards, which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The following is a list of high-priority hazards that Pine-Richland School District has identified as potential threats to the district area.

Evacuate (e.g. Fire)
Early Release
Hold
Lockdown
Secure
Shelter
Severe Weather
Bomb Threat
Explosion
Missing Child
Bus Accident
Active Shooter
Intruder/Hostage
Chemical Spill
Pandemic Influenza
Infectious Disease
Exterior Flood
Medical Emergency
Odor of Gas
Mechanical Malfunction/Burning
Interior Flood
Water Shut-off
Power Failure
Suspicious Package
Suspicious Person
Potential Violence
Terrorism/Governmental Emergency

No guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Pine-Richland School District can only endeavor to make every reasonable effort to manage the situation with the resources and the information available at the time.

Communications

Communication is a critical part of incident management. This section outlines Pine-Richland School District's communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, emergency responders, the community and media.

The EOP must include policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community, and the media. Templates for statements/press releases to the media, and a detailed communications plan, including standard procedures and protocols are developed and made available in advance of an incident.

Templates for statements/ press releases, the communication plan and media contacts at the major television, Internet, and radio stations are maintained by the Director of Communications and located at the District Office.

Communication between school and Law Enforcement and Emergency Responders

Pine-Richland School District utilizes the Communication tools described in the EOP to contact and maintain communications with law enforcement and other emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication tools described in the EOP to notify the principal/designee of the school's status/needs. Pine-Richland School District and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

Internal Communications

Pine-Richland School District has identified the Director of Communications as the school spokesperson who will be responsible to:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Follow the communications policies and procedures established by Pine-Richland School District.
- Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
- Develop materials for use in media briefings.
- Act as the contact for emergency responders and assist in coordination of media communications.

Communication between School Officials and Staff Members

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

- **Rapid Call System:** A message may be distributed to appropriate groups via the rapid call system made by the Director of Communications or designee.

- **e-Blast:** An e-mail system is available to provide those who are registered to receive messages with updates during an incident.

- **Small-Group Telephone Trees/Texts:** 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 principal/designee, who contacts the members of the School Incident Command Team. Team members then in turn will contact groups of staff (teachers, administrators and support staff). A telephone tree will also be utilized at the District Office Staff level according to the flow of the Emergency. When appropriate, texting the team may be an efficient way to communicate.

- **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.

External Communications

School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from Pine-Richland School District about the incident, what is being done and the safety of the children and staff.

Communication with Parents

Before an incident occurs, Pine-Richland School District will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.

- Inform parents about the EOP, its purpose, and its objectives, although detailed response tactics should not be shared if they will impede the safe response to an incident.

- Information will be included in email blasts, regular electronic newsletters, presentations/announcements at board meetings.

- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

In the event of an incident, Pine-Richland School District will:

- Disseminate information to inform parents about what is known to have happened via the rapid call system and/or email blast.

- Implement a 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.

Communication with the Media

In the event of an incident, the School Incident Commander or the emergency responder Incident Commander (in the event command has been transferred), will coordinate with the Director of Communications and/or participate in a joint information effort to:

- Establish a media site and reception area away from the school and any established Incident Command Post.

- Provide regular updates to the media and school community.

- Provide only information that has been approved to be released by the Incident Commander in charge of the scene.

- Monitor release of information and correct misinformation.Coordinate messages with the principal/designee.

All Pine-Richland School District employees are to refer all requests for information and questions to the Director of Communications.

Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Pine-Richland School District 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, especially to provide accurate information where rumors need to be dispelled.

Communication Tools

Some common internal and external communication tools that Pine-Richland School District uses include the following:

- **Phone Application System:** Pine-Richland utilizes a cell phone application that allows any staff member to send an emergency alert that informs all building staff and emergency responders immediately.

- **Rapid Call/Text/Email:** Pine-Richland School District utilizes a system that can send a phone call, email, and text to parents and staff simultaneously within seconds. In addition, the district has a dynamic eBlast system that allows for customizable, HTML messages.

- **Website Alert:** PRSD has a content management system that enables the district to post pop-up alerts.

- **PRSD Newsline**: PRSD has designated a school telephone number (724-443-7575) that serves as a recorded “hotline” for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with emergency responders and others.

- **Cellular telephones:** These phones may be the only tool working when electric service is out; they are useful to school personnel en route to or from a site. Text messaging, apps (e.g. Remind), and access to email/websites through cell phones can be leveraged as needed.

- **Intercom/Phone systems:** The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.

- **Bullhorns and megaphones:** A battery-powered bullhorn to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.

- **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 website. The district obtains a mobile wireless internet access point for emergency situations.

- **Interactive display boards and emergency response apps**: Messages can be cast to all connected and powered school devices to silently communicate information to all users on the network.

- **Alarm systems:** Bells or buzzers are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All school staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.

- **Whistles:** Whistles may be provided to staff in order to signal a need for immediate attention or assistance.

Recovery After An Incident

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, staff, teachers and school officials will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing this effort is the starting point for the recovery process. Collecting and disseminating information will also facilitate the recovery process.

Pine-Richland School District will designate appropriate personnel and collaborate with external resources to work in teams to accomplish the following:

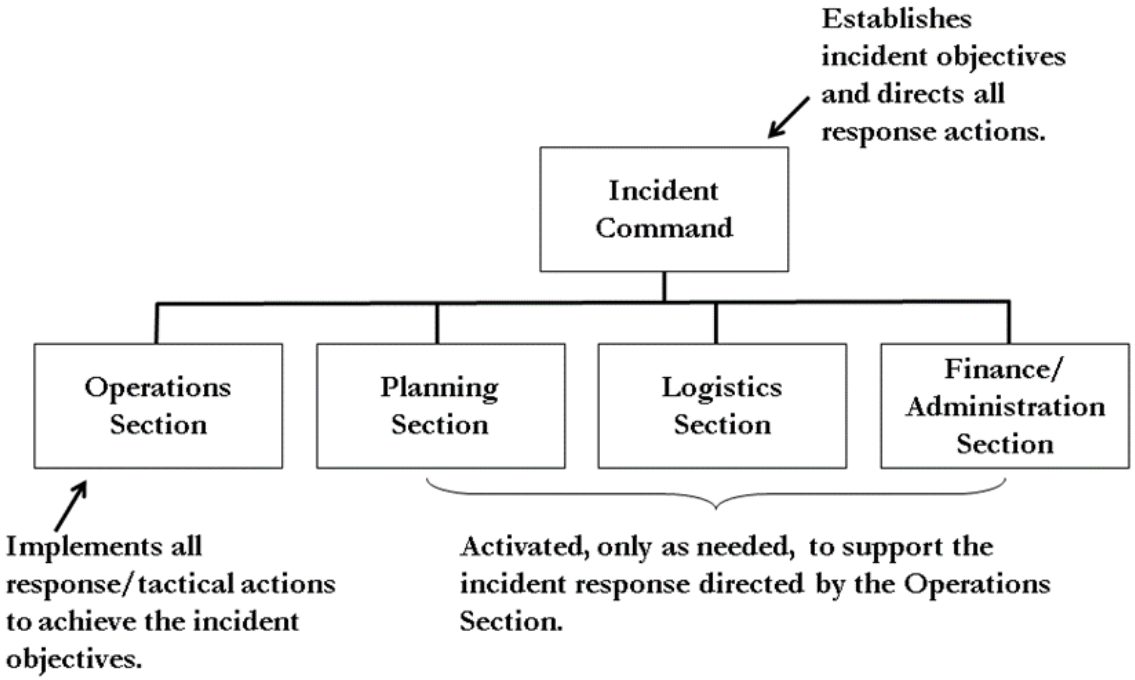
- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources and determine the impact on the school operations 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 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.
- 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 (e.g. virtual learning).
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms, virtual learning as needed).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

Direction, Control, and Coordination

A School 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 school's needs.

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 pre-assigned based on training and qualification. The School ICS is organized into the following functional areas:

School Incident Commander

The School Incident Commander directs tactical on-scene operations until/unless a coordinated incident command system (ICS) is established with local authorities.

Operations Section

When activated, the Operations Section coordinates all tactical operations including implementation of response/recovery activities according to procedures and protocols established by Pine-Richland School District in an incident action plan. Procedures and protocols will address 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:

- Analyzing school staffing to develop a Family Reunification Plan, and implementation.

- Monitoring site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shutting them off only if danger exists or if directed by the Incident Commander and assisting in securing the facility.

- Establishing medical triage with staff trained in first-aid and CPR, providing and overseeing care given to injured persons, distributing supplies and requesting additional supplies.

- Providing and accessing psychological first-aid services for those in need and accessing local/regional providers for ongoing crisis counseling for students, staff and parents.

- Coordinating the rationed distribution of food and water, establishing secondary toilet facilities in the event of water or plumbing failure and requesting needed supplies.

- Documenting all activities.

Planning Section

When activated, the Planning Section is responsible for collecting, evaluating and disseminating information needed to measure the size, scope and seriousness of an incident and planning appropriate incident management activities. Duties may include:

- Assisting the Incident Commander in the collection and evaluation of information about an incident as it develops, assisting with ongoing planning efforts and maintaining the incident time log.

- Documenting all activities.

Logistics Section

When activated, the 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:

- Establishing and overseeing communications center and activities during an incident (e.g. two-way radio, battery-powered radio, written updates, etc.), and

developing a telephone tree for after-hours communication.

- Establishing and maintaining school and classroom first-aid kits, coordinating access to and distribution of supplies during an incident and monitoring inventory of supplies and equipment.

- Documenting all activities.

Finance/Administration Section

When activated, the 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/insurance claim (if appropriate) and recovering school records following an incident. Additional duties may include:

- Assuming responsibility for overall documentation and recordkeeping activities;

- When possible, photographing or videotaping damage to property.

- Developing a system to monitor and track expenses and financial losses and secure all records.

School and school district management offices may assume responsibility for these functions and perform these duties off-site. Staff are assigned to serve within the School Incident Command System (ICS) based on their expertise and training and the needs of the incident. Roles should be pre-assigned based on training and qualification.

Administration, Finance and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, Pine-Richland School District will request assistance from local emergency services, other agencies and the school community in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies and/or personnel. All agreements entered into by authorized school officials should be in writing. All pre-negotiated agreements and contracts are located at the District Office.

Recordkeeping

Administrative Controls:
Pine-Richland School 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 done in accordance with established local fiscal policies and standard cost accounting procedures.

Activity Logs:
Staff assigned within the School ICS will maintain accurate logs recording key incident management 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.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

Incident Costs:
School ICS Finance and Administration staff are 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. The detailed records of costs for incident management and operations include:

- Personnel costs, especially overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.

- 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.

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 principal causes of damage to records are fire and water. Essential records should be protected and are maintained at the district office.

Organization & Assignment of Responsibility

The overall strategy of an EOP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery.

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed in responding to an incident in the school. 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.

In addition, the incident may require coordinated operations with others. The key to successful operations is an organized command structure. It is important to understand that the school's command of the incident and the school's incident management structure may change once official emergency responders arrive on the scene. Emergency responders are knowledgeable in the Incident Command System (ICS) and will be best equipped to command the response to a specific incident. If this is to occur, the school will transition command of the incident to a more qualified Incident Commander (IC). These concepts are more fully discussed below.

It is critical for school administration officials and all segments of the community emergency response system to work together in advance of an incident to develop a working relationship and understanding of how the school's initial response would transition into the overall response to a critical incident at the school.

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.

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.

Pine-Richland School District recognizes that staff 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.

As part of its NIMS implementation, Pine-Richland School District 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. 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.
- Complete NIMS awareness course IS-700 NIMS: An Introduction. Participate in local government's NIMS preparedness program and incorporate the EOP into the Allegheny County 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.

Initial Response and Implementation of the Incident Command System

In a major emergency or disaster, Pine-Richland School District may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. School personnel are usually first on the scene of an incident in a school setting. School officials and staff are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified, usually an emergency responder agency with legal authority to assume responsibility. School personnel will seek guidance and direction from local officials and technical assistance from state and federal agencies where appropriate.

All activities necessary in managing an incident must be organized and coordinated to ensure the most efficient response. The Incident Command System (ICS) will be used to manage all incidents.

Until non-school emergency responders arrive on-scene, the School Decision-Maker (usually the principal or his/her designee) is responsible for activating the School EOP, including common and/or specialized procedures, as well as hazard-specific incident plans. The School Decision-Maker shall designate a School Incident Commander with authority to direct all incident activities. The designated School Incident Commander should be the person most qualified to manage the specific type of incident.

Once an emergency responder agency with legal authority to assume responsibility arrives on scene, the School Incident Commander should transition command to that Incident Commander and move to serve within the incident command structure.

It is critical that school officials and all segments of the community emergency response system work together in advance of an incident to develop a working relationship and understanding of how the school's initial response would transition into the overall response to a critical incident at the school.

THIS ENDS THE BASIC PLAN PART I
THE FUNCTIONAL PLAN PART II IS UTILIZED WITHIN THE DISTRICT FOR INTERNAL AND CONFIDENTIAL USE.