

Minnesota School Safety Center



Emergency Operations Plan (EOP) Self-Assessment Checklist

School Facility (name):

Assessment conducted by:

Title/Affiliation:

Date:

CONTENTS

Emergency/Crisis Operations Plan.....	1
Basic Plan	3
Functional Annexes/Universal Procedures.....	4
Threat/Hazard Analysis.....	6
Threat and Hazard Specific Annexes/Emergency Procedures.....	8
Training	10
Drills	11
Summary	12

The Minnesota School Safety Center compiled this checklist to help school personnel assess a school facility Emergency Operations Plan (EOP). This checklist does not take the place of mandated safety requirements enforced by building inspectors, OSHA standards, or state and federal fire codes.

EMERGENCY/CRISIS OPERATIONS PLAN

1. School safety planning team¹ (names and titles):

2. The plan includes² (mark all that apply):
 - Basic Plan.
 - Functional Annexes/Universal Procedures.
 - Threat and Hazard Specific Annexes/Emergency Procedures.

3. The school/district reviews and updates the plan regularly.
 - Frequency:

 - Person responsible for review (name and title):

4. The plan is accessible offsite (in case of evacuation) on a secure website or network.

5. The plan identifies who will direct emergency response in the administrator's absence:
 - 1.
 - 2.
 - 3.

6. The plan is compatible with district, community and national plans.

7. The school/district communicates plan updates to response agencies, including 911 dispatch and emergency manager.
 - Person responsible (name and title):

8. The school/district updates and provides facility maps to response agencies. The maps include evacuation routes, shelter areas, evacuation chairs and automated external defibrillator (AED) locations.
 - Person responsible (name and title):

9. The plan includes procedures and accommodations for:
 - Language needs.
 - Functional needs.
 - Traveling students/staff.
 - Other:

¹ School safety planning team should include school personnel, public safety officials and other stakeholders.

² References: [Guide for Developing High-Quality School Emergency Operations Plans](#), [FEMA School EOP Sample Plan](#)

10. The plan includes:
 - Before/after school activities.
 - Special events (for example, prom, athletic events and field trips).
 - Contact information for relocation sites. If sites are not within the school district/community, memoranda of understanding are up-to-date.

11. Emergency go/stay kits:
 - Are distributed to administrators, nurses and classrooms.
 - Administrative kits contain a hard copy of the plan.
 - Have a maintenance plan in place.

Comments:

BASIC PLAN

1. The Basic Plan includes:
 - Plan purpose and scope.
 - Administrators/stakeholders signatures.
 - Revision record.
 - Plan distribution record.
 - Staff roles and responsibilities.
2. The Basic Plan includes phone numbers/contact information for the following with information updated annually or as needed:
 - Emergency services
 - Staff:
 - Administration
 - Communication team
 - Crisis team
 - Threat assessment team
 - Buildings and grounds
 - Other:
 - Utility companies
 - Poison control
 - Reunification site
 - Transportation
 - Other:

Comments:

FUNCTIONAL ANNEXES/UNIVERSAL PROCEDURES

Actions that could be triggered by a variety of events.

1. Accountability for all persons.
2. Communications:
 - Media
 - Parents
 - Staff
 - Students
 - Fire warning system
 - Lockdown warning system
3. Evacuation
4. Reverse evacuation
5. Lockdown
 - Situation inside (term):
 - Situation outside (term):
6. Recovery:
 - Academic
 - Operational (records, etc.)
 - Physical
 - Fiscal
 - Psychological
 - Other:
7. Relocation:
 - Process
 - Location (primary):
 - (secondary):
8. Reunification³:
 - Process
 - Location (primary):
 - (secondary):

³ Reference: I Love U Guys Foundation [Standard Reunification Method](#)TM

9. School security

10. Shelter in place

Comments:

THREAT/HAZARD ANALYSIS

1. The plan is based on identified threats, hazards and vulnerabilities.
2. The following are considered when assessing threats and hazards:

Past events	Warning time available
Probability/frequency of occurrence	Duration/length of threat
Magnitude/expected damage	Cascading events
3. A school site assessment is conducted to analyze emergency preparedness of buildings and grounds.
4. The school culture/climate is considered when gathering information for emergency preparedness and response.
5. A trained crisis team is able to handle emergency tasks (first aid, CPR) until help arrives.

Team:
6. A roster of staff members trained in first aid and CPR is updated every year.

Person responsible for updates (name and title):
7. A threat assessment policy and team is in place to identify a student, staff member or other person who may pose a threat. The team can recommend intervention methods.⁴

Team:
8. Administrators are aware of anticipated emergency response times.
9. School vulnerability analysis is based on community and building proximity to:

Airport	Highway
Business district	Industrial areas
Busy residential road (no median)	Major four-lane road
Chemical production/storage	Nuclear power plant
Flood plain	Pipeline
Fuel/propane production/storage	Railway
High-risk facility/housing	Water

Other:

⁴ Reference: National Threat Assessment Center. (2018). [Enhancing school safety using a threat assessment model](#): An operational guide for preventing targeted school violence. U.S. Secret Service, Department of Homeland Security

10. School vulnerability analysis is based on neighborhood risk factors:
- | | |
|------------------|---------------------------------------|
| Crime | Poverty |
| Gang activity | Sex offenders |
| Graffiti | Trespassing – facility/school grounds |
| Student mobility | Vandalism |
| Other: | |
11. Natural hazards analysis:
- | | |
|------------|-------------------|
| Drought | Pandemic/Epidemic |
| Flooding | Tornado |
| High winds | Wildfire |
| Landslide | Winter storm |
| Other: | |
12. Technological hazards analysis:
- | | |
|----------------------------|-------------------------|
| Chemical spill on site | Power failure |
| Chemical spill off site | Radiological release |
| Dam failure | Train derailment |
| Hazardous material release | Water system failure |
| Structure fire | Transportation accident |
| Pipeline leak/explosion | |
| Other: | |
13. Human hazards analysis:
- | | |
|----------------------------|--------------------|
| Chemical/biological attack | School violence |
| Child abuse | Sexual assault |
| Civil disorder | Suicide |
| Cyber incident | Terrorist act |
| Explosives | Weapon on campus |
| Intruder | Workplace violence |
| Kidnapping/abduction | |
| Other: | |

Comments:

THREAT AND HAZARD SPECIFIC ANNEXES/EMERGENCY PROCEDURES

1. Threat:

Bomb:

Phone

Electronic

Written

Verbal

Cyber

Chemical/biological

Suicide

Phone

Electronic

Written

Verbal

Suspicious package/mail

Violence:

Phone

Electronic

Written

Verbal

2. Intruder:

Non-violent

Violent

Armed/active shooter

Unarmed

3. Assault

Physical

Sexual

4. Chemical/hazardous material spill

Inside

Outside

5. Death of a student or staff member⁵
 - Natural
 - Traumatic
6. Demonstration
7. Explosion
8. Fight/disturbance
9. Fire
10. Hostage
11. Lost or missing student
12. Mass casualty incident
13. Medical emergency
14. Pandemic or disease outbreak
15. Severe weather
 - Watch
 - Warning
 - Event
16. Suicide attempt
17. Transportation incident
18. Utility disruption
19. Weapons
20. Other:

Comments:

⁵ Reference: National Association of School Psychologists [School Safety & Crisis Resources](#)

TRAINING

Students and staff learn option-based strategies for responding to threats inside and outside the school⁶.

1. Key staff is trained in the National Incident Management System (NIMS) and Incident Command System (ICS).

Trained staff names:

2. Emergency/crisis operations plan procedures training:

Staff

Training frequency:

Substitute teachers

Method of sharing information:

Volunteers

Method of sharing information:

After-school staff

Training frequency:

School resource officers (SROs)/security personnel

Training frequency:

Transportation staff

Training frequency:

3. Public safety officials are included in emergency/crisis operations plan procedures training.

Comments:

⁶ References for age appropriate training: National Association of School Psychologists [School Safety & Crisis Resources](#) and I Love U Guys Foundation [Standard Response Protocol](#)TM

DRILLS

1. All staff participate in required annual drills:
 - Fire drills (5)
 - Lockdown drills (5)
 - Severe weather (1)
2. Drills include⁷:
 - Accountability procedures.
 - Camera coverage area and tracking ability audits.
 - Communication procedures.
 - Lockdown release procedures.
 - Relocation procedures.
 - Other:
3. Drills take place at various times of the year.
4. Drills take place at various times of the day.
5. Drills take place when students/staff are in non-classroom areas.
6. An after action review takes place after each drill.

Comments:

⁷ References for age appropriate drills: National Association of School Psychologists [School Safety & Crisis Resources](#) and I Love U Guys Foundation [Standard Response Protocol](#)TM

SUMMARY

1. Observed strengths:

2. Areas requiring attention:

3. Other recommendations: