



# Resolution

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

No. 2392

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, APPROVING AN AGREEMENT BETWEEN THE CITY OF SAN LUIS, ARIZONA AND GADSDEN ELEMENTARY SCHOOL DISTRICT FOR THE USE OF CITY FACILITIES FOR REUNIFICATION DRILLS**

**WHEREAS**, the City of San Luis desires to allow Gadsden Elementary School District to use city facilities for the purpose of reunification drills; and

**WHEREAS**, the parties to the intergovernmental agreement desire to enter said agreement; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and City Council of the City of San Luis, Arizona as follows:

**Section 1:** That the Intergovernmental Agreement, as attached hereto as Exhibit "A", is hereby authorized and approved.

**Section 2:** That the appropriate City Officials are hereby authorized and directed to enter into said agreement on behalf of the City and take any and all actions as may be necessary to effectuate said agreement.

**PASSED, ADOPTED, and APPROVED** by the Mayor and City Council of the City of San Luis, Yuma County, Arizona, this \_\_\_ day of February, 2026.

\_\_\_\_\_  
Nieves Riedel, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sonia Cornelio, City Clerk

\_\_\_\_\_  
Joseph Estes, City Attorney

# **Exhibit**

**A**

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
GADSDEN ELEMENTARY SCHOOL DISTRICT  
AND  
CITY OF SAN LUIS**

This Intergovernmental Agreement (“Agreement”) is entered into as of the \_\_\_ day of \_\_\_\_\_, 2026, by and between Gadsden Elementary School District, a political subdivision of the State of Arizona (the “District”) and the City of San Luis, a municipal corporation of the State of Arizona (the “City”) (cumulatively the “Parties,” individually each being a “Party”).

**WHEREAS**, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §§ 11-952 and 15-342;

**WHEREAS**, the District wants to allow the City to use certain District facilities, including buildings and parks, under the terms and conditions set forth herein;

**WHEREAS**, the City wants to allow the District to use certain City facilities, including buildings and parks, under the terms and conditions set forth herein;

**NOW THEREFORE**, in consideration of the mutual agreements set forth herein, the Parties agree as follows:

**1. Purpose**

The purpose of this Agreement is to establish the terms and conditions under which the District may use facilities belonging to the City and the City may use facilities belonging to the District.

**2. Term**

This Agreement shall commence and be effective from September 18, 2025, and shall be for a period of five (5) years, with the possibility of renewal upon agreement of the Parties in writing, unless terminated by either Party as provided for in this Agreement. Payment, performance, and obligations for any fiscal period are subject to the availability and appropriation of monies.

**3. Termination**

Either Party may, at any time and without cause, terminate this Agreement by providing sixty (60) days written notice of intent to terminate. Unless otherwise agreed upon in writing by the Parties, all property purchased by the District under this Agreement shall remain the property of the District and shall be returned to the District when no longer in use or upon termination of this Agreement, whichever is sooner. Unless otherwise agreed upon in writing by the Parties, all property purchased by the City under this Agreement shall remain the property of the City and

shall be returned to the City when no longer in use or upon termination of this Agreement, whichever is sooner.

#### **4. Mutual Responsibilities**

a. The Parties shall each designate appropriate liaisons for implementation of this Agreement and agree to notify the other within fourteen (14) days of any change in their designated liaison.

c. The Parties agree to comply with all applicable Federal, State, and local laws, including those prohibiting discrimination.

d. Neither Party shall use the name of the other Party or its employees in any publicity or advertising material without prior written approval by a duly authorized representative of the other Party.

#### **5. City Responsibilities**

a. The City shall:

b. Allow the District use of Joe Orduño Park, 965 Park Avenue, San Luis, AZ for the purposes of conducting school reunification drills. The drills shall be limited to one (1) per school per year and be conducted in accordance with the District's approved Emergency Operations Planning.

c. Allow full access to necessary facilities during the drill, such as restrooms and parking.

d. Endeavor to allocate personnel and resources to support the drill, subject to the availability of such resources and the City's operational priorities. District acknowledges that the City's primary obligation is to public safety and that this provision of services for the drill is secondary to any emergent needs that may occur.

#### **6. District Responsibilities**

a. The District shall:

b. In response to an actual or imminent emergency affecting public health, safety, or welfare (an "Emergency"), allow the City use of the District's facilities in accordance with the City's approved Emergency Operations Planning. Prior to any Emergency, the parties shall in good faith identify and document the Facilities eligible for emergency use, including any access routes, utility points, capacity limits, and sensitive or restricted areas.

c. Conduct the aforementioned drills in accordance with the Emergency Operating Plan, attached and incorporated herein as Exhibit "A".

**7. Cancellation for Conflict of Interest**

This Agreement is subject to the conflict of interest provisions of A.R.S. § 38-511, the terms of which statute are deemed to be incorporated herein by reference.

**8. Non-Discrimination**

The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin, or disability.

**9. Insurance**

The District and the City each represent and warrant to the other that it shall at all times maintain adequate insurance to cover any liability arising from the acts and omissions of its agents and employees arising out of the performance of this Agreement. Neither Party shall be responsible for maintaining insurance coverage for liability arising from the acts and omissions of the employees or agents of the other Party. The minimum insurance Parties shall maintain pursuant to this agreement shall meet or exceed the following standards:

Commercial General Liability – Occurrence Form	General Aggregate	\$2,000,000	
	Products-Completed Operations Aggregate	\$1,000,000	
	Personal and Advertising Injury	\$1,000,000	Policy shall contain a waiver of subrogation against the City of San Luis for losses arising from the performance of this agreement.
	Each Occurrence	\$1,000,000	
Business Automobile Liability	Combined Single Limit (CSL)	\$1,000,000	
Worker’s Compensation and	Workers’ Compensation	Statutory	

Employer's Liability			
	Employer's Liability		
	Each Accident	\$1,000,000	
	Disease – each employee	\$1,000,000	
	Disease - policy limit	\$1,000,000	

**10. Employees**

The employees of the City who participate in the provision of services under this agreement shall not be considered as employees of the District, and employees of the District shall not be considered employees of the City. Accordingly, employees of one Party shall not be entitled to employee benefits normally provided to bona fide employees of the other party. Nothing in this Agreement or its performance except as provided in A.R.S. § 23-1022(D) shall be construed to result in any person being the officer, agent, employee, or servant of either party when such person, absent this Agreement and the performance thereof, would not in law have such status.

**11. Mutual Indemnification**

Each Party (as “Indemnitor”) agrees to indemnify, defend, and hold harmless the other Party and its officers, officials, agents and employees (collectively “Indemnitee”) from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney fees), hereinafter collectively referred to as “claims,” arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the acts, omissions, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

**12. Applicable Law**

This Agreement shall be subject to and interpreted under the laws of the State of Arizona. In the event of any litigation that in any way relates to or arises out of the subject matter of this Agreement, the Parties hereby consent to the personal jurisdiction of the state court of Arizona, and further agree that the venue of any such litigation shall be exclusively limited to the state court located in Yuma County, Arizona. The prevailing party in any litigation arising under this Agreement shall be entitled, in addition to all other relief, to reasonable attorneys’ fees and costs incurred in the litigation.

**13. Mediation**

Neither Party may file a claim against the other without first participating in good faith in mediation with a trained and impartial mediator. The Parties shall equally share the expenses of

the mediator; however, each Party shall bear its own costs for presentation before the mediator, including the costs incurred by the Party for representation by an attorney at the mediation, if such representation is desired.

**14. Record Retention and Inspection**

The Parties shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files, and other records relating to the performance of this Agreement for a period of five (5) years after the completion of the Agreement and make such documents open to inspection and audit at reasonable times.

**15. Fingerprint Clearance**

Each Party warrants and agrees that its employees, contractors, and subcontractors who may have unsupervised contact with District students shall comply with the fingerprinting requirements of A.R.S. § 15-512 and that such fingerprint clearance will remain in effect throughout the term of this Agreement.

**16. Employee Worker Eligibility**

By entering into this Agreement, both Parties warrant compliance with A.R.S. §§ 41-4401 and 23-214(A), the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations at all times when operating in the State of Arizona. Either Party may request verification of compliance from any contractor or subcontractor performing work under this Agreement.

**17. Notice**

Any notice or modification required or permitted hereunder shall be in writing and shall be deemed given if delivered in person or three days after mailing by United States registered or certified mail, postage prepaid, and addressed as follows:

To the City:

City of San Luis  
1090 E. Union St.  
P.O. Box 1170  
San Luis, AZ 85349

To the District:

Gadsden Elementary School District  
1350 E. Cesar Chavez Blvd.  
P.O. Box 6870  
San Luis, AZ 85349

**18. Entire Agreement**

This Agreement constitutes the entire agreement between the District and the City. Any changes or modifications shall be accomplished by amendment to this Agreement executed by the duly authorized representative of the Parties.

**19. No Creation of Third-Party Rights**

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third-party beneficiary or other person, agency, or organization.

**20. Severability**

The Parties agree that should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect with those offending portions omitted.

**21. Authority to Execute Agreement**

The persons executing this Agreement on behalf of the Parties hereby represent and guarantee that they have been authorized to do so on behalf of the entity they represent. Further representation is made that due diligence has occurred, and that all necessary internal procedures and processes, including compliance with the open meeting law where necessary, have been satisfied in order to legal bind the entity to the terms of this Agreement.

**22. Counterparts**

This Agreement may be executed in multiple counterparts, each of which shall constitute an original and together shall constitute the Agreement. The District shall provide the City with the original wet ink signature for the purpose of recording with the County Recorder's Office.

[Signature Page Follows.]

**IN WITNESS HEREOF**, the Parties sign this Agreement:

DATED this \_\_\_ day of \_\_\_\_\_, 2026 upon resolution of the Gadsden Elementary School District Governing Board approving this Agreement and authorizing its Superintendent to sign below:

**Gadsden Elementary School District**

By: \_\_\_\_\_  
Lizette Esparza

Its: Superintendent

DATED this \_\_\_ day of \_\_\_\_\_, 2026 upon resolution of the San Luis City Council approving this Agreement and authorizing its representative to sign below:

**City of San Luis**

By: \_\_\_\_\_  
Jenny Torres

Its: Acting City Manager

**Attorney Approval:**

This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorneys, who have determined that it is in proper form and is within the powers and authorities granted under the laws of the State of Arizona to their respective clients.

By: \_\_\_\_\_  
Counsel for the District

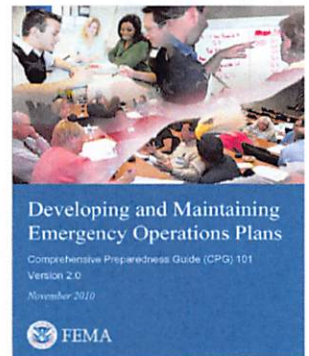
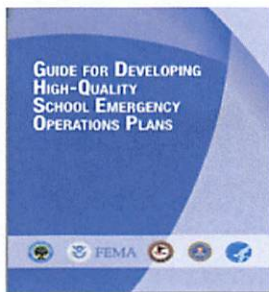
By: \_\_\_\_\_  
Counsel for the City

# **Exhibit**

**A**

Gadsden Elementary School District #32

- BASIC PLAN
- EMERGENCY OPERATIONS PLAN (EOP)



Gadsden Elementary School District #32  
Emergency Operations Plan  
Adopted Date:

# EOP BASIC PLAN

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## AGENCY/DEPARTMENT-FOCUSED EOP FORMAT

<p><b>BASIC PLAN</b></p> <ul style="list-style-type: none"><li>a) <b>INTRODUCTION MATERIALS</b><ul style="list-style-type: none"><li>i. Promulgation Document/Signatures</li><li>ii. Approval and Implementation</li><li>iii. Record of Changes</li><li>iv. Record of Distribution</li><li>v. Table of Contents</li></ul></li><li>b) <b>PURPOSE, SCOPE SITUATION OVERVIEW AND ASSUMPTIONS</b><ul style="list-style-type: none"><li>i. Purpose</li><li>ii. Scope</li><li>iii. Situation Overview<ul style="list-style-type: none"><li>a. Hazard Analysis Summary</li><li>b. Capability Assessment</li><li>c. Mitigation Overview</li></ul></li><li>iv. Planning Assumptions</li></ul></li><li>c) <b>CONCEPT OF OPERATIONS</b></li><li>d) <b>ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b></li><li>e) <b>DIRECTION, CONTROL AND COORDINATION</b></li><li>f) <b>INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION</b></li><li>g) <b>COMMUNICATION</b></li><li>h) <b>ADMINISTRATION, FINANCE AND LOGISTICS</b></li><li>i) <b>PLAN DEVELOPMENT AND MAINTENANCE</b></li><li>j) <b>AUTHORITIES AND REFERENCES</b></li></ul>	<p><b>SECTION II: FUNCTIONAL ANNEX SPECIFIC PROCEDURES</b></p> <p><b>SECTION III: THREAT/HAZARD SPECIFIC PROCEDURES</b></p> <p><b>APPENDIX "A": RESPONSE AND DEPARTMENT CHECKLISTS</b></p> <p><b>APPENDIX "B": LEAD AGENCY WORKSHEETS</b></p> <p><b>APPENDIX "C": SUPPORT/COORDINATING WORKSHEETS</b></p>
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# EOP BASIC PLAN

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# EOP BASIC PLAN

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## I. INTRODUCTION MATERIAL

### A. PROMULGATION STATEMENT

The Emergency Operations Plan (EOP) and supporting materials, is a guide to how the School conducts all-hazards response. To clarify, all-hazards events (please refer to EOP Section III: Threat/Hazard Specific Procedures) are typically associated with the following categories:

- **Natural Hazard** - These events are emergencies caused by forces extraneous to man in elements of the natural environment. (e.g., earthquake, flood, hazardous weather, public health emergency).
- **Technological Hazard** - These incidents involve materials created by man and that pose a unique hazard to the general public and environment. The jurisdiction needs to consider incidents that are caused by accident (e.g., mechanical failure, human mistake), result from an emergency caused by another hazard, or are caused intentionally. (e.g., infrastructure/utility disruption, radiological, or hazardous material release).
- **Human-caused** - These are disasters created by man, either intentionally or by accident. (e.g., criminal or violent behavior, intruder, civil unrest, active shooter, terrorism).
- **Biological Hazard** – These incidents include infectious diseases such as pandemic influenza and meningitis, contaminated food outbreaks, and toxic materials released in and/or near the school facility.

More guidance on all-hazards planning may be found in Section III: Threat/Hazard Specific Procedures.

The EOP is written in support of emergency management and is built upon the National Response Framework as scalable, flexible, and adaptable coordinating structures to align key roles and responsibility. This plan and contents within shall apply to all **Gadsden Elementary School District** administration, staff, and students, and others participating in protection, prevention, mitigation, preparedness, response and recovery efforts. Furthermore, it is recommended that community partners supporting EOP procedures maintain their own procedures and actively participate in the training, exercise, and maintenance needed to support this plan.

This plan is intended to capture specific authorities and best practices for managing incidents from the serious but purely local, to large-scale community or regional events, or catastrophic in nature.

Most emergencies follow some recognizable build-up period during which actions can be taken to achieve an appropriate state of maximum readiness. General actions are detailed in the appropriate sections of this document; however, it is acknowledged that disasters are unique occurrences, which require specific resources dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

# **EOP BASIC PLAN**

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This EOP was prepared by **Gadsden Elementary School District** staff and approved by senior administration, enabling activities contained within this document to be performed within the school capability. Furthermore, this EOP has been distributed internally within the **Gadsden Elementary School District** and with external agencies that may be affected by its implementation.

The **Gadsden Elementary School District** stipulates that no guarantee is implied by this EOP of a perfect response system. As personnel and resources may be overwhelmed, the **Gadsden Elementary School District** can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

# EOP BASIC PLAN

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## B. APPROVAL AND IMPLEMENTATION

This plan shall apply to all **Gadsden Elementary School District** students, faculty, and staff and others participating in protection, prevention, mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any school-sponsored events, whether on or off property, and all public or private school-sanctioned activities.

The **Gadsden Elementary School District**, Superintendent, Associate Superintendent, Principals or designee, shall be responsible for plan oversight and coordination with applicable community partners. This EOP is based on the “all-hazards” concept and plans for natural, technological, biological, and human-caused disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by school leadership.

This EOP and its supporting contents are hereby approved, supersedes all previous editions formerly referred to as the **District-Wide Emergency Plan** and is effective immediately upon the signing of signature authority noted below.

Approval Signature: \_\_\_\_\_,  
Superintendent

District/School Name: \_\_\_\_\_ Gadsden Elementary School District #32 \_\_\_\_\_

Date: \_\_\_\_\_

# EOP BASIC PLAN

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## DISTRICT LEVEL SIGNATURE PAGE AND ACKNOWLEDGEMENT OF RECEIPT BY COMMUNITY PARTNERS

Superintendent: \_\_\_\_\_

Approval Signature: \_\_\_\_\_  
Superintendent

District Name: \_\_\_\_\_

Date: \_\_\_\_\_

Your signature on this receipt indicates that you have received a copy of the **Gadsden Elementary School District's** Emergency Operations Plan. It does not signify approval, review, or agreement on the part of you or your organization, or the City/County of San Luis, AZ/Yuma County to adhere to the contents within. It is for informational purposes only. This plan remains the property of the **Gadsden Elementary School District**, which reserves the right to modify it at any time.

Representative's Name (print): \_\_\_\_\_ Title: \_\_\_\_\_  
City of San Luis, AZ Law Enforcement Agency

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Law Enforcement Agency Representative)

Representative's Name (print): \_\_\_\_\_ Title: \_\_\_\_\_  
City of San Luis, AZ Fire Services Agency

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Fire Services Agency Representative)

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_  
City of San Luis, AZ Emergency Management Agency

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(City/County Emergency Management Agency Representative)

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_  
Yuma County Public Health Department

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(County Public Health Department Representative)

# EOP BASIC PLAN

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## II. PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS

### A. PURPOSE

The purpose of the **Gadsden Elementary School District** Emergency Operation Plan is to outline the school's approach to emergency operations and to enable local, state and federal coordination in addition to public/private support. It provides general guidance for emergency management activities. The EOP and its contents describe the school emergency response organization and assigns responsibilities for various emergency tasks. Specific support materials found in the EOP Sections beyond the Basic Plan, or in annexes and appendices, may describe details of who does what, when and how, or provides additional information in support of potential emergency response actions. Additionally, the EOP describes capabilities and resources, as well as establishes responsibilities and operational processes, to help protect the school from natural, technological, biological, and human-caused hazards; with the primary objectives to save lives and protect public health, property, and the environment, and, reduce adverse psychological consequences and disruptions.

Although emergencies/disasters and catastrophic incidents typically result in impacts far beyond the immediate or initial incident area, the EOP provides a framework to enable the management of cascading impacts and multiple incidents as well as the prevention of and preparation for subsequent events.

The **Gadsden Elementary School District** Emergency Operation Plan supports the school and the district general operating procedures. It is the responsibility of those referenced in this plan to integrate their departmental policy, procedures, and emergency management activities such as task performance and organization, while also participating in training, exercises and plan integration and maintenance needed to support a collective process.

Additionally, the Plan:

- Empowers employees in an incident to act quickly and knowledgeable;
- Informs students, faculty, and staff, and trains key stakeholders on their roles and responsibilities before, during, and after an incident;
- Provides other members of the community with assurances that the **Gadsden Elementary School District** has established policy and procedures to respond to incidents/hazards in an effective way;
- Establishes intra-agency and multi-jurisdictional mechanisms for involvement in, and coordination of, incident response and recovery operations;
- Provides guidance for emergency operations and the utilization of all available **Gadsden Elementary School District** and government resources for the protection of lives, property, and the continuance of school operations in an emergency.

# EOP BASIC PLAN

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## B. SCOPE

It is the school's Principal/Superintendent that is the responsible authority to direct the response involving an incident occurring on property, or at any **Gadsden Elementary School District** event sponsored or sanctioned.

This plan and all contents contained herein shall apply to all **Gadsden Elementary School District** students, faculty, staff and visitors, and others participating in protection, prevention, mitigation, preparedness, response and recovery efforts. An incident or event influencing **Gadsden Elementary School District** may also affect the surrounding community; therefore, this plan shall support community emergency operations and any supporting Memorandums of Understanding (MOU) and/or Memorandums of Agreement (MOA).

The scope of the EOP applies to incidents and/or events of all sizes, including those that exceed the school response services and capabilities that may result in activation of the local emergency operations center. MOUs/MOAs in coordination with additional support requested from local, state, and federal entities may be activated.

The **Gadsden Elementary School District** EOP outlines the expectations of faculty and staff; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability of the EOP; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and response/recovery for **Gadsden Elementary School District**.

## C. SITUATION OVERVIEW

**Gadsden Elementary School District** is a stakeholder in the local and state disaster risks. The **Gadsden Elementary School District** is exposed to hazards, which have the potential for disrupting the school community and causing widespread damage and casualties. Such hazard exposure may include geographic location, population concentration to include demographics, buildings, rail, air and highway traffic. Other risk factors may include: floods, tornadoes, terrorist activities, fires, explosions, transportation accidents, pandemic and other infectious diseases, shooting, school collapse, tornado, bomb threats, hostage situation, utility outage, neighborhood disturbance, food poisoning, armed intruder, etc.

The school works with the law enforcement, county health department, fire services and emergency management staff of the city of San Luis, AZ and Yuma county when deemed appropriate by the district/school. A cooperative working relationship and team approach between the school and municipal governments for emergency response is seen as a major responsibility for which the school supports. Prevention, protection, response, and recovery capability consideration, along with the adequate training, equipment, and personnel needs may be coordinated.

The district/schools are dependent upon the local municipalities and county for fire suppression and rescue services, major hazardous material response capabilities, EMS, bomb squad response, public health guidance, law enforcement tactical responses, support from emergency management, and assistance in emergency operations staffing.

The **Gadsden Elementary School District** has assigned **Associate Superintendent - Lina Galvan** to address emergency preparedness. In addition to supporting local, private, and community partners and to the degree possible, the school has adopted and supports FEMA emergency management practices,

# EOP BASIC PLAN

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protection, prevention, mitigation, preparedness, response and recovery in their planning process, and is committed to developing and exercising plans in addition to training and exercising with local populations.

## D. PLANNING ASSUMPTIONS

The **Gadsden Elementary School District** EOP is based on the following planning assumptions and considerations as presented in this section.

- Any employee of **Gadsden Elementary School District** may be tasked by this EOP.
- School officials and representatives recognize their responsibilities for the safety and well-being of students, staff, and visitors; and assume their responsibilities in the implementation of this EOP.
- External resources may be requested to assist the school.
- In most cases, law enforcement or fire service personnel will assume Incident Command, or establish a unified command, depending on the type of emergency.
- Incident management activities will be initiated and conducted using the Incident Command System, contained in the National Incident Management System (NIMS).
- Outside assistance will likely be available in most emergencies affecting the school. Although these procedures define procedures for coordinating such assistance, it is essential for the school to be prepared to carry out disaster response and short-term actions on an independent basis, or in the event, the incident is community or region wide.
- It is possible for a major disaster to occur any time and any place in or near the school. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters can, and may occur with little or no warning.
- Proper implementation and understanding of these procedures through training and exercising will reduce or prevent disaster-related losses.
- Emergencies on the school grounds may involve multiple responding departments and agencies including, but not limited to, local law enforcement, county health department, fire services, emergency management, environmental health and safety, emergency medical services, and appropriate school, city, county, state and federal agencies.
- Other schools operating on the **Gadsden Elementary School District** property shall coordinate their emergency actions with this EOP.

## III. CONCEPT OF OPERATIONS

### A. GENERAL

It is the responsibility of the school/district to protect life and property from the effects of emergency situations within its own jurisdiction. **Gadsden Elementary School District** has the primary responsibility for initial emergency management activities. Concept of Operations information located in this section is designed to give an overall picture of incident management. It will primarily clarify the

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purpose, and explain the school's overall approach to an emergency (i.e., what should happen, in what sequence and at whose direction).

Top priorities for incident management are to:

- Protect and save lives, and protect the health and safety of students, faculty, staff, visitors, responders, and recovery workers.
- Protect property and mitigate damages and impacts to individuals, the community, and the environment.

An emergency, as used in this plan, is intended to describe a range of situations, from an incident to a major disaster. It includes the following:

**INCIDENT** - An incident is a situation that is limited in scope and potential effects.

**EMERGENCY** - An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

**DISASTER** - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with available local resources.

This EOP is based on the "all-hazards" concept and is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by school leadership.

The school concept of operations is that the emergency functions of various departments and agencies involved in emergency management will generally parallel normal day-to-day functions or operations.

Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the school.

The **Gadsden Elementary School District** EOP addresses preparedness activities embedded within the key areas of emergency planning.

## B. KEY AREAS OF EMERGENCY PLANNING AND INCIDENT MANAGEMENT

In the event of an incident, the **Gadsden Elementary School District** will utilize these definitions (The Guide—p. 2) that are predicated on an all-hazard approach. There is acknowledgement that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, these procedures account for activities pre-incident, incident, and post-incident; consequently, key areas are noted as the following:

1. **Prevention** – Consists of actions that reduce risk from human-caused incidents. Prevention planning can also help mitigate secondary or opportunistic incidents that may occur after the primary incident.
2. **Protection** – Reduces or eliminates a threat to people, property and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources (CIKR) is vital to local jurisdictions, national security, public health and safety and economic vitality.

## EOP BASIC PLAN

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3. **Mitigation** – Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities which lessen the undesirable effects of unavoidable hazards.
4. **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include evacuation, rescue, and other similar operations.
5. **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the School and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the School to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.

### C. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

NIMS provides a consistent, standardized approach to incident management at all jurisdictional levels regardless of the cause, size, or complexity of the incident. NIMS is not a response or resource allocation plan. NIMS represents a core set of principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management.

NIMS components integrated into this plan include:

- **Resource Management** - describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents in order to allow organizations to more effectively share resources when needed.
- **Command and Coordination** - describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently. The Incident Command System (ICS) falls under Command and Coordination.
- **Communications and Information Management** - describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.

Within capabilities and working with community partners, the **Gadsden Elementary School District** integrates NIMS and the use of the Incident Command System (ICS) in accordance with the Homeland Security Presidential Directive (HSPD) 5. Additionally, the U.S. Department of Education and the Arizona State Minimum Requirements for schools, has provided guidance as to “key personnel,” such as executive leaders, general personnel, Command Staff and Incident Managers, to complete specific courses in order to support NIMS implementation.

In a major emergency or disaster, the 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. These activities will be organized and coordinated to ensure efficient incident management. NIMS/ICS is used to manage incidents and major District/School planned events. The school ICS approach is used in all phases of incident management, including pre-incident activities, incident and post-incident.

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## D. EMERGENCY OPERATIONS PLAN ACTIVATION AUTHORITY

The **Superintendent, Associate Superintendent, and School Principals** is/are typically the responsible authority for directing emergency measures for the school or district, and is provided the authority to activate this EOP (**Superintendent, Associate Superintendent, and School Principals**),

The **Superintendent, Associate Superintendent, and/or School Principal** will obtain information on the nature of the incident and assessment of the situation and will make the determination of next steps and assume the role of, or delegate the role of incident commander if the situation warrants.

An incident warranting multi-jurisdictional resources, emergency response activities will employ the Incident/Unified Command System (ICS) structure.

Timely warnings of emergency conditions are essential to preserve the safety and security of the school or district community and critical to an effective response and recovery. Direction on communications may be found in the Communication Section of the Basic Plan. Additional information may be obtained at the District level **Gadsden Elementary School District #32, 1350 E Cesar Chavez Blvd., San Luis, AZ 85349**.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### A. ORGANIZATION

Emergency Management for **Gadsden Elementary School District** is comprised of the following:

#### **POLICY GROUP**

The Policy Group is comprised of senior/executive positions such as:

- Superintendent & Associate Superintendent
- School Board
- School Administrators
- Public Relations Coordinator

In complex incidents, the Policy Group will be convened at the **Gadsden Elementary School District offices, 1350 E Cesar Chavez Blvd., San Luis, AZ 85349 and/or Yuma County San Luis Library, 1075 6<sup>th</sup> Ave, San Luis, AZ 85349**.

The role of the Policy Group is to:

- Support the on-scene Incident Commander with strategic guidance, information analysis, and needed resources
- Provide policy and strategic guidance
- Help to ensure that adequate resources are available
- Identify and resolve issues common to all organizations
- Keep elected officials and other executives informed of the situation and decisions.

# EOP BASIC PLAN

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- Provide factual information, both internally and externally through the Joint Information Center (JIC) – **School Messenger Group: ACTIVATED EOP.**

## DISTRICT DEPARTMENTS

District departments will support emergency response operations through performance of their normal roles and responsibilities. If called upon, district departments will activate personnel and implement appropriate response actions identified in the plan, or as directed by the Incident Commander.

Activation of the ICS for a school event may be modified as needed to best serve the nature of the incident. When the ICS is activated, staff will direct the efforts of their departments according to their respective procedures for emergency operations.

	Department	Departmental Duties and Responsibilities
1.	Transportation	Upon learning of an incident, the Transportation Director will report directly to the Incident Commander for assignment unless otherwise notified.
2.	Maintenance/Security	Upon learning of an incident, the Maintenance Director will report directly to the Incident Commander for assignment unless otherwise notified.
3.	Food Service	Upon learning of an incident, the Maintenance Director will report directly to the Incident Commander for assignment unless otherwise notified.
4.	District Leadership Team	Upon learning of an incident, the District Directors will report directly to the Incident Commander for assignment unless otherwise notified.
5.	School Leadership Team	Upon learning of an incident, the School Leadership Team will report directly to the Incident Commander for assignment unless otherwise notified.

## B. SCHOOL POSITION ROLES AND EXPECTED ACTIONS

### PRINCIPAL/BUILDING ADMINISTRATOR

The **principal may serve as the Incident Commander** or delegate that authority to a qualified individual. At all times, the principal still retains the responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents.

### SCHOOL SITE SAFETY AND SECURITY STAFF

# EOP BASIC PLAN

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The **Principal (Vice Principal)** is responsible for emergency management planning and all school community related operations. Upon the activation of the EOP for a school incident, the **Principal (Vice Principal)** assumes the role as **Incident Commander** unless delegated.

## TEACHERS

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities may include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- 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. Consider training school staff in first aid and CPR.

## INSTRUCTIONAL ASSISTANTS

Responsibilities may include assisting teachers as directed and/or supporting the Incident Commander in additional responsibilities.

## COUNSELORS, SOCIAL WORKERS, and PSYCHOLOGISTS

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render 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 Incident Commander or ICS supervisor.

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## **SCHOOL NURSES/HEALTH ASSISTANTS**

Responsibilities may include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

## **CUSTODIANS/MAINTENANCE PERSONNEL**

Responsibilities may include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- 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 Incident Commander or designee informed of condition of school.

## **SCHOOL SECRETARY/OFFICE STAFF**

Responsibilities may include:

- Answer phones and assist in receiving and providing consistent and factual information to callers as approved by the Incident Commander and Public Information Officer (PIO).
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

## **DISTRICT PUBLIC RELATIONS COORDINATOR**

Responsibilities may include:

- Provide assistance to district emergency management coordinator and/or Incident Commander in disseminating proper incident information and updates in the multiple communication modes and platforms.

## **FOOD SERVICE/CAFETERIA WORKERS**

Responsibilities may include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

## **TRANSPORTATION/BUS DRIVERS**

Responsibilities may include:

# EOP BASIC PLAN

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- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

## **OTHER STAFF (ITINERANT STAFF, SUBSTITUTE TEACHERS)**

Responsibilities may include reporting to the Incident Commander or ICS supervisor if requested or activated.

## **STUDENTS**

Responsibilities may include:

- Cooperate during emergency drills and exercises, and during an emergency situation.
- Learn to be responsible for themselves and others if the emergency situation warrants.
- Understand the importance of not being a bystander by reporting situations of concern to appropriate staff.

## **PARENTS/GUARDIANS**

Responsibilities may include:

- Understanding their roles during a school emergency.
- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.

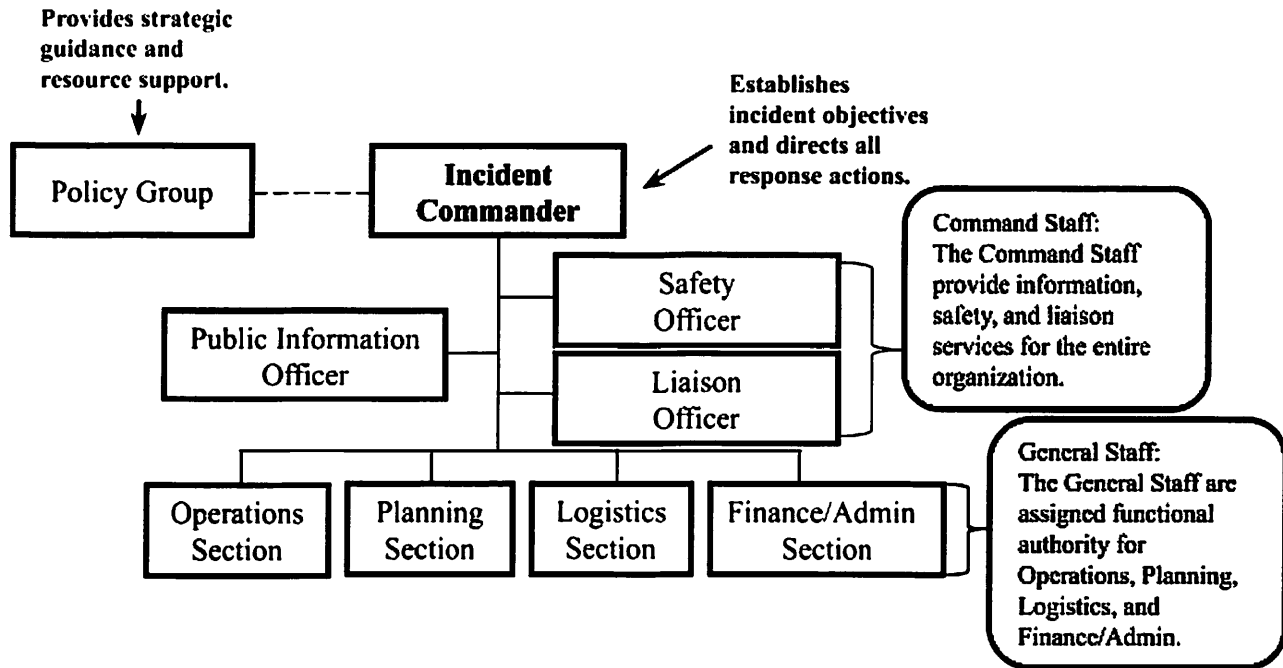
## **V. DIRECTION, CONTROL, and COORDINATION**

### **A. INCIDENT COMMAND SYSTEM**

The Incident Command System (ICS) organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated.

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The school ICS may be organized into the following functional areas:



The **Gadsden Elementary School District** Incident Commander will be integrated into the Incident Command structure, or assume a role within a Unified Command structure.

If a school emergency is within the authorities of the first-responder community, i.e. emergency requiring law enforcement or fire services, etc., Command will transition, or form a Unified Command structure, upon the arrival of qualified first responders. A transfer of command briefing should occur when feasible.

## INCIDENT COMMAND POST

The Incident Command Post (ICP) is the location from which the Incident Commander oversees all incident operations. There is generally only one ICP for each incident, but it may change locations during the event. Every incident must have some form of an ICP. Location and alternate location: **Gadsden Elementary School District offices, 1350 E Cesar Chavez Blvd., San Luis, AZ 85349 and/or Yuma County San Luis Library, 1075 6<sup>th</sup> Ave, San Luis, AZ 85349.**

The ICP will be positioned outside of the present and potential hazard zone, but located within safe proximity to the emergency site. The ICP is generally responsible for incident response management as follows:

- Serves as a temporary field location for tactical-level on-scene incident command and management
- Is the on-site headquarters for the Incident Commander, Command Staff and General Staff; and
- Serves as a field collection point for tactical intelligence and analysis

# EOP BASIC PLAN

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## INCIDENT COMMANDER

The Incident Commander (IC) is the primary person in charge at the incident and will establish incident objectives based on the following five primary objectives: IC and IC alternate: **Superintendent, Associate Superintendent, and School Principal.**

1. Life safety
2. Protect public health
3. Incident stabilization
4. Property and environment preservation
5. Reduce adverse psychological consequences and disruptions

Additionally, the IC will manage the incident scene, and he or she must keep the Executive/Senior Administration and the Policy Group informed and up to date on important matters pertaining to the incident.

School-related responsibilities and duties may include:

- The first staff person on scene, **Principal, Vice Principal, Counselor, Instructional Coach, and/or Secretary** will assume the role of Incident Commander until a more qualified individual can assume command.
- The Incident Commander is delegated the appropriate authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local resources.
- Establish the Incident Command Post (ICP), the incident organization, and determine strategies to implement protocols and adapt as needed.
- Provide an assessment of the situation to the Executive/Senior Administration, which may also include the Policy Group or other officials, recommend incident response activities, identify incident management resources required, and direct the on-scene incident management activities from the ICP.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the PIO.
- Serve as the primary on-scene contact for outside agencies assigned to the incident, establish unified command as necessary, develop working knowledge of local/regional agencies, and assist in accessing services when the need arises.
- Document activities.
- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Determine whether to implement incident management protocols (e.g., Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in Section II—Functional Annexes.

# EOP BASIC PLAN

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- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the Policy Group informed of the situation.

## UNIFIED COMMAND

Unified Command applies ICS to incidents involving multiple jurisdictions or agencies. It enables schools and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

Additionally, the Incident Commanders within the Unified Command will **make joint decisions and speak as one voice**. Any differences are worked out within the Unified Command. Within Unified Command, law enforcement would not tell school personnel how to manage, i.e. parent-student reunification, etc., or tell the firefighters how to do their job.

## PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident.

- Check in with the Incident Commander and receive a situation brief.
- If necessary, establish and supervise a Joint Information Center (JIC) with PIO's from the other responder agencies.
- Coordinate press releases among response organizations.
- Designate a media center and facilitate scheduled press briefings.
- Ensure all press releases and public information are reviewed and approved by the Incident Commander, or designee.
- Monitor news media outlets reports of the incident.

## SAFETY OFFICER

Monitors incident operations and advises the Incident Commander or Unified Command on matters relating to the health and safety of incident personnel. Ultimate responsibility for the safe conduct of incident management rests with the Incident Commander or Unified Command and supervisors at all levels.

Duties may include:

- Developing and maintaining the incident Safety Plan.
- Coordinating multi-agency safety efforts.
- Implementing measures to promote the safety of incident personnel and incident sites.
- Stopping and/or preventing unsafe acts during the incident.

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## LIAISON OFFICER

Serves as the incident command's point of contact for representatives of governmental agencies, jurisdictions, NGOs, and private sector organizations that are not included in the Unified Command. Through the Liaison Officer, these representatives provide input on their agency, organization, or jurisdiction's policies, resource availability, and other incident-related matters. Under either a single Incident Commander or a Unified Command structure, representatives from assisting or cooperating jurisdictions and organizations coordinate through the Liaison Officer. The Liaison Officer may have assistants.

## OPERATIONS SECTION

The Operations Section directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities may include:

- Implementation of Functional and Threat/Hazard annexes.
- Monitor site security and utilities.
- Establish medical triage/treatment with staff trained in first aid and CPR.
- Organize psychological first aid services for those in need.
- Document all activities.

## PLANNING SECTION

Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident, and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.
- Participate upon request with community partners in the development of an Incident Action Plan (IAP).

## 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.

Additional responsibilities may include:

- Establish and oversee communications center and activities.

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- Coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities.

### **FINANCE/ADMINISTRATION SECTION**

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for employees, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Monitor and track expenses and financial losses, and secure all records.

The Finance and Administration Section may not be established onsite at the incident. Rather, the school and school district management offices may assume responsibility for these functions.

# EOP BASIC PLAN

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## VI. COMMUNICATION

Communication is a critical part of incident management. This section outlines **Gadsden Elementary School District** communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

### A. NOTIFICATION AND WARNING

Timely warnings of emergency conditions are essential to preserve the safety and security of the school community and critical to an effective response and recovery.

- Upon learning of an emergency and assessing the need for local agency support such as law enforcement or fire services, **School Principal, Assigned School Leadership Team Member, and/or District Administrator** will call 911.
- Notification to key district administrators, departments and personnel for emergency response as follows:
  - District and/or school personnel shall relay threat information, warnings, to ensure the school community is notified.
  - Staff shall respond according to their procedures for emergency operations, unless otherwise dictated by the event.
- Emergency notifications, warnings and alerts will typically be disseminated within the school or district using items such as, **CrisisGo**, voice command, intercom system, social platforms, the school radio, or other modes.
- CrisisGo prepared statements/parent notifications

In any case, it is important for the communication hubs to be notified of the emergency to ensure all appropriate notifications are made. Multiple communication strategies and back-up systems may be used.

#### **Primary and Alternative Communication Methods**

- **Telephone (classroom, office, district office, mobile cell phones)**
- **Intercom-CrisisGo**
- **Communication Platforms:**
  - **TEAMS**
  - **School Messenger (Mass communication)**
  - **CrisisGo**
- **Communication To Parents**
  - **Telephone, School Messenger**
- **Communication to Community**
  - **PR Coordinator via news outlets, social media**
- **Emergency Contact Binders**
  - **Each school site will have an emergency binder with student updated student demographic information.**
  - **Schools will also have access to CrisisGo**

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## B. EMERGENCY PUBLIC INFORMATION

In the event that a crisis occurs on school property, the Public Information Officer will be notified as soon as possible to report to the Incident Command location. The PIO will ultimately be responsible for the communications efforts relative to the crisis.

For a detailed plan of emergency public information, **Jose Luis Cisneros District Public Information Officer**.

## C. NON-EMERGENCY EXTERNAL COMMUNICATIONS

During an incident the school expects to receive a high volume of calls seeking information as to the welfare of students, staff and faculty from concerned parents, relatives, spouses, friends and loved ones. The surge in volume of calls to the school main numbers may quickly exceed the system capabilities.

If available, call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.

Call centers may also be a resource in helping to control rumors.

## **VII. ADMINISTRATION, FINANCE, AND LOGISTICS**

IGA created with the city of San Luis along with EOP can be found in appendices.

## **VIII. PLAN DEVELOPMENT and MAINTENANCE**

The school EOP utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response, and recovery efforts of post event consequences. The EOP is structured according to *The Guide for Developing High-Quality School Emergency Operations Plans*, U.S. Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students Washington, DC, 2013, while also striving to following the principles of the National Incident Management System (NIMS) and Incident Command System (ICS). The format for this EOP template is also in alignment with Developing Multi-Hazard Emergency Operations Plans for Schools courses MAG 364, E0364, and E0361 which are offered at the state and national level.

The **Gadsden Elementary School District** shall oversee or coordinate with community partners the following EOP actions:

- The EOP shall be reviewed annually and modified as necessary by **Gadsden Elementary School District Leadership Team, School Level Leadership Team, All full time and part time classified and certified staff including volunteers and community partners.**
- The school EOP shall be coordinated with the District and when possible, community partners that may be affected by EOP implementation, in an effort to ensure consistency and compatibility of their jurisdictional plans.
- Substantive changes between review periods, such as changes in roles or responsibilities, will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.

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- Each school unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP to their staff and ensuring key staff has the opportunity to attend scheduled EOP training and exercise activities.

## A. TESTING, TRAINING, AND EXERCISE

The development of the EOP Training and Exercise Schedule is a key component of the school's ability to respond to an emergency situation. It is recommended that appropriate district and school staff have a general understanding of what **Gadsden Elementary School District** role will be during an event and the expected response protocol. Therefore, training and exercise opportunities will provide the required background and understanding of staff roles.

- EOP training opportunities, as well as review of preparedness or response support materials, shall be incorporated into the annual Training and Exercise Schedule.
- Each school unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP to their staff and ensuring key staff has the opportunity to attend and participate in EOP training and exercise activities.
- It is recommended that the **Gadsden Elementary School District** complete exercises with community partners to train school and response personnel and evaluate the adequacy of the EOP. Homeland Security Exercise and Evaluation Program (HSEEP) guidelines may be used.

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## B. PLAN CONTACT INFORMATION

Name and Position	Phone Number	Alternant Phone Number
Lina Galvan	(928) 722-7098	(928) 722-7119
E-mail: tgalvan@gesd32.org		
Department: Associate Superintendent Office		
Brenda Silva	928-722-7119	928-785-6111
E-mail: bacosta@gesd32.org		
Title: Lead Admin and Safety Specialist		

## C. RECORD OF CHANGE

Change Number	Date of Change	Description of Change	Change Made By

## D. RECORD OF DISTRIBUTION

Date	Version	Name and Title	Department/Agency

# EOP BASIC PLAN

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## REFERENCES

This section provides references, guidance documents, and legal authorities for emergency operations and activities.

- **GOVERNING BOARD POLICIES**

- GESD#32 Policy

- **EBC ©  
EMERGENCIES**

- **LOCAL**

- **STATE**

- Arizona Revised Statutes 15-341 (A) (31)

- **FEDERAL**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707
- Emergency Management and Assistance, Code of Federal Regulations, Title 44.
- Superfund Amendments and Reauthorization Act of 1986, PL 99-499 (Title III, “Emergency Planning and Community Right-to-Know Act of 1986”).
- Comprehensive Environmental Response Compensation and Liability Act of 1980, PL 96510 (CERCLA or “Superfund”).
- County Health Department Security and Bioterrorism Preparedness and Response Act (42 CFR Part 73)
- Homeland Security Act of 2002 (CIKR, Intro-2, CPG 101)
- Homeland Security Presidential Directive (HSPD) 3, 5 and 8:
  - National Response Framework
  - National Incident Management Systems (NIMS)
- Occupational Safety and Health Administration (OSHA) Rule 1910.120

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## DEFINITIONS

1. Common Terminology: Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.
2. Emergency Management (EM). A framework for organizing and managing emergency protection efforts. Prevention, protection, mitigation, preparedness, response, and recovery – in the all-hazards approach.
3. Emergency Operations Center (EOC). Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency.
4. Emergency Public Information (EPI). Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
5. Emergency Operation Plan (EOP). Contains policies and procedures to follow before, during and after an emergency. The EOP integrates emergency preparedness activities into one document. It is the focal point for School planning and preparedness procedures.
6. Emergency Situation. As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:
  - Incident. An incident is a situation that is limited in scope and potential effects.
  - Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.
  - Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with available local resources.
7. Federal Emergency Management Agency (FEMA). The federal agency charged with development of an integrated emergency management system and with supporting emergency management and disaster assistance efforts at all levels of government. See: <http://www.fema.gov>.
8. Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
  - Human-Caused Hazard: A hazard that arises from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage.
  - Natural Hazard: A hazard related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations.
  - Technological Hazard: A hazard originating from technological or industrial accidents, infrastructure failures, or certain human activities. These hazards may cause loss of life or injury, property damage, social and economic disruption, or environmental degradation, and often come with little to no warning.

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9. Hazardous Material (HAZMAT). A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored or transported. The substance, by its nature, containment and reactivity, has the capability for inflicting harm during an accidental occurrence. It may be toxic, corrosive, flammable, reactive, an irritant, a strong sensitizer and poses a threat to health and the environment when improperly managed. Included are toxic substances, certain infectious agents, radiological materials and other related materials such as oil or other petroleum products, and industrial solid waste substances.
10. Incident Commander (IC). The person responsible for the management of all incident operations. The IC is in charge of the incident site.
11. Incident Command Post. The location from which the Incident Commander oversees all incident operations. The ICP may be located outside, in a vehicle, trailer, or tent, or within a building. The ICP will be positioned at a safe distance from an accident site where the incident commander, responders and technical representatives can make response decisions, deploy man power and equipment, maintain liaison with the media and handle communications.
12. Incident Command System (ICS). The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident and/or event.
13. Continuity of Operations Plan (COOP) establishes guidance and procedures to ensure the resumption of essential functions in the event that an emergency or disruption incapacitates operations and/or requires the relocation of selected personnel and functions. (See Annex A COOP)
14. Lockdown. A procedure of locking classroom doors, covering windows, moving all persons away from windows and doors during a situation involving dangerous intruders, or other incidents that may result in harm to persons inside the school building.
15. Liaison Officer. A member of the command staff responsible for interacting with representatives from cooperating and assisting agencies.
16. Logistics Section. The section responsible for providing facilities, services, and materials for the incident.
17. NIMS provides a consistent framework for incident management at all jurisdictional levels regardless of the cause, size, or complexity of the incident. NIMS is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management.
18. Public Information Officer (PIO). A member of the command staff responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident.
19. Resources List. A current list of all resources (equipment, personnel, supplies), which can be used by emergency services in response to local disaster/emergencies.
20. Safe Zone. A geographical region beyond the warm zone where there is no suspected product contamination; often referred to as the cold zone or the outermost zone.

## EOP BASIC PLAN

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21. Shelter-In-Place. A procedure addressing the need to provide refuge for students, staff and visitors within the school building during an emergency.
22. Staging Area (SA). A pre-selected location having large parking areas and cover for equipment, vehicle operators, and other personnel such as a major shopping area, schools, etc. The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, or a debarking area for returning evacuees.
23. Transfer of Command: The process of moving the responsibility for incident command from one Incident Commander to another is called “transfer of command.” It should be recognized that transition of command on an expanding incident is to be expected. It does not reflect on the competency of the current Incident Commander.
24. Unified Command. In ICS, Unified Command is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. The operations section chief is responsible for implementing the incident action plan.
25. Unified Command: In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.