

Newaygo Public Schools

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Newaygo Public Schools Emergency Operations Plan

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Introduction

Purpose

The purpose of the Emergency Plan for the Newaygo Public Schools is to reduce the risk to life, health, and safety of county employees, visitors, and emergency services personnel. This plan sets forth the procedures and planning guidelines for responding to an incident within the Newaygo Public Schools. Use of this plan should be coordinated with local responding agencies and personnel. It is imperative that county employees work in conjunction with and assist emergency response personnel as directed or instructed.

Scope

The Emergency Plan for the Newaygo Public Schools outlines the expectations of the faculty/staff, the roles and responsibilities, direction and control systems, internal and external communications plans, training and sustainability plans, and authority and references as defined by local, tribal, state, and federal government mandates. It also outlines common and specialized procedures as well as specific hazard vulnerabilities and response and recovery.

Objectives

1. To prepare **staff** by outlining the responsibilities and duties of the Newaygo Public Schools employees.
2. To educate **district employees, students, and visitors** and other key stakeholders on their roles and responsibilities before, during, and after an incident.
3. To empower **district employees, students, and visitors** and other key stakeholders to act quickly and knowledgeably during an incident through the development, maintenance, and exercising of the plan.
4. To provide **visitors** and other members of the community with assurances that Newaygo Public Schools has established guidelines and procedures to respond to incidents/hazards in an effective way.

Plan Components

The developed guidelines and procedures for dealing with existing and potential emergency incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents.

Basic Plan

The Basic Plan describes the purpose, scope, situation, policies, and concept of operations for

the response and recovery activities to an emergency or crisis.

Functional Annexes

The Functional Annexes describe the actions required to respond to or recover from any emergency or crisis. They include:

- Shelter
- Hold
- Secure Mode
- Lockdown
- Emergency Evacuation
- Reunification
- Functional Needs
- Continuity of Operations and Recovery

Hazard Annexes

The Hazard Annexes describe the actions required to respond to or recover from a specific hazard. They are:

- Severe Weather
- First Aid / Medical Emergency
- Fire
- Criminal Incident
- Bomb Threat and Suspicious Packages
- Utility Failure
- Transportation Incident

Appendices

Appendices to the Plan include:

- Memos of Understanding with local emergency responders
- Mutual Aid Agreements

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PUBLIC ACCESS
(Supervised and Documented Access For Official Use Only)

The Introduction and Basic Plan Sections of the School Emergency Operations Plan are a public document. Access is available on the School District Website.

The Functional Annexes and Hazard Specific Annexes, which include personal contact information, facility maps, response procedures, and other supporting documentation are considered except from the Michigan Freedom of Information Act (MCL 15.243y). Unauthorized possession of this information to the extent that it pertains to a specific vulnerable target could constitute a violation of the Michigan Anti Terrorism Act (MCL 750.543r).

The information contained in this document is intended for official emergency preparedness use only.