

School Emergency Action Plan Development Resource List

Creating or updating an existing Emergency Action Plan, or Emergency Operation Plan, can be overwhelming. Following is a condensed list of resources that may be helpful in your plan development.

Iowa Department of Education

Key contact: Gary Schwartz, Ed.D.

Gary leads the division that provides resources, as well as direct training, in Emergency Operation Plan development. His office can also provide sample school emergency operations plans. DOE utilizes the REMS system. SEE

Contact Info:

Phone: 515-281-4743

Email: gary.swartz@iowa.gov

Dept of Education website: www.educateiowa.gov

DOE Contract Trainer: Until June 30, 2016, the Dept. of Ed has a professional EAP trainer on staff to assist school districts in Iowa. Her name is Jan Colavecchi, and contact information:

Jane Colavecchi

PH: 515-491-6088

Email: jane@jhcassociates.com

Local County Emergency Management Agency

Your county Emergency Management Agency (EMA) Director has key resources available to assist in developing an EAP. Your EMA Director may also have training available.

Polk County EMA Contact Info: Jon Davis, Deputy Director

Phone: 515-286-2107

Email: Jon.Davis@PolkCountyIowa.gov

EMA Website: www.PolkCountyIowa.gov/EmergencyManagement

FEMA

FEMA has an extensive background in providing Emergency Response training programs. FEMA has adopted a system called REMS, Readiness and Emergency Response For Schools: rems.ed.gov. Within their website you will find a Multi-Hazard analysis survey that will assist you in reviewing those issues your school may face. They also provide an excellent free training program, IS-362, Multi-Hazard Emergency Planning for Schools.

One note, while a little dry. Having key administrative staff take the free, FEMA course, IS-100 Incident Command System for Schools, would be very helpful in interfacing with Police and Fire during an emergency. Both agencies are required to function under the Incident Command during emergencies.

Local Resources you can utilize:

It is highly recommended you invite in and involve your local Emergency Response Agencies as you develop or update your plan. It is far better to get acquainted with these agencies before having to meet them at your front door during an emergency.

1. Law Enforcement: It is a good idea to invite in your local law enforcement to review your EAP, especially those areas within the plan that addresses Intruders, fights, security, etc.
2. Fire/EMS: As with law enforcement, invite Fire and EMS in to discuss your plans. Where possible consider asking them to audit one of your fire or storm drills. They just might see something you have over looked.
3. Neighboring Schools – both Public and Catholic. May are very generous in sharing their plans, which can greatly reduce your time and effort.
4. Catholic Mutual: This organization has seen everything, and are ready to assist where possible.