

**HAZARD-SPECIFIC ANNEX I
SCHOOL SAFETY PLAN**

Primary Agency: DOE, GPD, GFD
Supporting Agency: OCD, GNG, ARC, DPHSS, GEPA, DPW

I. Purpose

The purpose of this annex is to format a school safety plan identifying procedures, delineating responsibilities and response protocols necessary to respond to all school natural or man-made emergencies and disasters.

II. Situation and Assumptions

The Office of Civil Defense (OCD), along with Guam Homeland Security (man-made disasters) has the overall responsibility of coordinating the response to any and all man-made or natural emergencies and disasters. The Department of Education, along with the Response Agency Coordinators (RAC), has the lead responsibility as the primary agency responding to emergencies in Guam schools.

This Plan has been written to assist school district personnel in preparing specific emergency/disaster preparedness guidelines for schools within the district and to assist individual schools in preparing operational response plans.

A. Situation

Terrorism is no longer something that happens to someone else; the threat of violence within the school community is a reality that must be faced. The preparation of a School Safety Plan to address the growing incidence of violence in schools shall also address preparedness for natural disasters, hazardous materials or radiological accidents as well acts of violence or terrorism.

B. Assumptions

The School Safety Plan shall include hazard specific plans and provide response procedures for the following emergencies:

1. Natural Disasters
 - Typhoon/Tropical Storms
 - Earthquake/Tsunami
 - Flooding
 - Thunderstorms

2. Accidents
 - Fire
 - Hazardous Materials
 - Utility Failures
 - Injury/Illness/Death

3. Man-made Incidents
 - Missing Student/Kidnapping/Childnapping
 - Report of a Weapon at the Facility
 - Intruder/Suspicious person
 - Weapons/Violent Incidents
 - Hostage/Barricade
 - Bomb Threats/Suspicious Packages
 - Civil Disturbance
 - Terrorism

III. Concept of Operations

When responding to a Department of Education (DOE) facility emergency, the Office of Civil Defense shall have the lead role in activating the RAC and coordinating a Unified Command response at the Emergency Operations Center (EOC). The Department of Education will assume the lead agency responsibility, coordinating response activities at the specific site

- A. Preparedness
 - Pre-Event planning, exercising and protocol testing

- B. Site Response Procedures
 - Hazard Specific Plans
 - Post-Event recovery activities, and assessment

- C. Response Protocols
 - Lockdown procedures
 - Evacuation procedures
 - Family reunification
 - Media procedures

IV. Organization and Assignment of Responsibilities

The Response Agencies will upon report to the Emergency Operations Center upon activation of the EOC. They will receive initial instructions and report forms from the Office of Civil Defense.

If additional resources are required, the primary agency will make a request to the Director of the EOC. The Director will then coordinate the request with the support agencies at the EOC.

V. Administration and Logistics

The Department of Education will be responsible for record keeping and coordinate the tracking of all emergency/disaster related expenses such as manpower, equipment accountability, overtime hours, equipment and supply inventory and replacement with the Department of Administration (DOA).

The Office of Civil Defense Emergency Operations Center is responsible for processing all incoming requests, procurement and distribution of materials deemed necessary to support the response operations by the Incident Commander (IC).

The General Services Administration (GSA) will provide the logistics to source, acquire and distribute all response related materials and resources. In coordination with OCD, DOE along with GSA will receive, inventory and manage all response related resources and request for material by establishing areas to collect, stage and distribute all request for response materials and resources.

VI. Plan Development and Maintenance

The Office of the Superintendent, DOE, will be responsible for the maintenance and revisions of the basic plan. Each school administrator will be responsible for developing and maintaining school specific plans and emergency evacuation kits.

The Office of the Superintendent, DOE, will review and exercise this plan on a biannual basis. Separate school drills will be conducted and coordinated with the Office of the Director and the school administrator. Updates and revisions to the plan will be made accordingly.

VII. Direction and Control

All issues of policy, coordination of operations, the direction and control of the situation and assessment will be coordinated with the Office of Civil Defense by the Office of the Director, DOE.

VIII. Authorities and References

A. Authorities - Currently under review

B. References

The following publications/planning documents were utilized in formulating this Plan:

- The Federal Response Plan (9230.1 PL, FEMA)
- Guide for All-Hazard Emergency Operations Planning (SLG 101, FEMA)

(Note: Need to provide organizational structure to develop crisis management teams within schools.)

IX. Appendices

- HAZARD SPECIFIC PLANS
- FACILITY FLOOR PLANS
- FACILITY SITE PLANS
- EVACUATION ROUTES
- MUSTER AREAS
- STUDENT RELEASE FORMS
- ALTERNATE SITES

X. Tabs

- A. School Safety HSAS Actions