Fairfax County Public Schools

Systemwide Emergency Operations Plan

Revision Date: June 29 2007

I.   Purpose

Fairfax County Public Schools (FCPS) must be prepared to respond to critical and emergency situations in a well-organized manner in order to maximize the use of all available resources.

II.   Mission and Goals

This Systemwide Emergency Operations Plan is designed to provide guidance and direction that will enable the key administrative members of the school system to effectively respond to emergency situations or any condition that might cause a major diversion of resources within or outside the school system. This plan utilizes the four phases of emergency management; Mitigation/Prevention, Preparation, Response and Recovery and the National Incident Management System (NIMS).

III. Implementation Criteria

   A. FCPS Events

   A crisis or incident involving multiple schools and/or is of such magnitude and duration that the resources, personnel, and capabilities of the school level response are insufficient

   B. Fairfax County Emergency Operations Plan

   In accordance with Virginia State Code (44-146.19.E), Fairfax County also maintains a countywide EOP. Implementation of the Fairfax County

Emergency Operations Plan (EOP) may also require the activation of this plan to provide the necessary services and support. Examples are incidents involving multiple fatalities at a school, bomb detonations, major civil disturbances, large-scale chemical spills, fires, natural disasters, etc. FCPS must remain ready to fulfill its obligations contained in the Fairfax County EOP. The Fairfax County EOP delineates Emergency Support Functions (ESFs). These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. The ESFs for FCPS are:

- Assist with facilities for the reception and care of evacuees
- Assist with mass feeding
- Assist with transportation resources
- Assist with damage assessment
- Assist with debris removal

IV.   Explanation of Terms

A. Response Terms

Below is a list of procedures, and their definitions, used by Fairfax County Public Schools to respond to a variety of possible critical incidents. It is important that all public safety officials, school administrators, communication officers, and members of the media understand and use a common terminology.

Schools may initiate enhanced security procedures to isolate students and staff from threats of violence. Shelter-In-Place procedures are used to temporarily separate people from a hazardous outdoor atmosphere, such as a hazmat or WMD incident. *School staff will advise the Department of Public Safety Communications and public safety workers on-scene if lockdowns or shelter-in-place procedures are enacted.* The Stay Put, Stay Tuned response is typically enacted at the request of public safety to limit the impact on the transportation infrastructure.

Once these procedures are implemented, school staff members will maintain these procedures until instructed by public safety workers or school division administrators that it is safe to end the procedure.

Secure the Building

Securing the building is used if the threat is outside the building.

- No students allowed outside: bring staff and students into the building and inside trailers (no P.E., recess, etc.).
- Staff members and students are free to move about inside buildings/trailers.
- Close and lock all building/trailer exterior doors.
- Staff member posted at building main entrance to control visitor access, issue passes, direct to reunification area, if applicable.
- Persons in trailers remain in locked trailers.

System-Wide Building Secured Status

A **system-wide building secured status** is used if a security threat exists throughout the county.

- This is a **Secure the Building** status that is implemented at all FCPS educational facilities at the direction of the school superintendent, or his/her designee.

Lockdown

A **lockdown** is used if a security threat exists within the building.

- All students stay in place with a teacher/staff member.
- Students and teachers remain in locked classrooms, unobservable from outside (lights-off, window blinds closed, door windows obscured with paper) and outside potential lines of fire.
- Students and staff members disregard fire alarms.
- No one enters or exits the school, except public safety personnel.
- Persons in trailers remain in locked trailers.

Shelter-In-Place

Shelter-in-place procedures are used to temporarily separate people from a hazardous outdoor atmosphere, such as in a hazmat or WMD incident.

- "Shelter-In-Place" announcement made via PA system & radio
- Students and staff members moved into main building from trailers, unless movement is life-threatening due to outside environmental contamination.
- All windows and doors are closed, to hinder air flow.

- Elevators not used (elevator movement may pump outside air into building).
- Staff members shut off main power to the building. This will shut down HVAC, exhaust, and roof ventilators.
- Signs placed on the front door making notification of Shelter-in-Place Emergency.
- <u>No one</u> allowed to enter the building until public safety officials arrive and give the "all clear."
- Exposed or contaminated people will be kept separate from rest of school population, and directed to wash with soap & water.
- If possible, alternative clothing for exposed individuals will be provided and contaminated clothing will be removed and sealed in plastic bags.
- Administrators will listen to local emergency management officials through media and emergency fan-out messages and follow directions of these responding public safety officials.

Stay Put, Stay Tuned

Stay Put, Stay Tuned is typically implemented at the request of public safety officials to limit impact on the transportation infrastructure. This response may be appropriate during large-scale events that require public safety entities to request limitations on movement and transportation.

- A Stay Put, Stay Tuned announcement made via PA system and radio.
- No unsupervised release of students is to occur until direction is provided by competent authority. Normal end-of-day release will not occur.
- Staff members will monitor local media and messaging systems for updates.
- Keep in Touch message shall be initiated for affected schools.
- Students can be released to parents with proper identification.
- Parents are allowed to "check out" students

B. Acronyms

The following acronyms are commonly used and are defined as follows:

1. AEOC—Alternate Emergency Operations Center for Fairfax County Government

2. ADOC—Alternate Department Operations Center for Fairfax County Public Schools
3. CMT—Crisis Management Team
4. CP—Command Post for event, on site
5. DOC—Department Operations Center for Fairfax County Public Schools
6. EOC—Emergency Operations Center for Fairfax County Government
7. EOP—Emergency Operations Plan

V. Situation and Assumptions

A. Situation

Fairfax County Public Schools are exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Figure 1.

B. Enrollment and Employment Figures

The district's current enrollment is approximately 164,295 students of which 51,604 attend the district's high schools, 26,527 are enrolled in grades 6-8, and 84,995 attend preschool-5th grade. The district's staff is comprised of 20,232 school based staff, and 1,748 non-school based staff.

C. Building Information

Fairfax County Public Schools is made up of 239 buildings. These facilities include 137 elementary schools, 22 middle schools, 4 secondary schools 21 high schools, 3 alternative high schools, 11 special education centers, 35 alternative programs and 5 alternative learning centers.

D. Geographical Location

Geographically, the district encompasses 395 square miles. The 2004 census reported the population for the district as 1,041,200.

E. Hazard Analysis

A summary of the major hazards is provided in Figure 1. Individual school Emergency Operations Plans also encompass hazards specific to their site.

The terms are defined as follows:

Frequency
Highly likely—Near 100% probability in the next year.

Likely—Between 10% and 90% probability in the next year, or at least one chance in the next 10 years.

Possible—Between 1% and 10% probability in the next year, or at least one chance in the next 25 years.

Unlikely—Less than 1% probability in the next 10 years.

Severity
Catastrophic—Multiple deaths; shutdown of effected critical facilities for 1 month or more; more than 50% of effected property severely damaged.

Critical—Injuries or illness resulting in permanent disability; shutdown of effected critical facilities for at least 2 weeks; 25% to 50% of effected property severely damaged.

Limited—Temporary injuries; shutdown of effected critical facilities for 1-2 weeks; 10% to 25% of effected property severely damaged.

Negligible—Injuries treatable with first aid; shutdown of effected critical facilities for 24 hours or less; less than 10% of effected property severely damaged.

Magnitude—scale and extent of the geographic area affected

Figure 1.

Hazard Type	Frequency	Magnitude	Warning Time	Severity	Risk Priority
Natural					
Hurricane/Tropical Storm	Likely	Widespread	24 + hours	Limited	Medium
Tornado	Likely	Limited	Minimal	Catastrophic	High
Winter Storm	Highly Likely	Widespread	24 + hours	Negligible	Low
Dam Failure	Unlikely	Limited	Minimal	Critical	Low
Human					
Chemical/Hazardous Material Event	Possible	Limited	Minimal	Critical	Medium

Hazard Type	Frequency	Magnitude	Warning Time	Severity	Risk Priority
Fire (Large)	Possible	Limited	Minimal	Catastrophic	Medium
Power Outage—Large Scale	Possible	Widespread	Minimal	Limited	Low
Water System Failure	Unlikely	Widespread	Minimal	Limited	Low
Accident—Major Transportation Event	Highly Likely	Widespread	Minimal	Negligible	Low
Health Emergency (Example—PanFlu)	Possible	Widespread	24 + Hours	Catastrophic	High
Civil Disorder	Unlikely	Limited	Minimal	Negligible	Low
Violence/Hostage Event	Likely	Limited	Minimal	Critical	Medium
Terrorism/CBR	Possible	Limited	Minimal	Catastrophic	Medium

F. Assumptions

1. Fairfax County Public Schools will continue to be exposed to and subject to the impact of those hazards described above, as well as, lesser hazards and others that may develop in the future.

2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3. A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from central office staff or public safety agencies. Action is required immediately to save lives and protect school property.

4. Following a major or catastrophic event, the district may have to rely on its own resources to be self-sustaining for several hours.

5. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. However, rapid and appropriate response will reduce the number and severity of injury.

6. Outside assistance from emergency response agencies will be available in most emergency situations.

7. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve this district's readiness to deal with emergency situations.

8. A spirit of volunteerism among district employees, students and families will result in their providing assistance and support to emergency response efforts.

G. Limitations

It is the policy of Fairfax County Public Schools that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, Fairfax County Public Schools can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

C. Training and Exercises

FCPS recognizes that continual training and exercises are necessary
to maintain efficiency and effectiveness for the implementation of this
plan. Annual exercises will be conducted for the Leadership Team
and regular opportunities will be provided for support staff that have
functional operational responsibilities.

Exercises will include participation with county, state and regional partners.

D. Activites by Phases of Emergency Management

<u>Mitigation/Prevention</u>

Mitigation and prevention of critical incidents involves activities undertaken in advance of an emergency. Mitigation and prevention activities include:

- Hazard analysis
- Hazard mitigation programs
- Developing and maintaining emergency plans and procedures
- Reviewing and updating data in the Message Alert System
- Conducting specialized training and exercises
- Assessing and inventorying resources
- Developing mutual aid agreements
- Improving emergency public education and warning systems
- Ensuring redundant interoperable communication capabilities
- Pre-designating facilities and staging areas
- Continuity of operations plans
- Lines of succession

<u>Preparation</u>

Preparation for emergencies includes increased readiness and initial response activities. Upon receipt of information that an emergency situation is imminent or likely to occur, FCPS will alert and provide initial information to the Leadership Crisis Management Team. Preparation activities may include:

- Briefing key officials and emergency support function personnel
- Inspecting critical facilities, equipment, and communications systems
- Alerting staff and volunteers
- Gathering and managing incident-related information and intelligence
- Developing and implementing action plans
- Mobilizing personnel and pre-positioning resources and equipment
- Increasing public emergency information and warning efforts

- Conducting precautionary evacuations in potential impact areas
- Restricting unnecessary access to affected areas
- Protecting, controlling, and allocating vital resources
- Documenting situation and expenditures

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IX.   Readiness Levels

The following threat response actions correlate to the Fairfax County Security Advisory System. With each code condition are listed the protective measures that have been or may be put in place by Fairfax County Public Schools in cooperation with local, state, and federal authorities. Plan designs are flexible to accommodate the differing circumstances of various types of critical events.

Low Risk (Green)	• Update divisionwide, school, and department crisis plans. • Coordinate emergency plans with Fairfax County, state, and federal plans. • Conduct crisis management and communications training for employees at all levels. • Implement visitor control procedures. • Maintain current emergency communication lists. • Inventory emergency supplies and equipment. • Disseminate emergency communications methods and resources (i.e., where to get information) to employees, parents, and community.
General Risk (Blue)	Same measures as Code Green: • Update divisionwide, school, and department crisis plans. • Coordinate emergency plans with Fairfax County, state, and federal plans. • Conduct crisis management and communications training for employees at all levels. • Implement visitor control procedures. • Maintain current emergency communication lists. • Disseminate emergency communications methods and resources (i.e., where to get information) to employees, parents, and community.
Significant Risk (Yellow)	In addition to the measures listed above, the following measures will be instituted: • Assess increased risk with public safety officials. • Review crisis response plans with program managers, principals, and building and office staffs. • Reassess facility security measures.

	• Review field trip decisions.
	• Update employee emergency call lists and review callback process with employees.
	• Test alternative communication capabilities.
	• Increase communication with parents and community via web site and e-mail distribution.
High Risk (Orange)	In addition to the measures listed above, the following measures will be instituted: • Inventory emergency supplies and equipment.

Severe Risk (Red)	In addition to the measures listed above, the following measures will be instituted:
	
	• Provide staff members to Fairfax County Emergency Operations Center (24/7).
	
	• Activate FCPS Department Operations Center (24/7), if appropriate.
	
	• Assess threat level to determine status of school openings and closings.
	
	• Address critical emergency needs under the direction of public safety officials and in accordance with school crisis plans and the FCPS crisis management plan.
	
	    o Coordinate parent-child reunification process, if necessary.
	
	    o Increase building security throughout the school system.
	
	    o Continue staff, parent, and community communication.
	
	    o If schools are open,
	
	        ▪ Cancel outside activities and field trips.
	
	        ▪ Restrict visitor access.
	
	        ▪ Enhance exterior security measures.
	
	        ▪ Limit parking near building

X.	Administration and Support

A. Records

Records of the incident will be maintained that shall include the identification of major issues, decisions and other relevant information. WEBEOC will serve as the application for the capture of this data.

The director of the Office of Safety and Security will assign a member of his/her staff to act as an incident recorder and events that transpires at the DOC/ADOC.

B. Cost Records

The Department of Financial Services will maintain all data on costs and will be responsible for reporting to appropriate authorities for reimbursement.

C. Post-Incident Review

The Deputy Superintendent will hold a post-incident recovery meeting on the first working day following the cessation of the emergency. The meeting will be held at the DOC, if possible. Attendance will be required of the Leadership Crisis Team, their DOC personnel, and any principals, including their CMT, involved in the emergency response. The Deputy Superintendent may invite other public safety officials, as he/she deems appropriate. A critique of the systemwide response will be conducted and plans for returning to normal operations will be decided and implemented.

At the direction of the assistant superintendents, one staff member from each of the participating departments, the Office of Community Relations, and the effected school CMT will form a committee to write and submit a report to the Division Superintendent, through the Deputy Superintendent. The report shall contain a brief synopsis of the emergency or incident and a detailed account of the resources and methods utilized to bring about a resolution. Additionally, the report will include any suggestions for future improvement and the steps taken to return to normal operations. This report shall be submitted within seven (7) working days of the committee adjourning. A final copy of the report will be forwarded to the Office of Community Relations and the Office of Safety and Security.

D. Technical Support and Tools

The Department of Facilities and Transportation Services shall maintain applications and tools necessary for the functional operations of the DOC/ADOC. These include the Message Alert System, GEOLINK, Sharepoint Emergency Management Page and WEBEOC capabilities.

The Department of Information Technology will support technical issues associated with these applications.

XI.   Plan Development and Maintenance

The Office of Safety and Security shall be responsible for the development and annual maintenance of the Systemwide Emergency Operations Plan. The plan will be reviewed annually by the Chief Operating Officer and shared with the Leadership Team.

XII.   References

Fairfax County, Emergency Operations Plan

U.S. Department of Education, Office of Safe and Drug Free Schools, "Practical Information on Crisis Planning: A Guide for Schools and Communities."

U.S. Department of Homeland Security, "National Incident Management System."

U.S. Department of Homeland Security, Lessons Learned Website, "School Emergency Management Planning."

Virginia, Center for School Safety, "Model School Crisis Management Plan."

Virginia Department of Education, "Resource Guide for Crisis Management in Virginia Schools."

TEEX, "Emergency Operations Planning for Schools."

XIII.   Appendices

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