

All-Hazards

District/Schools Plan

Mifflin County School District

STATEMENT of OPERATIONAL SECURITY

Wherein: The Mifflin County School District recognizes and acknowledges that the safety and security of our students and staff is of paramount importance.

Wherein: The Mifflin County School District recognizes the need for transparency in our operation on a day to day basis.

Wherein: The Mifflin County School District recognizes the need to keep our students and staff safe must be balanced with the right of the citizenry to obtain a clear understanding of the operations of the district.

Wherein: Nationally and internationally schools have been subject to terrorism and attacks from external and internal forces.

Wherein: The US Department of Homeland Security along with Commonwealth of Pennsylvania and municipal emergency management agency's strive to maintain the concept of operations security (OPSEC).

Wherein: information regarding the specific plans for prevention, preparedness, response and recovery, if released and in the hands of a person, or persons, intent on harming our students or staff would create a reasonable likelihood of endangering the safety or the physical security of our buildings and other facilities.

Wherein: Schools are vital and key resources for not only education but also for community emergency preparedness and response.

Wherein: our School District and Building all-hazards plan contains building plans and information that would expose or create vulnerability by identifying the location, configuration or security of critical systems, including but not limited to structural elements, technology, communication, electrical, fire suppression, ventilation and other utilities.

Therefore: With the exception of introductory pages and chapters 1 & 2 (Administration and Basic Emergency Plan); this all-hazards emergency operations plan is considered a secure and sensitive document and exempt from public disclosure.

SECTION 1: Administration

1.1 SCHOOL POLICIES AND AUTHORITY

1. Pennsylvania School Code (71 Pa. C.S.A., Section 1518).
2. Pennsylvania Emergency Management Services Code (35 Pa. C.S.A., Sections 7107-7707, as amended), and specifically Sections 7701(d), (e), (f) and (g).
3. Pennsylvania Code, Title 34, Chapters 49, 50 and 54, Fire and Panic Regulations, Department of Labor and Industry, March 1987.

References:

1. The Commonwealth of Pennsylvania Emergency Operations Plan (EOP), Pennsylvania Emergency Management Agency.
2. Pennsylvania Department of Education, School Emergency Planning Guide.
3. The County of Mifflin Emergency Operations Plan (EOP), 1988, (Revised August, 2008).
4. "Hazards Vulnerability Analysis," Mifflin County, Lewistown, Pa., June, 1989, (Revised October, 2009).
5. National Fire Protection Association, Learn Not to Burn, 470 Atlantic Avenue, Boston, MA 02210, 1979.
6. Lewistown Borough Emergency Operations Plan, August 2003.
7. Armagh Township Emergency Operations Plan, December 1996.
8. Bratton Township Emergency Operations Plan, August 2003.
9. Brown Township Emergency Operations Plan, February 2003.
10. Burnham Borough Emergency Operations Plan, January 2002.
11. Decatur Township Emergency Operations Plan, November 2001.
12. Derry Township Emergency Operations Plan, March 2003.
13. Granville Township Emergency Operations Plan, December 1996.
14. Juniata Terrace Emergency Operations Plan, January 2002.
15. McVeytown Borough Emergency Operations Plan.
16. Menno Township Emergency Operations Plan, August 1992.
17. Oliver Township Emergency Operations Plan, March 2003.
18. Union Township Emergency Operations Plan, December 1996.

1.2 DISTRICT SAFETY COMMITTEE

The Emergency Operations Planning Team develops emergency operations plan for the district or schools, coordinates with local emergency services to develop functional parts of the plan as well as plans for specific hazards, coordinates Mifflin County School District planning activities and recruits members that are appropriate to serve on the team. There will be an EOPT at the district level and planning team at each school.

The EOPT at the district level includes those listed below.

- James A. Estep – Superintendent, Mifflin County School District
- Vance S. Varner – Director of Secondary Education, Mifflin County School District and School Safety Coordinator
- D. Robert Reeder – Principal, Mifflin County Middle School
- Steven J. Schaaf – Director of Elementary Ed., Mifflin County School District
- Joseph F. Gagliardo – Director of Buildings and Grounds
- Mark A. Crosson – Principal, Mifflin County High School

Sabotage in Private Sector									
Special Events (such as Inaugurals, Parades, Football Games, Olympic Games, etc.)									
Terrorism									
Terrorist Act									
Biological									
Chemical									
Explosion									
Nuclear/Radiological									
AVERAGE SCORE									

1.4 BUILDING SAFETY COMMITTEES

The Building Safety Committee will act in the role of safety reviews/coordination for the school. The BSC will help connect the EOP for the building as it relates to the overall EOP for the district. The Emergency Operations Planning Team at the school level should include the Principal, Assistant Principal/Building Leader, School Resource Officer, Counselor/Psychologist(s), Nurse and representative faculty member(s).

SECTION 2: Basic Emergency Operations Plan (EOP)

2.1 PURPOSE

To provide for the protection of persons and property in Mifflin County School District in the event of a natural or technological emergency or disaster. In addition, this plan will identify and clarify emergency roles and responsibilities for the Mifflin County School District and its staff. It further prescribes procedures and coordination structures for Prevention/Mitigation, Preparedness, Response, and Recovery efforts at the school/district level. The ultimate objective is to minimize the negative consequences of any incident on the school district/school and its staff, students, and parents/guardians.

Procedures

1. To establish procedures for alerting the district staff and principals.
2. To provide information and appropriate protective action instructions.
3. To provide for coordination and use of available school district resources during an emergency.

Roles and Responsibilities

1. To define the roles and responsibilities of school district officials and principals.
2. To define emergency functions and assign emergency duties.

Coordination

To assure coordination and cooperation with county efforts in accordance with the Mifflin County Emergency Operations Plan.

2.2 GLOSSARY OF TERMS AND ACRONYM

- A. Access Control Points (ACP) - Manned posts, established primarily by school officials or municipal police, that are around the perimeter of the school or on the roads leading into it when it is evacuated or occupants are taking cover.
- B. Amateur Radio Emergency Services (ARES) - An Amateur Radio Relay League (ARRL) sponsored organization used to provide emergency communications outside the provisions of RACES.
- C. Emergency Alert System (EAS) Announcements - Official announcements made at the county level for the specific purpose of providing information, instructions or directions from the county commissioners, or their designated official representative, to the permanent and transient residents of the county. Announcements are made over the legally designated EAS network. EAS announcements at the state levels are made only when they are applicable statewide. Priorities for EAS announcements are specified in law; first priority to the federal government, second priority to county governments and third priority to state governments. Restriction on use of EAS announcements does not preclude appropriate use of newspapers, radio and television for public information statements
- D. Emergency Management - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kind, man-made, natural sources or enemy attack
- E. "Host" Schools - A fixed facility suitable for providing emergency lodging of students who have been evacuated from their regular school.
- F. Public Information Statements - Public announcements made by school district or county official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors. Reference to the emergency situation itself will be made only in the context of the reasons for governmental actions and not to provide detailed information about it.
- G. Radio Amateur Civil Emergency Service (RACES) - An organization of licenses amateur radio operators that serves emergency management agencies during emergencies.
- H. Radiological Emergency Response Procedures (RERP) - Detailed incident response procedures developed by the state and its agencies and county emergency management agencies in coordination with PEMA and the nuclear power plants. There are five of these plants within Pennsylvania.
- I. "Risk" School - Those schools located within an endangered area wherein continued habitation may result in loss of life or injury.

- J. Sheltering - The act of using existing structures as a means for protection. Examples are as follows: move to hallways, subterranean areas of windowless areas and huddle under desks and tables.
- K. Traffic Control Points (TCP) - Manned posts established at critical road junctions along evacuation routes for the purpose of controlling or limiting traffic. TCPs are also used to control evacuation movement when an emergency situation requires it.
- L. Unmet Needs - The capabilities and/or resources required to support emergency operations but are neither available nor provided for at the respective school district or school.

2.3 SITUATIONS AND ASSUMPTIONS

Situations:

- A. Every school district and school in Pennsylvania is at risk to human-caused and natural disasters.
- B. Mifflin County has significant transportation infrastructure, which sustains air, rail, marine, and road traffic and is vulnerable to disruptions during incidents. Disruptions to this infrastructure will impact the Mifflin County School District.
- C. The Mifflin County School District hosts sports, entertainment, cultural, political, and business events that involve large numbers of participants and are vulnerable to incidents.
- D. The Mifflin County School District is vulnerable to civil disorder, riots, and terrorist incidents.
- E. Mifflin County has significant business and industry, which either manufacture or sustain hazardous materials. Transportation and manufacture of these materials will impact the Mifflin County School District.
- F. Mifflin County School District is subject to the following natural hazards: floods, winter storms, hurricanes, tornadoes, wind storms, and droughts.
- G. The school is also subject to the following technological disasters: fires, hazardous materials accidents, acts of vandalism and terrorism.

Assumptions:

- A. A single site incident could occur at any time without warning and the staff of the Mifflin County School District cannot, and should not wait for direction from the municipal emergency management and response agencies. Action is required immediately to save lives and protect property.
- B. An incident, such as a tornado or hazardous material spill, may occur with little or no warning with mass casualties, destruction of property, and damage to the environment.
- C. Municipal, county and state government entities may be overwhelmed by an incident. The Mifflin County School District and its staff may be on its own for a minimum of 72 hours or longer after an incident.
 - 1. Government and relief agencies will concentrate limited resources on most critical and life-threatening problems.
 - 2. Assistance from other government and federal agencies will supplement the state's assets, but such assistance may take time to request and be deployed.

3. The first concern of the Mifflin County School District staff will be for their families' safety and welfare. Disaster planning for employees' families is of primary concern to the school district.

2.4 CONCEPT OF OPERATIONS

2.4.1 General

The Mifflin County School District will establish and maintain a Continuity of Operations Plan that contains provisions for identifying succession, responsibilities and essential functions, key personnel, vital records management, and emergency duty location.

- A. The Superintendent/Principal is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. In most situations, the Superintendent/Principal will assume the role of Incident Commander. During disasters, he/she may carry out those responsibilities from the ICP.
- B. The District Emergency Management Coordinator will provide overall direction of the response activities of the school. During emergencies and disaster, he/she will normally carry out those responsibilities from the ICP.
- C. The Incident Commander assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post until local emergency services arrive. As determined personnel in the role of Incident Command, should the Superintendent (District-Wide Incident) or Superintendent/school principal (Specific Building Incident) become unavailable or incapacitated, the Director of Secondary Education, Director of Special Education, or Title IV Coordinator would, in descending order, become responsible for overseeing the process. The Incident Command Post will be established at a location that is conducive to being self-sufficient and can provide necessary resources.
- D. During emergency operations, the school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment to carry out mission assignments are directed by the Incident Commander. Each emergency services agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol and Unified Command, may be adopted to facilitate a coordinated effort.
- E. If the school's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State should be requested
- F. Throughout the incident, the Planning Section of the Command Post will maintain records of critical information to describe the severity and scope of the incident. As the immediate incident period passes, copies of this information will be given to the Mifflin County Emergency Management Coordinator, in case of a Declaration of Major Disaster. A public information officer (The Superintendent or designee) will be identified by the Superintendent to communicate with media and public during the event of an emergency. The incident Commander will oversee supplies, equipment and communication capabilities to enable the Incident Command Staff to carry out necessary responsibilities. Should the Incident Command Post need to be relocated, a back-up location will be at the Mifflin County School District's Administration Building.

2.4.2. Operational Guidance

Reporting procedures for any casualties or damage suffered by the Mifflin County School District will be determined and delegated by the Superintendent. Similar to Incident Command structure, should the Superintendent (District-Wide Incident) or Superintendent/school principal (Specific Building Incident) become unavailable or incapacitated, the Assistant Superintendent, Director of Secondary Education, Director of Special Education, or Title IV Coordinator would, in descending order, become responsible for overseeing these responsibilities.

Throughout the incident, the Planning Section of the Command Post will maintain records of critical information to describe the severity and scope of the incident. As the immediate incident period passes, copies of this information will be given to the Mifflin County Emergency Management Coordinator, in case of a Declaration of Major Disaster. A public information officer (The Superintendent or designee) will be identified by the Superintendent to communicate with media and public during the event of an emergency.

A. Functional Assignments

1. Emergency management functional assignments in this plan are based on the concept that they parallel day-to-day functions as closely as possible.
2. In an emergency, school officials will continue only those functions necessary to protect, in order, life, safety and property.

B. Direction and Coordination

1. Mifflin County School District

- a. In the event an emergency should occur, the Mifflin County School District Superintendent may implement this emergency operations plan and take such other action as might be required to protect the interests of the school.
- b. The Mifflin County School District Superintendent, by request of the Pennsylvania Department of Education, should consult with and serve as liaison between the public and private school systems, including basic and higher education institutions, concerning emergency response activities. Assistance will be provided to private school systems through implementation of the emergency management procedures outlined within the school district's emergency operations plan (EOP). For this purpose, private schools are defined to include such parochial schools, career-tech schools and other private schools located within the Mifflin County School District area.
- c. Mifflin County School District shall be made available to state, county and municipal officials for emergency planning and exercise purposes and actual service as mass care facilities in the event of an emergency evacuation.
- d. Transportation. Provision is made in district contracts that all school bus and transportation vehicles (owned or leased) of the Mifflin County School District shall be made available to state, county and municipal officials for emergency planning and exercise purposes and actual service in the event of an emergency evacuation.

2. Mifflin County

The Mifflin County commissioners will exercise coordination and control of the response to any county-wide emergency through their executive organization, the Mifflin County Emergency Management Agency (EMA).

3. Pennsylvania Emergency Management Agency (PEMA)

The Pennsylvania Emergency Management Agency, in consultation with the Department of Education, will coordinate decisions relative to school operations during major emergencies and disasters affecting two or more counties within the Commonwealth. (See Emergency Management Services Code, as amended.)

2.4.3 Incident Command System

As determined personnel in the role of Incident Command, should the Superintendent (District-Wide Incident) or Superintendent/school principal (Specific Building Incident) become unavailable or incapacitated, the Director of Secondary Education, Director of Special Education, or Title IV Coordinator would, in descending order, become responsible for overseeing the process.

The Incident Command Post will be established at a location that is conducive to being self-sufficient and can provide necessary supplies, equipment and communication capabilities to enable the Incident Command Staff to carry out necessary responsibilities. A back-up location will be at the Mifflin County School District's Administration Building.

2.4.4 ICS/EOC Interface

Incident Command System (ICS)—Emergency Operations Center (EOC) Interface

A. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

B. The IC is generally responsible for field operations, including the following:

1. Isolating the scene.
2. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
3. Warning the district/school staff and students in the area of the incident and providing emergency instructions to them.
4. Determining and implementing protective measures (evacuation or in-place sheltering) for the district/school staff and students in the immediate area of the incident and for emergency responders at the scene.
5. Implementing traffic control arrangements in and around the incident scene.
6. Requesting additional resources from the EOC.

C. The EOC is generally responsible for:

1. Providing resource support for the incident command operations.
2. Issuing community-wide warning.
3. Issuing instructions and providing information to the general public.
4. Organizing and implementing large-scale evacuation.
5. Organizing and implementing shelter and massive arrangements for evacuees.

D. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

2.4.5 Phases of Emergency Management

Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management.

A. Mitigation/Prevention

Mifflin County School District will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities.

Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are as follows:

- Hazard Analysis
- Identifying hazards
- Recording hazards
- Analyzing hazards
- Mitigating/preventing hazards
- Monitoring hazard
- Security Audit

B. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are as follows:

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its annexes, and appendices
- Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this school during emergencies in training opportunities.
- Conducting periodic drills and exercises to test emergency plans and training.
- Completing an After Action Review after drills, exercises and actual emergencies.
- Revise plan as necessary.

C. Response

Mifflin County School District will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

D. Recovery

If a disaster occurs, Mifflin County School District will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the school and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process

includes assistance to students, families and staff. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged stadiums and athletic facilities.

E. Emergencies Occurring During Summer or Other School Breaks

If a school administrator or other emergency response team member is notified of an emergency during the summer (or when affected students are off-track if they attend year-round schools), the response usually will be one of limited school involvement. In that case, the following steps should be taken:

- Institute the phone tree to disseminate information to Emergency Response Team members and request a meeting of all available members.
- Identify close friends/staff most likely to be affected by the emergency. Keep the list and recheck it when school reconvenes.
- Notify staff or families of students identified in #2 and recommend community resources for support.
- Notify general faculty/staff by letter or telephone with appropriate information
- Schedule faculty meeting for an update the week before students return to school.
- Be alert for repercussions among students and staff. When school reconvenes, check core group of friends and other at-risk students and staff, and institute appropriate support mechanisms and referral procedures.

2.5 ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. Emergency Situations

In emergency situations, the day-to-day organization of Mifflin County School District will serve as the basis for operations.

2. Day-to-Day Duties

Emergency duties assigned herein parallel or complement day-to-day duties.

B. Responsibilities

1. Limited Emergency

a. District Superintendent

- Receives notification from within the school of an incident, or
- Receives notification from Mifflin County, verifies notification with Mifflin County EMA.
- Reviews situation and determines course of action to be taken.
- Assures that “Risk” schools, “Host” schools and Intermediate Unit #11 are notified.
- Briefs staff on situation and course of action to be taken.
- Establishes communications with Mifflin County EMA and Mifflin County School District. Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service (ARES/RACES) establishes supplementary communications.
- Monitors emergency alert system station WMRF/WKVA/WCHX/WIEZ and NOAA weather radios.

b. Director of Transportation

- Ascertains availability of buses and drivers.

- Reviews traffic control points requirements for school entrance and exit roads. Notifies local police of situation and assistance needed.

c. Chief Financial Officer

Reviews procedures for recording overtime work hours, accounting for emergency expenditure of supplies and submits reports.

d. Food Service Director

Notifies cafeteria personnel of the situation. Coordinates special needs with food suppliers.

e. Principal

- Reviews emergency plan, notifies staff and faculty and briefs them on course of action to be taken.
- Reviews procedures for limited evacuation and general evacuation.
- Reviews procedures for clearing and securing buildings.
- Reviews procedures and prepares for continued supply of medicines for students with special needs.

2. Full Emergency

a. District Superintendent

- Determines needs to escalate preparedness to “Full Emergency” condition when responses to the emergency are locally controlled.
- Notifies the principals, director of Intermediate Unit #11 and chairperson of the school board, in that order.
- Notifies the “Host” principal in case general evacuation becomes necessary.
- Maintains communications with Mifflin County EMA.
- Advises Mifflin County on status of operations.

b. Director of Transportation

- Notifies bus suppliers to move buses to schools in preparation for evacuation.
- Establishes traffic control points (TCPs) at school entrance and exit roads. Notifies local police and requests necessary assistance.
- Issues evacuation route strip maps to bus drivers, and staff and faculty members evacuating by private vehicles.

c. Chief Financial Officer

Records overtime work hours, prepares to purchase any emergency supplies needed and maintains a record of expenditures.

d. Food Service Director

Notifies cafeteria personnel of the situation. Coordinates special needs with food suppliers.

e. Principal

- Receives notification, briefs school staff and faculty.
- Directs protective action deemed appropriate in case of sudden occurrences such as tornadoes, fires, etc.
- Reports limited or general evacuation to the district superintendent, as appropriate.
- Initiates bus convoy to the “Host” school, if appropriate. Reports arrival to district superintendent.

- Reports status to parent and “Host” district superintendents when all evacuated students have been released to parents or guardians.
- Releases homeroom and back-up teachers when all in their student group have been released to parents.
- Specifies in the district EOP the responsibilities delegated to the following members:
 1. Central Administration
 2. Principals
 3. School nurses
 4. Custodians
 5. Cafeteria personnel

2.6 DIRECTION AND CONTROL

2.6.1 General

A. PURPOSE

1. To establish policies and procedures for direction and control of emergency operations within the Mifflin County School District.
2. To explain how the Mifflin County School District provides direction and control during emergency operations and continuity of operations in response to emergency situations.

B. SITUATION

1. The Mifflin County School District is subject to the following natural hazards: floods, winter storms, tornadoes, wind storms, hurricanes and earthquakes.
2. The Mifflin County School District is also subject to the following man-made disasters: fires, hazardous materials accidents, acts of vandalism/terrorism, nuclear power plant incidents, accidental missile launch and possible enemy attack.
3. The direction and control activities outlined in this document are generally applicable to all emergency situations and will provide adequate direction and control of emergency operations.

C. CONCEPT OF OPERATIONS

1. General
 - a. Notification of a local disaster (e.g., fire at an individual school) will be telephoned to the district superintendent’s office by the principal. In turn, the district superintendent notifies the county EMA.
 - b. Notification of municipal emergency/first responders (fire, police and rescue) is prescribed in the appropriate parts to this plan.
2. Responsibility and Coordination
 - a. Responsibility for emergency management in each school district rests with the district superintendent and principals.
 - b. All direction and control activities will be coordinated through the district superintendent. This will provide for the most efficient response to every potential emergency. Coordination of activities will assure that all tasks are accomplished with little or no duplication.
3. Authentication

Upon notification of an emergency by the county EMA, the district superintendent or secretary/administrative assistant will authenticate the emergency message by telephoning the Mifflin County EMA. Telephone: 717-248-9607.

D. ORGANIZATION AND RESPONSIBILITIES

1. Duties and responsibilities for the District Superintendent and school personnel are as follows:
 - a. Be familiar with the Mifflin County School District Emergency Operations Plan (EOP.)
 - b. Assure the preparation of the school EOPs, that they are reviewed and updated at least every 4 months and that duties and responsibilities of staff, faculty and students are outlined therein.
 - c. Establish procedures in the school EOP for both “limited” and “general” evacuation.
 - d. The school EOP should list procedures for clearing and securing buildings and affix individual staff/faculty responsibilities in this regard.
 - e. Establish procedures and be prepared for continued supply of medicines for students with special needs.
 - f. Keep parents informed on the contents of the MCSDEOPs.
 - g. If a school is designated to be a “Host” school, room assignments should be planned in advance and published in the school EOP.
2. Recommended duties and responsibilities for personnel subordinate to principals are determined specific to individual buildings within the Mifflin County School District.

E. ADMINISTRATION AND LOGISTICS

1. Administration
 - a. 35 PA. C.S. requires that every public funded school within Pennsylvania develop and maintain an emergency operations plan and exercise that plan annually.
 - b. Procedures to initiate the alert and notification system within the school district are as determined by the Superintendent or principal as part of communications.
 - c. Notification Cascade
 - 1). A notification cascade chart is available for each school and facility in the district.
 - 2). The telephone directory supporting the notification cascade chart is also available.

2.6.2 Emergency Facilities

A. Incident Command Post

1. School Incident Command post should be established on scene away from risk of damage from the emergency. Pre-determined sites for command posts outside the school building will be identified in cooperation with local emergency responder agencies. Initially, the ICP will most likely be located in the main office of the school, but alternate locations must be identified if the incident is occurring at that office.
2. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an Incident Command Post or command posts will be established in the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

2.6.3. Line of Succession

A. As determined personnel in the role of Incident Command, should the Superintendent (District-Wide Incident) or Superintendent/school principal (Specific Building Incident) become unavailable or incapacitated, the Assistant Superintendent, Director of Secondary Education,

Director of Special Education, or Title IV Coordinator would, in descending order, become responsible for overseeing the process.

B. The lines of succession for each position shall be in accordance with the SOPs established by the school.

2.7 ADMINISTRATION AND SUPPORT

A. Administration

1. Mifflin County School District

a. Records of expenditures and obligations will be recorded by the Chief Financial Officer.

b. Schools submit records of expenditures and obligations to the Chief Financial Officer.

2. Parents

Parents should be informed on the public contents of this plan as well as the public contents of the specific school EOP.

B. Logistics

1. Agreements and Understandings

a. Schools are responsible for the development of reciprocal agreements with other school districts for provision of “Host” facilities, and understandings with commercial firms for the provision of emergency supplies.

b. Should a school’s resources prove to be inadequate for an emergency operation, their unmet needs should be provided through an agreement with a neighboring school district.

2. Unmet needs

a. During an emergency, in which all local school district resources have been expended, unmet needs will be reported to Mifflin County EMA.

b. Unmet needs determined during the planning phase should be reported by the school district to the county EMA so that they may be provided in the county plan.

2.7.1 Agreements and Contracts

A. Should school resources prove to be inadequate during an emergency, requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the school district officials authorized to request assistance pursuant to those documents.

B. The agreements and contracts pertinent to emergency management that this school district is party to are in accordance needs and available resources.

2.7.2 Reports

A. Initial Emergency Report

This short report should be prepared and transmitted by the Principal from the Incident Command Post when an on-going emergency incident appears likely to worsen and assistance from local emergency services may be needed.

B. Situation Report

A daily situation report should be prepared and distributed by the Principal from the Incident Command Post during major emergencies or disasters.

C. Other Reports

Several other reports covering specific functions are described in the plan.

2.7.3 Records

A. Record Keeping for Emergency Operations

Mifflin County School District is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

B. Activity Logs

1. The ICP and the district office shall maintain accurate logs recording key response activities, including:
 - a. Activation or deactivation of emergency facilities.
 - b. Emergency notifications to local emergency services.
 - c. Significant changes in the emergency situation.
 - d. Major commitments of resources or requests for additional resources from external sources.
 - e. Issuance of protective action recommendations to the staff and students.
 - f. Evacuations.
 - g. Casualties.
 - h. Containment or termination of the incident.

2.7.4 Consumer Protection

A. In order to continue normal school operations following an emergency situation, vital records must be protected. These include legal documents, student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Personnel responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.

B. If records are damaged during an emergency situation, this school will seek professional assistance to preserve and restore them.

2.7.5 After-Action Reviews and Corrective Actions

A. The Superintendent, District Emergency Management Coordinator, Emergency Operations Planning Team, and Emergency Response Teams are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, school personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

2.8 PLAN DEVELOPMENT AND MAINTENANCE

2.8.1 Plan Development

A. Pennsylvania Department of Education has overall responsibility for school district planning, preparation and execution of plans concerning emergency operations.

B. Principals will coordinate the development and maintenance of their school's emergency operations plan. The plans will be updated as necessary and reviewed at least annually.

C. This EOP will be executed upon order of the district superintendent or his/her authorized representative. Specific school EOPs will be ordered executed by the principal or his/her authorized representative, who in turn will notify the district superintendent of his/her actions.

2.8.2 Distribution of Planning Documents

Basic distribution of the Mifflin County School District Emergency Operations Plan is to be one copy as noted below.

A. President, Mifflin County School Board.

B. Office of the District Superintendent.

C. Central Office Staff.

D. Principals/Individual MCSD Buildings

E. Intermediate Unit #11.

F. Mifflin County Emergency Management Coordinator.

G. Additional copies of this plan can be obtained by writing to the Chief Financial Officer, Mifflin County School District, 201 8th Street, Lewistown, Pennsylvania 17044. Costs of printing and mailing may be passed on to the requestor.

2.8.3 Review of Documents

The District Superintendent or designee will provide for at least an annual review of the All Hazards Plan for the Mifflin County School District.

2.8.4 Updates to Planning Documents

The District Superintendent or designee will provide for at least an annual review and updating of this plan and for prescribed training of staff and faculty.