1. Authorities and References:
   a. Authorities
   b. References
      2) (Insert name of School District’s County Name here) Emergency Operations Plan, dated (Insert date of latest plan here)
      3) (Insert Each School Building’s Municipality Name here) Emergency Operations Plan, dated
      4) (Insert School District’s County Name here) County’s Hazard Vulnerability Analysis
      5) (Insert Each School Building’s Municipality Name here) Municipality’s Hazard Vulnerability Analysis

2. Key Words:
   b. Evacuation Procedures – All school district/school personnel, students, and visitors exit the building.
   c. Full-Scale Exercise - Tests the community’s total response capability. This exercise is as close to reality as possible with role players and field equipment being deployed. A full-scale exercise can be several hours to one or more days in length.
   d. Functional Exercise - Simulates a real emergency under high-stress conditions involving multiple responders. This type of exercise utilizes communications equipment and lasts between three and eight hours.
   e. Lock-Down Procedures – All school district/school personnel, students, and visitors remain in locked classrooms.
   f. Reverse Evacuation Procedures – All school district/school personnel, students, and visitors go to safe places in the building, from outdoor recess, events, or Physical Education classes.
   g. Shelter-In-Place Procedures – All school district/school personnel, students, and visitors remain in sealed classrooms.
h. Tabletop Exercise-Simulation activity in which a certain scenario is presented and participants explain what they would do to respond. The scenario for a tabletop exercise can be presented orally, in written text, or by audio/video means by an exercise facilitator. Additional information, or injects, can be presented in its entirety at the start of the exercise or as the situation unfolds.

3. Websites:
   a. American Red Cross: www.redcross.org
   b. Centers for Disease Control and Prevention: www.cdc.gov
   e. Lessons Learned Information Sharing Network: www.llis.dhs.gov
   f. Let’s Get Ready: http://www.sesamestreet.org/ready
   h. Pennsylvania Center for Safe Schools: www.safeschools.info
   i. Pennsylvania Department of Education: www.pde.state.pa.us
   j. Pennsylvania Emergency Management Agency: www.pema.state.pa.us
   k. Pennsylvania Pandemic Planning Toolkit for Schools: www.pandemicflu.state.pa.us
   m. Ready Campaign: www.ready.gov
   n. Ready Classroom: http://www.discovereducation.com/readyclassroom
   o. Ready PA Campaign: www.readypa.org

4. Sample Resources:
   a. Memorandum of Understanding/Mutual Aid Agreement Page 133 - 145
   b. Community Resource List Page 146
   c. School District/School Resource List Page 147
   e. National Incident Management System Implementation Checklist Page 150 - 151
   f. School District/School Staff Skills Survey Page 152
   g. School District/School Incident Command Team Assignment List Page 153
   h. List of Visitors’ Policy Considerations Page 154
   i. Emergency “Toolbox” Inventory Sheet Page 155 – 156
   j. “Go Kits” List Page 157
   k. Assembly Areas Worksheet Page 158 – 159
1. All Hazards Planning for Students/Staff with Special Needs Questions  Page 160
m. School District/School Action Steps for Special Needs Planning  Page 161 - 164
n. List of Mandatory and Recommended Training for School District/School Personnel  Page 165 - 166
o. Disaster Lesson Plans and Curriculum  Page 167 – 169
p. Teen Community Emergency Response Team Training Agenda  Page 170 - 171