

TPPA 1

**STATE OF NEW JERSEY
EMERGENCY OPERATIONS PLAN GUIDELINES
SCHOOL DISTRICT TERRORISM PREPAREDNESS AND PREVENTION ANNEX
CHECKLIST**

Cite Annex
Page/Section/Paragraph
Reference

I. INTRODUCTION

- _____ A. Provide signed and dated statements of approval for this Annex by the individual responsible and the School Principal.
- _____ B. Provide a brief outline of the terrorism threat with its various subsets which could affect your school. Please include:
 - _____ 1. Description of Weapons of Mass Destruction
 - _____ 2. Description of Biological Terrorism
 - _____ 3. Description of Cyber-Terrorism
 - _____ 4. Description of General Terrorism

II. AUTHORITIES AND REFERENCES

- _____ A. List pertinent laws/ordinances, regulations, resolutions and directives for this Annex other than those identified in the Basic Plan.
- _____ B. List publications and guidance material used in preparation of the School District Terrorism Preparedness and Prevention Annex.
- _____ C. Include your local hazard analysis and risk assessment with any special considerations pertaining to your school. .

III. PURPOSE, SCOPE AND POLICIES

- _____ A. Include a mission statement that briefly describes the purposes of the Terrorism Preparedness and Prevention Annex.
- _____ B. Include a statement of the scope of the Terrorism Preparedness and Prevention Annex.
- _____ C. Include a statement of the major policies associated with the Preparedness and Prevention of Terrorism.

IV. SITUATION

- A. Provide statements that briefly describe your school district organization and capabilities for dealing with an incident of terrorism, if different from normal emergency operations procedures.
- _____ B. Identify the Terrorism Preparedness and Prevention organization for your school district to include:
 - _____ 1. Number of permanent, paid employees (administrators, teachers, medical and custodial) available for response operations.
 - _____ 2. Number of temporary employees to be utilized.
 - _____ 3. Number of municipal volunteers potentially available.
 - _____ 4. Number and type of vehicles and radios available.
 - _____ 5. Number and type of portable internet capable telephones or communications devices available
 - _____ 6. Identify any special capabilities or equipment such as needs assessment teams, rescue teams, counseling teams or intelligence teams that you may have.

- _____ C. Identify the components/divisions of the Terrorism Preparedness and Prevention Organization in your school district (Command, Administration, Security, Communications, Custodial, Medical etc.)
- _____ D. Identify the communications capability and data retrieval systems available to the Terrorism Preparedness and Prevention Organization in your school district. Include a description of the internal and external systems to include telephone, facsimile, intercom, radio, videoconferencing, computer network, etc.
- _____ E. Identify the critical facilities on your campus which are considered potential terrorist targets. Include satellite facilities in other locations. Are these facilities considered critical by your municipality?
- _____ F. Describe existing plans to secure these critical facilities with assigned personnel or by requesting assistance from your local law enforcement agency.
- _____ G. Describe areas within your facility suitable for the assembly of large numbers of people (gymnasiums, auditoriums, cafeterias, internal courtyards).
- _____ H. Describe medical facilities (nurse=s office, dispensary) in your school. What other areas could be utilized for this purpose?
- _____ I. Describe in detail your procedure for requesting assistance from local government, law enforcement, emergency medical and education agencies in a terrorism situation. Does this differ substantially from similar procedures for a fire or medical emergency?
- _____ J. Does your school provide the shelter, reception, and care capability for your municipal Emergency Operations Plan (EOP)? Describe how you will accomplish this task in the event of a terrorism incident which directly affects your school. What coordination, if any, has been accomplished for this function with your local emergency management coordinator?
- _____ K. Have you identified open spaces on your campus suitable for landing a helicopter or for providing a marshaling area for emergency vehicles?
- _____ L. Do you control school busses serving your facility? Describe any plans for the utilization of these vehicles to support school operations during a terrorism incident.

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- _____ M. Describe the lock down procedures in effect for your school. Have these

been coordinated with local law enforcement and emergency management personnel? Are there provisions to exercise these procedures at least on an annual basis? When was the last time these procedures were exercised?

- _____ N. Is there a detailed map/blueprint of your campus posted in the school office? Does your local law enforcement agency have a copy of that map/blueprint?
- _____ O. Do you have terrorism preparedness/prevention information on the school website? How do you update this information for students, parents, faculty and administrative staff?

V. OPERATIONS AND CONTROL

- _____ A. Describe Terrorism Preparedness and Prevention actions to be taken during periods of heightened risk to include:
 - _____ 1. Establish from where Terrorism Prevention and Preparedness direction and control will emanate (principal's office, library special command center, etc.)
 - _____ 2. Provide for the verification of current recall rosters for the Terrorism Preparedness and Prevention Group.
 - _____ 3. Describe how Terrorism Prevention and Prevention Group staffing will be provided on a 24 hour basis should this be required.
- _____ B. Describe how the Terrorism Preparedness and Prevention Group interacts with other emergency groups during an emergency to include:
 - _____ 1. Designation of a Terrorism Prevention and Preparedness representative, by title, to report to the school command post during an emergency.
 - _____ 2. Procedures for reporting and recording appropriate information to the school command post during an emergency.
 - _____ 3. Describe how your Terrorism preparedness and prevention Group is organized to handle emergency situations.

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- _____ C. Describe how the Terrorism Preparedness and Prevention Group is utilized

and how additional personnel and equipment are assembled.

- _____ D. Describe the additional security and emergency response measures to be employed in the event your jurisdiction receives credible information on the likelihood of an impending terrorist incident.
- _____ F. Describe your process for the discrete AClose hold@ notification (without a general public announcement) of key and essential personnel and facilities upon credible advanced notification of an impending terrorist incident.
- _____ G. Describe your process for the unrestricted notification of the school population, parents and local government agencies in the event of a terrorism incident.
- _____ H. Describe the protective actions planned for your school.
- _____ I. Describe your plan for reconstituting school chain of command in the event of a catastrophic level of casualties among key and essential personnel.
- _____ J. Describe your plan for designating facilities and support of special outside organizations which may be deployed to your school as part of the crisis management phase of a terrorist incident.
- _____ K. Describe how you will provide for a casualty/damage assessment element within the Terrorism Preparedness and Prevention Group.
- _____ L. Describe how this element will combine immediate, life essential needs assessment with traditional damage assessment and casualty reporting during a terrorist incident incorporation Weapons of Mass Destruction (WMD).
- _____ M. Describe your plan for mustering additional volunteer assistance in the event of a WMD attack. Include any Memorandum of Agreement/ Understanding with volunteer agencies which may already be in place. What arrangements are in place with local municipal officials?
- _____ N. Describe your plans to establish accountability for students, faculty and staff in the event of a WMD attack.
- _____ O. What means will you employ for the rapid notification of parents and guardians of your pupils and the families of your staff?
- _____ P. What plans exist for your school to provide assistance to another school in your district in the event of an act of terrorism?

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- _____ Q. Describe the decision making process employed by your Terrorism Preparedness and Prevention Group (Acquisition of raw information, analysis, determination and evaluation of courses of action, decision, reporting procedures).
- _____ R. Describe your procedures for handling casualties from the student body, faculty or support personnel. Include on-site medical capabilities, procedures for triage, requesting medical assistance, evacuation, accountability, and reporting.

VI. RESPONSIBILITIES

- _____ A. Identify who, by title, is responsible for implementing this annex and directing the Terrorism preparedness and Prevention Group emergency response.
- _____ B. List Standard Operation Procedures (SOPs) that address how the Terrorism Preparedness and Prevention Group will accomplish its assigned tasks. If none, so state.
- _____ C. Identify Terrorism Preparedness and Prevention Group mutual aid agreements. If none, so state.
- _____ D. Identify who, by title, is responsible for providing security at critical facilities, reception centers, lodging and feeding facilities, and emergency shelters.
- _____ E. Identify who within the Terrorism Preparedness and Prevention Group will handle the public information function during a terrorist incident.

VII. CONTINUITY OF OPERATIONS AND CONTROL FOR TERRORISM INCIDENT

- _____ A. Establish a line of succession to ensure continuous leadership, authority and responsibility in key positions.

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- _____ 1. Identify the Terrorism Preparedness and Prevention Group leader.
- _____ 2. Identify the First Alternate Leader.

- _____ 3. Identify the Second Alternate Leader.
- _____ B. Identify how essential records and logs will be protected and preserved.
- _____ C. Specify the location of the alternate school command post and describe any command and control or communications equipment available there.
- _____ D. Describe any arrangements with the municipal emergency management coordinator to assist in reconstituting a command post. Describe any plans for possible use of the school as an alternate municipal or incident command post site.
- _____ E. Describe any plans for the reconstitution of your faculty, administrative or custodial staffs in the event of casualties by county education agencies.

VIII. ADMINISTRATION AND LOGISTICS

- _____ A. Identify who, by title, is responsible for records and reports; specifically address requirements for Terrorism Incident functions.
- _____ B. Identify any stockpiles of terrorism-specific equipment, materials or supplies maintained by your school (Detection equipment, personal protective clothing, medications, decontaminants, etc.).
- _____ C. Identify who, by title, has the responsibility for records of expenditures for the Terrorism Preparedness and Prevention Group.
- _____ D. Identify procedures for obtaining supplies and equipment during emergencies.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- _____ A. Identify the office or individual, by title, who is responsible for the maintenance of the Terrorism Preparedness and Prevention Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved and distributed.

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- _____ B. Provide for review and updating the Annex, SOPs and attachments based on deficiencies identified through drills and exercises, and on an annual basis.

X. DEFINITIONS

_____ List definitions/explanation of terms and acronyms utilized in the Terrorism Preparation and Prevention Annex.

XI. APPENDICES/ATTACHMENTS

(These attachments do not have to be included with the plan unless so noted, but must be available for review by county and regional personnel).

_____	TPPA-1	Mutual Aid Agreements
_____	TPPA-2	Critical Facilities List (Command Posts, police and fire stations, hospitals, utilities, shelters, etc). Include with plan and post on a large-scale map of the jurisdiction to be maintained at the municipal EOC.
_____	TPPA-3	Terrorism Preparedness and Prevention Resource list.
_____	TPPA-4	Terrorism Preparedness and Prevention SOPs related to Emergency Management, if any.
_____	TPPA-5	Recall/Duty Roster