

STATE OF NEW JERSEY  
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES  
EMERGENCY SERVICES ANNEX CHECKLIST

Cite Annex  
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Reference

I. SITUATION

- \_\_\_\_\_ A. Describe the facility's firefighting equipment and personnel, including training. Attach a plot plan showing the location of the equipment and fire alarm boxes. (ESA 1)
- \_\_\_\_\_ B. Briefly describe the firefighting capability of the municipality.
- \_\_\_\_\_ C. Describe the facility's hazardous materials response equipment and personnel, including training. Attach a plot plan showing the location of the equipment.
- \_\_\_\_\_ D. Briefly describe the hazardous materials response capability of the municipality and the interaction with the school system's plan.
- \_\_\_\_\_ E. Describe the facility's security staff, training and any special equipment. Attach a plot plan showing the location of installed equipment, if any. (ESA 4)
- \_\_\_\_\_ F. Briefly describe the security (law enforcement) capability of the municipality.
- \_\_\_\_\_ G. Describe the facility's emergency medical response equipment, personnel and certifications. Attach a plot plan showing the location of the equipment. (ESA 5)
- \_\_\_\_\_ H. Briefly describe the emergency medical capability of the municipality.
- \_\_\_\_\_ I. Describe any capabilities for Aight rescue@ in the school.
- \_\_\_\_\_ J. Describe objectives for future training and plans for acquisition of additional resources and equipment.

II. OPERATIONS & CONTROL

- \_\_\_\_\_ A. Describe who will provide traffic control during emergencies. Include a brief description of possible traffic situations which may require additional planning in coordination with the municipality such as a draw bridge, tunnel or streets prone to flooding.

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- \_\_\_\_\_ B. Describe how security will be provided for critical resources and how facility property will be protected.
- \_\_\_\_\_ C. Describe crowd control and other security measures planned for civil disturbances and other large gatherings.
- \_\_\_\_\_ D. Describe how injured people will be rescued during emergency operations.
- \_\_\_\_\_ E. Describe how emergency services personnel will be alerted to the dangers associated with technological hazards and fire during emergency operations.
- \_\_\_\_\_ F. Describe emergency procedures for decontamination and treatment of personnel exposed to on-site chemicals.

### III. RESPONSIBILITIES

- \_\_\_\_\_ A. Identify the individual, by title, responsible for advising personnel of risks and protective measures with hazardous materials.
- \_\_\_\_\_ B. Identify the individual, by title, responsible for ensuring that emergency personnel understand how and when to use response equipment.
- \_\_\_\_\_ C. Identify the individual, by title, responsible for obtaining appropriate equipment and protective clothing for emergency personnel.
- \_\_\_\_\_ D. Identify the individual(s), by title, responsible to supply the facility's plot and building plans to local emergency services.
- \_\_\_\_\_ E. Identify the individual(s), by titles, who is responsible for maintaining and storing fire, emergency medical and other supplies.
- \_\_\_\_\_ F. Identify the individual, by title, who is responsible for first aid training.
- \_\_\_\_\_ G. Identify the individual, by title, responsible for deploying emergency personnel and requesting off-site assistance.

### IV. APPENDICES/ATTACHMENTS

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- \_\_\_\_\_ ESA 1 Plot plan of the school which displays location fire equipment and fire alarm boxes.
- \_\_\_\_\_ ESA 2 Firefighting Equipment List
- \_\_\_\_\_ ESA 3 Hazardous materials equipment list
- \_\_\_\_\_ ESA 4 Security systems list
- \_\_\_\_\_ ESA 5 First aid stations list
- \_\_\_\_\_ ESA 6 List and copies of operational checklists
- \_\_\_\_\_ ESA 7 List and copies of mutual aid agreements
- \_\_\_\_\_ ESA 8 Emergency Services SOP-s
  - \_\_\_\_\_ (A) Fire
  - \_\_\_\_\_ (B) First Aid
  - \_\_\_\_\_ (C) Security
  - \_\_\_\_\_ (D) Hazardous Materials