

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

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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 “light rescue” in the school.
- _____ J. Describe objectives for future training and plans for acquisition of additional resources and equipment.

I. OPERATIONS & CONTROL

- _____ A. Describe who will provide traffic control during emergencies. Include a abrief 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.
- _____ 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.

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_____ F. Describe emergency procedures for decontamination and treatment of personnel exposed to on-site chemicals.

I. 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.

I. APPENDICES/ATTACHMENTS

_____ 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

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- _____ (C) Security
- _____ (D) Hazardous Materials