

Erie County Technical School

EMERGENCY PREPAREDNESS PLAN

Links Page

Updated August 2025

Cover Page & Opening	pp 1-3	Section IV - Direction, Control, & Coord. - ICS	pp 19-22
Promulgation, Policy, & Record of Changes		A. Incident Commander	
Table of Contents		B. Operations Section	
Section I - Introduction	pp 4-7	C. Planning Section	
A. Purpose of the Plan		D. Logistics Section	
B. Scope of the Plan		E. Finance Administration	
C. Coordination with Emergency & First Responders		F. Member School Districts EOPs	
D. Situation Overview - School & Enrollment/Employ #s		G. Coordination with Responders	
E. Hazard Analysis Summary		H. Source & Use of Resources	
F. Planning Assumptions & Limitations			
Section II - Concept of Operations	pp 8-13	Section V - Communications	p 23
A. Objectives		Communications	
B. General Responsibility			
C. Operational Guidance		Section VI - Information Collection, Analy. & Dis.	p 23
D. Incident Command System		A. Types of Information	
E. ICS & Emergency Operations Center Interface		B. Information Documentation	
F. Activities by Phases of EMA (PPMRR)		Section VII - Recovery After an Incident	p 24
G. National Incident Management System (NIMS)			
Section III - Organization & Assignment of Resp.	pp 14-18	Section VIII - Administration, Finance, & Logistics	p 25
A. Joint Operating Committee		A. Agreements & Contracts	
B. Director		B. Record Keeping	
C. ECTS Safety Planning Committee		C. Incident Costs	
D. Safety Direction by School Leadership		D. Preservation of Records	
E. Public Information Officer		Section IX - Plan Development, Maint., & Dist.	p 26
F. Instructional Staff		A. Approval & Dissemination of the Plan	
G. Instructional Assistants		B. Review and updates to the Plan	
H. School Counselor & Other Professional Staff		C. Training & Exercising the Plan	
I. School Nurse		Section X - Annexes	pp 27-55
J. Maintenance & Custodial Support		A. Standard Response Protocols for ALL Emergencies	
K. Secretaries		B. Safe School Plan Flipchart	
L. Food Service - Culinary & Hospitality Programs		C. ECTS Organizational Chart	
M. Transportation Providers		D. ICS & Reunification Plan	
N. Information Technology (IT)		E. CPI Response Plan	
O. Students		F. Site Map	
P. Families / Parents / Guardians		G. Floor Plans for CTE HS	
Q. Erie County Community College & RCI Program Staff		H. Skills Center Building Layout	
R. Intermediate Unit Staff		I. Hazards and Vulnerabilities Chart	
S. Emergency Organizations		J. Communication Plan	
		K. Information Collection Plan	
		L. After Action Reflection Report	
		M. Severe Weather Protocols	
		N. Bomb Threat Checklist	

