DoDEA Administrative Instruction 6055.03
DoDEA Emergency Management Program

Originating Division: Operations, Plans, Legislation and Policy

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Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures for the DoDEA Emergency Management Program for the contiguous United States (CONUS) and outside the contiguous United States (OCONUS). The DoDEA Emergency Management Program establishes an overarching structure for DoDEA organizations to prepare for, mitigate against, prevent, respond to, and recover from emergencies that affect DoDEA.
DoDEA AI 6055.03, September 27, 2021

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 SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

   a. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors, parents, and legal guardians.

   b. This Issuance does not apply to DoDEA special arrangement schools.

1.2. POLICY. It is DoDEA’s policy to:

   a. Maintain readiness and sustain its educational mission by establishing and maintaining a comprehensive all-hazard DoDEA Emergency Management Program.


   c. Coordinate and align the DoDEA Emergency Management Program with the DoDEA Force Protection Program.

   d. Coordinate and align DoDEA School Emergency Management Programs with host installation emergency management programs.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.
SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

a. Establishes policy, procedures, and resourcing required to create an effective DoDEA Emergency Management Program.

b. Appoints a DoDEA Emergency Manager in accordance with DoD Instruction 6055.17.

c. Serves as the chairperson of the DoDEA Protection Executive Committee (PEC).

d. Activates the DoDEA Crisis Action Team (CAT) to coordinate DoDEA’s response to and recovery from significant emergency incidents affecting DoDEA operations.

e. Sets DoDEA recovery goals following significant incidents.

2.2. DODEA CHIEF ACADEMIC OFFICER. The Chief Academic Officer (CAO):

a. Includes emergency management subjects as part of DoDEA District Superintendent, Community Superintendent, and School Principal orientation programs and professional development opportunities.

b. Leads the development of continuity of education planning efforts in the event of disruptions to scheduled educational delivery.

2.3. DODEA DIRECTOR FOR STUDENT EXCELLENCE. The DoDEA Director for Student Excellence:

a. Establishes a DoDEA Region Protection Working Group (PWG) in accordance with this Issuance. Appoints a region employee to chair the DoDEA Region PWG. Appoints region and Forward Integrated Support Team (FIST) employees assigned to the region office to serve on the DoDEA Region PWG.

b. Approves the DoDEA Region Emergency Action Plan (EAP) developed using the DoDEA Region office EAP template found on the DoDEA Security Management Division (SMD) system of record (Visualization for Situational Awareness & Resiliency (ViSAR)) in accordance with this Issuance.

c. Coordinates DoDEA Region Emergency Management Program with key stakeholders within their respective Region.

d. Participates in the DoDEA CAT as required.

e. Ensures that DoDEA Region-level recovery responsibilities are fulfilled following significant incidents within their Region.
f. Coordinates DoDEA Region issues with the DoDEA Headquarters (HQ) PWG.

g. Establish an annual exercise schedule for their Region in accordance with this Issuance.

2.4. DODEA HEADQUARTERS CHIEF OF STAFF. The DoDEA HQ Chief of Staff:

a. Tasks appropriate DoDEA staff to address issues identified by the DoDEA PEC.

b. Serves as the DoDEA PEC alternate chairperson.

c. Activates the DoDEA CAT on the Director’s behalf to coordinate DoDEA’s response to and recovery from significant emergency incidents affecting DoDEA operations.

d. Approves the DoDEA satellite phone distribution plan.

2.5. DODEA OPERATIONS PLANS, LEGISLATION, AND POLICY DIVISION CHIEF. The DoDEA Operations, Plans, Legislation, and Policy (OPLP) Division Chief:

a. Reviews and updates this Issuance and the DoDEA EM Program.

b. Nominates a DoDEA Emergency Manager.

c. Leads the DoDEA CAT during emergency events significantly impacting DoDEA operations that cannot be handled by DoDEA’s standard operational practices.

d. Tasks action items identified by the DoDEA CAT to the appropriate DoDEA divisions, offices, and regions.

e. Assigns the DoDEA Emergency Manager as a co-chairperson of the DoDEA HQ PWG.

f. Coordinates DoDEA’s recovery planning based on the goals established by the DoDEA Director.

g. Develops an individual professional development plan for the DoDEA Emergency Manager.

2.6. DODEA SECURITY MANAGEMENT DIVISION CHIEF. The DoDEA Security Management Division Chief:

a. Assigns the DoDEA Chief, Force Protection as a co-chairperson of the DoDEA HQ PWG.

b. Coordinates and collaborates all DoDEA force protection, personnel security, counter-insider threat, and other security programs with the DoDEA Emergency Manager.

c. Develops, trains, and conducts exercises of the DoDEA Standard Response Protocol (SRP) at schools in accordance with Volume 6 of DoDEA Administrative Instruction 5205.02.

SECTION 2: RESPONSIBILITIES
d. Coordinates with OPLP and the DoDEA HQ PWG to maintain the EAP templates for DoDEA District and Region offices and schools and maintains the approved templates on the DoDEA SMD system of record (ViSAR).

e. Maintains DoDEA EAP and force protection assessments within the DoDEA SMD system of record (ViSAR).

f. Coordinates with DoDEA Emergency Manager to ensure all hazards and threats listed in this Issuance are incorporated in the force protection assessment and referenced in Volumes 1 and 5 of DoDEA Administrative Instruction 5205.02.

g. Coordinates with DoDEA Emergency Manager to incorporate emergency management benchmarks into all DoDEA force protection assessments.

h. Ensures DoDEA District Force Protection Officers (FPO) participate in the DoDEA District PWG.

2.7. DODEA COMMUNICATIONS DIVISION CHIEF. The DoDEA Communications Division Chief:

a. Leads DoDEA’s integration into a NIMS Joint Information Systems (JIS) established to support incidents impacting DoDEA’s operations.

b. Provides training opportunities for DoDEA leaders in crisis communications and risk communications techniques when requested.

c. Integrates emergency incident topics in School News Liaison training.

d. Develops outreach materials supporting DoDEA’s public awareness campaigns.

e. Develops strategic messaging for how DoDEA is conducting recovery efforts.

2.8. DODEA SAFETY AND OCCUPATIONAL HEALTH DIVISION CHIEF. The DoDEA Safety and Occupational Health Division Chief:

a. Reviews all Personal Protective Equipment (PPE) requests by DoDEA to ensure compliance with Executive Order 12196, all relevant federal occupational health policies, and DoD regulations.

b. Appoints a safety and occupational health representative to be a DoDEA HQ PWG core member.
2.9. **DODEA CHIEF INFORMATION OFFICER.** The DoDEA Chief Information Officer (CIO):

   a. Assists DoDEA schools and above school level facilities to align phone systems to automatically call the appropriate Public Safety Answering Point (PSAP).

   b. Appoints an Information Assurance (IA) officer to be a DoDEA HQ PWG core member.

   c. Provides a representative to the DoDEA CAT.

   d. Coordinates the communication infrastructure support of evacuation operations in accordance with DoDEA Administrative Instruction 3025.01.

   e. Manages the recovery of information systems during DoDEA recovery operations.

2.10. **DODEA STUDENT SERVICES DIVISION CHIEF.** The DoDEA Student Services Division Chief:

   a. Manages DoDEA policy for crisis intervention services provided to students and staff members during the mitigation, prevention, response, and recovery phases of an incident.

   b. Appoints an action officer to be a DoDEA HQ PWG core member.

   c. Provides support to the DoDEA District and School Crisis Intervention Teams.

   d. Coordinates DoDEA’s student threat assessment policy with this Issuance.

   e. Establishes medical emergency planning requirements for DoDEA School EAP templates.

2.11. **DODEA HEADQUARTERS DIVISION CHIEFS.** DoDEA Headquarters Division Chiefs will:

   a. Be prepared to participate in the DoDEA HQ PWG as required.

   b. Ensure that facilities managed by their division or occupied solely by their division’s personnel have an EAP.

2.12. **DODEA EMERGENCY MANAGER.** The DoDEA Emergency Manager:

   a. Coordinates DoDEA emergency management activities with the Office of the Secretary of Defense (OSD), Military Departments, combatant commands, installation owning commands, and host installation officials.

   b. Co-chairs the DoDEA HQ PWG.
c. Serves as the subject matter expert on the DoDEA Emergency Management Program and response to the DoDEA Director and other designated leaders and supervisors.

d. Serves as the lead integrator and facilitator for all emergency planning, policy, coordination, integration, and operations for emergencies affecting DoDEA.

e. Collects and recommends priority emergency management resource requirements.

f. Serves as the DoDEA Continuity of Operations Program (COOP) Manager.

g. Coordinates the collaboration of DoDEA prevention and threat-based programs, such as force protection, safety, counter insider threat, and student services.

h. Works with the DoDEA SMD to incorporate emergency management benchmarks at all levels of DoDEA force protection assessments.

i. Establishes guidelines for building notification systems to incorporate DoDEA SRP compliant prerecorded messages into DoDEA Protection Criteria 4-010-01.

j. Develops guidance for DoDEA schools and offices during increased DoD Health Protection Conditions (HPCON) in accordance with DoD Instruction 6200.03 and Volume 1 of DoD Instruction O-2000.16. This includes identifying and preparing for threats to force health protection and site-specific public health emergency response measures.

k. Provides mentorship to the DoDEA Region and District PWGs and the DoDEA School Emergency Management Teams (SEMT).

l. Manages the DoDEA School Emergency Management Training Program.

m. Manages the DoDEA satellite telephone program.

n. Develops and manages DoDEA Senior Leader Emergency Management Orientation program.

o. Serves as the alternate DoDEA CAT chairperson when the OPLP Division Chief is unavailable.

p. Incorporates mitigation, resiliency, and sustainability measures into recovery plans.

q. Develops the annual DoDEA HQ exercise plan.

r. Coordinates DoDEA HQ participation in Mark Center Campus emergency management exercises.

s. Is encouraged to seek professional certification in accordance with the DoD professional emergency manager certification program or service-sponsored programs.
t. Assists DoDEA Contracting Officer’s Representative (COR) with determining appropriate emergency management requirements to include in-service contract Performance Work Statement (PWS).

u. Coordinates with DoDEA HQ PWG and SMD to maintain approved EAP templates for DoDEA District and Region offices and schools.

2.13. DODEA CONTRACTING OFFICERS. The DoDEA Contracting Officers will ensure the COR includes appropriate emergency management requirements in the service contract PWS based on the guidance provided by the DoDEA Emergency Manager.

2.14. DODEA REGION SCHOOL NURSING INSTRUCTIONAL SYSTEMS SPECIALISTS. The DoDEA Region School Nursing Instructional Systems Specialists (ISS):

   a. Coordinates medical support for DoDEA schools with Military Treatment Facilities within the Region.

   b. Supports medical emergency planning for school and above school level EAP.

2.15. DODEA DISTRICT SUPERINTENDENT. The DoDEA District Superintendent:

   a. Designates a DoDEA Senior Official for each military installation in the District responsible for representing DoDEA in the host installation emergency management program, including the Installation Emergency Management Working Group (IEMWG) and Installation Emergency Operations Center (EOC).

   b. Appoints a District Superintendent’s Office (DSO) employee to chair the DoDEA District PWG. Appoints the DSO, Community Superintendent’s Office (CSO), and FIST employees to serve on the DoDEA District PWG.

   c. Approves the DoDEA District EAP developed using the DoDEA District office EAP template found on the DoDEA SMD system of record (ViSAR).

   d. Coordinates DoDEA District issues with the DoDEA Region PWG.

   e. Participates in the DoDEA CAT, as required.

   f. Coordinates with supporting host installation commanders to determine when to execute DoDEA school continuity of education plans.

   g. Manages District recovery efforts following significant incidents impacting District operations.

   h. Appoints members of the DoDEA District Crisis Intervention Team.

   i. Establish an annual exercise schedule for the District in accordance with this Issuance.
j. Assists the DoDEA District FPOs in the coordination and scheduling of lockdown drills and force protection assessments, ensuring communities or clusters of DoDEA schools conduct drills and assessments consecutively.

2.16. DODEA DISTRICT FORWARD INTEGRATED SUPPORT TEAM MEMBERS. The DoDEA District FIST Members:

a. Participate in the DoDEA District PWG, when invited by the District Superintendent.

b. Provide support to DoDEA SEMT within their area of responsibility when requested.

2.17. DODEA DISTRICT FORCE PROTECTION OFFICER. The DoDEA District FPO:

a. Promotes and strengthens the partnerships between the DoDEA Senior Official, installation commander, community leaders, and first responders. This includes serving as the primary point of contact for force protection and emergency response within their respective districts and liaises with the DoDEA Senior Official, community leaders, installation commanders, directors of emergency services, security forces, civil engineering commanders, and equivalents.

b. Assists in coordinating support from the installation security provider and first responders for exercises within the District.

c. Provides guidance to the DoDEA SEMT for developing the security aspects of the DoDEA School EAP.

d. Coordinates SRP drills with DoDEA District Superintendent, DoDEA School Principal, and host installation responders.

e. As scheduling allows, attends exercises involving DoDEA District and schools, and provides feedback to the participants.

f. Contributes, and provides guidance for, developing the security aspects of the DoDEA District EAP.

2.18. DODEA DISTRICT SAFETY OFFICER. The DoDEA District Safety Officer:

a. Promotes and strengthens the partnerships between the DoDEA Senior Official, installation commander, and installation safety office.

b. Assists DoDEA SEMT with developing safety aspects of the DoDEA School EAP.

c. Contributes to developing safety aspects of the DoDEA District EAP.
2.19. **DODEA COMMUNITY SUPERINTENDENT.** The DoDEA Community Superintendent:

   a. Nominates a DoDEA Senior Official for each military installation within the DoDEA Community Superintendent’s jurisdiction to the DoDEA District Superintendent who will represent DoDEA on the IEMWG and Installation EOC.

   b. Supports implementation of continuity of education plans during emergencies that disrupt DoDEA school operations.

   c. Approves the DoDEA CSO EAP developed using the DoDEA District Office EAP template found on the DoDEA SMD system of record (ViSAR).

   d. Assists DoDEA SEMT to identify off-campus reunification locations.

2.20. **DODEA SCHOOL PRINCIPAL.** The DoDEA School Principal:

   a. Chairs and appoints members of the DoDEA SEMT.

   b. Approves the DoDEA School EAP developed using the DoDEA School EAP template found on the DoDEA SMD system of record (ViSAR).

   c. Ensures the DoDEA SEMT meets at least four (4) times during each school year.

   d. Participates in an Incident Command System (ICS) established by installation emergency responders during incidents involving the school when invited.

   e. Leads the DoDEA SEMT during the response and recovery phases of an incident involving the school.

   f. Leads the execution of DoDEA school continuity of education plan when directed by the DoDEA District Superintendent.

   g. Develops an annual school exercise program that includes the exercise requirements in accordance with Section 5.4. of this Issuance. Ensures the school exercise plan is shared with the host IEMWG.

   h. Appoints members of the School Crisis Intervention Team.

2.21. **DODEA SCHOOL NURSE.** The DoDEA School Nurse informs the medical emergency planning for the school EAP.

2.22. **DODEA CONTRACTING OFFICER’S REPRESENTATIVE.** The DoDEA COR:

   a. Includes appropriate emergency management requirements into the PWS of service contacts based on the advice of the DoDEA Emergency Manager.
b. Includes verification of compliance with emergency management PWS requirements as part of the Quality Assurance Surveillance Plan (QASP).

2.23. **DODEA SERVICE CONTRACTORS.** DoDEA Service Contractors will comply with the DoDEA emergency management policy requirements listed in the service contract PWS.
SECTION 3: DoDEA EMERGENCY MANAGEMENT ADVISORY ORGANIZATIONS

3.1. DoDEA PROTECTION EXECUTIVE COMMITTEE. DoDEA PEC establishes a multi-year strategic plan that defines the mission, goals, objectives, and milestones for the DoDEA Emergency Management Program. The DoDEA PEC:

a. Is chaired by the DoDEA Director and consists of members of the DoDEA Cabinet.

b. Consolidates all the individual programs within the scope of protection to meet the regulatory requirements and DoD Directives.

(1) Provides oversight of protection programs, sets program objectives, and approves the policy recommendations of the DoDEA HQ PWG.

(2) Programs within the scope of the DoDEA PEC include:

(a) Emergency Management.

(b) Force Protection.

1. Antiterrorism (AT).

2. Foreign Travel and Student Travel.


6. SRP.

(c) Defense Critical Infrastructure Program.

(d) COOP.

(e) Chemical, Biological, Radiological, Nuclear, and high yield Explosive (CBRNE) Emergency Response.

(f) Force Health Protection.

(g) IA.

(h) Fire and Emergency Services (F&ES).

(i) Personnel Security.
(j) Counter-Insider Threat Program.

c. Meets at least two (2) times per calendar year or as necessary.

3.2. DODEA HEADQUARTERS PROTECTION WORKING GROUP. The DoDEA HQ PWG:

a. Membership is comprised of three (3) membership categories.

(1) DoDEA HQ PWG Co-Chairpersons. Members responsible for facilitating DoDEA HQ PWG activities.

(2) DoDEA HQ PWG Core Members. Members who are the DoDEA program managers for one (1) or more of the programs within the scope of the PWG areas of responsibility.

(3) DoDEA HQ PWG General Members. On-call representatives from each DoDEA HQ division or office.

b. The PWG is charged with:

(1) Synchronizing protection activities across DoDEA HQ and the Regions.

(2) Identifying protection program resource requirements and recommends program priorities to the DoDEA PEC.

(3) Coordinating implementation of DoDEA PEC protection objectives.

(4) Tracking protection project progress through project completion.

(5) Coordinating DoDEA EAP templates to meet the requirements in section 4 of this Administrative Instruction for DoDEA District and Region offices and schools.

(6) Performing other staff actions, as necessary.

d. Meets at least one (1) time per quarter or as necessary.

3.3. DODEA CRISIS ACTION TEAM. The DoDEA CAT:

a. Is composed of key members of the DoDEA Cabinet and key action officers from the DoDEA primary staff and divisions. Representatives from impacted regions, districts, and schools are invited to participate in the DoDEA CAT, as required.

b. Chaired by the OPLP Division Chief or by the DoDEA Emergency Manager when the OPLP Division Chief is unavailable.

c. Is activated by the DoDEA Director or the DoDEA HQ Chief of Staff.
d. Serves as the DoDEA Multi-Agency Coordination (MAC) Group managing strategic and operational tasks above the tactical level during significant emergency incidents impacting DoDEA schools and above school level facilities.

e. Develops course of action (COA) recommendations for the DoDEA Director’s approval and coordinates implementation of selected COA.

3.4. DODEA REGION PROTECTION WORKING GROUP. The DoDEA Region PWG is:

a. Chaired by a Region employee appointed by the DoDEA Director for Student Excellence.

b. Comprised of action officers from the DoDEA Region staff and FIST members.

c. Charged with developing and implementing the DoDEA Region’s protection programs.

d. Meets at least one (1) time per quarter, or as necessary. Meetings may be combined with other regularly scheduled meetings if a quorum of DoDEA Region PWG members are present, and the agenda includes protection-related topics.

3.5. DODEA DISTRICT PROTECTION WORKING GROUP. The DoDEA District PWG:

a. Is chaired by a District employee appointed by the DoDEA District Superintendent.

b. Comprised of action officers from the District staff, representatives of CSO, and supporting FIST members.

c. Invites representatives of the SEMT to participate in District PWG meetings when appropriate.

d. Develops and implements the District’s protection programs.

e. Meets at least one (1) time per quarter, or as necessary. Meetings may be combined with other regularly scheduled meetings if a quorum of DoDEA District PWG members are present, and the agenda includes protection-related topics.

3.6. DODEA DISTRICT CRISIS INTERVENTION TEAM. The DoDEA District Crisis Intervention Team:

a. Is managed by the DoDEA District Superintendent.

b. Comprised of the following members:

   (1) District ISS for School Psychology.

   (2) District ISS for School Counseling.
(3) Region ISS for School Nursing.

(4) Additional members may be added at the discretion of the DoDEA District Superintendent.

c. Convenes when the DoDEA District Superintendent determines a need to supplement or assist DoDEA School Crisis Intervention Team(s) in providing individuals or group assistance who experience an event that produces emotional, mental, physical, behavioral distress, or problems.

3.7. DODEA SCHOOL EMERGENCY MANAGEMENT TEAM. The DoDEA SEMT is:

a. Chaired by the DoDEA School Principal.

b. Comprised of the following members:

   (1) School Principal(s).
   (2) Administrative Officer.
   (3) School Nurse.
   (4) School Psychologist.
   (5) School Counselor(s).
   (6) Collateral Duty Safety Person (CDSP).
   (7) School News Liaison Officer.
   (8) Chemical Hygiene Officer (if assigned).
   (9) Teacher Representative.
   (10) Information Technology Support Personnel.
   (11) School Resource Officer (SRO) (if assigned).
   (12) Special Education Teacher Representative.

c. Composed of additional members that may be added at the discretion of the DoDEA School Principal.

d. Charged with the development and implementation of the DoDEA School EAP.

e. Responsible for Coordinating the school emergency management program with host installation emergency management programs.
f. Meets at least within the first 30 calendar days of the school year, mid-way through the first semester, at the start of the second semester, and at the end of the school year. Meets more often, as needed.

3.8. DODEA SCHOOL CRISIS INTERVENTION TEAM. The DoDEA School Crisis Intervention Team:

a. Is led by the DoDEA School Principal.

b. Comprised of the following DoDEA members:

   (1) School Principal(s).
   (2) School Psychologist.
   (3) School Counselor(s).
   (4) School Nurse.
   (5) SRO (if assigned).
   (6) Other DoDEA school-based personnel or installation providers at the discretion of the DoDEA School Principal.

c. Convened when the DoDEA School Principal determines a need to provide assistance to individuals or groups who experience an event that produces emotional, mental, physical, behavioral distress, or other problems.
SECTION 4: DODEA EMERGENCY MANAGEMENT PLANNING

4.1. INTRODUCTION. DoDEA organizations at all levels will document emergency management planning in written plans that will outline DoDEA Emergency Management Program execution, COOP, and continuity of education.

4.2. DODEA EMERGENCY ACTION PLANS.

a. All DoDEA schools and above school level facilities will develop and maintain a comprehensive EAP using the EAP templates found on the DoDEA SMD system of record (ViSAR). DoDEA EAP templates align with the five (5) National Preparedness Goal mission areas of prevention, protection, mitigation, response, and recovery. Completed DoDEA EAPs should be flexible enough for all emergencies, including unforeseen events, yet detailed enough to provide an initial COA for DoDEA leaders to proceed with pre-planned responses to potential unexpected events.

b. Key Elements of DoDEA EAPs:

   (1) Procedures for all phases of emergency management.

   (2) Assigned responsibilities for DoDEA personnel.

   (3) Synchronization with host installation emergency management plans.

   (4) Annual reviews that identify and incorporate lessons learned from exercises, actual events, and risk management activities.

c. The DoDEA EAP templates are a collaborative effort between DoDEA Security Management Division, DoDEA Safety Division, DoDEA Student Services Division, and OPLP.

   (1) The intent of the DoDEA EAP templates are to provide an outline of the EAP requirements, allowing the DoDEA Designated Official to focus on specific conditions or factors impacting the school or above school level facility, and allowing the subject matter experts the opportunity to standardize the requirements listed in Volumes 1 and 2 of DoD Instruction O-2000.16, DoD Instruction 6055.17, Part 1910 Subpart E of Title 29, Code of Federal Regulations, and align with the National Preparedness Goals, NIMS, and other relevant laws, policies, regulations, and consensus standards. The DoDEA EAP templates:

      (a) Includes pre-written areas, allowing the standardization the plans in schools and above school level facilities. Whenever possible, the DoDEA EAP templates will refer to overarching DoDEA policy.

      (b) Gain efficiencies by combining programmatic requirements.

   (2) For administrative purposes, the DoDEA Chief, Force Protection maintains the DoDEA EAP templates. When revisions are necessary, the DoDEA Headquarters PWG
coordinates all changes to the DoDEA EAP templates. The DoDEA EAP templates are located in the DoDEA SMD system of record (ViSAR), available at https://visar.dodea.edu/administration/documents. If necessary, contact the DoDEA District Force Protection Officer for assistance accessing ViSAR.

d. DoDEA EAP Requirements. At a minimum, a completed EAP includes:

(1) Facility Criteria, Mission, and Objectives. Demographic data about the DoDEA school or above school level facility necessary to support emergency planning.

(2) Personnel and Responsibilities. Functional roles, responsibilities, and lines of authority for all DoDEA personnel within the DoDEA school or above school facility.

(3) Force Protection Requirements. This includes:

(a) Antiterrorism. In accordance with Volume 1 of DoD Instruction O-2000.16, at a minimum, the AT enclosure will address intelligence, personnel, operations, training and exercises, risk management, resource application, and coordination.

(b) Physical Security. In conjunction with Volume 1 of DoD Instruction O-2000.16, DoD AT Standard 13, the physical security and emergency preparedness enclosure identifies measures, as prescribed in DoD 5200.08-R, to support AT operations. In addition, this enclosure will include the baseline defense posture. At a minimum, the physical security equipment and measures include:

1. Electronic security systems: At a minimum, include access control systems, closed-circuit television, duress or panic alarms, and intrusion detection systems.

2. Security Measures: To include visitor access, key control, funds control, safes and vaults control, and mail and package screening using DoD AT Standard 13 methodology.

3. Security Forces: Include PWS, memoranda of agreement, memoranda of understanding, or Interservice Support Agreements procedures, agreements, and limitations of DoDEA SROs, or security guards, if applicable.


5. CBRNE and Weapons of Mass Destruction Fundamentals and Operations: DoDEA is an educational organization and does not have a Weapons of Mass Destruction or CBRNE fundamentals response, consequence management, or decontamination capability. DoDEA schools and offices will rely on the installation CBRNE requirements identified in the Chairman of the Joint Chiefs of Staff Joint Publications 3-40 and 3-41.

(c) Force Protection Conditions (FPCON). In accordance with Volume 1 of DoD Instruction O-2000.16, Volumes 1 and 2 of DoDEA Administrative Instruction 5205.02, the EAP will include the actions taken for each FPCON measures. The actions taken are the specific actions taken by the occupants of the building to perform the FPCON measure.
(d) OPSEC. In accordance with DoDEA Administrative Instruction 5205.03, the EAP must include local operations security procedures.

(e) SRP. Documentation of how the school or above school level facilities implement SRP.

(4) Medical and Public Health Requirements. DoDEA School or above school level facility-specific action sets for each HPCON level identified in DoD Instruction 6200.03.

(5) Crisis Management and Individual Support. This includes:

(a) Support for personnel with disabilities. Plans for how DoDEA personnel, students, staff, and visitors with disabilities that require additional assistance during an emergency will be supported.

(b) Crisis intervention plans. Outline of how the DoDEA school or above school level facility will support the mental, physical, and behavioral needs of individuals affected by emergency events.

(c) How the DoDEA school or above school level organization will communicate with staff, sponsors, parents, and legal guardians, chain of command, host installation, and all other stakeholders in connection with the EAP.

(d) Accountability. How the DoDEA school or above school level organization will conduct accountability.

(6) Reunification and Recovery. This includes:

(a) Reunification plans. Detailed plans of how the DoDEA school will conduct student reunification or how the above school level organization will support student reunification.

(b) Donation Management. Plans for how the DoDEA school or above school level organization will handle unsolicited donations following an emergency in accordance with DoDEA Administrative Instruction 7241.01.

(7) COOP/Continuity of Education Plans. Above school level plans or specific actions for DoDEA schools to implement district level continuity plans.

(8) Noncombatant Evacuation Operation (NEO) Plans. Plans for how the DoDEA school or above level school organization will comply with the NEO requirements directed by the Geographic Combatant Commander.

e. DoDEA EAP Template Structure. DoDEA EAP templates must be structured in accordance with accepted practices (e.g., Federal Emergency Management Agency’s (FEMA) Comprehensive Preparedness Guide (CPG) 101, and Readiness and Emergency Management for Schools (REMS) Technical Assistance Center Guide for Developing High Quality School
Emergency Operations Plans). SEMT and PWG will use the DoDEA EAP templates published by the DoDEA HQ PWG on the DoDEA SMD system of record (ViSAR).

4.3. DODEA CONTINUITY OF OPERATIONS PROGRAM PLANNING.

a. DoDEA headquarters, region, and district offices will develop COOP plans to ensure continuity of Mission Essential Functions (MEF) during an emergency. DoDEA schools are not required to develop COOP plans. Required COOP elements for DoDEA schools will be included in DoDEA District COOP plans. This requirement is in accordance with DoD Directive 3020.26 and DoD Instruction 3020.42.

b. Core Elements of DoDEA COOP Plans.

(1) MEF Identification.

(a) The DoDEA HQ PEC will annually review and distribute organizational MEF.

(b) Individual DoDEA Regions and Districts may adopt unique MEF based on unique mission requirements with the approval of the DoDEA PEC.

(2) Supporting Activities Identification. PWGs will conduct an annual review of supporting activities necessary for conducting MEF and document such activities in the above school level EAP.

(3) Vital Records. Vital records are databases, documents, references, records, and information systems needed to support the conduct of MEF during a continuity event and include those records and information systems necessary for reconstitution to normal operations after the crisis.

(a) COOP plans will identify vital records necessary to conduct MEF, supporting activities, and reconstitution.

(b) COOP plans will address how vital records will be stored or accessed at alternate facilities.

(4) COOP Staffing. PWGs will identify continuity staffing requirements and inform continuity staff members of their appointment and continuity responsibilities on appointment orders.

(5) Order of Succession. DoDEA organization continuity plans will identify an order of succession (by position and organization) should an organizational leader or an entire organization become incapacitated.

(6) Delegations of Authority. Delegations of authority, as required, will be established in EAPs.
(7) Transportation and Logistics Coordination. Continuity plans will identify transportation needs to move continuity staff, equipment, supplies, and vital records to alternate operating facilities. Consideration will be given to pre-stage equipment, supplies, and vital records at alternate operating facilities.

(8) Communications. Continuity plans will identify primary, alternate, and tertiary communication methods. The DoDEA Regions and Districts are encouraged to partner with host installations to identify tertiary communication methods.

(9) OPSEC Requirements. OPSEC must be included in all continuity plans in accordance with DoDEA Administrative Instruction 5205.03.

(10) Alert and Notification. Internal alerts and notifications will be made in accordance with DoDEA Administrative Instruction 3021.01.

(11) Evacuation and Relocation. DoDEA organizations will conduct evacuations and relocations in accordance with DoDEA Administrative Instruction 3025.01.

(12) Alternate Operating Facilities. DoDEA above-school-level organizations will identify alternate operating facilities to perform continuity operations. DoDEA schools are not required to identify alternate operating facilities.

(13) Student Records Protection. DoDEA EAP will identify how student records maintained at schools and region offices will be protected and how student record requests will be processed during a continuity event lasting more than two (2) weeks.

(14) Telework. Continuity plans will maximize the use of situational telework for DoDEA employees in accordance with DoDEA Administrative Instruction 1422.01.

4.4. CONTINUITY OF EDUCATION PLANNING. Each DoDEA school will have a continuity of education plan in the event of a prolonged school closure or DoDEA student absence. The continuity of education plans will include contingencies for DoDEA school facility unavailability and limited communications between DoDEA students and teachers.
SECTION 5: PREPAREDNESS

5.1. INTRODUCTION. Preparedness is an organized process for all DoDEA stakeholders to establish plans and protective measures for prevention, response, and recovery from an emergency event.

5.2. TRAINING.


(1) Tier 1 Training. Training requirements established in DoD and DoDEA policy that support the overall protection program. Examples include annual cybersecurity, antiterrorism, and SRP. DoDEA HQ PWG will publish an annual list of Tier 1 training requirements related to the DoDEA Emergency Management Program.

(2) Tier 2 Training. Annual required training for members of the SEMT and DoDEA School Crisis Intervention Team to be completed at the start of each school year. Training should be completed collectively but may be completed individually if collective training is not possible. DoDEA HQ PWG will develop, publish, and update Tier 2 training.

(3) Tier 3 Training. Tri-annual training event for SEMT, School Crisis Intervention Team, host installation responders, emergency managers, and other host installation personnel supporting an emergency response to DoDEA schools. The Tier 3 training program is managed by OPLP.

b. DoDEA Senior Leader Emergency Management Orientation Program. Provides DoDEA Senior Leaders with the requisite knowledge to implement emergency management program policies, including an overview of all aspects of subordinate DoDEA Emergency Management Programs at the strategic and operational levels with an emphasis on mitigation, preparedness, response, and recovery operations conducted at the DoDEA school level. DoDEA Senior Leaders will participate in this training upon initial assignment and biennially at a minimum. The DoDEA Emergency Manager will develop and lead the DoDEA Senior Leader emergency management orientation program.

c. DoDEA Emergency Manager Training. The OPLP Division Chief will develop an individualized professional development plan that leverages available FEMA, DoD, and individual service emergency management training for the DoDEA Emergency Manager. At a minimum, the DoDEA Emergency Manager will complete core NIMS independent study courses and the FEMA independent study courses of the FEMA Professional Development Series.

d. Community Awareness. DoDEA leaders at all levels will support providing DoDEA employees, dependents of DoDEA employees, students, and sponsors, parents, and legal guardians of DoDEA students with emergency preparedness information relevant to the local area and DoDEA schools.
(1) Participation in national, state, local, and host installation awareness campaigns is encouraged.

(2) DoDEA CONUS and non-foreign OCONUS based schools are encouraged to participate in the National Oceanic and Atmospheric Administration’s (NOAA) Weather Ready Nation programs.

(3) When possible, emergency preparedness campaigns should be incorporated into educational curriculums.

e. **Fire Prevention Training.** DoDEA schools will partner with host installation F&ES to deliver annual fire prevention education programs to the DoDEA students and staff.

f. **COOP Program.** Continuity staff will complete the FEMA continuity of operations Independent Study (IS) course IS-1300, Introduction to Continuity Operations.

g. **NIMS Training.** DoDEA Senior Officials and any DoDEA personnel who are pre-identified to participate in host installation EOC or ICS positions will complete any required or recommended FEMA IS NIMS courses by the host installation.

h. **Crisis Intervention Training.** The District and School Crisis Intervention Teams will participate in annual training, which includes reviews of content such as team member roles, responsibilities, and procedures.

5.3. **EQUIPMENT.**

a. **Personal Protective Equipment.** Supervisors will ensure PPE is issued to DoDEA employees based on a Job Hazard Analysis conducted in accordance with DoDEA Administrative Instruction 6055.01 and reviewed by the District Safety Officer. PPE will be procured, maintained, and inventoried by the supervisor and in accordance with Executive Order 12196, Occupational Safety and Health Administration regulations, NFPA standards, National Institute for Occupational Safety and Health guidelines, as appropriate, DoD Directive 4715.01E, and DoD Instructions 6055.01 and 6055.05. All required PPE shall be recorded in the employee position description.

b. **Emergency Kits.**

(1) **SRP Kit.**

   (a) The DoDEA SEMT should assemble school emergency kits within the school to support implementation of the SRP, based upon Volume 6 of DoDEA Administrative Instruction 5205.02.

   (b) Kits should be configured to be easily used with minimal training, based on local hazards, and will not introduce additional hazards to the school environment.

(2) **Reunification Operation Kit.**
(a) Each DoDEA SEMT will assemble reunification operation kits tailored to the DoDEA school using the recommended supply list in the “I Love U Guys” Foundation Standard Reunification Method.

(b) The DoDEA SEMT should work with DoDEA Community Superintendent and host installation emergency managers to store reunification kits at off-campus reunification sites, when possible.

(c) The DoDEA SEMT may store printed DoDEA school rosters of students and staff at locations outside the DoDEA school. Rosters will be updated at least once per quarter. Staged DoDEA student rosters stored outside the DoDEA school will be kept in a sealed container to prevent unauthorized access.

c. Communications Equipment.

(1) Radios.

(a) Host Installation Land Mobile Radios. DoDEA schools are encouraged to coordinate with host installation emergency managers to obtain radios that are interoperable with host installation emergency responders.

(b) School Operation Support Radios. DoDEA schools may procure radios to support emergency operations using existing DoDEA procurement procedures.

1. Radios must conform to Federal Communications Commission (FCC), DoD, and host nation regulations.

2. DoDEA schools must coordinate radio use with the host installation frequency manager.

(2) Satellite phones.

(a) Key DoDEA leaders and facilities in select remote locations may be issued satellite phones to support contingency communications.

(b) Satellite phones are for emergency use only and periodic testing as directed by the DoDEA Emergency Manager.

(c) The satellite phone distribution plan is managed by the DoDEA Emergency Manager and approved by the DoDEA HQ Chief of Staff.

(3) Mobile device communications.

(a) Mobile devices such as smartphones are procured through a centralized office within the CIO IT Division.

(b) Smartphones are allocated to personnel within schools that require voice, data, and text capabilities to fulfill operations.
(c) Each DoDEA region is allocated phones based on a predetermined Table of Allowances (TOA) and inventory maintained in the IT Division Mobile Device Management (MDM) reporting tool.

(d) Periodic updates to the TOA are conducted with regional DoDEA IT Customer Support personnel to ensure accurate allocation and quantities.

(4) Mobile Wi-Fi hotspot.

(a) Procurement of Wi-Fi hotspots is managed and sustained through the office of the CIO.

(b) Wi-Fi hotspots are used in support of COOP on a mobile phone and/or tablet, or stand-alone device for the purposes of tethering devices for one (1) or more users.

(c) DoDEA School Principals and IT Customer Service representatives will be responsible for disseminating Wi-Fi hotspots to individuals that require continuity of operations for education and office functions.

5.4. **EXERCISE PROGRAM.** DoDEA HQ, regions, districts, and schools will develop an annual exercise plan that builds on the exercises and actual events within the last year. DoDEA exercise plans will be coordinated with host installation or facility emergency management exercise plans. In accordance with DoD Instruction 6055.17, DoDEA exercises will use the Homeland Security Exercise and Evaluation Program (HSEEP) methods to design, conduct, and evaluate emergency management exercises.

a. **Purpose.**

(1) Assess and validate DoDEA emergency management capabilities at all levels of DoDEA.

(2) Ensures integration and interoperability with host installation emergency responders and emergency management officials during an emergency event.

(3) Test communications with key stakeholders.

b. **Exercise Requirements.**

(1) DoDEA School.

(a) SRP drill requirements in accordance with Volume 6 of DoDEA Administrative Instruction 5205.02.

(b) DoDEA Notification System (DNS) will be tested quarterly in accordance with DoDEA Administrative Instruction 3021.01.

(c) Exercise annually the DoDEA school reunification plan. Exercise may be a community Tabletop Exercise (TTX), drill of school key reunification positions, a Functional
Exercise (FE) with all major participants identified in the DoDEA school reunification plan, or a Full-Scale Exercise (FSE) with the host installation that starts with an emergency event that would activate the DoDEA school reunification plan.

(d) Exercise the DoDEA school continuity of education plan annually.

(e) Conduct fire evacuation drills in accordance with host installation F&ES regulatory requirements and Volume 6 of DoDEA Administrative Instruction 5205.02.

(f) Building Notification Systems will be tested at least once per quarter in accordance with Volumes 3 and 6 of DoDEA Administrative Instruction 5205.02. This test may be part of another exercise.

(2) DoDEA above school level facilities.

(a) Participate in host installation or facility emergency exercises, as invited.

(b) During a PWG or DoDEA Senior Leader’s orientation, conduct one (1) TTX focused on a likely emergency event for the DoDEA above school level facility.

(c) Exercise the DoDEA above school level facility COOP annually.

5.5. PERSONNEL CATEGORIZATION. DoDEA SEMTs and PWGs will ensure that DoDEA employees, students, and the dependents of DoDEA employees are properly categorized by the host installation emergency managers in accordance with DoD Instruction 6055.17 in the host installation emergency management plans.

5.6. MASS WARNING AND NOTIFICATION. Emergency notifications requiring immediate action must be issued within two (2) minutes of incident notification and verification in accordance with DoD Instruction 6055.17.

a. DoDEA Mass Warning and Notification (MWN) Policy.

(1) In accordance with DoD Instruction 6055.17, the host installation has the lead for notifying host installation personnel about emergencies that may impact their health and wellbeing.

(2) DoDEA will use its MWN systems to supplement host installation messages or to notify those that are in a direct threat from a hazard that requires immediate action before the host installation can send out an MWN message.

(3) DoDEA employees will be registered in their host installation MWN system in accordance with DoD Instruction 6055.17.

(4) DoDEA personnel are strongly encouraged to sign up for locally available community alert systems sponsored by local, state, and host nation emergency management organizations.
b. DoDEA MWN System:

(1) Building Notification System.

(a) All DoDEA facilities will have individual building notification systems in accordance with Volume 3 of DoDEA Administrative Instruction 5205.02, Unified Facility Criteria (UFC) 4-021-01, and DoDEA Protection Criteria 4-010-01.

(b) When feasible, DoDEA individual building systems will be connected to the host installation centrally controlled MWN system.

(c) Preprogrammed alerts will be aligned to the SRP listed in Volume 6 of DoDEA Administrative Instruction 5205.02.

(2) Fire Alarm System.

(a) Fire alarm systems will meet UFC 3-600-01, DoD Instruction 6055.06, and appropriate NFPA codes.

(b) Other MWNs will be designed to not prevent facility occupants from receiving fire alarm signals when both systems are activated.

(3) DoDEA Notification System.

(a) The DNS program is addressed in DoDEA Administrative Instruction 3021.01.

(b) PWGs and SEMTs will tailor DNS message templates based on local hazards identified during the annual risk management process.

(4) NOAA Weather Radios All Hazard.

(a) CONUS and non-foreign OCONUS DoDEA schools will have at least one (1) NOAA Weather Radio All Hazard compatible receiver located in an administrative office typically occupied when the DoDEA school is in operation.

(b) The NOAA Weather Radio All Hazard receiver will be programmed to automatically alert for the Emergency Alert System (EAS) event codes identified by the DoDEA SEMT relevant to the safety of school operations.

5.7. EVALUATING AND IMPROVING PROGRAM PERFORMANCE.

a. Exercises and real-world events must include a thorough and objective evaluation process to identify areas for improvement, lessons learned, and best practices are documented in an After-Action Report (AAR).

(1) DoDEA leaders will ensure all exercises with significant DoDEA participation clearly identify personnel responsible for evaluating DoDEA’s participation in the exercise.
(2) Exercise evaluators shall be trained on the process or procedures being evaluated and fully briefed on the expected outcomes of the exercise.

b. DoDEA leaders will incorporate all AARs into a Corrective Action Plan (CAP).

(1) The DoDEA SEMT, District PWG, or Region PWG that sponsored the exercise will track all issues identified in the CAP until all deficiencies are resolved.

(2) Recommended CAP changes that cannot be implemented will be submitted to the next higher level PWG for resolution.

(3) The AAR and associated CAP will be maintained for three (3) years on the SMD system of record.

5.8. EMERGENCY SERVICES NUMBER.

a. The Information Technology Division Chief will work with DoDEA schools and above school level facilities and host installations to ensure DoDEA phone systems are properly aligned to automatically call the appropriate PSAP responsible for dispatching emergency services to the DoDEA school or above school level facility when the local emergency services number, example 911, is dialed from DoDEA phones.

b. DoDEA schools and above school level facilities will conduct an annual test of using the host installation’s published emergency number (911 or other host nation emergency number) to ensure the proper PSAP is reached.

5.9. SUPPORT AGREEMENTS.

a. DoDEA schools and above school level facilities may enter into emergency management related Memorandums of Agreement (MOA) or Memorandums of Understanding (MOU) with the host installation or host installation owning command.

b. All MOUs or MOAs will be reviewed by the DoDEA Office of the General Council before being signed.

c. The MOU or MOA will be approved by the DoDEA Director unless authority is specifically delegated to another DoDEA official.

d. District Superintendents may coordinate with host installations to propose an MOA to conduct closed Points of Distribution (POD) with host installation emergency managers to support the distribution of medical countermeasures to DoDEA students and employees during a public health emergency for the DoDEA Director to approve.

e. In accordance with DoD Directive 3025.18, the DoDEA Director will approve requests to include DoDEA facilities, equipment, or personnel to support the Defense Support of Civil Authorities (DSCA) mission.
SECTION 6: MITIGATION

6.1. INTRODUCTION. By understanding the risks faced by DoDEA schools and above school level facilities, DoDEA leaders can make informed decisions to make the organization more resilient.

6.2. HOST INSTALLATION COMMUNITY PROFILE. When requested by the host installation emergency manager, the DoDEA SEMT and PWG will provide data necessary to help develop the host installation community profiles that include appropriate information about the staff, students, and facilities to be protected within the host installation emergency management plans and DoDEA EAP.

6.3. RISK MANAGEMENT. The risk management process for DoDEA is established in Volume 5 of DoDEA Administrative Instruction 5205.02.

   a. Risk management.

      (1) Involves the application of a standardized process to identify, assess, manage risk, and enable decision-making that balances risk, cost, and DoDEA mission requirements.

      (2) Allows DoDEA leaders to decide how best to use allocated resources to reduce risk or, where circumstances warrant, acknowledge the risk.

      (3) Assessments are part of the force protection assessments. The force protection assessments are conducted by the DoDEA District FPO in consultation with the DoDEA SEMT, PWG members, and host IEMWG.

   b. Risk management consists of two (2) fundamental activities: Risk assessment and risk-reduction planning.

      (1) Risk assessment. Risk assessment involves the collection of data in three (3) core areas:

         (a) Criticality assessment. The criticality assessment identifies key assets and infrastructure that support the DoDEA mission of educating DoD-affiliated students. The criticality assessment considers the consequence the loss would have on the DoD and the DoDEA missions. Critical assets are people, physical entities, or information.

         1. The DoDEA SEMT will annually review its list of critical assets.

         2. Each PWG will consolidate a list of critical assets from the DoDEA schools and above school level facilities. This consolidated list will be reviewed annually and analyzed for any trends that could cause increased risk.
(b) Threat and Hazard Assessment. The DoDEA District FPO will lead the DoDEA SEMT and PWG through annual threat and hazard assessments to determine the probability that a threat may impact the DoDEA school or above school level facility. The DoDEA District FPO should coordinate and conduct the hazard and threat assessment with the host installation.

(c) Vulnerability Assessment. The DoDEA District FPO will lead the DoDEA SEMT and PWG through the process of working with their host installation to determine how their critical assets could be derogated or lost as a result of being subject to one or more of the threats or hazards identified in the threat and hazard assessment process.

(2) Risk-Reduction Planning. Risk-reduction planning is a deliberate process to reduce the likelihood of a hazard occurring or the consequence of the hazard occurring.

(a) When possible, the DoDEA SEMT and PWG should attempt to reduce or eliminate identified risk through mitigation processes.

(b) Risks that cannot be eliminated or reduced to acceptable levels should be addressed in the EAP and host installation emergency management plans.

(c) The DoDEA SEMT and PWG will share risk reduction planning efforts with host installation IEMWG.
SECTION 7: RESPONSE

7.1. INTRODUCTION. Response actions are taken to save lives, prevent suffering, diminish property damage, and protect the environment.

7.2. DODEA SCHOOL LEVEL STANDARD RESPONSE PROTOCOLS.

a. The four (4) SRPs adopted by DoDEA in accordance with Volume 6 of DoDEA Administrative Instruction 5205.02 include:

   (1) Lockout. A lockout secures the DoDEA building or facility to protect DoDEA students and staff from threats outside of the facility but within the local vicinity. Operations may continue within the DoDEA building or facility with limited disruptions.

   (2) Lockdown. A lockdown protects DoDEA students and staff from a threat inside the DoDEA building or facility by securing interior doors and moving occupants out of sight.

   (3) Evacuate to a location. Evacuate to a location moves DoDEA students and staff away from a hazard to a safe location.

   (4) Shelter from a hazard. Shelter from a hazard means a notification is sent to DoDEA students and staff to seek protection from hazardous conditions.

b. District PWG and DoDEA SEMT will work with the host IEMWG to ensure SRPs are incorporated into the host installation response plans.

7.3. RESPONSE COMMAND AND CONTROL.

a. Incident Management. Host installation commanders are responsible for implementing the NIMS to manage a response to and recovery from emergencies affecting or potentially affecting the host installation. DoDEA leaders at all levels will support host installation commanders by integrating DoDEA’s response into NIMS construct.

   (1) ICS. ICS is a management system used by emergency responders to coordinate the efforts of multiple organizations responding to a common event. The DoDEA SEMT will work with the host installation emergency responders under the ICS format as determined during incident preplanning activities conducted with the host installation.

   (2) Installation EOC. The DoDEA Senior Official, or a designated representative, will represent DoDEA in the host installation EOC when requested.

   (3) Installation Common Operating Picture (COP). DoDEA leaders will comply with host installation requests to support the development of a host installation COP. Data provided must comply with all applicable Federal, DoD, and DoDEA regulations, policies, and guidance for DoDEA student and employee personal information.
(4) JIS. DoDEA Communications Division Chief will lead the DoDEA participation in any JIS established to address media or public affairs issues established by the host installation Incident Commander.

(a) All statements released by DoDEA will be coordinated through the DoDEA HQ or Region Public Affairs Officer (PAO).

(b) The DoDEA Senior Official on the impacted host installation may provide a DoDEA representative to a locally established Joint Information Center (JIC) to help coordinate joint messaging with the host installation PAO, incident Public Information Officers (PIO), and a remotely located DoDEA PAO.

(c) A DoDEA spokesperson during emergency events will be designated by the DoDEA Director or the respective DoDEA Director for Student Excellence.

7.4. DODEA COMMON OPERATING PICTURE.

a. DoDEA HQ PWG will identify a system of record to host the DoDEA COP and develop policies and procedures for using the DoDEA COP to help DoDEA Senior Leaders make informed decisions during emergency situations.

b. DoDEA CAT will coordinate gathering the information necessary to develop a DoDEA COP during emergency situations.

7.5. DODEA PERSONNEL ACCOUNTABILITY. DoDEA personnel accountability will be in accordance with DoDEA Administrative Instruction 3001.01.

a. DoDEA leaders at all levels will maintain accountability of all DoDEA employees and students while in the custody of DoDEA officials and during the response and recovery phases of an incident.

b. Personnel accountability status will be reported to the host installation Incident Commander, host installation commander, host installation EOC, and the DoDEA chain of command, as requested.

7.6. PUBLIC HEALTH EMERGENCIES.

a. DoDEA will protect the health of DoDEA students, employees, and family members in accordance with DoD Instructions 6200.03 and 6055.17 and Volume 1 of DoD Instruction O-2000.16.

b. DoDEA leaders will coordinate all public health emergency issues with the Public Health Emergency Officer (PHEO) and host installation emergency manager who have jurisdiction of the impacted DoDEA operations.
c. DoDEA personnel will comply with public health measures and orders issued by military installation commanders and civilian public health officials during a declared public health emergency.

d. DoDEA leaders will notify the DoDEA Senior Leadership in accordance with DoDEA Regulation 3030.01 of any public health emergencies affecting DoDEA operations.

e. DoDEA SEMT and PWGs will implement HPCON measures consistent with the HPCON level set by the host installation and facility commanders.

7.7. DODEA STUDENT REUNIFICATION. A critical aspect of DoDEA emergency response is the accountable reunification of students with their sponsors, parents, or legal guardians when normal school release procedures are unsuitable.

   a. Student reunification is a complex process of reuniting DoDEA students with their sponsors, parents, and legal guardians following an emergency during school operations and school sponsored events. The DoDEA student reunification process is based on the Standard Reunification Method, “I Love U Guys” Foundation (2018), adopted by DoDEA.

   b. Planning for student reunification must occur prior to an emergency. Based upon the dispersed geographical operations of DoDEA, each DoDEA school must be able to conduct reunification of DoDEA students with their sponsors, parents, and legal guardians during or following an emergency event at or near the DoDEA school with resources available on the host installation.

   c. DoDEA schools will work with host installation emergency managers and the DSO to pre-identify reunification locations away from the immediate vicinity of the DoDEA school.

7.8. DODEA CRISIS INTERVENTION.

   a. Once the existence and type of crisis is verified and the DoDEA School Principal assembles the School Crisis Intervention Team.

   b. An emergency staff meeting may be held to brief school personnel.

   c. A Crisis Room is established and staffed.

   d. School Crisis Intervention Team members will conduct psychological triage, assess and identify crisis exposure and provide intervention.

   e. The DSO and local military installation command are notified when the School Crisis Intervention Team is activated.
SECTION 8: RECOVERY

8.1. INTRODUCTION. Recovery activities may begin immediately after an emergency event ends and often extends long after the incident itself.

a. Short-term recovery actions seek to restore critical DoDEA assets and facilities necessary to execute the DoDEA mission as pre-identified by the impacted PWG and DoDEA SEMT.

b. Long-term recovery will require coordination of DoD, Military Service, Geographic Combatant Commanders, host installation owning commands, and host installation policies and objectives, along with the needs of DoDEA students, sponsors, parents, and legal guardians, and staff, to ensure DoDEA meets the needs of its stakeholders.

8.2. DODEA SCHOOL EMERGENCY MANAGEMENT TEAM RESPONSIBILITIES.

a. Conduct damage assessments of a DoDEA school or above school level facilities and equipment when cleared to do so by host installation Incident Commander.

b. Implement continuity of education plans if normal DoDEA school operations cannot be resumed within 48 hours of school closure.

c. Coordinate District Crisis Intervention Team support to assist DoDEA students, sponsors, parents, and legal guardians, and DoDEA staff following traumatic events that impact the DoDEA school or above school level facility.

d. Coordinate DoDEA school reopening plans with the DSO and host installation.

e. Coordinate special events, such as memorials and dignitary visits, with DoDEA leadership and host installation.

f. Conduct donation management in accordance with DoDEA Administrative Instruction 7241.01.

g. Implements the DoDEA school level responsibilities of the recovery communication plan developed by the DoDEA CAT.

8.3. DODEA DISTRICT SUPERINTENDENT OFFICE RESPONSIBILITIES.

a. Coordinate DoDEA school closures and reopening with the DoDEA SEMT, host installations, and DoDEA Region PWG.

b. Support COOP planning for DoDEA schools and above school level facilities closed by the emergency incident.
c. Provide DoDEA District Crisis Intervention Team resources to support School Crisis Intervention Teams.

d. Support damage assessments of DoDEA schools and above school level facilities. Reports damage assessment results to respective DoDEA Region PWG.

e. Designate a DoDEA representative to participate in host installation Recovery Working Group (RWG).

f. Coordinate donation management in accordance with DoDEA Administrative Instruction 7241.01 with the host installation.

g. Implements the district responsibilities in the recovery communication plan developed by the DoDEA CAT.

8.4. DODEA REGION RESPONSIBILITIES.

a. Coordinate DoDEA school closures and reopening with supported military commands and host installations.

b. Coordinate stakeholder and public communications in accordance with the recovery communication plan developed by the DoDEA CAT.

c. Develop budgetary needs to support recovery efforts.

d. Support donation management in accordance with DoDEA Administrative Instruction 7241.01.

8.5. DODEA HEADQUARTERS RESPONSIBILITIES.

a. Set DoDEA recovery goals.

b. Conduct recovery planning.

c. Incorporate mitigation, resiliency, and sustainability measures into recovery plans.

d. Develop a recovery communication plan through the DoDEA CAT.
# Glossary

## G.1. Acronyms.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>AAR</td>
<td>After Action Report</td>
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<tr>
<td>AT</td>
<td>Antiterrorism</td>
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<td>CAO</td>
<td>Chief Academic Officer</td>
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<td>CAP</td>
<td>Corrective Action Plan</td>
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<tr>
<td>CAT</td>
<td>Crisis Action Team</td>
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<tr>
<td>CBRNE</td>
<td>Chemical, Biological, Radiological, Nuclear, and Explosive</td>
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<tr>
<td>CDSP</td>
<td>Collateral Duty Safety Person</td>
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<tr>
<td>CIO</td>
<td>Chief Information Officer</td>
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<td>COA</td>
<td>Course of Action</td>
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<tr>
<td>CONUS</td>
<td>Contiguous United States</td>
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<tr>
<td>COOP</td>
<td>Continuity of Operations Program</td>
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<td>COP</td>
<td>Common Operating Picture</td>
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<tr>
<td>COR</td>
<td>Contracting Officer Representative</td>
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<tr>
<td>CPG</td>
<td>Community Planning Guide</td>
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<tr>
<td>CSO</td>
<td>Community Superintendent’s Office</td>
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<tr>
<td>DNS</td>
<td>DoDEA Notification System</td>
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<tr>
<td>DSCA</td>
<td>Defense Support of Civil Authorities</td>
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<td>DSO</td>
<td>District Superintendent’s Office</td>
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<td>EAP</td>
<td>Emergency Action Plan</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>F&amp;ES</td>
<td>Fire and Emergency Services</td>
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<td>FCC</td>
<td>Federal Communications Commission</td>
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<td>FE</td>
<td>Functional Exercise</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>FIST</td>
<td>Forward Integrated Support Team</td>
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<td>FP</td>
<td>Force Protection</td>
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<td>FPCON</td>
<td>Force Protection Condition</td>
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<td>FPO</td>
<td>Force Protection Officer</td>
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<td>FSE</td>
<td>Full Scale Exercise</td>
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<td>HPCON</td>
<td>Health Protection Condition</td>
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<td>HQ</td>
<td>Headquarters</td>
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<tr>
<td>HSEEP</td>
<td>Homeland Security Exercise &amp; Evaluation Program</td>
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<tr>
<td>IA</td>
<td>Information Assurance</td>
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<tr>
<td>ICS</td>
<td>Incident Command System</td>
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<tr>
<td>IEMWGG</td>
<td>Installation Emergency Management Working Group</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>INFOSEC</td>
<td>Informational Security</td>
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<td>IS</td>
<td>Independent Study</td>
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<td>ISS</td>
<td>Instructional Systems Specialists</td>
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<td>JIC</td>
<td>Joint Information Center</td>
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<tr>
<td>JIS</td>
<td>Joint Information System</td>
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<tr>
<td>MAC</td>
<td>Multi-Agency Coordination</td>
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<td>MDM</td>
<td>Mobile Device Management</td>
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<td>MEF</td>
<td>Mission Essential Function</td>
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<td>MOA</td>
<td>Memorandum of Agreement</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>MWN</td>
<td>Mass Warning &amp; Notification</td>
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<tr>
<td>NEO</td>
<td>Noncombatant Evacuation Operation</td>
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<td>NFPA</td>
<td>National Fire Protection Association</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
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<tr>
<td>OCONUS</td>
<td>Overseas Contiguous United States</td>
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<tr>
<td>OPLP</td>
<td>Operations, Plans, Legislation, and Policy</td>
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<tr>
<td>OPSEC</td>
<td>Operational Security</td>
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<tr>
<td>OSD</td>
<td>Office of the Secretary of Defense</td>
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<td>PAO</td>
<td>Public Affairs Officer</td>
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<td>PEC</td>
<td>Protection Executive Committee</td>
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<td>PHEO</td>
<td>Public Health Emergency Officer</td>
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<td>PIO</td>
<td>Public Information Officer</td>
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<tr>
<td>POD</td>
<td>Point of Distribution</td>
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<tr>
<td>PPD</td>
<td>Presidential Policy Directive</td>
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<td>PPE</td>
<td>Personal Protective Equipment</td>
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<tr>
<td>PSAP</td>
<td>Public Safety Answering Point</td>
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<tr>
<td>PWG</td>
<td>Protection Working Group</td>
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<tr>
<td>PWS</td>
<td>Performance Work Statement</td>
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<tr>
<td>QASP</td>
<td>Quality Assurance Surveillance Plan</td>
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<tr>
<td>REMS</td>
<td>Readiness and Emergency Management for Schools</td>
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<tr>
<td>RWG</td>
<td>Recovery Working Group</td>
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<tr>
<td>SEMT</td>
<td>School Emergency Management Team</td>
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<td>SES</td>
<td>Senior Executive Service</td>
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<td>SMD</td>
<td>Security Management Division</td>
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<tr>
<td>SRO</td>
<td>School Resource Officer</td>
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<tr>
<td>SRP</td>
<td>Standard Response Protocol</td>
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G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance only.

**above school level facilities.** Offices, and other workplaces, where DoDEA employees and permanent contractors conduct business in support of DoDEA’s mission that are not directly part of a school facility. Examples include CSO, DSO, Region Offices, Mark Center Campus, Bus Depots, warehouses, etc.

**action officer.** A staff member representing their organization during meetings, shapes information, and submits recommendations to decision-makers, that, when approved, become decisions.

**closed POD.** Site to distribute medical countermeasures during a public health emergency that is only open to DoDEA-connected populations and allows for minimal disruption to normal operations.

**continuity of education.** Continuation of education in the event of prolonged DoDEA school facility closure or student absence.

**COP.** A continuously updated overview of an incident compiled throughout the life cycle of the incident using standard data (elements, definitions, etc.) shared between integrated and compatible systems for communication, information management, and intelligence and information sharing across DoDEA and host installations. Helps with collaborative planning and assists all echelons to achieve situational awareness.

**crisis intervention.** Processes to offer immediate, short-term help to individuals or groups who experience an event that produces emotional, mental, physical, and behavioral distress or problems.

**DSO employee.** DoDEA employees in the direct supervisory chain of the DoDEA District Superintendent.

**FIST employee.** DoDEA employees assigned to region offices, DSO, and CSO in a supporting role, but are in the direct supervisory chain of the DoDEA Chief Operating Officer.

**DoDEA leader.** Members of the Senior Executive Service (SES), Superintendents, Chiefs of Staff, Principals, Division Chiefs, Branch Chiefs, Managers, Supervisors, and Team Leads.
**Region employee.** DoDEA employees in the direct supervisory chain of the DoDEA Director for Student Excellence.

**DoDEA Senior Leader.** Members of the SES, DoDEA HQ Chief of Staff, and DoDEA District Superintendents.

**DoDEA Senior Official.** A DoDEA leader designated by the District Superintendent to represent DoDEA on emergency management issues with local installation leaders. This official may be a Community Superintendent, DoDEA School Principal, District Chief of Staff, or another leader capable of meeting with installation leadership in person during an emergency involving DoDEA schools. The DoDEA Senior Official will be assigned within local commuting distance of their designated installation(s).

**drill.** An operations-based exercise often employed to validate a single operation or function.

**exercise.** An event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives. Types of exercises include TTX, drills, FE, and FSE.

**facility.** A building, structure, pavement, and underlying land occupied by DoDEA. Also used to identify DoDEA workspaces located outside of a DoD installation, such as the Pentagon Reservation or General Services Administration (GSA) leased office space.

**FE.** An operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated.

**FSE.** An operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions and organizations, and real-time movement of resources.

**incident.** A natural or manmade occurrence that necessitates a response to protect life or property. This includes planned events as well as emergencies and/or disasters of all kinds and sizes.

**installation.** A military reservation, base, post, camp, station, arsenal, fort, or other real property where a DoD component has operational responsibility for facility security and defense.

**JIS.** A system that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, and timely information during emergency or incident operations.

**MWN.** Systems that provide real-time notification of emergencies that allow recipients of the warning to take protective actions. MWN systems within DoDEA incorporate a family of systems to reach recipients with timely information to take protective action.
readiness. Having the capacity in terms of trained personnel, equipment, and authority to perform an assigned function or mission.

reunification. The process of accountably reuniting students with sponsors, parents, and legal guardians outside of normal DoDEA School release procedures.

significant incident. An incident that requires a complex response of DoDEA and host installation personnel that generates considerable stakeholder interest, or as determined by the DoDEA Director or Region DSE.

stakeholder. Individual or group with an interest or concern in DoDEA schools.

supporting activity. Those specific activities that DoDEA HQ, Regions, Districts, Communities, and schools must conduct in order to perform assigned MEF.

tactical level. The lowest levels of leaders that can implement policies, plans, and procedures to directly influence outcomes during an event. Within the context of emergency management, this is where leaders can immediately take direct action to protect lives and property.

TTX. A discussion-based exercise in response to a scenario intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths and areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures.

vital records. Documents, references, records, and information systems needed to support MEF during a continuity event and those records and information systems necessary for reconstitution to normal operations after the crisis.
REFERENCES

Chairman of the Joint Chiefs Staff Joint Publication 3-40, “Joint Countering Weapons of Mass Destruction,” November 27, 2019
Chairman of the Joint Chiefs of Staff Joint Publication 3-41, “Chemical, Biological, Radiological, and Nuclear Response,” September 9, 2016
Code of Federal Regulations, Title 29, Part 1910 Subpart E
Department of Homeland Security Exercise and Evaluation Program (HSEEP), January 2020
DoD 5200.08-R, “Physical Security Program,” April 9, 2007, as amended
DoD Instruction 6055.01, “DoD Safety and Occupational Health (SOH) Program,” October 14, 2014, as amended
DoD Instruction 6055.05, “Occupational and Environmental Health (OEH),” November 11, 2008, as amended
DoD Instruction 6055.06, “DoD Fire and Emergency Services (F&ES) Program,” October 3, 2019
DoD Instruction 6200.03, “Public Health Emergency Management (PHEM) Within the DoD,” March 28, 2019
DoDEA Administrative Instruction 1422.01, “DoDEA Telework Program,” July 12, 2021
DoDEA Administrative Instruction 3001.01, “Personnel Accountability in Conjunction with Emergency Events,” March 2, 2018
DoDEA Administrative Instruction 3021.01, “DoDEA Notification System Program,” April 28, 2021
DoDEA Administrative Instruction 3025.01, “Evacuation of DoDEA Employees from Threatened Areas,” July 13, 2018
DoDEA Administrative Instruction 5205.02, Volume 1, “DoDEA Force Protection Program: Antiterrorism,” February 11, 2019
DoDEA Administrative Instruction 5205.03, “DoDEA Operations Security Program,” August 17, 2018
DoDEA Administrative Instruction 6055.01, “DoDEA Safety Program,” November 27, 2017
DoDEA Administrative Instruction 7241.01, “Acceptance of Gifts for Schools Operated by the Department of Defense Education Activity,” August 15, 2012
DoDEA Regulation 3030.01, “DoDEA Incident Reporting System,” May 21, 2019
Unified Facility Criteria 3-600-01, “Fire Protection Engineering for Facilities,” August 8, 2016, as amended

Disclaimer-References to non-Federal entities do not imply endorsement by DoD or DoDEA.
APPENDIX

APPENDIX: INTERNAL CONTROLS EVALUATION CHECKLIST

A-1. Purpose.

These measures evaluate the adequacy of the DoDEA emergency management requirements and implementation.

A-2. Instructions.

Each DoDEA SEMT and PWG will conduct an annual self-assessment of the DoDEA Emergency Management Program using this internal controls evaluation checklist. Answers will be documented based on the actual testing of key internal controls (for example, document analysis, direct observations, sampling, and simulation.) Explain all deficiencies and the corrective action identified in supporting documentation. Completed annual self-assessments will be retained for three (3) years on the SMD system of record.


a. DoDEA HQ.

(1) Confirm the DoDEA Director designated a DoDEA Emergency Manager to perform the required DoDEA Emergency Management Program functions.

(2) Confirm that the DoDEA PEC, CAT, and HQ PWG have been established, to include appointing required members, and meets as required.

(3) Has the DoDEA HQ PWG reviewed the HQ EAP to ensure alignment with the Mark Center Campus emergency plans and contains the required elements?

(4) Confirm the DNS meets the requirements to disseminate timely alerts and warnings of hazards and threats that may affect DoDEA schools and above school level facilities.

(5) Is the DoDEA COP providing DoDEA Senior Leadership with the appropriate information needed to make decisions during an emergency?

(6) Is the DoDEA exercise program guidance providing Region, district, and school-level leaders with clear guidance to implement an effective exercise plan?

(7) Is the DoDEA emergency management training program being implemented to train all stakeholders within the DoDEA Emergency Management Program?

(8) Are the COOP requirements of DoD Instruction 3020.42 addressed in the DoDEA HQ EAP or a stand-alone plan?

(9) Has the DoDEA PEC approved and distributed the annual DoDEA MEF list?
(10) Has the DoDEA PEC approved recommended HPCON measures for DoDEA schools and above school level facilities?

b. DoDEA Regions and Districts.

(1) Confirm the respective PWGs have been established, to include appointing required members, and meets at least quarterly.

(2) Has the respective EAP been reviewed to ensure it includes the required elements and aligns with the host installation or facility emergency plans?

(3) Are DNS operators trained in accordance with DoDEA Administrative Instruction 3021.01? Are tests of DNS conducted quarterly?

(4) Are required exercises conducted within the Regions and Districts? Are exercise AARs and CAPs being documented and uploaded to the SMD-maintained system of record?

(5) Is the respective Director for Student Excellence and District Superintendent participating in required DoDEA Senior Leadership orientations?

(6) Are the COOP requirements of DoD Instruction 3020.42 addressed in the DoDEA Region and District EAP?

(7) Has a DoDEA Senior Official been designated for each installation that hosts a DoDEA school? Is the DoDEA Senior Official attending IEMWG meetings and participating in the Installation EOC?

(8) Does the respective EAP include procedures to manage unsolicited donations following an emergency?

(9) Have reunification sites away from the vicinity of DoDEA schools been coordinated with installation emergency managers?

(10) Have District Crisis Intervention Teams been established?

c. DoDEA Schools.

(1) Confirm the DoDEA SEMT has been established, to include appointing required members, and meets at least quarterly.

(2) Has the EAP been reviewed to ensure it includes the required elements and is aligned with the host installation or facility emergency plans?

(3) Are DNS operators trained in accordance with DoDEA Administrative Instruction 3021.01? Are operators conducting quarterly tests of DNS?

(4) Is the DoDEA school conducting required exercises? Are the exercises coordinated with the host installation?
(5) Is the DoDEA school emergency management training being conducted?

(6) Has the DoDEA SEMT conducted and documented the annual risk assessment program?

(7) Is continuity of education procedures documented in the DoDEA school EAP?

(8) Is the DoDEA school participating in emergency management community awareness campaigns?

(9) Has the DoDEA school assembled an SRP kit and Reunification Operations kit?

(10) Do CONUS and non-foreign OCONUS schools have at least one (1) NOAA Weather All Hazards receiver programmed to automatically alert for EAS event codes identified as relevant by the SEMT?

(11) Has the DoDEA school conducted an annual test of the host installation’s published emergency number to ensure the proper PSAP is reached?

(12) Have School Crisis Intervention Teams been established for each DoDEA school?