

Emergency Operations Planning

Tips for completing Annex B: Special Needs Summary Sheet

As school safety planning teams engage in the development of emergency operations plans (EOPs) to cover all hazards (fire, weather, active shooter, etc.) and all phases (prevention, protection, mitigation, response and recovery) of emergency management, it is equally important to ensure that EOPs serve all members of the community. This Annex B: Special Needs Summary Sheet provides a space within the state [School EOP template](#) to plan for students and staff special considerations and include auditory, vision, and mobility needs, medication and sensory support.

[T.C.A. 49-6-804](#) requires that each LEA and each public charter school adopt a comprehensive district-wide and building-level school safety plan that must be developed by the district-wide school safety team and building level school safety team and must follow the template developed by the state-level safety team. Furthermore, it also requires that each LEA and public charter school provide the plans to each local law enforcement with jurisdiction, the department of education and the department of safety by July 1 every year.

In considering the requirement to share Emergency Operations Plans with local law enforcement, the Department of Education and the Department of Safety, it is important to do so in a manner in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [Health Insurance Portability and Accountability Act \(HIPAA\)](#). You will want to work with your board attorney concerning the level of information shared in this section. You may want to simply state that Annex B plans are on file at the school.

[Safe and Sound Schools](#) has developed tools in the [Especially Safe Program](#) to help safety planning teams address the safety and security needs of all members of the school community. They provide a [Planning and Preparation Guide](#) and a [Teaching and Training Guide](#). *Safe and Sound Schools* also provides a one-hour [training video on Especially Safe](#).

The [Planning and Preparation guide](#) includes the following **6 steps**:

1. Gather your team,
2. Identify special needs,
3. Build individual teams,
4. Create an Individual safety plan,
5. Share the plan, and
6. Review and adjust the plan.

The guide also includes a framework for planning by the following support categories: transportation and mobility, behavioral health, auxiliary communication, medical health, and security and supervision.

The [Teaching and Training Guide](#) provides instructional frameworks for teaching students lessons such as “Help is All Around Me!”, “I Can Speak Up for Safety”, “Telling Not Tattling”, “Fire Safety”, “Wind and Weather Safety”, and “People and Animals” etc.

