

# Augusta School District #10

## Continuity of Operations

## Continuity of Operations Plan

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**Plan Overview**

This document is the Continuity of Operations Plan for the Augusta School District #10. The information present in this plan guides cooperative administration and staff in the recovery of necessary data and provides an organizational framework in the event that a disaster all or part of the facilities and/or data.

The primary focus of this document is to provide a plan to respond to a disaster that destroys or severely cripples the cooperative's facilities and/or its computer network or computer systems. The intent is to restore operations as quickly as possible with the least and most up-to-date data available.

Various threats, both natural and human, against the cooperative and its resources exist. The school district's IT Security policy documents preventative measures the technology department has implemented and/or is implementing as precautions and the Technology Disaster Recovery Plan documents responses specifically to IT-related recovery. However, we need to take into account natural disasters and disasters out of our control to prevent. At a minimum, this document will detail the backup procedures, secondary locations, and emergency contact information.

Hard-copies of this continuity of operations plan are located in the Administration Building and Technology Department Office, Augusta High School.

**Agency-level criticality and sequence:**

The most critical issue in regards to a disaster lies in the safety and well-being of the students and staff. As that is assessed and handled, the next most critical issue becomes stability and soundness of the physical assets. These would be assessed at the building's external features followed by examination of internal structures. Once the facilities are deemed safe, priority turns to restoring telecommunication and network connectivity such that business can be conducted with as little interruption as possible. This also includes hardware assessment of both core and employee equipment. Each department coordinator is then responsible for the overall recovery of their area with the aid of available personnel.

**Plan-level criticality and sequence:**

The Superintendent ultimately decides which sections of this plan get implemented and to what extent. Once the agency-level assessments (as mentioned above) are started, the teams outlined within this document will perform their assigned tasks. Any questions that arise during the implementation of this plan shall be directed to the Director, Assistant Director or other appointed personnel, as determined by the Director. The sequence of execution of the plan shall be determined based on the nature and severity of the disaster which caused the execution of the plan.

## **AUGUSTA SCHOOL DISTRICT ORGANIZATION AND ORDERS OF SUCCESSION**

The following is the Augusta School District Orders of Succession to ensure that operations continue when one or more key managers are unavailable.

### **SUPERINTENDENT:**

**SUPERINTERDENT:** Cathy Tanner  
**1<sup>ST</sup> SUCCESSOR:** Mike Allen  
**2<sup>nd</sup> SUCCESSOR:** Ricky Pilcher

### **FACILITIES AND SANITATION:**

**COORDINATOR:** Joseph Smith  
**1<sup>ST</sup> SUCCESSOR:** Donald Scarberry  
**2<sup>nd</sup> SUCCESSOR:** Allen Brown

### **TRANSPORTATION:**

**COORDINATOR:** Steve Stovall  
**1<sup>ST</sup> SUCCESSOR:** Allen Brown

### **ADMINISTRATIVE SUPPORT:**

**BOOKKEEPER:** Ellyn Bengel  
**1<sup>ST</sup> SUCCESSOR:** Donna Wedgworth

### **INFORMATION/TECHNOLOGY:**

**LEAD:** Craig Parkridge  
**1<sup>ST</sup> SUCCESSOR:** Georgianna Lester  
**2<sup>nd</sup> SUCCESSOR:** Brian Mannon

### **AUGUSTA HIGH & ELEMENTARY SCHOOL:**

**PRINCIPALS:** Richard Greer/Jay Murphree  
**1<sup>ST</sup> SUCCESSOR:** Brian Mannon  
**2<sup>nd</sup> SUCCESSOR:** Janet Holzhauer

### **STUDENT HEALTH:**

**SCHOOL NURSE:** Debi Moore  
**1<sup>ST</sup> SUCCESSOR:** Jessamine Burgschneider

### **FOOD SERVICES:**

**SUPERVISOR:** Carla Williams  
**1<sup>ST</sup> SUCCESSOR:** Christina Martin

### **DISASTER RECOVERY TEAM:**

#### **ADMINISTRATION TEAM:**

**Chair:** Cathy Tanner; 870-347-2241 – Work #; 870-217-3390 – Cell #  
**Co-Chair:** Mike Allen; 870-347-2515 – Work #; 501-944-7636 – Cell #  
**Team Member:** Richard Greer; 870-347-2432 – Work #; 817-343-1413 – Cell #  
**Team Member:** Jay Murphree; 870-347-2515 – Work #; 870-275-5258 – Cell #  
**Team Member:** Brian Mannon; 870-347-2515 – Work #; 501-230-2174 – Cell #  
**Team Member:** Carla Williams; 870-347-2515 – Work # 870-919-6277 – Cell #  
**Team Member:** Debi Moore; 870-347-2432 – Work #; 870-347-6524 - Cell #  
**Team Member:** Ellyn Bengel; 870-347-2241 – Work #; 870-588-5104 – Cell#  
**Team Member:** Janet Holzhauer; 870-347-2432 – Work #; 318-439-4991 – Cell #

**HUMAN RESOURCES/ADMINISTRATIVE SUPPORT TEAM:**

**Chair:** Ellyn Bengel; 870-347-2241 – Work #; 870-588-5104 – Cell #  
**Co-Chair:** Donna Wedgworth; 870-347-2241 – Work #; 870-731-4152 – Cell #

**ACADEMIC TEAM:**

**Chair:** Brian Mannon; 870-347-2515 – Work #; 501-230-2174 – Cell #  
**Co-Chair:** Janet Holzhauser; 870-347-2432 – Work # ; 318-439-4991 – Cell #  
**Co-Chair Back Up:** Georgianna Lester; 870-347-2432 – Work #; 870-919-6733 – Cell #  
**Team Member:** Jay Murphree; 870-347-2515 – Work #; 870-275-5258 – Cell #  
**Team Member:** Richard Greer; 870-347-2432 – Work #; 817-343-1413 – Cell #

**FIRST AID TEAM:**

**Chair:** Debi Moore; 870-347-2432 – Work #; 870-347-6524 – Cell #  
**Chair Back Up:** Jessamine Bergschneider; 870-347-2515 – Work #; 870-731-5778 – Cell #  
**Team Member:** Mike Allen; 870-347-2432 – Work #; 501-944-7636 – Cell #

**FOOD SERVICES:**

**Chair:** Carla Williams; 870-347-2515 – Work #; 870-919-6277 – Cell #  
**Team Member:** Christina Martin; 870-347-2432 – Work #; 870-761-8374 – Cell #

**TRANSPORTATION:**

**Chair:** Steve Stovall; 870-347-2241 – Work #; 870-347-6743 – Cell #  
**Co-Chair:** Allen Brown; 870-347-2432 – Work #; 870-731-4522 – Cell #  
**Team Member:** Ricky Pilcher; 870-347-2241 – Work #; 501-920-5802 – Cell #  
**Team Member:** Donald Scarberry; 870-347-2241 – Work # 870-347-7401 – Cell #

**IT:**

**Chair:** Craig Parkridge; 870-347-6741 – Work #; 870-919-1112 – Cell #  
**Team Member:** Brian Mannon ; 870-347-2515 – Work #; 501-230-2174 – Cell #  
**Team Member:** Georgianna Lester; 870-347-2432 – Work #; 870-919-6733 – Cell #

**FACILITIES AND SANITATION:**

**Chair:** Joseph Smith; 870-347-2241 – Work #; 870-347-6266 – Cell #  
**Team Member:** Donald Scarberry; 870-347-2241 – Work #; 870-347-7401 – Cell #  
**Team Member:** Carrie Taylor; 870-347-2515 – Work #; 870-512-8335 – Cell #  
**Team Member:** Ricky Pilcher; 870-347-2241 – Work # 501-920-5802 – Cell #

**OPERATIONS OF CRITICAL FUNCTIONS**

When confronting events that disrupt the normal operations of the district, Augusta School District shall implement the following time-phased approach.

| PHASE  | TIME FRAME                          | ACTIVITY   |
|--|-------------------------------------|--|
| <p>PHASE I<br/>ACTIVATION AND<br/>RELOCATION</p>                                     | <p>0-4 HOURS</p>                    | <ul style="list-style-type: none"> <li>• Notify district employees and contractors regarding activation of plan and their status.</li> <li>• Secure original facility.</li> <li>• Continue critical functions at regular facility, if available, until alternate facility is ready.</li> <li>• Advise alternate facility on status.</li> <li>• Activate teams as necessary.</li> <li>• Instruct team to ready alternate facility.</li> </ul> |
| <p>PHASE II<br/>ALTERNATE<br/>FACILITY/WORK SITE<br/>OPERATIONS AND<br/>RECOVERY</p> | <p>4 HOURS TO 3 SCHOOL<br/>DAYS</p> | <ul style="list-style-type: none"> <li>• Notify alternate facility manager of impending activation and relocation requirements.</li> <li>• Activate plans to transfer to alternate facility.</li> <li>• Assemble documents and equipment required for critical functions at alternate facility.</li> <li>• Provide guidance to team personal and information to the public.</li> <li>• Transport documents,</li> </ul>                       |

|                                     |  |  |
|-------------------------------------|--|--|
|                                     |  | <p>equipment and designated communications.</p> <ul style="list-style-type: none"> <li>• Identify replacements for missing personnel (delegation of authority and orders of succession).</li> <li>• Commence full execution of operations supporting critical functions at the alternate facility.</li> <li>• Order needed equipment/ supplies.</li> </ul> |
| <p>PHASE III<br/>RECONSTITUTION</p> | <p>3 SCHOOL DAYS TO<br/>TERMINATION OF<br/>EMERGENCY</p> | <ul style="list-style-type: none"> <li>• Inform all personnel that the threat no longer exists.</li> <li>• Supervise return to normal operating facility.</li> <li>• Conduct review of plan execution and effectiveness.</li> <li>• Update plan to correct deficiencies and/or incorporate best practices.</li> </ul>                                      |

**PRIORITIZED LISTING OF CRITICAL ELEMENTS, ESSENTIAL EQUIPMENT AND SUPPLIES**

| <b>PRIORITY</b> | <b>CRITICAL FUNCTION</b>      |
|-----------------|-------------------------------|
| 1               | FACILITIES AND SANITATION     |
| 2               | ADMINISTRATION                |
| 3               | INFORMATION TECHNOLOGIES      |
| 4               | TRANSPORTATION                |
| 5               | FIRST AID                     |
| 6               | FOOD SERVICES                 |
| 7               | ACADEMICS                     |
| 8               | HUMAN RESOURCES/ ADM. SUPPORT |

**ESSENTIAL EQUIPMENT BY FUNCTION**

Following is the list of essential equipment required for each of the key functional areas:

- 1 Facilities and Maintenance Equipment
  - Computer Workstation (networked)
  - Printer
  - Electrical Testers
  - Hand Tools
  - Ladders
  - School Vehicles
  - Saws
  - Hammers
  - Nails
  - Floor Cleaning Equipment
  - Lawn Equipment
  - Vacuums
  - Cell Phones
  - Scaffolding
  - Tarpaulins
  - Generators
  - Fans
- 2 Administration Equipment
  - Computer Work Station (networked)
  - Printer
  - Telephone System
  - Copy and Fax Machine
- 3 Information Technology
  - Computer Workstation (networked)
  - Printer



- Table and Chairs
  - Fire Proof File Cabinets
  - Intercom System
  - Manage Switches
  - Wireless Access Points
  - Line Testers
  - Throw Rod
  - Cell Phone
  - Laptop Computers
  - Computers
  - Battery Back-up
  - Back-up Storage Devices
- 4 Transportation Equipment
- Buses
  - School Vehicles
  - Camera Systems
  - Cell Phones
  - Fuel Tanks
  - Radio System
  - Shop Vacuum
  - Computers
  - Desk
  - Fans
- 5 First Aid Equipment
- Cell Phones
  - Refrigeration (for medication)
  - Ice Chest
  - Lockable Storage Cabinets
  - Table and Chairs
- 6 Food Services Equipment
- Computer Workstation (networked)
  - Cell Phones
  - Industrial Kitchen Equipment
  - Computer
  - Printer
  - Fire Extinguisher
- 7 Academic Equipment
- Conference Table
  - Tables and Chairs
  - Printers
  - Desk
  - Textbooks
  - Chairs

- Boards
  - Paper
  - Pencils
  - Art Equipment
  - Band Equipment
  - Business Class Equipment
  - Science Lab Equipment
  - Health Care Needs for Special Education Students
  - Copiers
- 8 Human Resources/Admin. Support Equipment
- Computer Work Stations (networked)
  - Printers
  - Telephone System
  - Copy Machines
  - Fax Machine
  - APSCN Printer
  - Adding Machine

## **SUPPLIES**

Following is the list of essential supplies required for each of the key functional areas:

1. Maintenance Supplies
  - Hand Sanitizer
  - Water
  - Batteries
  - Cleaning Supplies
  - Trash Cans
  - Garbage Cans
  - Brooms
  - Dust Pans
  - Plumbing Supplies
  - Paper Supplies
  - Bathroom Supplies
  - First Aid Kits
  - Building Materials
  - Safety Signs
  - Electrical Tape
  - Duct Tape
  - Air Filters
  - Poly Wrap
2. Administration Supplies
  - Flashlights
  - Batteries

- Weather Radio
- 3. Information Technology Supplies
  - Standard Office Supplies
  - Computer Repair Kit
  - Fiber Kit
  - CD/DVD
  - USB Drives
  - Patch Cables
  - Extra Computer Parts
  - Switches
  - USB Cables
- 4. Transportation Supplies
  - Hand Sanitizer
  - Water
  - Batteries
  - Cleaning Supplies
  - Garbage Bags
  - Fuel
  - Rags
  - Tools
  - Degreaser
  - Bus Tools
  - First Aid Kits
  - Brooms
  - Dust Pans
  - Vehicle Fluids
  - Spare Bus Parts
- 5. First Aid Supplies
  - First Aid Kits
  - Ice
  - Chemical Ice Packs
  - Individual Student Medications
- 6. Food Services Supplies
  - Checks
  - Hand Sanitizer
  - Water
  - Ice
  - Ice Chest
  - Commodities
  - Trash Cans
  - Kitchen Utensils
  - Cleaning Supplies
  - Garbage Bags

- Carry Out Trays
  - Eating Utensils
  - Paper Products
7. Academic Supplies
- Desk
  - Textbooks
  - Chairs
  - Boards
  - Paper
  - Pencils
  - Hard Copy Grade Book
  - AEDs (automated external defibrillators)
8. Human Resources/Admin Support Supplies
- Checks
  - Hand Sanitizer
  - Flashlights
  - Batteries
  - Weather Radio
  - Paper
  - Continuous Feed Paper
  - APSC N Printer Ribbon
  - Toner
  - Ink Cartridges
  - Paper Reams

**DISTRICT ALTERNATE FACILITIES**

| ALTERNATE LOCATION  | TYPE OF USE   | ARRANGMENT |
|---|---|------------|
| <p>AUGUSTA FIRST BAPTIST CHURCH<br/>310 PEARL ST<br/>AUGUSTA, AR 72006<br/>870-347-5971</p> | <p>WHILE PRIMARILY FOCUSED ON SUPPORTING ACADEMICS AND FIRST AID THIS FACILITY IS AVAILABLE TO SUPPORT ANY ESSENTIAL FUNCTION THAT CAN NOT BE CONDUCTED ON CAMPUS</p> | <p>MOU</p> |
| <p>AUGUSTA METHODIST CHURCH<br/>301 S. THIRD ST.<br/>AUGUSTA, AR 72006</p>                  | <p>WHILE PRIMARILY FOCUSED ON SUPPORTING ACADEMICS AND FIRST AID THIS FACILITY IS AVAILABLE TO SUPPORT ANY ESSENTIAL FUNCTION THAT CAN NOT BE CONDUCTED ON CAMPUS</p> | <p>MOU</p> |
| <p>ARCARE WELLNESS CENTER<br/>903 N 4TH ST<br/>AUGUSTA, AR 72006</p>                        | <p>WHILE PRIMARILY FOCUSED ON SUPPORTING ACADEMICS AND FIRST AID THIS FACILITY IS AVAILABLE TO SUPPORT ANY ESSENTIAL FUNCTION THAT CAN NOT BE CONDUCTED ON CAMPUS</p> | <p>MOU</p> |
| <p>FIRST BAPTIST CHURCH<br/>465 W. MAIN<br/>COTTON PLANT, AR</p>                            | <p>WHILE PRIMARILY FOCUSED ON SUPPORTING ACADEMICS AND FIRST AID THIS FACILITY IS AVAILABLE TO SUPPORT ANY ESSENTIAL FUNCTION THAT CAN NOT BE CONDUCTED ON CAMPUS</p> | <p>MOU</p> |

## Information Technology

| Program           | Location       | Media Tvoe        | Archived | Backup Available |
|-------------------|----------------|-------------------|----------|------------------|
| APSCN             | DIS            | Offsite           | Y        | Y                |
| Contacts          | ASD Admin Bldg | Offsite Hard Disk | Y        | Y                |
| Health Records    | ASD Admin Bldg | Offsite Hard Disk | Y        | Y                |
| Insurance Records | ASD Admin Bldg | Offsite Hard Disk | Y        | Y                |

## Maintenance

| Program           | Location       | Media Type        | Archived | Backup Available |
|-------------------|----------------|-------------------|----------|------------------|
| APSCN             | DIS            | Offsite           | Y        | Y                |
| Contacts          | ASD Admin Bldg | Offsite Hard Disk | Y        | Y                |
| Health Records    | ASD Admin Bldg | Offsite Hard Disk | Y        | Y                |
| Insurance Records | ASD Admin Bldg | Offsite Hard Disk | Y        | Y                |
| School Dude       | ASD Admin Bldq | N/A               | Y        | Y                |

## Transportation

| Program           | Location       | Media Tvoe        | Archived | Backup Available |
|-------------------|----------------|-------------------|----------|------------------|
| APSCN             | DIS            | Offsite           | Y        | Y                |
| Contacts          | ASD Admin Bldq | Offsite Hard Disk | Y        | Y                |
| Health Records    | ASD Admin Bldq | Offsite Hard Disk | Y        | Y                |
| Insurance Records | ASD Admin Bldq | Offsite Hard Disk | Y        | Y                |

## Process Vital Records Summary

| Program           | Location       | Media Type        | Archived | Backup Available |
|-------------------|----------------|-------------------|----------|------------------|
| APSCN             | DIS            | Offsite           | y        | y                |
| Contacts          | ASD Admin Bldg | Offsite Hard Disk | y        | y                |
| Financial Records | ASD Admin Bldg | Offsite Hard Disk | y        | y                |
| Health Records    | ASD Admin Bldg | Offsite Hard Disk | y        | y                |
| Insurance Records | ASD Admin Bldg | Offsite Hard Disk | y        | y                |
| School Dude       | ASD Admin Bldg | NIA               | y        | y                |
| Transcripts       | ASD Admin Bldg | NIA               | y        | y                |

## Faculty/Staff

| Pronram           | Location       | Media Tvoe        | Archived | Backuo Available |
|-------------------|----------------|-------------------|----------|------------------|
| APSCN             | DIS            | Offsite           | y        | y                |
| Contacts          | ASD Admin Bldg | Offsite Hard Disk | y        | y                |
| Health Records    | ASD Admin Bldg | Offsite Hard Disk | y        | y                |
| Insurance Records | ASD Admin Bldg | Offsite Hard Disk | y        | y                |

## Food Services

| Pronram           | Location       | Media Type        | Archived | Backup Available |
|-------------------|----------------|-------------------|----------|------------------|
| APSCN             | DIS            | Offsite           | y        | y                |
| Contacts          | ASD Admin Bldg | Offsite Hard Disk | y        | y                |
| Health Records    | ASD Admin Bldg | Offsite Hard Disk | y        | y                |
| Insurance Records | ASD Admin Bldg | Offsite Hard Disk | y        | y                |

## Off Site Storage

| Program           | Media Type | Record Type | Contact information        |
|-------------------|------------|-------------|----------------------------|
| APSCN             | Offsite    | Offsite     | DIS help desk 800-435-7989 |
| Contacts          | APSCN      | Offsite     | DIS help desk 800-435-7989 |
| Financial Records | APSCN      | Offsite     | DIS help desk 800-435-7989 |
| Health Records    | ESchool    | Offsite     | DIS help desk 800-435-7898 |
| Insurance Records | APSCN      | Offsite     | DIS help desk 800-435-7898 |
| School Dude       | Offsite    | Offsite     | (877)868-3833              |
| Transcripts       | APSCN      | Offsite     | DIS help desk 800-435-7898 |



TRAINING TESTING AND MAINTENANCE RECORD

|                    | Training Components   | Training Type   | Targeted Staff  | Responsibility                         | Frequency            | Date Scheduled        | Date Completed        |
|--------------------|---|-----------------|---|--|----------------------|-----------------------|-----------------------|
| <b>Training</b>    | <i>COOP Overview</i>  | <i>Briefing</i> | <i>Crisis Management Team &amp; District Leadership</i> | <i>Superintendent &amp; Principals</i> | <i>Semi-Annually</i> | <i>TBD</i>            | <i>TBD</i>            |
|                    |   |                 |   |  |                      |                       |                       |
|                    |   |                 |   |  |                      |                       |                       |
|                    |   |                 |   |  |                      |                       |                       |
|                    | <b>Testing Components</b>   |                 |   | <b>Responsibility</b>                  | <b>Frequency</b>     | <b>Date Scheduled</b> | <b>Date Completed</b> |
| <b>Testing</b>     | <i>Table Top Exercise with Superintendent and Principals</i>                |                 |   | <i>Superintendent &amp; Principals</i> | <i>Annually</i>      | <i>TBD</i>            | <i>TBD</i>            |
|                    | <i>Table Top Exercise with Crisis Management Teams and Supporting Teams</i> |                 |   | <i>Principals</i>                      | <i>Annually</i>      | <i>TBD</i>            | <i>TBD</i>            |
|                    |   |                 |   |  |                      |                       |                       |
|                    |   |                 |   |  |                      |                       |                       |
|                    |   |                 |   |  |                      |                       |                       |
|                    | <b>Maintenance Components</b>   |                 |   | <b>Responsibility</b>                  | <b>Frequency</b>     | <b>Date Scheduled</b> | <b>Date Completed</b> |
| <b>Maintenance</b> | <i>Update Call Lists</i>  |                 |   | <i>HR Office</i>                       | <i>Semi-Annually</i> | <i>TBD</i>            | <i>TBD</i>            |
|                    | <i>Update Vital Records</i>   |                 |   | <i>IT and HR</i>                       | <i>Semi-Annually</i> | <i>TBD</i>            | <i>TBD</i>            |
|                    | <i>Update Plan</i>  |                 |   | <i>District Leadership</i>             | <i>Semi-Annually</i> | <i>TBD</i>            | <i>TBD</i>            |
|                    | <i>Update Orders of Succession</i>  |                 |   | <i>District Leadership</i>             | <i>As Needed</i>     | <i>TBD</i>            | <i>TBD</i>            |
|                    | <i>Update Delegation of Authority</i>                                       |                 |   | <i>District Leadership</i>             | <i>As Needed</i>     | <i>TBD</i>            | <i>TBD</i>            |
|                    | <i>Appoint New Members of all Teams</i>                                     |                 |   | <i>District Leadership</i>             | <i>As Needed</i>     | <i>TBD</i>            | <i>TBD</i>            |
|                    | <i>Review and Update MOU's</i>  |                 |   | <i>District Leadership</i>             | <i>Semi-Annually</i> | <i>TBD</i>            | <i>TBD</i>            |

### Critical Vendors

Following are the Augusta School District critical vendors sorted by primary critical function area.

| VENDOR                 | CONTACT #    | CONTACT NAME   | GOODS/SERVICE             | FUNCTION               |
|------------------------|--------------|----------------|---------------------------|------------------------|
| WALMART                | 501-268-4946 |                | OFFICE/SCHOOL SUPPLIES    | ACADEMICS              |
| EDUCATOR'S BOOK DEP    | 501-490-0007 |                | TEXTBOOKS                 | ACADEMICS              |
| ASBA                   | 501-372-1415 | SHANNON MOORE  | RISK MGT/INS              | ADMINISTRATION         |
| QUILL CORP             |              |                | OFFICE SUPPLIES           | ADMINISTRATION         |
| AUGUSTA POST OFFICE    | 870-275-8777 | Teresa Peebles | POSTAGE                   | ADMINISTRATION         |
| WOODRUFF ELECTRIC      | 870-347-2419 |                | ELECTRICAL POWER          | FACILITIES/SANITATION  |
| AUGUSTA WATER          | 870-347-5068 |                | WATER                     | FACILITIES/SANITATION  |
| BURROW BUILDING SUPPLY | 870-347-2222 |                | PLUMBING/ELEC SUPPLIES    | FACILITIES/SANITATION  |
| CINTAS                 | 800-264-2468 | PAM JENKINS    | JANITORIAL SUPPLIES       | FACILITIES /SANITATION |
| SYSCO                  | 479-885-4652 |                | FOOD PRODUCTS             | FOOD SERVICES          |
| HILAND DAIRY           | 800-541-7945 |                | DAIRY PRODUCTS            | FOOD SERVICES          |
| WONDER BREAD           | 479-420-1564 |                | BAKED GOODS               | FOOD SERVICES          |
| CENTURY LINK           | 855-637-9528 |                | PHONE SERVICE             | IT                     |
| DIS                    | 800-435-7989 |                | NETWORK, APSCN            | IT                     |
| KHARMA CONSULTING      | 501-773-5149 | RICK THOMAS    | NETWORK/COMPUTER SERVICES | IT                     |
| COPY SYSTEMS           | 501-376-2679 |                | COPY MACHINES             | IT                     |
| MERL'S BUS SALES       | 800-776-2429 |                | BUSES AND PARTS           | TRANSPORTATION         |
| SANNER OIL COMPANY     | 870-256-4921 |                | FUEL                      | TRANSPORTATION         |

## **Procedure Documentation**

Procedure documentation for APSCN can be found at <http://www.apscn.org/> or by calling 1-800-435-7969.

## **Devolution Plan**

Devolution planning addresses how the Augusta School District will operate following a disaster in which operations from the main location are no longer possible. Devolution allows the Augusta School District to transfer its essential responsibilities to personnel at a different office or location that offers a safe and secure environment.

The devolution site for the Augusta School District has signed Memorandums of Understanding (MOU).

The following is a list of functions and tasks facilitating devolution, should the need arise:

- Essential Functions - Identify only the most essential functions to transfer to devolution site to encourage immediate, seamless transition.
  - o Priority Level 1 – District Administration
  
- Determine Devolution Site - Identify devolution site(s) with resources to carry out essential functions. MOU's are signed and are available at the Augusta School District as well as at the devolution site(s).
  - o Priority Level 1 - District Administration
  
- Critical Resources - List the minimum necessary resources (people, equipment, and materials) to perform essential functions at the devolution site.
  - o Priority Level 1 – District Administration
  - o Priority Level 2 – Building Administration
  
- Critical Personnel Resources - Develop a roster identifying fully equipped and trained personnel at designated devolution site who have the authority to perform essential functions when the devolution option is activated.
  - o Priority Level 1 – District Administration
  - o Priority Level 2 – Building Administration
  
- Process and Procedures - Identify the likely triggers that would initiate or activate the devolution option.
  
- Process and Procedures - Specify how and when direction and control of agency operations will be transferred to the devolution site.

- Process and Procedures - Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations for extended periods.

### **Reconstitution Plan**

As operations, cleanup, and the replacement of damaged resources fill any voids left in the wake of the disaster, the Augusta School District will resume normal operations. When physically ready and as communications allow, the Augusta School District will cease operations at any and all alternate locations in order to return to the primary location. Staff will assist in the return of functioning resources to the main location as directed by the Director or designee.

Upon full return to the main facilities, the Superintendent (or designee) will debrief the staff regarding the status of any outstanding commitments left to address. The Superintendent may also take that time to address exemplary achievements and/or areas of improvement and concern realized during the recovery process.

## Emergency Action Plan

Augusta School District  
#10 Red Devil Drive  
Augusta, AR 72006

In the event of emergency, employees will be alerted by:

- *The sounding of an Alarm.*
- *Verbal Announcement.*

Description of a Verbal Announcement for a Terrorist Incident or Hazardous Material Incident:

- "A(n) [incident] has occurred in the area. Please stay away from open windows and do not leave the building."

Description of a Verbal Announcement for a Fire is similar to:

- "There is a problem in the building. Every must vacate the building and do not use the elevators."

Description of a Verbal Announcement for a TORNADO :

- "A tornado warning has been issued for [Augusta or Woodruff County]. All employees and students relocate to their specified tornado safety zones."

In case of a TERROIST or HAZARDOUS INCIDENT involving chemical, biological, or radiological agents, the employees and students are to remain in the building and use shelter-in-place procedures.

In the event of an EARTH QUAKE, employees and student are to remain in the building and relocate to a safe area. The safest areas are away from windows and potential falling hazards such as bookshelves and machinery.

Personnel must monitor television or radio broadcasts if available. Two battery operated radios, as well as NOAA Weather radios are available and on the premises.

The following employees are to perform rescue or medical duties during an emergency:

- Any employee who has knowledge of first-aid is authorized to assist hurt or injured employees.

After an emergency, employees are to gather in the following location(s):

- Administration: Administrative Building
- High School Faculty and Staff: Augusta High School Library
- Elementary School Faculty and Staff: Augusta Elementary Cafeteria
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The names and possible location of the missing employees will be given to the fire or police departments by the Superintendent or his representative.

Employees are not allowed to leave the area or go home until accountability measures have been completed.

## **Official Media Statements**

The Superintendent is responsible for media contact.

General Address:

At this time, the Augusta School District is not releasing any information concerning [the incident] that occurred today. There will be a formal press conference held at a later time.

Detailed Press Release:

As you all may know, the Augusta School District has experienced a(n) [incident]. We know the following information.

Students involved:

Faculty involved:

Injuries:

Deaths:

School will be postponed until further notice.

Continued Delay Address:

Due to poor conditions concerning the [incident], Augusta School District will be closed until [date and time]. All administrative staff will report [to work, by phone, or from home].

## Location List

Administration Office

Elementary Campus

High School Campus

Maintenance Office

Transportation Office

Food Service Office



