**Policy: 6580P  
Section: 6000 - Management Support**

**Procedure - Continuity of Operations Plan**

Preparation for a natural disaster

The District will develop its COOP plan using the [OSPI School Safety Center Model COOP plan](http://www.k12.wa.us/safetycenter/OperationsPlanning/pubdocs/COOPAnnexDevTemplate.pdf). The District’s COOP plan will be an annex to the District’s Safe School Plan, which is required under RCW 28A.320.125 to address emergency mitigation, preparedness, response and recovery.

Response to a natural disaster

The District may contact the following offices or divisions of state agencies for assistance and/or information:

[OSPI School Safety Center](http://www.k12.wa.us/SafetyCenter/default.aspx)

[State of Washington Emergency Management Division (WEMA)](https://mil.wa.gov/emergency-management-division)

[State E911 Coordinators (by county)](http://mil.wa.gov/emergency-management-division/e911/state-e911-coordinator)

[Washington State Department of Health](http://www.doh.wa.gov/Emergencies)

The District may contact the following offices or divisions of federal agencies for assistance and/or information:

[U.S. Department of Education](https://www.ed.gov/)

[Federal Emergency Management Agency (FEMA)](http://www.k12.wa.us/SafetyCenter/Contacts.aspx)

[Fire Management Assistance Grant Programs (FMAG)](http://mil.wa.gov/emergency-management-division/grants/fire-assistance-grants)

[Ready.gov](https://www.ready.gov/)

[Readiness and Emergency Management for Schools](http://rems.ed.gov/)

[National Weather Service](http://www.weather.gov/)  
[Federal Student Aid](https://studentaid.ed.gov/sa/about/announcements/disaster#for-current-students)

State and federal emergency funding sources

State

* [Public Assistance Grants](http://mil.wa.gov/emergency-management-division/disaster-assistance/public-assistance)
* [Hazard Mitigation Grants](http://mil.wa.gov/uploads/pdf/grants/hmgp-fact-sheet-february-2016.pdf)

See also [required forms for all grants managed by Washington Emergency Management Division.](http://mil.wa.gov/emergency-management-division/grants/requiredgrantforms)

Federal

* [Disaster Recovery Center (DRC)](https://www.disasterassistance.gov/get-assistance/forms-of-assistance/4627?s=0&id=D05)
* [Benefits.gov](https://www.benefits.gov/benefits/benefit-details/936)

Adoption Date:   
Classification: **Priority**  
Revised Dates: **; 07.17**

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