| Level | Definition |
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| General Readiness | * Division readiness levels equate to those of local emergency management to ensure a consistent response. The levels listed below are general and apply to most types of emergencies as outlined in this planning document. |
| Level 1  Normal Operations | * Regular school operations are unaffected. * The division ensures that all planning standards are met and updated, exercise and training programs are ongoing, and risk management and safety procedures implemented. * Division personnel remain alert to hazards and vulnerabilities and share concerns with Administrators and/or local first responders. |
| Level 2  Increased Awareness | * Regular school operations are affected slightly. Incident Command staff are alerted. * Conditions pose no immediate threat to life or property but are being monitored. Such conditions have not caused and may never cause adverse effects. * Staff will monitor weather, local news media, Internet, and other sources through which emergency notification may be relayed and ensure that contingency plans and resources are in place. * Personnel with assigned responsibilities ensure individual and staff readiness. All personnel remain alert to hazards and report unusual activities and safety or security concerns. |
| Level 3  Increased Readiness | * School operations have some disruption. Incident Command is established, and a command post designated. * Staff monitors emergency notification sources, including Emergency Alert System broadcasts, weather radio, local news media, social media, and other communication sources. School staff may initiate accountability procedures, as applicable. * Faculty members will contact their emergency buddy (listed in During section) to coordinate response. All personnel remain alert to hazards and report unusual activities and safety or security concerns to appropriate personnel. |
| Level 4  Escalated | * Overall regular school and/or division operations are likely to be disrupted to some degree. Incident Command and/or Unified Command will be in place. * An incident is having a serious affect, but impact is limited to a particular part of the division or is an off-site event that is having a direct or indirect impact upon the school and/or the division. The division’s Emergency Operations Center may be activated with minimal staffing. * School staff may be in a full response mode and will activate safety accountability. All personnel remain alert to hazards and report unusual activities and safety or security concerns to appropriate personnel. |
| Level 5  Emergency | * Total disruption of division operations. Incident Command will be in place and coordination will continue between Division EOC and School Command. * An emergency exists that has a major impact on the division with an array of outside agencies and division departments involved. * Division EOC is fully operational, possibly on an around-the-clock basis, and a Unified Command System usually is in place. An on-site command post may remain active as a coordination point, but the Incident Command Post will move to the Unified Command Center. As needed, the division may request resource support from outside entities. * Personnel with emergency responsibilities carry out assigned duties; call back procedures may be implemented. School staff not involved in response or recovery may be released or assigned other duties. Educational activities likely are disrupted, and continuity of operations plans should be readied or activated. |