



CHELSEA SCHOOL DISTRICT

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To: Chelsea School District Board of Education
From: Michael J. Kapolka, Superintendent
Subject: Emergency Operating Plan
Date: September 21, 2026

Dear Members of the Board of Education,

Given the confidential nature of the Chelsea School District Emergency Operations Plan, this memo provides a general overview of the updates and edits made to the EOP based upon Board of Education and administrative review, input, and suggested revisions, while ensuring that sensitive, privileged, and operational information contained within the plan remains confidential.

Revisions were made across several areas of the E.O.P. These updates include clarifying District population and facility information, refining the District's hazard analysis, and updating continuity of operations planning. Additional revisions were made to strengthen and clarify communication procedures, emergency notification expectations, weather related communication, and response protocols for medical emergencies. The plan was also updated to provide additional clarity around public health terminology and procedures, response protocols for potential threats, and procedures related to missing students. Building information within the plan was also updated where appropriate.

Collectively, these revisions provide additional clarity and ensure the E.O.P accurately reflects current District practices, resources, and procedures.

Michael J. Kapolka, *Superintendent*