

GENERAL EMERGENCY PLANNING ACTION CHECKLIST

- Determine what crisis plans exist in the school and community.
- Identify all stakeholders involved in crisis planning.
- Gather information about the school, such as maps and the location of utility shutoffs.
- Connect with community emergency responders to identify local hazards.
- Review the prior safety audit (if available) to examine school buildings and grounds.
- Conduct an assessment to determine how these problems – as well as others – may impact school vulnerability to specific crises.
- Develop procedures for communicating with staff, students, families, and the media.
- Establish procedures to account for staff and students during a crisis.
- Identify the necessary equipment that needs to be assembled to assist staff in an emergency.

ANNUAL EMERGENCY REVIEW CHECKLIST

School: _____

Year: _____

Activity	Responsible Person	Date Completed
School Facilities/Grounds Hazard Assessment		
Review School Buildings Plan		
Review Evacuation Routes		
Update Emergency Phone Numbers and Resources		
Inventory of Special Staff Skills		
Survey of Neighborhood Resources		
Assign Staff Emergency Functions		
Staff Orientation of Plan		
Review Plan		

EMERGENCY PLANNING CHECKLIST

Preparedness

- YES _____ NO _____ Does your school have a disaster plan and is it updated regularly?
- YES _____ NO _____ Have you identified a team of leaders in your school community who will assist in your emergency planning efforts?
- YES _____ NO _____ Are you, your teachers and your staff aware of what roles and responsibilities they have under the plan?
- YES _____ NO _____ Does your plan incorporate the principles of SEMS (Standardized Emergency Management System) and NIMS (National Incident Management System) as required?
- YES _____ NO _____ Is your staff trained to perform the responsibilities under SEMS/NIMS?
- YES _____ NO _____ Have you had drills and exercises that involve the performance of SEMS/NIMS duties?
- YES _____ NO _____ Have you conducted an inventory of the kinds of skills or needs of your staff?
- YES _____ NO _____ Have you trained your staff in CPR, basic First Aid, SERT (School Emergency Response Team), damage assessment and search and rescue?
- YES _____ NO _____ Does your staff know the location and have maps of the facility showing the main gas, electricity and water shut-off valves?
- YES _____ NO _____ Have you made a list and map of the locations of first aid and emergency supplies and made sure the items are restocked on a regular basis?
- YES _____ NO _____ Does your site have sufficient supplies (water, food, blankets) to handle emergency situations that may last up to three days?
- YES _____ NO _____ Is everyone aware of primary evacuation routes and alternate routes? Do your drills include using alternative routes?

Mitigation

- YES _____ NO _____ Have bookshelves, file cabinets, free-standing bookcases, etc. been bolted to the wall or arranged to support each other?
- YES _____ NO _____ Have heavy items been removed from the tops of bookshelves and cabinets?
- YES _____ NO _____ Have windows in classrooms and other campus buildings been equipped with safety glass or covered with protective film?

- YES _____ NO _____ Are partitions, suspended ceilings, overhead lights and air ducts secured to the structure of the building?
- YES _____ NO _____ Are televisions mounted and secured properly in classrooms?
- YES _____ NO _____ Have you evaluated exits in classrooms, multipurpose rooms and offices to ensure they will remain clear for evacuation routes in an emergency?
- YES _____ NO _____ Have inventories been made of hazardous materials throughout your schools and facilities?
- YES _____ NO _____ Are hazardous materials identified, separated and stored properly?
- YES _____ NO _____ Is there an earthquake preparedness program in your plan?
- YES _____ NO _____ How and where are you storing vital data, plans and records? Do you have duplicate copies of important documents stored in an off-site location?

Emergency Response

- YES _____ NO _____ Does your school have a policy requiring the use of SEMS/NIMS?
- YES _____ NO _____ Has your administration clearly communicated OES policy and performance expectation to all staff?
- YES _____ NO _____ Has your school incorporated the principles of SEMS/NIMS in its plan, emergency response procedures and training materials?
- YES _____ NO _____ Are the school site plans coordinated with the district's plan?
- YES _____ NO _____ Has your staff been trained in SEMS/NIMS and do they understand the basic principles as required?
- YES _____ NO _____ Has your staff been trained in how to perform any functions to which they may be assigned during a declared disaster?
- YES _____ NO _____ Does your school have an arrangement with structural engineers who will report to the campus directly after a disaster to evaluate the facilities?
- YES _____ NO _____ Do you have arrangements in place with local vendors to provide services, fuel for generators, and materials to support recovery efforts?
- YES _____ NO _____ Have you identified an evacuation site? Is there an alternate location if your original site is not useable?
- YES _____ NO _____ Have you determined how to transport students to an alternate location if necessary?

- YES _____ NO _____ Do you know if your school has been designated as a potential mass care shelter? Do you have a Memorandum of Understanding with public health agencies or with the American Red Cross?
- YES _____ NO _____ Do you know what to do with seriously injured students?
- YES _____ NO _____ Have you developed emergency sanitation procedures?
- YES _____ NO _____ Have you determined who will serve as the Public Information Officer to provide information to the media after a disaster and is properly trained in accordance with SEMS/NIMS?
- YES _____ NO _____ Has a central Emergency Operations Center (EOC), “command post” or other central planning area been identified?
- YES _____ NO _____ Has the EOC been equipped with maps of the campus, facilities and hazards in the area, first aid supplies and other tools necessary to manage the emergency response after a disaster?
- YES _____ NO _____ Does your campus have an internal communication system such as walkie-talkies, bullhorn and/or public address system?

Recovery

- YES _____ NO _____ Have you Identified record keeping requirements and sources of financial aid for disaster relief?
- YES _____ NO _____ Is someone designated to determine if buildings are safe after an event?
- YES _____ NO _____ Do you have an established absentee policy for staff and students after a disaster?
- YES _____ NO _____ Do you have an established agreement with mental health professionals to provide counseling to students and their families after the disaster?
- YES _____ NO _____ Are there established alternative teaching methods for students unable to return immediately to classes: correspondence classes, tele-teaching, group tutoring, on-line teaching, etc?
- YES _____ NO _____ Is there a plan for conducting classes if some of the school facilities are damaged – half-day sessions, alternative sites, portable classrooms?
- YES _____ NO _____ Are you familiar with the procedures involved and forms used in claiming disaster assistance from the state and federal governments? Work with your local or state emergency services professionals to maximize your cost-recovery abilities.