

CHECKLIST FOR DEVELOPING A SCHOOL EMERGENCY PLAN

The following checklist is designed primarily to help school Administrators reveal gaps as they develop their school emergency plans.

- | | <u>Yes</u> |
|---|------------|
| 1. Appoint a School District Emergency Coordinator | _____ |
| 2. Contact advisory personnel regarding development of plan | _____ |
| 3. Correlate plan progress with local emergency operations plan | _____ |
| 4. Compile information for plan into a written document | _____ |
| 5. Review plan with local officials (civil defense, police, others) | _____ |
| 6. Obtain legal advice concerning the status of school personnel and property in the event of emergency | _____ |
| 7. Present plan to School Board for approval | _____ |
| 8. Notify parents of plan | _____ |
| 9. Conduct drills as outlined in school emergency plans | |
| a. Drills on building evacuation | _____ |
| b. Drills on moving personnel to shelter area | _____ |
| 10. Evaluate drills for efficiency | _____ |
| 11. Evaluate warning system when used in drills | _____ |
| 12. Train teachers in emergency preparedness classes | _____ |
| 13. Integrate emergency training into curriculum | _____ |

Law Reference:

Appendix Reference: Policy EBCA

Date Adopted: May 9, 2005

Revision Dates:

Last Review Date: May 9, 2005