

EMERGENCY PLANS

CHECKLIST FOR DEVELOPING A SCHOOL EMERGENCY PLAN

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

Yes

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

Reference Policy: EBCA