

**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. May 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.  | _____ |
| 14. Integrate emergency training into curriculum.   | _____ |

Reference: EBCA

Proposed: 10/04/93

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