

Raymond School District Policy – EBCA-R

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.

1. Obtain a resolution from the School Board \_\_\_\_\_
2. Appoint a school district disaster coordinator \_\_\_\_\_
3. Contact advisory personnel regarding the development of plan \_\_\_\_\_
4. Correlate plan progress with local emergency operations plan \_\_\_\_\_
5. Compile information for plan into 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 outline 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 \_\_\_\_\_

Adopted: June 4, 2008