



EMERGENCY PREPAREDNESS GUIDELINES & CHECKLIST

For

EMERGENCY PREPAREDNESS COORDINATORS

IN

LOCAL EDUCATIONAL AGENCIES

The following checklist represents the guidelines for District and School Emergency Preparedness. According to the Delaware Department of Education Administrative Code 621, all schools must have plans and review and exercise them annually. These guidelines represent an all hazards approach and include any emergency event, including a major communicable disease event such as a Pandemic Influenza Outbreak that may occur in the school community. [These guidelines are in compliance with Homeland Security Presidential Directive/HSPD-5.](#)

- ➔ Utilize these guidelines and checklist as a tool for ensuring compliance with State and Federal regulations. It can also be used in helping you develop a corrective action plan in identified areas of deficiencies.
- ➔ Items in blue are updates to reflect compliance with State and Federal regulations.

| | | PREPAREDNESS |
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| YES | Corrective Action Required | 1. COMMAND – CONTROL - COORDINATION |
| | | 1.1 School board approved planning process and budget-list the authority for emergency appropriations and expenditures |
| | | 1.2 Establish a Emergency Preparedness Committee and assign responsibilities to committee members-list major responsibilities of personnel during an emergency |
| | | 1.3 Identify a district contact person and an alternate to receive RISS ATIX Silent Partner Alerts and Delaware Information Analysis Center (DIAC) Weekly Infrastructure Reports |
| | | 1.4 Identify emergency preparedness coordinator and an alternate coordinator for district and each school building. Identify lead and alternate to activate emergency plans and emergency center |
| | | 1.5 Review federal, state & local laws & school regulations regarding emergency response or violence in school |
| | | 1.6 Identify emergency operations center (EOC) and alternate site to manage event |
| | | 1.7 Emergency Operation Center (EOC) to contain equipment vital to managing emergency: phone, radio, maps, fax, computers, alternate power supply, flashlights, plans, student rosters and telephone numbers for parents/guardians, emergency responders, staff and contact information, shelters, buses and other resources |
| | | 1.8 Plan developed in cooperation with local, county and/or state emergency management office and NIMS compliant |
| | | 1.9 Plan contains provisions for special needs students and staff |
| | | 1.10 Appoint district spokesperson and alternate and assure they get appropriate risk communications training for an all hazards approach to emergency events including a major communicable disease event such as a Pandemic Influenza Outbreak |
| | | 1.11 List and define both school and staff responsibilities during each phase of emergency–prevention, response & recovery |
| | | 1.12 Identify who makes the decision for school closure and designate who is responsible for administrative procedures needed to support emergency operations |
| | | 1.13 Include Memorandum of Agreements with first responders (Ex: law enforcement, fire, EMS) |
| | | 1.14 Describe alert system used to mobilize personnel during emergency |
| | | 1.15 Determine communications plan |
| | | 1.16 Coordinate with school bus contractors/district transportation and in compliance with 14 DE ADMIN CODE 1105. |
| | | 1.17 Advise staff to make personal emergency plans regarding need of their family and pets in the event they are required to remain at the school site or have continued responsibility for students |

| YES | Corrective Action Required | PREPAREDNESS 2. RESOURCES |
|-----|-------------------------------|--|
| | | 2.1 Identify staff with emergency preparedness related skills and training - (ex: CPR and use of AED devices) |
| | | 2.2 Identify essential and non-essential staff related to specific events (ex. custodian if school is used as a shelter, food service manager if food distribution is considered) |
| | | 2.3 Identify community resources to assist with potential emergencies |
| | | 2.4 Maintain a current list of contact information for all staff |
| | | 2.5 Assess care and shelter needs and resources and maintain an inventory of supplies (ex. water, KI tablets, medications) |
| | | 2.6 Draft agreements with community and public agencies |
| | | 2.7 Determine communications resources |
| | | 2.8 Provide map of the locations of emergency equipment in school buildings including AED equipment |
| | | 2.9 Coordinate other emergency functions with community and/or public agencies |
| | | 2.10 Develop Memorandum of Agreement with other agencies to provide other emergency functions needed |
| | | 2.11 Maintain list of emergency responders and other public or community agencies that provide assistance during or after an emergency |
| | | 2.12 Maintain contact information of emergency responders and community agencies and update as needed, at least annually |
| | | 2.13 Ensure that incidents of crime that occur on school property or at school-related events are reported to law enforcement |
| | | 2.14 Ensure law enforcement personnel are an integral part of the school's safety planning process and the school maintains an effective partnership with local law enforcement |
| | | 2.15 The school and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities-law enforcement personnel provide a visible presence on campus during school hours and at school-related events and provide after hours patrols of the school site |
| | | 2.16 Determine school bus contractor/district transportation resources |
| | | 2.17 Determine cleaning supplies, storage locations and distribution procedures |
| | | 2.18 Develop driving maps/directions if evacuation is needed |
| | | PREVENTION / MITIGATION 3. HAZARD ANALYSIS |
| | | 3.1 Identify hazards; such as natural and technological hazards, medical emergencies (including pandemic influenza) and criminal acts that may impact school and community |
| | | 3.2 List areas within the school and/or district that are particularly vulnerable to hazards |
| | | 3.3 Include maps of the locations indicating the specific types of hazards in schools |
| | | 3.4 Identify the emergency preparedness personnel that are enrolled on the Delaware Department of Education Health Alert network assigned to monitor health threats and hazards in the state/nation |
| | | 3.5 Include blueprints of school buildings and provide copies to appropriate law enforcement agencies and the Department of Education |
| | | 3.6 Identify any potential hazards in classrooms, offices and all school property. |
| | | 3.7 Identify any potential hazards in neighborhoods surrounding the school property |
| | | 3.8 Develop step-by-step response plan for specific hazards |
| | | 3.9 Include responsibilities of emergency team and other staff in plan |
| | | 3.10 Develop procedures for notification, evacuation, sheltering, medical/health care, security, public information, and address each in plan & list post-emergency follow-up procedures including decontamination. |

| YES | Corrective Action Required | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">4. PREVENTION</p> |
|-----|-------------------------------|---|
| | | 4.1 Implement programs and policies that increase school safety |
| | | 4.2 Annually review and provide to school community (internal and external) educational information about communicable disease prevention strategies. Update the information as necessary and/or required per recommendations of public health officials |
| | | <p>RESPONSE</p> <p>5. NOTIFICATION – WARNING</p> |
| | | 5.1 Designate who is responsible for emergency warning systems |
| | | 5.2 Outline and communicate warning and notification procedures used during an emergency; and ensure DDOE School Climate & Discipline contact is included in all emergency notifications. |
| | | 5.3 Establish emergency contact system to notify emergency preparedness team, staff, students, and parents when an event takes place after normal operating hours |
| | | 5.4 Develop plan for notifying special needs staff and students |
| | | 5.5 Outline procedure for activating emergency preparedness team |
| | | 5.6 Identify emergency power for communication equipment |
| | | 5.7 Follow direction of DOE for distribution of materials and letters about a communicable disease emergency such as pandemic flu – threats to health and safety of students, staff, and community are communicated in a manner consistent with emergency plan-(Ex: Pandemic Influenza Event) |
| | | <p>RESPONSE AND RECOVERY</p> <p>6. MEDICAL – HEALTH (PHYSICAL AND EMOTIONAL)</p> |
| | | 6.1 Designate coordinator of medical services during emergency (Ex: School Nurse is health expert and medical coordinator during Pandemic Influenza) |
| | | 6.2 Assign staff to assist nurse in activities such as moving students and equipment from the building, delivering delegated care, providing supervision |
| | | 6.3 Maintain current and accessible student Medical Alert, Emergency Healthcare Plans and emergency contact information |
| | | 6.4 Maintain an Inventory of medical supplies and resources and expand inventory for emergency (suggested 48-72 hours) |
| | | 6.5 Identify facilities suitable for use as emergency clinics |
| | | 6.6 Plan for the need of children and staff with special needs |
| | | 6.7 Develop a system to provide emergency care prior to first responders availability |
| | | 6.8 Designate coordinator for mental health services during emergency |
| | | 6.9 Appoint district/school surveillance contact to report illness rates and information to key officials at Department of Education and Division of Public Health |
| | | 6.10 As directed, conduct enhanced surveillance and reporting-distribute approved letters for prevention and treatment for pandemic flu or other communicable disease event. Have exclusion policies established consistent with public health information for event. |
| | | <p>RESPONSE</p> <p>7. EVACUATION - SHELTER</p> |
| | | 7.1 Identify who is responsible for issuing evacuation orders |
| | | 7.2 Coordinate transportation for evacuation |
| | | 7.3 Coordinate with the local emergency management agency (EMA) and with community and public agencies regarding shelters, evacuation routes, reception centers and movement control |
| | | 7.4 Provide maps of evacuation routes and shelter sites to staff, students and parents when directed to do so |

| YES | Corrective Action Required | |
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| | | 7.5 Identify number of people requiring shelter (what is your process?) Identify your process for evacuees to re-enter area |
| | | 7.6 Make provisions for special needs staff and students for evacuation and sheltering |
| | | 7.7 When planning, consider inclement weather situations when selecting reception center, shelters, designate an alternate shelter |
| | | RESPONSE 8. PUBLIC INFORMATION |
| | | 8.1 Designate and train a public information officer and an alternate person responsible for the role |
| | | 8.2 Identify telephone number for public to call to receive information |
| | | 8.3 Create guidelines for working with the public and coordinate with Department of Education Public Information Officer on statewide emergencies such as pandemic influenza |
| | | 8.4 Verify all information with public information officer before releasing anything to the public |
| | | 8.5 Coordinate with local media to disseminate emergency information-outline system addressing rumor control |
| | | PREVENTION / MITIGATION 9. FACILITIES-See School Safety Audit Guidelines |
| | | 9.1 Create map of emergency equipment, including Automated External Defibrillator (AED) equipment and hazards in building |
| | | 9.2 Designate who is responsible for organizing engineering services during an emergency |
| | | 9.3 Provide system for repair and restoration of essential services |
| | | 9.4 Provide system of damage assessment and reporting |
| | | 9.5 Maintain inventory of emergency supplies |
| | | 9.6 Designate who is responsible for administrative procedures needed to support emergency operations |
| | | PREVENTION / MITIGATION 10. SECURITY- SCHOOL INTERIOR- See School Safety Audit Guidelines |
| | | 10.1 Develop system for protecting vital records-school files and records are maintained in locked, vandal proof, fireproof containers or vaults |
| | | 10.2 An up-to-date inventory is maintained for all expendable school supplies |
| | | 10.3 All school equipment is permanently marked with an identification number |
| | | 10.4 Secure storage is available during and after school for valuable items |
| | | 10.5 There is a control system in place to monitor keys and duplicates |
| | | 10.6 There is a policy for handling cash received at the school |
| | | 10.7 A record of health permits is maintained |
| | | 10.8 A record of Fire Inspection by the local or state Fire Office is maintained |
| | | 10.9 If a classroom is vacant, students are restricted from entering the room alone |
| | | 10.10 There are written regulations regarding access and control by school personnel and others using the building after school hours |
| | | 10.11 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring that all classrooms and offices are locked |
| | | 10.12 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring that all restrooms, locker rooms to assure that no one is hiding there |
| | | 10.13 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring that all exterior entrances to assure that they are locked |
| | | 10.14 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring that all night lights are functional and have been turned on |

| YES | Corrective Action Required | |
|-----|-------------------------------|---|
| | | 10.15 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring the alarm system is functioning properly |
| | | 10.16 The telephone numbers of the principal or other designated contact person(s) are provided to law enforcement so they can make contact in the event of a suspicious or emergency situation |
| | | 10.17 Law enforcement personnel and/or community residents monitor school grounds after school hours |
| | | 10.18 Ensure there is regular maintenance and/or testing of the entire security alarm system at least every six months |
| | | 10.19 Fire drills are conducted as required by Delaware Law |
| | | 10.20 The bathroom walls are free of graffiti |
| | | 10.21 The entrance lobby is visible from the main office |
| | | 10.22 Visitors are required to sign in and out |
| | | 10.23 Proper identification is required of vendors, repairmen, and anyone entering the building |
| | | 10.24 Visitors are issued ID cards or badges |
| | | 10.25 Full and part-time staff, including bus drivers, are issued ID cards or other identification |
| | | 10.26 Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school-students are required to have written permission to leave school during school hours |
| | | PREVENTION / MITIGATION |
| | | 11. LIGHTING - SCHOOL INTERIOR- See School Safety Audit Guidelines |
| | | 11.1 Hallways are properly lighted and supervised by staff |
| | | 11.2 Bathrooms are properly lighted-the possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored |
| | | 11.3 Bathrooms are supervised by staff |
| | | 11.4 Stairwells are properly lighted and supervised by staff |
| | | 11.5 Switches and controls are properly located and protected |
| | | 11.6 Access to electrical panels is restricted to appropriate personnel |
| | | PREVENTION / MITIGATION |
| | | 12. DOORS - SCHOOL INTERIOR - See School Safety Audit Guidelines |
| | | 12.1 Faculty members are required to lock classrooms upon leaving |
| | | 12.2 Multiple entries to the building are identified, controlled and supervised |
| | | 12.3 Doors accessing internal courtyards are securely locked |
| | | 12.4 Mechanical rooms and other hazardous storage areas are kept locked-the school maintains a record of all maintenance on doors, windows, lockers, and other areas of the school |
| | | PREVENTION / MITIGATION |
| | | 13. EMERGENCY EQUIPMENT - SCHOOL INTERIOR- See School Safety Audit Guidelines |
| | | 13.1 Check all emergency medical equipment - (Ex: AED battery and EPI pens checked at least annually to ensure functionality) |
| | | 13.2 Check fire extinguishers and other emergency equipment |
| | | PREVENTION / MITIGATION |
| | | 14. SIGNAGE - SCHOOL INTERIOR- See School Safety Audit Guidelines |
| | | 14.1 Exit signs are clearly visible and pointing in the correct direction |
| | | 14.2 Emergency equipment signage is visible and communicated to anyone in the facility |

| YES | Corrective Action Required | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">15. HYGIENE- SCHOOL INTERIOR- See School Safety Audit Guidelines</p> |
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| | | 15.1 Facilities exist in classrooms, food service areas and restrooms to wash hands and /or use antiseptic hand washing products |
| | | 15.2 Maintain an electronic record of athletic areas and the equipment using recommended cleaning for disease prevention |
| | | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">16. PLAY AREAS - SCHOOL EXTERIOR- See School Safety Audit Guidelines</p> |
| | | 16.1 Play areas are fenced |
| | | 16.2 Good visual surveillance of play equipment is possible |
| | | 16.3 Vehicular access to play areas is restricted |
| | | 16.4 Review playground area and equipment for safety. Playground equipment has tamper-proof fasteners |
| | | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">17. VEHICULAR AND BICYCLE PARKING - SCHOOL EXTERIOR- See School Safety Audit Guidelines</p> |
| | | 17.1 Visual surveillance of bicycle racks is possible |
| | | 17.2 Visual surveillance of parking lots from main office is possible |
| | | 17.3 Driver education vehicles are secure |
| | | 17.4 Students and staff are issued parking stickers for assigned parking areas |
| | | 17.5 Student access to parking area is restricted to arrival and dismissal times |
| | | 17.6 All areas of school buildings and grounds are accessible to patrolling security or law enforcement vehicles |
| | | 17.7 Separate parking area has been designated for students who must leave school during regular hours to begin work |
| | | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">18. SECURITY - SCHOOL EXTERIOR - See School Safety Audit Guidelines</p> |
| | | 18.1 All areas of school buildings and grounds are accessible to patrolling security and law enforcement vehicles |
| | | 18.2 Ensure there is a central alarm system in the school |
| | | 18.3 High risk areas (office, cafeteria, nurses office, computer room, music room, shops, labs, etc., are protected by high security locks and an alarm system |
| | | 18.4 Unused areas of the school can be closed off during after school activities |
| | | 18.5 There is two-way communication between classroom and main office |
| | | 18.6 There is two-way communication between duty stations and main office |
| | | 18.7 There is two-way communication between re-locatable classrooms and main office |
| | | 18.8 Students are restricted from loitering in corridors, hallways, stairwells and restrooms |
| | | 18.9 Staff, students, and visitors are issued identification badges |
| | | 18.10 There are written regulations restricting student access to school grounds and buildings |
| | | 18.11 There is a schedule of maintenance for checking lights, locks/hardware, storage sheds, portable classrooms |
| | | 18.12 The school grounds are free from graffiti, trash and/or debris |
| | | 18.13 School grounds are fenced |
| | | 18.14 Gates are secured by effective padlock and chains after hours |

| YES | Corrective Action Required | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">19. SIGNAGE - SCHOOL EXTERIOR - See School Safety Audit Guidelines</p> |
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| | | 19.1 Drug-free zone signs are posted |
| | | 19.2 Bus loading and drop-off zones and parent drop-off and pick-up areas are clearly marked (signs) |
| | | 19.3 Restricted areas are properly identified |
| | | 19.4 Signs are posted for visitors to report to main office through a designated entrance |
| | | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">20. LANDSCAPING - SCHOOL EXTERIOR- See School Safety Audit Guidelines</p> |
| | | 20.1 Shrubs and foliage are trimmed to allow for good line of sight (3'-8' rule) |
| | | 20.2 All poisonous shrubs, trees and foliage have been removed |
| | | 20.3 Boundary edges are free from trees and telephone poles |
| | | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">21. SCHOOL BUS ZONE - SCHOOL EXTERIOR- See School Safety Audit Guidelines</p> |
| | | 21.1 Access to bus loading areas is restricted to other vehicles during loading/unloading |
| | | 21.2 Staff are assigned to bus loading/drop-off areas |
| | | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">22. LIGHTING - SCHOOL EXTERIOR- See School Safety Audit Guidelines</p> |
| | | 22.1 There is adequate lighting around the building and is functional |
| | | 22.2 Lighting is provided at entrances and other points of possible intrusion and is functional |
| | | 22.3 Accessible lenses are protected by unbreakable material and are maintained |
| | | 22.4 Directional lights are aimed at the building and functional |
| | | 22.5 Exterior light fixtures are securely mounted and functional |
| | | <p style="text-align: center;">PREVENTION / MITIGATION</p> <p style="text-align: center;">23. WINDOWS- DOORS - SCHOOL EXTERIOR- See School Safety Audit Guidelines</p> |
| | | 23.1 Entrances to school property can be observed from the inside of the school and are adequately secured after hours |
| | | 23.2 Doors are locked when classrooms are vacant |
| | | 23.3 Ground floor windows have no broken panes and locking hardware is in working order |
| | | 23.4 Basement windows are protected with grill or well cover |
| | | 23.5 Outside hardware has been removed from all doors except at point of entry |
| | | <p style="text-align: center;">PREPAREDNESS</p> <p style="text-align: center;">24. STANDARDS FOR SECURITY PERSONNEL- See School Safety Audit Guidelines</p> |
| | | 24.1 This school employs security personnel |
| | | 24.2 Pre-employment background checks are conducted and evaluated appropriately for security personnel |
| | | 24.3 School safety/security personnel meet a standard for training and qualifications |
| | | 24.4 Safety/security personnel have clearly defined roles and responsibilities |
| | | 24.5 Safety/security personnel are involved in the school's safe school planning process |
| | | 24.6 Safety/security personnel are knowledgeable about youth service providers in and out of school |

| YES | Corrective Action Required | <p style="text-align: center;">PREPAREDNESS</p> <p style="text-align: center;">25. STUDENT INVOLVEMENT- See School Safety Audit Guidelines</p> |
|-----|----------------------------|---|
| | | 25.1 Students are represented on the School Safety team |
| | | 25.2 The school provides opportunities for student leadership related to violence prevention and safety issues; include on school safety team, as developmentally appropriate |
| | | 25.3 The school provides adequate recognition opportunities for all students |
| | | 25.4 Students are provided encouragement and support in establishing clubs and programs, etc |
| | | 25.5 Students are adequately instructed in their responsibility to avoid becoming victims of violence (Ex: by avoiding high-risk situations, etc.) |
| | | <p style="text-align: center;">PREPAREDNESS</p> <p style="text-align: center;">26. PARENT – COMMUNITY INVOLVEMENT- See School Safety Audit Guidelines</p> |
| | | 26.1 Demonstrate that the community supports the school's programs and activities that teach safety and non-violence |
| | | 26.2 Demonstrate that school activities, services, and curricula reflect the characteristics of the students and the community |
| | | 26.3 Demonstrate that school emergency preparedness planning reflects the neighborhood, including crime and hazardous areas |
| | | 26.4 Parents are an integral part of the school's safety planning and policy making |
| | | 26.5 Parents are aware of behavioral expectations and are informed of changes in a timely manner |
| | | 26.6 Local businesses and other community groups are involved in the school's emergency preparedness planning |

| YES | Corrective Action Required | <p style="text-align: center;">PREPAREDNESS</p> <p style="text-align: center;">27. DEVELOPMENT AND ENFORCEMENT OF POLICIES- See School Safety Audit Guidelines</p> |
|-----|----------------------------|---|
| | | 27.1 The Student Conduct Policy is reviewed and updated annually |
| | | 27.2 A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification |
| | | 27.3 The school has an Emergency Preparedness Plan in effect that is reviewed and updated at least annually |
| | | 27.4 A chain-of-command has been established for the school when the principal and or other administrators are away from the building |
| | | 27.5 The school has implemented pro-active security measures on campus, at school-sponsored activities and on all school property (Ex: school buses). |
| | | 27.6 Disciplinary consequences for infractions of the Code of Conduct are fairly and consistently enforced |
| | | 27.7 Behavioral expectations and consequences for violations are clearly outlined in the Code of Conduct, including weapon and drug offenses and all other criminal acts |
| | | 27.8 Parents are an integral part of student discipline procedures and processes |
| | | 27.9 School health policies are consistent with state and federal guidelines and are communicated to staff, students, and parents. Staff are provided in-service on prevention of spread of disease |
| | | 27.10 Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently used |
| | | 27.11 The policy provides a system whereby staff and students may report problems or incidents anonymously |
| | | 27.12 Specific policies and/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students inside and outside the classroom, such as in hallways, cafeteria, rest rooms, etc. |
| | | <p>RECOVERY</p> <p>28. PROCEDURES FOR DATA COLLECTION- See School Safety Audit Guidelines</p> |
| | | 28.1 Violations of state and federal law are reported to law enforcement |
| | | 28.2 An incident reporting procedure for disruptive events has been established |
| | | 28.3 Records or data have been established and are analyzed to identify recurring problems |
| | | 28.4 Accident reports are filed when a student is injured on school property or during school related activities |
| | | 28.5 The incident reporting system is reviewed and updated annually in accordance with requirements |
| | | <p>PREVENTION / MITIGATION</p> <p>29. INTERVENTION AND PREVENTION PLANS- See School Safety Audit Guidelines</p> |
| | | 29.1 Students have access to conflict resolution programs |
| | | 29.2 Students are assisted in developing anger management skills |
| | | 29.3 Diversity awareness is emphasized |
| | | 29.4 Programs are available for students who are at-risk |
| | | 29.5 Students may seek help without the loss of confidentiality |
| | | 29.6 Students and parents are aware of community resources |

| YES | Corrective Action Required | <p style="text-align: center;">PREPAREDNESS</p> <p style="text-align: center;">30. TRAINING - DRILLS - PLAN MAINTENANCE- See School Safety Audit Guidelines</p> |
|-----|----------------------------|--|
| | | 30.1 Distribute plan to school staff, teachers, district staff, and parents when directed to do so |
| | | 30.2 Provide emergency preparedness training for emergency preparedness team |
| | | 30.3 Educate staff, students, and parents about emergency preparedness procedures and crisis events and prevention |
| | | 30.4 Schedule and conduct at least one practice drill annually (Choice of emergency event drill is optional excluding Pandemic and fire). In addition to the annual practice drill, each school/district emergency preparedness team will conduct a Pandemic Influenza Tabletop Exercise. |
| | | 30.5 Develop schedule for reviewing plan at least annually |
| | | 30.6 Schedule regular meetings of emergency preparedness team |
| | | 30.7 Parents, school staff, media, students and district personnel are notified one week in advance of a drill |
| | | 30.8 Establish employee and student educational and awareness programs on emergencies and practicing school plans. Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, bus drivers, and school bus contractors |
| | | 30.9 Establish procedures for conducting and evaluating drills |
| | | 30.10 Drills should include tests of warning system, communications, staff response, transportation, evacuation and public information procedures |
| | | 30.11 All school staff receive annual in-service update on prevention of communicable disease including pandemic influenza |
| | | 30.12 Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods |
| | | 30.13 Administrators and staff (including security and law enforcement personnel) are trained in the implementation of the Emergency Preparedness Guidelines |
| | | 30.14 Administrators and staff are trained in personal safety –school safety and violence prevention information is regularly provided as part of a school or system-wide staff development plan-staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers |
| | | 30.15 School security officers (not law enforcement) receive in-service training for their responsibilities |
| | | 30.16 School Resource Officers (law enforcement) receive in-service training for their responsibilities |
| | | 30.17 School volunteers receive training to perform their duties |
| | | 30.18 Administrators, teachers, and staff are made aware of their legal responsibilities for the enforcement of safety, rules, policies, state, and federal laws and their duty to student supervision in the event of a crisis |
| | | <p>RECOVERY</p> <p>31. POST-EVENT PLANNING- See School Safety Audit Guidelines</p> |
| | | 31.1 Provide emotional support to victims and caregivers |
| | | 31.2 Prepare the school for re-entry |

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