

**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 a 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. \_\_\_\_\_

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