

APPENDIX C
SUGGESTED SCHOOL EMERGENCY PLANNING
CALENDAR/CHECKLIST

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SUGGESTED SCHOOL EMERGENCY PLANNING CALENDAR/CHECKLIST

TASKS	LEAD
<u>JUNE</u>	
<input type="checkbox"/> Establish Emergency Planning Committee for the following school year	Admin
<input type="checkbox"/> Develop Response Function Teams for following year: <i>(School Admin.)</i>	Admin
<ul style="list-style-type: none"> • Confirm roles and responsibilities. If there is a change in staff, Principal will assign the roles in August when teachers reassemble. • Acquire and update equipment and supplies for following year. 	
<input type="checkbox"/> Evaluate progress of past year	EPC
<input type="checkbox"/> Set goals and objectives for next year.	EPC
<input type="checkbox"/> Check, acquire and/or update supplies in Classroom Grab & Go Kits, School Floor First Aid Kits, School Trauma Kits and Equipment/Supplies in Emergency Container.	PAC
<input type="checkbox"/> Identify any classroom hazards that were not addressed during the school year to be rectified during the following two months.	Admin
<u>AUGUST-SEPTEMBER</u> (Before Students Arrive)	
<input type="checkbox"/> Review & conduct orientation for staff.	Admin
<input type="checkbox"/> Check, acquire and/or update supplies in Classroom Grab & Go Kits, School Floor First Aid Kits, School Trauma Kits and Equipment/Supplies in Emergency Container.	PAC
<input type="checkbox"/> Make Staff Emergency ID tags.	Admin/District
<input type="checkbox"/> Review & conduct orientation for Response Function Teams:	EPC
<ul style="list-style-type: none"> • Confirm roles and responsibilities. • Acquire and update equipment and supplies if needed. 	
<input type="checkbox"/> Plan for evacuation of building and site (should be a review).	Admin
<input type="checkbox"/> Complete updating of school site and building maps (any changes that may have taken place over the summer) and Emergency Plan Binder.	Admin/District
<input type="checkbox"/> Undertake classroom hazard assessment.	EPC
<u>SEPTEMBER</u> (After Students Arrive)	
<input type="checkbox"/> Informational Meeting and/or Notice to Parents.	Admin
<input type="checkbox"/> Conduct total evacuation Fire Drill # 1 (by end of second week of school).	Admin
<input type="checkbox"/> Complete process of obtaining emergency student release from parents through Parent Connect:	Admin
<ul style="list-style-type: none"> • Collect all information and check completeness. • Run reports for central file. • Make Student Emergency ID tags. 	
<input type="checkbox"/> Complete the Annual School Emergency Preparedness Report to Zone Superintendent by October 15.	EPC

Admin – School Administration PAC – School PAC EPC – School EP Committee District – School District Administration

TASKS	LEAD
<p><u>OCTOBER</u></p> <p><input type="checkbox"/> Check supplies and put ID tags on Comfort/Survival Kits (if provided by parents).</p> <p><input type="checkbox"/> Conduct Classroom Earthquake Drill # 1 (during ShakeOut BC, third Thursday of October).</p> <p><input type="checkbox"/> Response Function Teams: <ul style="list-style-type: none"> • Conduct Tabletop exercise for one or more teams. • Plan a practice session for emergency student release. </p> <p><input type="checkbox"/> Conduct Lockdown Drill #1.</p>	<p>PAC</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>
<p><u>NOVEMBER</u></p> <p><input type="checkbox"/> Conduct a practice session with staff for Emergency Student Release.</p> <p><input type="checkbox"/> Conduct total evacuation Fire Drill #2.</p>	<p>Admin</p> <p>Admin</p>
<p><u>DECEMBER</u></p> <p><input type="checkbox"/> Conduct total evacuation Fire Drill #3.</p>	<p>Admin</p>
<p><u>JANUARY</u></p> <p><input type="checkbox"/> Check, acquire and/or update supplies in Classroom Grab & Go Kits, School Floor First Aid Kits, School Trauma Kits and Equipment/Supplies in Emergency Container.</p> <p><input type="checkbox"/> Conduct Classroom Earthquake Drill # 2 (by end of third week of school).</p>	<p>PAC</p> <p>Admin</p>
<p><u>FEBRUARY</u></p> <p><input type="checkbox"/> Conduct total evacuation Fire Drill #4.</p>	<p>Admin</p>
<p><u>APRIL</u></p> <p><input type="checkbox"/> Conduct total evacuation Fire Drill #5.</p> <p><input type="checkbox"/> Conduct Lockdown Drill #2.</p>	<p>Admin</p> <p>Admin</p>
<p><u>MAY</u></p> <p><input type="checkbox"/> Conduct total evacuation Fire Drill #6.</p> <p><input type="checkbox"/> Conduct Total Evacuation Earthquake Drill # 3 (during Emergency Preparedness Week, first full week of May).</p>	<p>Admin</p> <p>Admin</p>

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