

## SUGGESTED SCHOOL EMERGENCY PLANNING CALENDAR/CHECKLIST

TASKS	LEAD
<b><u>JUNE</u></b>	
<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"> <li>• Confirm roles and responsibilities. If there is a change in staff, Principal will assign the roles in August when teachers reassemble.</li> <li>• Acquire and update equipment and supplies for following year.</li> </ul>	
<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
<b><u>AUGUST-SEPTEMBER</u> (Before Students Arrive)</b>	
<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"> <li>• Confirm roles and responsibilities.</li> <li>• Acquire and update equipment and supplies if needed.</li> </ul>	
<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
<b><u>SEPTEMBER</u> (After Students Arrive)</b>	
<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"> <li>• Collect all information and check completeness.</li> <li>• Run reports for central file.</li> <li>• Make Student Emergency ID tags.</li> </ul>	
<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

<b>TASKS</b>	<b>LEAD</b>
<p><b><u>OCTOBER</u></b></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"> <li>• Conduct Tabletop exercise for one or more teams.</li> <li>• Plan a practice session for emergency student release.</li> </ul> </p> <p><input type="checkbox"/> Conduct Lockdown Drill #1.</p>	<p>PAC</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>
<p><b><u>NOVEMBER</u></b></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><b><u>DECEMBER</u></b></p> <p><input type="checkbox"/> Conduct total evacuation Fire Drill #3.</p>	<p>Admin</p>
<p><b><u>JANUARY</u></b></p> <p><input type="checkbox"/> Check, acquire and/or update supplies in Classroom Grab &amp; 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><b><u>FEBRUARY</u></b></p> <p><input type="checkbox"/> Conduct total evacuation Fire Drill #4.</p>	<p>Admin</p>
<p><b><u>APRIL</u></b></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><b><u>MAY</u></b></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>

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