

# ANNUAL EMERGENCY PREPAREDNESS BEST PRACTICES

School \_\_\_\_\_ School Year \_\_\_\_\_

Date	Activity	Responsible Person	Date Completed
Summer	Review School Safety Plan	_____	_____
Summer	School facilities walk-thru with public safety Grounds access/egress and hazard assessment and mitigation	_____	_____
Summer	Inventory/restock emergency supplies	_____	_____
Summer	Review/update vendor contracts to support response and recovery efforts	_____	_____
Summer	Test communication equipment	_____	_____
Summer	Assess training needs (see "Other", below) and schedule workshops	_____	_____
August	Review evacuation/alternate evacuation routes	_____	_____
	Update bus routes to identify potential hazards	_____	_____
August	Survey special staff skills Survey staff dismissal priorities	_____	_____
August	Update staff and emergency phone numbers and resources	_____	_____
August	Assign school staff to Incident Command System (ICS) functions	_____	_____
September	Distribute maps, emergency contact info to local public safety agency	_____	_____
September	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations	_____	_____
September	Disaster Service Worker training for new staff	_____	_____

September	Parent orientation/information on School Safety Plan	_____	_____
October	Earthquake/evacuation drill: Great California ShakeOut	_____	_____
Winter	Staff tabletop exercise	_____	_____
Spring	Student drill (lockdown, student release...)	_____	_____
Other Drills	<p><u>California Education Code, Section 32001.</u>  Fire alarm and drill at least once every month in elementary schools, at least four times every school year in middle schools and at least twice every school years in secondary schools.</p> <p><u>California Education Code, Section 35297.</u>  Drop, Cover, Hold On drill at least once each school quarter in elementary schools, once a semester in secondary schools</p> <p>Lockdown drill recommended two or three times a year</p>		
Other Trainings	<p>Special ICS functions for staff (damage assessment, search and rescue, SERT)</p> <p>CPR – every other year</p> <p>Basic First Aid – every other year</p> <p>NIMS IS-100.SCa for new staff</p>		

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