

District Emergency Management Planning Committee (EMPC) Annual Emergency Preparedness Checklist

Committee Chair Name _____

Date

Accomplished

Preparedness Task

1. _____ Update the membership roster for the District EMPC, making sure that the primary designee for each functional annex of the District Emergency Operations Plan (EOP) is included
2. _____ Schedule quarterly EMPC meetings
3. _____ Review collective results of school drills for the previous school year and make changes in the District EOP to address the findings
4. _____ Confirm the primary designee for each functional annex of the District EOP does the following:
 - a. _____ Update the designation of two alternates
 - b. _____ Review the assigned functional annex and submit recommended changes or additions to the EMPC
 - c. _____ Announce the schedule of annual training for new members of building emergency response teams operating under the assigned annex
5. _____ Disseminate District EOP changes/additions to every organization/agency on the distribution list
6. _____ Review School Emergency Operations Plans for 20% of the schools
7. _____ Formally observe an emergency drill at 20% of the schools each year
8. _____ Schedule one District Level Tabletop Exercise each year