

# Principal's Annual Emergency Preparedness Checklist

School \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_

**Instructions:** Please complete this form and submit it to District's Safety Coordinator prior to the first day of the school year.

**Date**

**Accomplished**

**Preparedness Tasks**

1. \_\_\_\_\_  
Create a schedule for emergency preparedness activities and attach it.
  - a. Fire drills (monthly)
  - b. Tornado drills (twice a year)
  - c. Lockdown drill (once a year)
  - d. Table top exercise involving school emergency teams (once a year)
  
2. \_\_\_\_\_  
Review and update your school's Emergency Operations Plan (EOP)
  - a. Verify that off-campus evacuation sites are still usable. If a change in evacuation sites must be made, coordinate the change with the District Safety Coordinator.
  - b. Check floor plans in your school's EOP. Modify the floor plans if changes have been made to the school. Provide a corrected copy to the District Safety Coordinator.
  - c. Verify that all emergency response team rosters are still valid. Replace team members who are no longer at your school. (It is recommended that no person serve on more than one emergency response team.)
  - d. Update your school's phone tree.
  
3. \_\_\_\_\_  
Verify that a leader and two alternates are designated for each emergency response team
  
4. \_\_\_\_\_  
Have new members of emergency response teams study the relevant annex of the School EOP. Have them attend district-level training for their functional area of responsibility as scheduled.
  
5. \_\_\_\_\_  
Verify that all equipment and supplies listed in the associated annex of the EOP for each emergency response team are on hand or on order.  
Using the school's budget:
  - a. Replace missing/damaged equipment /supplies
  - b. Replace weak batteries
  
6. \_\_\_\_\_  
Check out equipment to emergency response teams for the duration of the school year
  
7. \_\_\_\_\_  
Verify that each team has a storage area for their team equipment that is readily accessible by team members in an emergency.

8. \_\_\_\_\_ Check and ensure that each classroom has a copy of the Emergency Standard Operating Guidelines (SOG). Use the Master Copy of the SOG to make duplicate copies. (The front must be duplicated on red paper and the back on green paper.)
  
9. \_\_\_\_\_ Review in a meeting of school faculty and staff the following:
  - a. Use of the SOG
  - b. Assignment of buddy room partner(s) and how the buddy room system functions
  - c. Taking classroom roll when in the assembly or shelter area
  - d. Availability in the school library of copies of all District and School emergency plans and guidelines for checkout and review
  
10. \_\_\_\_\_ Confirm the school library has current copies of District and School emergency plans and guidelines for checkout. Confirm that calling tree and other sensitive information has been removed from those copies.