

EMERGENCY PREPAREDNESS CHECKLIST - JUNE

This checklist is to be submitted to the District Office by June 1 of each year.

School: _____

- School's emergency preparedness plan is attached.
- Parents were informed by *(date)* _____ of the school's plan, including procedures for parents/guardians in the event of an emergency.
- The emergency plan was discussed at the *(date)* _____ meeting of the Parents' Advisory Council.
- How were the emergency plans and procedures communicated to employees:

- All teachers discussed earthquakes and earthquake safety with their classes once in the fall and once in the spring.
- Earthquake drills were held on the following dates, and parents were informed:
 - 1. _____
 - 2. _____
 - 3. _____
- Fire drills were held on the following dates, and parents were informed:
 - 1. _____
 - 2. _____
 - 3. _____
- Lockdown drills were held on the following dates, and parents were informed:
 - 1. _____
 - 2. _____
- An earthquake hazard inspection was held on *(date)* _____ in cooperation with the Operations Supervisor *(copy attached)*.
- Staff training requirements were reported to the District Office as follows:

Principal's Signature

Date