

## EMERGENCY PREPAREDNESS CHECKLIST AND INSPECTION PLAN - SEPTEMBER

*This checklist will be completed and submitted to the District Office by September 30 of each school year.*

**School:** \_\_\_\_\_

- The Principal, with input from staff and community experts, will develop a basic emergency preparedness plan as detailed in District Policy No. B.28, *Emergency Preparedness*.
- Parents will be informed by September 30 of the school's plan, including procedures for parents/guardians in the event of an emergency.
- The emergency plan will be on the agenda for the first meeting of the Parents' Advisory Council this year.
- Employees will be informed about the emergency plans and procedures to be followed at this worksite.
- All teachers shall discuss earthquakes and earthquake safety with their classes once in the fall and once in the spring.
- Earthquake drills will be held three times this year under a variety of circumstances and shall be reported to parents in a newsletter.
- Fire drills will occur at least three times this year.
- An emergency evacuation drawing is posted at the entrance/exit of each building and room.
- An earthquake hazard inspection will be planned, in cooperation with the Operations Supervisor's Office, and a copy of the report submitted to the District Office.
- Lockdown drills will be conducted once in the fall and once in the spring.
- Staff training requirements in earthquake planning and hazard reduction, Basic First Aid, CPR and systematic search will be communicated to the District Office.
- The facility(ies) will be inspected this year as follows *(use flip side of more space is needed)*:

Building(s) Exterior and Grounds:	Date(s):
Building Interior, Section _____:	Date(s):
Building Interior, Section _____:	Date(s):
Building Interior, Section _____:	Date(s):
Building Interior, Section _____:	Date(s):

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date