
Appendix J: EMERGENCY RESPONSE PLAN – CHECKLIST FOR DEVELOPMENT

CHECKLIST for Developing a School Emergency Response Plan

#	Item	Action	Completed √
1	Who's In Charge?	Who is the person in charge in an emergency (e.g. principal) Who is the 2 nd and 3 rd alternate in the event the principal is not in the building/not available? -	
2	Staff Roles and Responsibilities	Who is responsible for what during an emergency? Who has the necessary keys? How can necessary people be reached re emergencies outside of school hours?	
3	Emergency Supplies	School should determine the type of items needed for an emergency preparedness kit, for example: Flashlight, First Aid Kit	
2	Emergency Contact Numbers	Schools should create and regularly update the contact list for emergencies: FIRE AMBULANCE POLICE HOSPITAL NCSD – FACILITIES & MAINTENANCE EMERGENCY # NCSD DIRECTOR'S OFFICE (NOTIFICATION)	
3	Building Map/Floor Plans	Schools should have/prepare floor plan or map of school identifying key areas such as: -Exits -Alternate exits for people with disabilities -Locations of fire extinguishers and fire alarm pull stations -Evacuation routes -Assembly areas	
4	Identification of Potential Emergencies or Threats	Schools should develop a list of potential emergencies/hazards/threats for those schools and assess the likelihood of those situations occurring. Assessment: High – Medium – Low Impact: High-Medium-Low	
5	What to do in case of..... (Examples)	Schools should identify various potential emergencies and develop an emergency response for each situation. This would include identifying whether evacuation or remaining in the building is most appropriate, and identifying an <u>alternate site</u> for students and staff if required.	
	FIRE		
	CHEMICAL SPILL		
	POWER OUTAGE		

	EXPLOSION		
	WEATHER/SEVERE STORM		
	BUS ACCIDENT		
	MEDICAL EMERGENCY		
	SUDDEN DEATH		
	BOMB THREAT		
	VERBAL THREATS		
	INTRUDER		
	ABDUCTION		
	WEAPONS THREAT		
	OTHER		
6.	Practice Drills	Schools should practice their emergency response drills regularly. <ul style="list-style-type: none"> - Schools are required to practice 11 evacuation drills during the school year - Schools are required to practice 3 lockdown drills during the school year. 	
7.	Training/Education	Schools should work with both the district and local agencies where possible to receive additional training in emergency preparedness.	
8	Evaluation/Debriefing	Schools should conduct an evaluation and review of any serious incident and school emergency response to determine issues and areas for improvement.	
9	Plan Review	Schools should regularly review their emergency preparedness plans	
10	Crisis Response/Trauma Guidelines	Schools can work with district staff for post-emergency response to trauma, to arrange for any support or counseling necessary for students and staff	

Tips.....

- *It is valuable for schools to work with appropriate resource people in the development of your plans (e.g. local police detachment/fire department; NCSD Maintenance & Facilities Sub-Division). Don't be afraid to ask for feedback or help!*
- *School Occupational Health & Safety Committees may be able to assist with the development of the school's emergency response plan.*
- *Don't get overwhelmed! Get started on the basics and address your high priority situations first!*
- *It is recommended that schools complete an inventory of items which may be used/available in the event of a community emergency, where the school is part of the emergency response.*

