Checklist for Plan Development

Under the direction of the principal or his/her designee, each school must complete this Checklist according to its unique needs and circumstances.

☐ Has each School Emergency Response Team member become familiar with this *School Emergency Response Plan and Management Guide* and the procedures outlined in this Guide?

☐ Complete the following: FORM

- SERT Assignments   A
- Command Post Locations   B
- Staff Skills Inventory: *Response Planning*   C
- Teacher Survey: *Students Needing Special Assistance* D
- Classroom and Building: *Hazard Hunt*   E
- Assembly Area: *Outdoors*   F
- Alternate Building Location: *Walking Distance*   G
- Alternate Building Location: *Requiring Transport*   H
- Student Accounting and Release Procedures   I

☐ Create a School Emergency Response Team *Go-Kit* using the checklist provided.

☐ Adopt *Visitor Screening Policy* consistent with local policy.

☐ Adopt *General Dismissal Procedures* consistent with local policy.

☐ Review *Emergency Protocols–Section 4* and the *Safety and Security Protocols–Section 5*; make necessary modifications for school-specific needs (using feedback from Staff Surveys and Emergency Team input, local or district phone numbers and titles, etc.).

☐ Review and update Evacuation Sites–Fire evacuation location as well as secondary locations at 500 feet.

☐ Review Lockdown plan for each room of building.

☐ Review and update *Severe Weather Safe Area* for each room of building.

☐ Review the *School Emergency Procedures Guide and the School Emergency Response Plan.*

☐ Distribute a copy of the *School Emergency Procedures Guide* to all staff members; tell them to keep the Guide visible in their classrooms and offices at all times.

☐ Establish a schedule and procedures for orientation, training, and practicing each of the Universal Responses (Accountability, Section 3; Unit 2).

☐ Submit a copy of the School Emergency Response Plan on the web-based application, through the DC Emergency and Safety Alliance Web site, for system use by September 1 of each year (include Cover page and Section 3; Unit 2).

☐ Place a copy of the Plan in SERT Go-Kit.

☐ Conduct drills and exercise the Plan as required.