

## **Emergency Management Checklist**

Although each situation is different, the following is intended as a general listing of actions to consider when faced with an emergency or critical incident as the principal or designee acting as the Incident Commander.

- ✓ Take a deep breath. Don't panic. Verify information.
- ✓ Activate School Emergency Response Team (ICS) and activate and assign duties as needed:
  - Public Safety Liaison (overall safety conditions of campus);
  - Student Accounting Coordinator (student accounting and release);
  - Facility Access Coordinator (monitors site utilities);
  - Triage Coordinator (first aid, CPR, and medical);
  - Media Liaison (coordinates media access); and
- ✓ Determine whether to call 911 and which Universal Emergency Response Procedures and Protocols to implement.
- ✓ Notify and request assistance from the EST to:
  - Assist with planning for a response and implementing protocols; and
  - Provide recovery support to students.
- ✓ Set up a Command Post for communication and emergency management.
- ✓ Bring Emergency Response Team Go-Kit to CP (inside or outside).
- ✓ Hold emergency all-staff meeting (before and/or after school day) to:
  - Advise staff of the known facts and provide written statement;
  - Support their concerns and emotions;
  - Provide classroom assistance if needed;
  - Outline schedule for the day and modify day's schedule if needed; and
  - Identify resources available to teachers and students.
- ✓ Establish contact with parents/family members of affected students to offer support, determine assistance needed, and (in the event of a death) for information regarding visitation/funeral arrangements.
- ✓ Inform closest friends of the affected student and provide support.
- ✓ Prepare formal statement or announcement to students, parents, and media; provide statement to secretaries, staff, etc.
- ✓ Expand span of ICS as needed and deactivate ICS upon the completion of activities.
- ✓ Review and implement Recovery activities.
- ✓ Document actions taken, secure records as legal documents
- ✓ Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Website - <http://esa.dc.gov>).