

School Hazard Plan Checklist

- _____ Table of Contents
- _____ Levels of Emergencies
- _____ Procedures for Substitutes
- _____ Elements of Emergency Management and Preparedness

GENERAL INFORMATION

- _____ Purpose
- _____ School Information
- _____ Incident Command System and ICS, Unified Command
- _____ Emergency Assignment Guide (ICS)
- _____ Planning Team
- _____ Emergency Services
- _____ Emergency Phone Numbers
- _____ Diagram of School Facilities
- _____ Diagram of School Grounds
- _____ Diagram of School Neighborhood
- _____ Diagram of School Grounds in Disaster Mode

MEDICAL EMERGENCY SITE SPECIFIC CHECKLIST (PREPAREDNESS & MITIGATION)

WHAT EVERY TEACHER NEEDS

- _____ CHAMPS STAFF GUIDE
- _____ BUDDY SYSTEM FOR TEACHERS
- _____ PROCEDURES and KEEPING CHILDREN CALM
- _____ UNIVERSAL PROCEDURES
- _____ MITIGATION Preparing for Hazard Identification

(RESPONSE)

FIRE/EXPLOSION

- _____ Preparing the Staff
- _____ School Responsibilities
- _____ Procedures
- _____ Administrator's Duties during a Fire
- _____ Fire Emergency Site Specific Checklist

BOMB THREAT

- _____ Preparing the Staff
- _____ School Responsibilities
- _____ Procedures
- _____ Bomb Threat Site Specific Checklist

FLOODS, RAIN

- _____ Preparing the Staff
- _____ School Responsibilities
- _____ Procedures
- _____ Floods, Rain Site Specific Checklist

School Hazard Plan Checklist

SEVERE WINDSTORM, HURRICANE, & TORNADOES

- Preparing the Staff
- School Responsibilities
- Severe Windstorm, Hurricane, & Tornado Site Specific Checklist

EARTHQUAKE

- Preparing the Staff
- School Responsibilities
- Before the Earthquake Happens: Be Prepared
- Procedures
- Earthquake Specific Checklist

CHEMICAL ACCIDENT

- Preparing the Staff
- School Responsibilities
- Procedures
- Chemical Accident Site Specific Checklist

POWER FAILURE

- Preparing the Staff
- School Responsibilities
- Procedures
- Power Failure Site Specific Checklist

UNAUTHORIZED PERSON, POSSIBLE DANGER

- Preparing the Staff
- School Responsibilities
- Procedures
- Unauthorized Person, Possible Danger Site Specific Checklist

BUS ACCIDENT

- School Responsibilities
- Procedures
- Bus Site Specific Checklist
- School Attendance Checklist for a Bus Accident
- Teacher/Bus Driver/Chaperone Checklist

CLOSING OF SCHOOL

- Preparing the Staff
- School Responsibilities
- Informing Students, Staff, Families, and School Community
- Procedures
- Closing of School Site Specific Checklist

(RECOVERY)

School Hazard Plan Checklist

- _____ **PSYCHOLOGICAL FACTORS**
 - _____ Victims
 - _____ Rescue Workers
 - _____ Recovery Process
 - _____ Information For Parents
 - _____ Effects of Trauma On Adult Staff
- _____ **ANNUAL CONCURRENCE**
- _____ **RECORD OF CHANGES**
- _____ **STUDENT RELEASE REQUEST FORM**
- _____ **EXERCISES AND DRILLS**
- _____ **RECORD OF DISASTER DRILLS**
- _____ **STAFF SKILLS SURVEY & INVENTORY**
- _____ **COMMUNICATION WITH PARENTS**
- _____ **TEACHER SURVEY: STUDENTS NEEDING SPEICAL NEEDS⁸⁴**
- _____ **EMERGENCY "TOOLBOX"**
- _____ **INSERT CHAMPS EMERGENCY GUIDES FOR IC TEAM**
- _____ **REFERENCES AND RESOURCES**