



EMERGENCY PREPAREDNESS GUIDELINES & CHECKLIST FOR DISTRICTS AND SCHOOLS



The following checklist represents the guidelines for school emergency preparedness. According to the Delaware Department of Education Administrative Code 621, all schools must have plans and review and exercise them annually. These guidelines represent an all hazards approach and include any emergency event, including a major communicable disease event such as a Pandemic Influenza Outbreak that may occur in the school community.

Directions: This checklist allows you to assess your level of preparedness for emergencies.
For each element in place (check 'Yes') - Indicate page number where it is located in your school or district's plan.

YES	PAGE NUMBER	1. COMMAND – CONTROL - COORDINATION
		1.1 School board approved planning process and budget-list the authority for emergency appropriations and expenditures
		1.2 Establish a Emergency Preparedness Committee and assign responsibilities to committee members-list major responsibilities of personnel during an emergency
		1.3 Identify a district contact person and an alternate to receive RISS ATIX Silent Partner Alerts and Delaware Information Analysis Center (DIAC) Weekly Infrastructure Reports
		1.4 Identify emergency preparedness coordinator and an alternate coordinator for district and each school building. Identify lead and alternate to activate emergency plans and emergency center
		1.5 Review federal, state & local laws & school regulations regarding emergency response or violence in school
		1.6 Identify emergency operations center (EOC) and alternate site to manage event
		1.7 Emergency Operation Center (EOC) to contain equipment vital to managing emergency: phone, radio, maps, fax, computers, alternate power supply, flashlights, plans, student rosters and telephone numbers for parents/guardians, emergency responders, staff and contact information, shelters, buses and other resources
		1.8 Plan developed in cooperation with local, county and/or state emergency management office as necessary
		1.9 Plan contains provisions for special needs students and staff
		1.10 Appoint district spokesperson and alternate and assure they get appropriate risk communications training for an all hazards approach to emergency events including a major communicable disease event such as a Pandemic Influenza Outbreak
		1.11 List and define both school and staff responsibilities during each phase of emergency–prevention, response & recovery
		1.12 Identify who makes the decision for school closure and designate who is responsible for administrative procedures needed to support emergency operations
		1.13 Include Memorandum of Agreements with first responders (Ex: law enforcement, fire, EMS)
		1.14 Describe alert system used to mobilize personnel during emergency
		1.15 Determine communications plan
		1.16 Coordinate with school bus contractors/district transportation
		1.17 Advise staff to make personal emergency plans regarding need of their family and pets in the event they are required to remain at the school site or have continued responsibility for students

YES	PAGE NUMBER	2. RESOURCES
		2.1 Identify staff with emergency preparedness related skills and training - (ex: CPR and use of AED devices)
		2.2 Identify essential and non-essential staff related to specific events (ex. custodian if school is used as a shelter, food service manager if food distribution is considered)
		2.3 Identify community resources to assist with potential emergencies
		2.4 Maintain a current list of contact information for all staff
		2.5 Assess care and shelter needs and resources and maintain an inventory of supplies (ex. water, KI tablets, medications)
		2.6 Draft agreements with community and public agencies
		2.7 Determine communications resources
		2.8 Provide map of the locations of emergency equipment in school buildings including AED equipment
		2.9 Coordinate other emergency functions with community and/or public agencies
		2.10 Develop Memorandum of Agreement with other agencies to provide other emergency functions needed
		2.11 Maintain list of emergency responders and other public or community agencies that provide assistance during or after an emergency
		2.12 Maintain contact information of emergency responders and community agencies and update as needed, at least annually
		2.13 Ensure that incidents of crime that occur on school property or at school-related events are reported to law enforcement
		2.14 Ensure law enforcement personnel are an integral part of the school's safety planning process and the school maintains an effective partnership with local law enforcement
		2.15 The school and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities-law enforcement personnel provide a visible presence on campus during school hours and at school-related events and provide after hours patrols of the school site
		2.16 Determine school bus contractor/district transportation resources
		2.17 Determine cleaning supplies, storage locations and distribution procedures
		2.18 Develop driving maps/directions if evacuation is needed
		3. HAZARD ANALYSIS - PROCEDURES FOR SPECIFIC HAZARDS
		3.1 Identify hazards; such as natural and technological hazards, medical emergencies (including pandemic influenza) and criminal acts that may impact school and community
		3.2 List areas within the school and/or district that are particularly vulnerable to hazards
		3.3 Include maps of the locations indicating the specific types of hazards in schools
		3.4 Identify the emergency preparedness personnel that are enrolled on the Delaware Department of Education Health Alert network assigned to monitor health threats and hazards in the state/nation
		3.5 Include blueprints of school buildings and provide copies to appropriate law enforcement agencies and the Department of Education
		3.6 Identify any potential hazards in classrooms, offices and all school property.
		3.7 Identify any potential hazards in neighborhoods surrounding the school property

YES	PAGE NUMBER	3. HAZARD ANALYSIS - PROCEDURES FOR SPECIFIC HAZARDS (continued)
		3.8 Develop step-by-step response plan for specific hazards
		3.9 Include responsibilities of emergency team and other staff in plan
		3.10 Develop procedures for notification, evacuation, sheltering, medical/health care, security, public information, and address each in plan-list post-emergency follow-up procedures including decontamination
		4. PREVENTION - MITIGATION POLICIES
		4.1 Implement programs and policies that increase school safety
		4.2 Annually review and provide to school community (internal and external) educational information about communicable disease prevention strategies. Update the information as necessary and/or required per recommendations of public health officials
		5. NOTIFICATION – WARNING
		5.1 Designate who is responsible for emergency warning systems
		5.2 Outline and communicate warning and notification procedures used during an emergency
		5.3 Establish emergency contact system to notify emergency preparedness team, staff, students, and parents when an event takes place after normal operating hours
		5.4 Develop plan for notifying special needs staff and students
		5.5 Outline procedure for activating emergency preparedness team
		5.6 Identify emergency power for communication equipment
		5.7 Follow direction of DOE for distribution of materials and letters about a communicable disease emergency such as pandemic flu – threats to health and safety of students, staff, and community are communicated in a manner consistent with emergency plan-(Ex: Pandemic Influenza Event)
		6. MEDICAL – HEALTH (PHYSICAL AND EMOTIONAL)
		6.1 Designate coordinator of medical services during emergency (Ex: School Nurse is health expert and medical coordinator during Pandemic Influenza)
		6.2 Assign staff to assist nurse in activities such as moving students and equipment from the building, delivering delegated care, providing supervision
		6.3 Maintain current and accessible student Medical Alert, Emergency Healthcare Plans and emergency contact information
		6.4 Maintain an Inventory of medical supplies and resources and expand inventory for emergency (suggested 48-72 hours)
		6.5 Identify facilities suitable for use as emergency clinics
		6.6 Plan for the need of children and staff with special needs

YES	PAGE NUMBER	6. MEDICAL – HEALTH (PHYSICAL AND EMOTIONAL) (continued)
		6.7 Develop a system to provide emergency care prior to first responders availability
		6.8 Designate coordinator for mental health services during emergency
		6.9 Appoint district/school surveillance contact to report illness rates and information to key officials at Department of Education and Division of Public Health
		6.10 As directed, conduct enhanced surveillance and reporting-distribute approved letters for prevention and treatment for pandemic flu or other communicable disease event. Have exclusion policies established consistent with public health information for event
		7. EVACUATION - SHELTER
		7.1 Identify who is responsible for issuing evacuation orders
		7.2 Coordinate transportation for evacuation
		7.3 Coordinate with the local emergency management agency (EMA) and with community and public agencies regarding shelters, evacuation routes, reception centers and movement control
		7.4 Provide maps of evacuation routes and shelter sites to staff, students and parents when directed to do so
		7.5 Identify number of people requiring shelter (what is your process?) Identify your process for evacuees to re-enter area
		7.6 Make provisions for special needs staff and students for evacuation and sheltering
		7.7 When planning, consider inclement weather situations when selecting reception center or shelters, or additionally designate a weather alternate shelter
		8. PUBLIC INFORMATION
		8.1 Designate and train a public information officer and an alternate person responsible for the role
		8.2 Identify telephone number for public to call to receive information
		8.3 Create guidelines for working with the public and coordinate with Department of Education Public Information Officer on statewide emergencies such as pandemic influenza
		8.4 Verify all information with public information officer before releasing anything to the public
		8.5 Coordinate with local media to disseminate emergency information-outline system addressing rumor control
		9. FACILITIES
		9.1 Create map of emergency equipment, including Automated External Defibrillator (AED) equipment and hazards in building
		9.2 Designate who is responsible for organizing engineering services during an emergency
		9.3 Provide system for repair and restoration of essential services
		9.4 Provide system of damage assessment and reporting

YES	PAGE NUMBER	9. FACILITIES (continued)
		9.5 Maintain inventory of emergency supplies
		9.6 Designate who is responsible for administrative procedures needed to support emergency operations
		10. SECURITY- SCHOOL INTERIOR
		10.1 Develop system for protecting vital records-school files and records are maintained in locked, vandal proof, fireproof containers or vaults
		10.2 An up-to-date inventory is maintained for all expendable school supplies
		10.3 All school equipment is permanently marked with an identification number
		10.4 Secure storage is available during and after school for valuable items
		10.5 There is a control system in place to monitor keys and duplicates
		10.6 There is a policy for handling cash received at the school
		10.7 A record of health permits is maintained
		10.8 A record of Fire Inspection by the local or state Fire Office is maintained
		10.9 If a classroom is vacant, students are restricted from entering the room alone
		10.10 There are written regulations regarding access and control by school personnel and others using the building after school hours
		10.11 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring that all classrooms and offices are locked
		10.12 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring that all restrooms, locker rooms to assure that no one is hiding there
		10.13 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring that all exterior entrances to assure that they are locked
		10.14 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring that all night lights are functional and have been turned on
		10.15 One person is designated to perform security checks at the end of the day and must maintain an electronic record ensuring the alarm system is functioning properly
		10.16 The telephone numbers of the principal or other designated contact person(s) are provided to law enforcement so they can make contact in the event of a suspicious or emergency situation
		10.17 Law enforcement personnel and/or community residents monitor school grounds after school hours
		10.18 Ensure there is regular maintenance and/or testing of the entire security alarm system at least every six months
		10.19 Fire drills are conducted as required by Delaware Law
		10.20 The bathroom walls are free of graffiti
		10.21 The entrance lobby is visible from the main office
		10.22 Visitors are required to sign in and out
		10.23 Proper identification is required of vendors, repairmen, and anyone entering the building
		10.24 Visitors are issued ID cards or badges

YES	PAGE NUMBER	10. SECURITY- SCHOOL INTERIOR (continued)
		10.25 Full and part-time staff, including bus drivers, are issued ID cards or other identification
		10.26 Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school-students are required to have written permission to leave school during school hours
		11. LIGHTING - SCHOOL INTERIOR
		11.1 Hallways are properly lighted and supervised by staff
		11.2 Bathrooms are properly lighted-the possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored
		11.3 Bathrooms are supervised by staff
		11.4 Stairwells are properly lighted and supervised by staff
		11.5 Switches and controls are properly located and protected
		11.6 Access to electrical panels is restricted to appropriate personnel
		12. DOORS - SCHOOL INTERIOR
		12.1 Faculty members are required to lock classrooms upon leaving
		12.2 Multiple entries to the building are identified, controlled and supervised
		12.3 Doors accessing internal courtyards are securely locked
		12.4 Mechanical rooms and other hazardous storage areas are kept locked-the school maintains a record of all maintenance on doors, windows, lockers, and other areas of the school
		13. EMERGENCY EQUIPMENT - SCHOOL INTERIOR
		13.1 Check all emergency medical equipment - (Ex: AED battery and EPI pens checked at least annually to ensure functionality)
		13.2 Check fire extinguishers and other emergency equipment
		14. SIGNAGE - SCHOOL INTERIOR
		14.1 Exit signs are clearly visible and pointing in the correct direction
		14.2 Emergency equipment signage is visible and communicated to anyone in the facility

YES	PAGE NUMBER	15. HYGIENE- SCHOOL INTERIOR
		15.1 Facilities exist in classrooms, food service areas and restrooms to wash hands and/or use antiseptic hand washing products
		15.2 Maintain an electronic record of athletic areas and the equipment using recommended cleaning for disease prevention
		16. PLAY AREAS - SCHOOL EXTERIOR
		16.1 Play areas are fenced
		16.2 Good visual surveillance of play equipment is possible
		16.3 Vehicular access to play areas is restricted
		16.4 Review playground area and equipment for safety. Playground equipment has tamper-proof fasteners
		17. VEHICULAR AND BICYCLE PARKING - SCHOOL EXTERIOR
		17.1 Visual surveillance of bicycle racks is possible
		17.2 Visual surveillance of parking lots from main office is possible
		17.3 Driver education vehicles are secure
		17.4 Students and staff are issued parking stickers for assigned parking areas
		17.5 Student access to parking area is restricted to arrival and dismissal times
		17.6 All areas of school buildings and grounds are accessible to patrolling security or law enforcement vehicles
		17.7 Separate parking area has been designated for students who must leave school during regular hours to begin work
		18. SECURITY - SCHOOL EXTERIOR
		18.1 All areas of school buildings and grounds are accessible to patrolling security and law enforcement vehicles
		18.2 Ensure there is a central alarm system in the school
		18.3 High risk areas (office, cafeteria, nurses office, computer room, music room, shops, labs, etc., are protected by high security locks and an alarm system
		18.4 Unused areas of the school can be closed off during after school activities
		18.5 There is two-way communication between classroom and main office
		18.6 There is two-way communication between duty stations and main office
		18.7 There is two-way communication between re-locatable classrooms and main office
		18.8 Students are restricted from loitering in corridors, hallways, stairwells and restrooms

YES	PAGE NUMBER	18. SECURITY - SCHOOL EXTERIOR (continued)
		18.9 Staff, students, and visitors are issued identification badges
		18.10 There are written regulations restricting student access to school grounds and buildings
		18.11 There is a schedule of maintenance for checking lights, locks/hardware, storage sheds, portable classrooms
		18.12 The school grounds are free from graffiti, trash and/or debris
		18.13 School grounds are fenced
		18.14 Gates are secured by effective padlock and chains after hours
		19. SIGNAGE - SCHOOL EXTERIOR
		19.1 Drug-free zone signs are posted
		19.2 Bus loading and drop-off zones and parent drop-off and pick-up areas are clearly marked (signs)
		19.3 Restricted areas are properly identified
		19.4 Signs are posted for visitors to report to main office through a designated entrance
		20. LANDSCAPING - SCHOOL EXTERIOR
		20.1 Shrubs and foliage are trimmed to allow for good line of sight (3'-8' rule)
		20.2 All poisonous shrubs, trees and foliage have been removed
		20.3 Boundary edges are free from trees and telephone poles
		21. SCHOOL BUS ZONE - SCHOOL EXTERIOR
		21.1 Access to bus loading areas is restricted to other vehicles during loading/unloading
		21.2 Staff are assigned to bus loading/drop-off areas
		22. LIGHTING - SCHOOL EXTERIOR
		22.1 There is adequate lighting around the building and is functional
		22.2 Lighting is provided at entrances and other points of possible intrusion and is functional
		22.3 Accessible lenses are protected by unbreakable material and are maintained
		22.4 Directional lights are aimed at the building and functional
		22.5 Exterior light fixtures are securely mounted and functional

YES	PAGE NUMBER	23. WINDOWS- DOORS - SCHOOL EXTERIOR	
		23.1 Entrances to school property can be observed from the inside of the school and are adequately secured after hours	
		23.2 Doors are locked when classrooms are vacant	
		23.3 Ground floor windows have no broken panes and locking hardware is in working order	
		23.4 Basement windows are protected with grill or well cover	
		23.5 Outside hardware has been removed from all doors except at point of entry	
		24. STANDARDS FOR SECURITY PERSONNEL	
		24.1 This school employs security personnel	
		24.2 Pre-employment background checks are conducted and evaluated appropriately for security personnel	
		24.3 School safety/security personnel meet a standard for training and qualifications	
		24.4 Safety/security personnel have clearly defined roles and responsibilities	
		24.5 Safety/security personnel are involved in the school's safe school planning process	
		24.6 Safety/security personnel are knowledgeable about youth service providers in and out of school	
		25. STUDENT INVOLVEMENT	
		25.1 Students are represented on the School Safety team	
		25.2 The school provides opportunities for student leadership related to violence prevention and safety issues; include on school safety team, as developmentally appropriate	
		25.3 The school provides adequate recognition opportunities for all students	
		25.4 Students are provided encouragement and support in establishing clubs and programs, etc	
		25.5 Students are adequately instructed in their responsibility to avoid becoming victims of violence (Ex: by avoiding high-risk situations, etc.)	
		26. PARENT – COMMUNITY INVOLVEMENT	
		26.1 Demonstrate that the community supports the school's programs and activities that teach safety and non-violence	
		26.2 Demonstrate that school activities, services, and curricula reflect the characteristics of the students and the community	
		26.3 Demonstrate that school emergency preparedness planning reflects the neighborhood, including crime and hazardous areas	
		26.4 Parents are an integral part of the school's safety planning and policy making	
		26.5 Parents are aware of behavioral expectations and are informed of changes in a timely manner	
		26.6 Local businesses and other community groups are involved in the school's emergency preparedness planning	

YES	PAGE NUMBER	27. DEVELOPMENT AND ENFORCEMENT OF POLICIES
		27.1 The Student Conduct Policy is reviewed and updated annually
		27.2 A visitor policy is in effect, requiring a sign-in procedure for all visitors, including visible identification
		27.3 The school has an Emergency Preparedness Plan in effect that is reviewed and updated at least annually
		27.4 A chain-of-command has been established for the school when the principal and or other administrators are away from the building
		27.5 The school has implemented pro-active security measures on campus, at school-sponsored activities and on all school property (Ex: school buses).
		27.6 Disciplinary consequences for infractions of the Code of Conduct are fairly and consistently enforced
		27.7 Behavioral expectations and consequences for violations are clearly outlined in the Code of Conduct, including weapon and drug offenses and all other criminal acts
		27.8 Parents are an integral part of student discipline procedures and processes
		27.9 School health policies are consistent with state and federal guidelines and are communicated to staff, students, and parents. Staff are provided in-service on prevention of spread of disease
		27.10 Alternatives to suspensions and expulsions have been built into the discipline policy and are consistently used
		27.11 The policy provides a system whereby staff and students may report problems or incidents anonymously
		27.12 Specific policies and/or procedures are in place that detail staff members' responsibilities for monitoring and supervising students inside and outside the classroom, such as in hallways, cafeteria, rest rooms, etc.
		28. PROCEDURES FOR DATA COLLECTION
		28.1 Violations of state and federal law are reported to law enforcement
		28.2 An incident reporting procedure for disruptive events has been established
		28.3 Records or data have been established and are analyzed to identify recurring problems
		28.4 Accident reports are filed when a student is injured on school property or during school related activities
		28.5 The incident reporting system is reviewed and updated annually in accordance with requirements
		29. INTERVENTION AND PREVENTION PLANS
		29.1 Students have access to conflict resolution programs
		29.2 Students are assisted in developing anger management skills
		29.3 Diversity awareness is emphasized
		29.4 Programs are available for students who are at-risk
		29.5 Students may seek help without the loss of confidentiality
		29.6 Students and parents are aware of community resources

YES	PAGE NUMBER	30. TRAINING - DRILLS - PLAN MAINTENANCE
		30.1 Distribute plan to school staff, teachers, district staff, and parents when directed to do so
		30.2 Provide emergency preparedness training for emergency preparedness team
		30.3 Educate staff, students, and parents about emergency preparedness procedures and crisis events and prevention
		30.4 Schedule and conduct at least one practice drill annually (Choice of emergency event drill is optional excluding Pandemic and fire). In addition to the annual practice drill, each school/district emergency preparedness team will conduct a Pandemic Influenza Tabletop Exercise.
		30.5 Develop schedule for reviewing plan at least annually
		30.6 Schedule regular meetings of emergency preparedness team
		30.7 Parents, school staff, media, students and district personnel are notified one week in advance of a drill
		30.8 Establish employee and student educational and awareness programs on emergencies and practicing school plans. Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, bus drivers, and school bus contractors
		30.9 Establish procedures for conducting and evaluating drills
		30.10 Drills should include tests of warning system, communications, staff response, transportation, evacuation and public information procedures
		30.11 All school staff receive annual in-service update on prevention of communicable disease including pandemic influenza
		30.12 Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods
		30.13 Administrators and staff (including security and law enforcement personnel) are trained in the implementation of the Emergency Preparedness Guidelines
		30.14 Administrators and staff are trained in personal safety –school safety and violence prevention information is regularly provided as part of a school or system-wide staff development plan-staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers
		30.15 School security officers (not law enforcement) receive in-service training for their responsibilities
		30.16 School Resource Officers (law enforcement) receive in-service training for their responsibilities
		30.17 School volunteers receive training to perform their duties
		30.18 Administrators, teachers, and staff are made aware of their legal responsibilities for the enforcement of safety, rules, policies, state, and federal laws and their duty to student supervision in the event of a crisis
		31. POST-EVENT PLANNING
		1.1 Provide emotional support to victims and caregivers
		1.2 Prepare the school for re-entry

