DPS Emergency Operations Checklist

(For your records only)

|  |
| --- |
| Step 1: Command Post Communication ResourcesThe in-school Command Post will serve as a base for operations in the event of an emergency. Please verify that each command post has the following communication resources:  |

|  |  |  |
| --- | --- | --- |
| [ ]  NO | [ ]  YES | **Two-way Radios, (Walkie-Talkies, Kenwood), Intercom Systems (phone line), Buzzers or tones, Megaphones** |

|  |
| --- |
| Step 2: Print Student Roster and Place in BinderSchool secretaries must print a list of all enrolled students and their emergency contact information. This roster will be used to account for all students in the event of an emergency. |
| [ ]  NO | [ ]  YES | **Secretary has printed emergency contact information for all students (including custody/ restraining order information) and placed binder in the main office in an obvious location?** |
| Step 3: Review Safe Assembly AreasReview the location of Safe Assembly Areas inside your school with your staff. These will be used to shelter from severe weather or to move students, staff and visitors away from rooms on the perimeter of the school. |
|  |
| [ ]  NO | [ ]  YES | **Safe Assembly Areas inside of the school identified and reviewed with staff?** |
| [ ]  NO | [ ]  YES | **Safe Assembly Areas outside of the school identified and reviewed by staff?** |

|  |
| --- |
| Step 4: Check Emergency Resources at Your SchoolVerify, at the beginning of each school year, that all classrooms and other occupied rooms in the school have a posted Emergency Evacuation Route (Egress) map and an Emergency Response and Crisis Management Classroom Guide. |
| [ ]  NO | [ ]  YES | **Evacuation Route (Egress) maps, Emergency Response and Crisis Management Classrooms Guides posted in all occupied rooms** |

|  |
| --- |
| Step 5: Check and Replenish Contents of Emergency Response BackpackCheck the contents of the school Emergency Response Backpack against the ERCM manual guidelines for school emergency supplies in the Prevention section annually. Take this backpack with you if you evacuate the building. Especially make sure these items are inside the backpack: |
| [ ]  NO | [ ]  YES | **Copy of the Student Emergency Contact Roster, Megaphone, Fresh batteries, List of students with special needs, Copy of the Emergency management plan, Master Keys, Attendance roster, and Cell phones. \*\*\*Reference ERCM website for assorted medical supplies check list\*\*\*** |

|  |
| --- |
| Step 6: Identify Emergency Evacuation Staging Areas for Individuals with DisabilitiesAll DPS schools must have an e*vacuation plan for individuals with disabilities who need evacuation assistance* (*See Card 6 of the ERCM manual).** Site Administrators, in conjunction with the Emergency Preparedness Division, must designate emergency Evacuation Staging Areas.
* Evacuation Staging Areas must be posted on the Fire Panel for emergency responders. Posting students schedule with staging locations on the fire panel is acceptable.
 |
| Location | Room # | Room # | Room # | Room # |
| **Ground Floor:** |  |  |  |  |
| **Second Floor:** |  |  |  |  |
| **Third Floor:** |  |  |  |  |
| **Fourth Floor:** |  |  |  |  |
| **Basement:** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **[ ]  NO** | **[ ]  YES** | **List of disabled students/staff and their evacuation plans posted on Fire Panel and in the Secretary’s emergency contact binder?** |
| **[ ]  NO** | **[ ]  YES** | **Staff, students, and parents informed of Evacuation Staging Areas and evacuation plan?** |

|  |
| --- |
| Step 7: Develop a Student-Parent Reunion Procedure at Your SchoolWith the Student-Parent Reunion Coordinator, develop a procedure to sign out students to parents or authorized individuals in the event of a serious emergency. You will need to identify a location(s) and establish a process for reuniting students and parents. Division of Emergency Preparedness will assist with this process.  |
| [ ]  NO | [ ]  YES | **Location(s) within your buiding identified and procedure to reunite students and parents developed?** |
| [ ]  NO | [ ]  YES | **School staff understands their role: To assist safety and security with this process?** |

|  |
| --- |
| Step 8: Identify and Label the Location of all Utility Shutoff ControlsThe Facility Manager will identify and label each Utility and Equipment Shutoff location and insure that all custodial staff knows the locations and correct procedures for shutting down all Utility Equipment. |
| Controls For: | Room # | Room # | Room # | Room # |
| **Gas** |  |  |  |  |
| **Electrical** |  |  |  |  |
| **Water** |  |  |  |  |
| **HVAC**  |  |  |  |  |