

## Sample School Emergency Management Assessment for Districts

1. Has your school district identified emergency management teams at the district and school levels?

Yes

No

2. Do your district/schools have emergency management plans that cover all four phases of emergency management: prevention/mitigation, preparedness, response, and recovery?

Yes

No

3. Do your district's/schools' emergency management plans include an Incident Command System structure with General Staff and Command Staff positions filled two to three deep?

Yes

No

4. Do your district's/schools' emergency management plans include a "buddy system" for teachers **so they are specifically paired with other classes/staff**?

Yes

No

5. Do your district's/schools' emergency management plans include maps and floor plans of the schools' premises?

Yes

No

6. Do your district's/schools' emergency management plans include a check-in policy/procedure for visitors and vendors that is enforced?

Yes

No

7. Do your district's/schools' emergency management plans include procedures to assist students with special needs during emergencies?

Yes

No

8. Do your district's/schools' emergency management plans include a

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policy/procedure to address short, mid, and long-term mental health needs of students/staff affected by traumatic incidents?

Yes

No

9. Do your district's/schools' emergency management plans include a policy/procedure to review and enhance the emergency management plans and emergency procedures on a regular basis?

Yes

No

10. Are your district's/schools' emergency management plans shared with and regularly reviewed by the emergency management agency of your county?

Yes

No

11. Do your schools assess the students', staff's, and parents' perceptions of school safety on a regular basis?

Yes

No

12. Do your schools conduct evacuation, lockdown, and shelter-in-place drills on a regular basis?

Yes

No

13. Do classrooms have emergency kits?

Yes

No

14. Do your schools have a formal parent-student reunification procedure?

Yes

No

15. Do your schools have means to communicate with staff in case of an emergency?

Yes

No

16. Do your schools have an automated notification system to contact parents in

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case of an emergency?

Yes

No

17. Do your schools have on-site and off-site gathering areas in case of an evacuation?

Yes

No

18. Do your schools practice full off-site evacuations on a regular basis?

Yes

No

19. Please share any concerns or needs your school district/schools may have regarding emergency management.