



2019-20 Emergency Preparedness Program

Student safety is essential to a quality learning environment

DATE DUE	7 Annual Program Actions
09/03/2019	<input type="checkbox"/> Ensure Emergency Preparedness Manual and Emergency Flip Chart content is current.
09/06/2019	<input type="checkbox"/> Update Building Emergency Response (ICS) Teams.
09/06/2019	<input type="checkbox"/> Review Building Emergency Supplies and locations (and update where needed).
09/06/2019	<input type="checkbox"/> Review Building Emergency Response Map & Team Staging Areas with Staff.
10/15/2019	<input type="checkbox"/> Update Building Personnel in Rapid Responder Mapping System.
11/30/2019	<input type="checkbox"/> Ensure Safe Schools Online Training is completed by Staff.
Monthly	<input type="checkbox"/> Conduct District-wide Emergency Drills and Fill-out Drill Review Form (<i>refer to backside of page</i>)

DATE DUE	7 Program Competencies
08/30/2019	<input type="checkbox"/> Review "Family Communications Plan for Emergencies" with Staff.
08/30/2019	<input type="checkbox"/> Review the <u>Daily</u> use of Two-Way Radios with Staff.
08/30/2019	<input type="checkbox"/> Review Daily ID Badge Use & Visitor Management Plan with Staff.
08/30/2019	<input type="checkbox"/> Review LockOut & LockDown with Run, Hide, Fight and Safe Location(s) with Staff.
09/06/2019	<input type="checkbox"/> Appoint a Building Safety/Emergency Preparedness Team to monitor 7 Annual Program Actions, 7 Program Competencies, address building-specific Safety/Emergency Preparedness concerns; including conducting Emergency Supplies inventory.
09/27/2019	<input type="checkbox"/> Review Parent-Student Reunification Plan with Staff for BOTH indoor & outdoor reunifications.
09/27/2019	<input type="checkbox"/> Communicate Parent-Student Reunification Plan to Parents .

Web-based & On-site Trainings, Information & Support

To improve knowledge of safety & emergency procedures, the following trainings are available:

Web-based Trainings for Staff on SafeSchools.com	On-site Training for Specific Staff, All-Staff and/or Students
<input type="checkbox"/> Incident Command System (ICS) Review	<input type="checkbox"/> ICS Teams for your Building
<input type="checkbox"/> Parent-Student Reunification Overview	<input type="checkbox"/> LockOut & LockDown - with Run, Hide, Fight
<input type="checkbox"/> Active Shooter Response Overview	<input type="checkbox"/> 3 Kinds of Parent-Student Reunifications
<input type="checkbox"/> First Aid and Medical Emergencies Review	<input type="checkbox"/> Orientation to Motorola 3500 & 7550 Radios
<input type="checkbox"/> Safety in the Classroom	<input type="checkbox"/> District Communications Plan for LockDowns
<input type="checkbox"/> School Intruders Overview	<input type="checkbox"/> Crisis Response for Shoreline Schools
<input type="checkbox"/> Bullying Recognition and Response	<input type="checkbox"/> School Security thru Visitor Management

Emergency Preparedness information and support can be found on our **Emergency Preparedness Center Blog**. Go to the Shoreline School District website, under the "Departments & Programs" heading, click on "Safety & Emergency Preparedness." Be sure you log in to access all available information.

2019-20 Monthly Emergency Preparedness Activities (*on flipside*)

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August	<input type="checkbox"/> Theme: Locate Emergency Preparedness Manual, Review Emergency Preparedness Plan, Monthly Emergency Drill Schedule, and review Emergency Communications Plan (Chart)
September	<input type="checkbox"/> Theme: Review Visitor Management (Check-in / Check-out) for your Building <input type="checkbox"/> Radio Roll Call: 09/10 <input type="checkbox"/> Review: Emergency Flip Charts, Evacuation Routes & Emergency Supplies Location(s) <input type="checkbox"/> Drill: Fire Drill
October	<input type="checkbox"/> Theme: Incident Command Org Chart, Teams, Roles, Map & Staging Areas <input type="checkbox"/> Radio Roll Call: 10/08 <input type="checkbox"/> Review: Accessing Rapid Responder Mapping System <input type="checkbox"/> Drill: Earthquake Drill (<i>Washington Great ShakeOut 10/17</i>)
November	<input type="checkbox"/> Theme: Protocol for responding to Unwelcome Intruders <input type="checkbox"/> Radio Roll Call: 11/12 <input type="checkbox"/> Review: LockOut & LockDown with Run, Hide, Fight & Safe Location(s) Procedures <input type="checkbox"/> Drill: LockDown (<i>during class</i>)
December	<input type="checkbox"/> Theme: Understanding School Staff's Role in a Parent-Student Reunification Event <input type="checkbox"/> Radio Roll Call: 12/10 <input type="checkbox"/> Review: Parent-Student Reunification Plan (<i>indoor & outdoor reunification</i>) <input type="checkbox"/> Drill: Mapping System
January	<input type="checkbox"/> Theme: Shelter-In-Place Location, Supplies Check, and HVAC Shut-Off <input type="checkbox"/> Radio Roll Call: 01/14 <input type="checkbox"/> Review: Shelter-in-Place Procedures <input type="checkbox"/> Drill: Shelter-in-Place
February	<input type="checkbox"/> Theme: Emergency Shut-Offs for Gas, Electric & Water <input type="checkbox"/> Radio Roll Call: 02/11 <input type="checkbox"/> Review: LockOut & LockDown with Run, Hide, Fight & Safe Location(s) Procedures <input type="checkbox"/> Drill: LockDown (<i>outside classroom time</i>)
March	<input type="checkbox"/> Theme: LockOut & LockDown during "Inconvenient Times" (transportation, lunch, recess, etc) <input type="checkbox"/> Radio Roll Call: 03/10 <input type="checkbox"/> Review: Parent-Student Reunification Plan (<i>when offsite relocation is necessary</i>) <input type="checkbox"/> Drill: Fire Drill
April	<input type="checkbox"/> Theme: Parent-Student Reunifications at the Shoreline Center <input type="checkbox"/> Radio Roll Call: 04/14 <input type="checkbox"/> Review: Bomb Threat Procedures <input type="checkbox"/> Drill: Lockout (<i>Outside of Classroom</i>)
May	<input type="checkbox"/> Theme: Emergency Supplies Inventory and Allocation from District to purchase more supplies <input type="checkbox"/> Radio Roll Call: 05/12 <input type="checkbox"/> Review: LockOut & LockDown Procedures (outdoors, in hallways or in lunch area) <input type="checkbox"/> Drill: Fire Drill
June	<input type="checkbox"/> Theme: Emergency Water & Food Supplies (preparing for next year) <input type="checkbox"/> Radio Roll Call: 06/09 <input type="checkbox"/> Review: Personal Emergency Preparedness for a safe summer (<i>and school year</i>) <input type="checkbox"/> Drill: Earthquake