



School Planning & Emergency Preparedness



- *Online basic school plan*
- *12-step planning tool*
- *Current school laws*
- *Disaster drills & exercises*

[www.emd.wa.gov/
preparedness/
prep_schools.shtml](http://www.emd.wa.gov/preparedness/prep_schools.shtml)



Office of the Superintendent
of Public Instruction
www.k12.wa.us

12 Steps to Comprehensive School Planning

1. Begin a Basic School Emergency Plan.
2. Perform a Hazard Assessment; conduct a Classroom Hazard Hunt.
3. Form and train school Disaster Teams using the Incident Command System (ICS).
4. Incorporate Emergency Procedures in the plan, develop a supply list, and purchase supplies.
5. Implement procedures for Lockdown, Evacuation, and Shelter-in-Place.
6. Conduct Lockdown, Evacuation, and Shelter-in-Place drills.
7. Refine Parent/Student Reunification procedures.
8. Enhance procedures for Pandemic Flu.
9. Drill/Exercise your plan using ICS principles.
10. Develop a Mental Health Care Plan; identify counselors.
11. Train school staff on individual and family preparedness.
12. Meet with local fire, law enforcement, and emergency management officials to discuss roles.

