



The First Ten Plays

SCHOOL EMERGENCY PLANNING*

- **Define the school lead, preferably a primary and two assistants. Then build a planning team around that core to cover administration, finance, maintenance, transportation, school nurse, security, safety, a teachers representative, a parent from PTA, and if high school and above, a member of student leadership. Also have associate contacts with fire, police, EMS, public health, local hospitals and the media.**
- **Develop a five-year plan, with clearly defined milestones and a budget after talking to other schools you find in your area that have completed a similar process. Be sure you have current standards and best practices.**
- **Complete a risk assessment for the school site covering both times during operation, after hours, during holidays and closures, and during use as an evacuation center.**
- **Develop a draft plan. Consider using consultants or templates, but make sure the product is relevant and not just a “fill in the blank.”**
- **Develop procedures to support the Plan, including contingencies for specific threats that are most likely and/or most dangerous to the site.**
- **Develop a response team structure using ICS in accordance with NIMS. There are adapted systems for schools. Always build toward reaching the outcomes defined in the Plan.**
- **Staff the team. Train them, Provide regular drills. Participate in exercises, both just for the school and community-based exercises.**
- **Reevaluate the program each year and make improvements as needed.**
- **Look at lessons learned from other schools.**
- **Prepare a strong recovery team from the community for the times after a crisis that will include counseling, legal support, financial support and community healing.**

** These are not listed in order of importance but as a group of materials that will increase the possibility of positive outcomes.*

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