

Annual Report of School Disaster Plan

School _____

Our disaster plan was reviewed on _____
month date year

The plan includes the following:

Hazard Identification

- Determination of which natural and technological disasters are possible in school's area
- Assessment of structures and possible hazards
- Inventory of items that require attention

Hazard Mitigation (actions taken to reduce or eliminate risk to life and property)

- Hazard mitigation prioritized by degree of life safety, cost, frequency of potential hazard, and potential number of people involved
- Hazards corrected as far as possible
- Plans made to remove additional hazards

Education and Training

- Policy and procedures for education and training of staff, volunteers, parents, and children
- Documentation of planned trainings and disaster drills

Organization and Assignment of Responsibilities

- Organizational chart of disaster response teams (e.g. search and rescue, first aid, supplies & equipment, safety & security, utilities, communications, student and staff accounting, child care) led by Incident Commander (principal)
- Description of responsibilities of, and skills and supplies needed for, each disaster response team

Emergency Contacts

- Essential emergency phone numbers (both local and outside the area)
- Contact information for students and families OR description of where this information can be found
- Contact information for staff and volunteers
- Authorizations for emergency treatment

Emergency Supplies

- A list including locations of general emergency supplies and classroom emergency kits kept at each site
- Policy for replenishing and rotating supplies

Maps

- Maps of evacuation and fire exit routes
- General facility maps which include locations of emergency supplies, fire extinguishers, utility controls and shutoffs, meeting points

Evacuation Policies and Procedures

- Evacuation policies and procedures

Sheltering in Place

- Sheltering in place policies and procedures

First Aid Information

- List of who is trained in first aid and CPR
- Inventory and location of first aid supplies

Reuniting Children with Parent and Caregivers

- Policies and procedures for reuniting children and parents/guardians
- Copy of information authorizing to whom the child can be released
- Attendance forms
- Student release forms
- Location of primary and back-up pick-up points

Signature _____ Date _____

Principal or Chairman of Disaster Planning Committee