

Administrator's Emergency Planning Self-Assessment Checklist

YES

NO

In process

PREPAREDNESS

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are you and your staff aware that, under Government Code 3100, you are Disaster Service Workers? Do you understand what this entails? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your campus have a disaster plan and is it updated regularly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you identified a team of leaders in your college community who will assist in your emergency planning efforts? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are you, your teachers and your staff aware of what roles and responsibilities they have under the plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your plan incorporate the principles of NIMS (National Incident Management System) as required? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is your staff trained to perform the responsibilities under NIMS? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you had drills and exercises that involve the performance of NIMS duties? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you conducted an inventory of the kinds of skills or needs of your staff? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you trained your staff in first aid, CPR, CERT (Community Emergency Response Team), damage assessment, search and rescue and fire suppression? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your staff know the location and have maps of the facility showing the main gas, electricity and water shut-off valves? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you made a list and map of the locations of first aid and emergency supplies and made sure the items are restocked on a regular basis? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your campus have sufficient supplies (water, food, blankets) to handle emergency situations that may last up to three or four days? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is everyone aware of primary evacuation routes and alternate routes? Do your drills include using alternative routes? |

YES

NO

In process

MITIGATION

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have bookshelves, file cabinets, free-standing bookcases, aquariums, etc. been bolted to the wall or arranged to support each other? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have heavy items been removed from the tops of bookshelves and cabinets? |

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YES	NO	In process	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>MITIGATION (continued)</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have windows in classrooms and other campus buildings been equipped with safety glass or covered with protective film?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are partitions, suspended ceilings, overhead lights and air ducts secured to the structure of the building?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are TV's mounted and secured properly in classrooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you evaluated exits in classrooms, lecture halls and offices to ensure they will remain clear for evacuation routes in an emergency?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have inventories been made of hazardous materials throughout your schools and facilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hazardous materials identified, separated and stored properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there an earthquake preparedness program in your plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any programs established between the campus, agencies and community groups which discuss the college's policies regarding student alert, release and retention and the development of an emergency plan for each staff and student home?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How and where are you storing vital data, plans and records? Do you have duplicate copies of important documents stored in an off-site location? Do you have a GO Box or emergency kit?

YES	NO	In process	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>EMERGENCY RESPONSE</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your district have a policy requiring the use of NIMS?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has your administration clearly communicated OES policy and performance expectation to all staff?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has your district incorporated the principles of NIMS in it's plan, emergency response procedures and training materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the college site plans coordinated with the district's plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has your staff been trained in NIMS and do they understand the basic principles as required?

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YES	NO	In process	
			<u>EMERGENCY RESPONSE (continued)</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has your staff been trained in how to perform any functions to which they may be assigned during a declared disaster?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your college or district have an arrangement with structural engineers who will report to the campus directly after a disaster to evaluate the facilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have arrangements in place with local vendors to provide services, fuel for generators, and materials to support recovery efforts?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a process to determine whether total or partial evacuation is necessary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you identified an evacuation site? Is there an alternate location if your original site is not useable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you determined how to transport students to an alternate location if necessary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you know if your school has been designated as a potential mass care shelter? Do you have a Memorandum of Understanding with public health agencies or with the American Red Cross?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you know what to do with seriously injured students?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your school have clearly established student tracking procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you developed emergency sanitation procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you determined who will serve as the Public Information Officer to provide information to the media after a disaster, and is that person properly trained in accordance with NIMS?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you identified personnel who can translate information to non-English speaking parents or guardians?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a central Emergency Operations Center (EOC), "command post" or other central planning area been identified?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the EOC been equipped with maps of the campus, facilities and hazards in the area, a student roster for the current year, first aid supplies and other tools necessary to manage the emergency response after a disaster?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your campus have a back-up communications system such as a 800 megahertz or CB radio, a ham radio, or two-way radio to communicate with your district or Operational Area (county) Emergency Operations Center? Have you identified trained operators?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your campus have an internal communication system such as walkie talkies, megaphones or intercom?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has your security force identified critical infrastructure and nodes that would be the targets of attack in case of a terrorist event and created a response plan.?

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RECOVERY

The following items are usually district-level responsibilities. An individual campus site might want to check with its district to determine the procedures that will be followed or develop a campus plan.

- | YES | NO | In process | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you Identified record keeping requirements and sources of financial aid for disaster relief. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have an established absentee policy for teachers/students after a disaster? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have an established agreement with mental health professionals to provide counseling to students and their families after the disaster? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are there established alternative teaching methods for students unable to return immediately to classes: correspondence classes, tele-teaching, group tutoring, on-line teaching, etc? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a plan for conducting classes if some of your facilities are damaged – half-day sessions, alternative sites, and portable classrooms? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are you familiar with the procedures involved, and forms used in claiming disaster assistance from the state and federal governments? Work with your local or state emergency services professionals to maximize your cost-recovery abilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is someone designated to determine if buildings are safe after an event? |