

Sample District School Safety Report

Yes No 1. Has the board required each school council, or if none exists, the principal, to adopt an emergency plan to include procedures to be followed in case of fire, severe weather, or earthquake, or if a building lockdown is required?

Please respond to the following questions for all schools in the district. If all public school buildings in the district have not met the requirement, respond in the negative.

Yes No A. Does each school have a written Emergency Management Plan (EMP)?

Yes No B. Did each SBDM Council adopt a policy requiring the development and adoption of an EMP?
Date: _____

Yes No C. Did each SBDM Council adopt an EMP? Date: _____

Yes No D. Has each school provided local first responders with a copy of the school's EMP and a copy of the school's floor plan?

Yes No E. Has each school's EMP been reviewed and revised as needed by the SBDM council, principal, and first responders (annually)? Date: _____

Yes No F. Was each school's EMP reviewed with the faculty and staff prior to the first instructional day of the school year? Date: _____

Yes No G. Were local law enforcement and/or fire officials invited to review each school's EMP?

Yes No 2. Has the board required each school council, or if none exists, the principal, to implement the following school safety requirements?

Please respond to the following questions for all schools in the district. If all public school buildings in the district have not met the requirement, respond in the negative.

Yes No A. In each school, are evacuation routes posted in each room at any doorway used for evacuation, with primary and secondary routes indicated?

Yes No B. In each school, has the local Fire Marshal reviewed the designated safe zones for severe weather and are they posted in each room? Date: _____

Yes No C. Have practices been developed in each school for students to follow during an earthquake?

Yes No D. Has each school developed and adhered to practices designed to ensure control of access to the school (i.e., controlling access to exterior doors, front entrance, classrooms, requiring visitor sign-in, display of identification badges)?

Yes No E. Has each school completed all four emergency response drills during the first 30 instructional days of the school year? (Fire in compliance with [Fire Safety regulations](#)), Lockdown, Severe Weather and Earthquake)

Yes No F. In each school, are processes in place to ensure all four emergency response drills (Fire in compliance with [Fire Safety regulations](#)), Lockdown, Severe Weather and Earthquake) will occur during the month of January?

*School = school or building occupied by staff or students