

## SCHOOL PREPAREDNESS SELF ASSESSMENT: IS YOUR SCHOOL READY?

**How well would your school respond to a disaster? How would people respond in the first few minutes? Do people know what to do? Schools and communities in Maine face all kinds of potential hazards, both natural (winter storms, tornadoes, fires, floods, earthquakes) and man-made (hazardous material spills, acts of violence). Being prepared to address such hazards requires thorough and comprehensive planning. How ready are you?**

**Take this test to find out!**

QUESTION	YES	NO	PARTIAL
1. Does your School Administrative Unit have a comprehensive emergency response plan for the district and each School (and/or bus if students are being transported)?			
2. Does the plan include the four phases of emergency management- preparedness, prevention/mitigation, response, and recovery?			
3. Does the plan address the possibility or need to obtain additional resources from other school districts?			
4. Did the plan result from an all hazards risk analysis?			
5. Does your plan address natural and manmade hazards (see introduction above) that could result in injury, death, or significant damage to school property?			
6. Was the plan developed in cooperation with county and local emergency responders (i.e. fire, law enforcement, emergency medical, emergency managers, etc.)?			
7. Were school transportation supervisors, nurses, counselors, School Resource Officers (SRO's), coaches, teachers, volunteers, facilities managers/custodians, and food service staff included in the process of designing your plan? EACH ONE IS IMPORTANT.			
8. Was input from parents and students sought and used in creating your plan?			
9. Does the plan identify alternative sites that can be used for shelter?			
10. Does your plan include bus accidents that may occur on regular routes or while en route to/from school activities?			
11. Do your bus drivers have two ways to contact help in the event of an emergency?			
12. Do your bus drivers have knowledge of any medical conditions and allergies and appropriate response strategies for all students on board?			
13. Does the plan include a system for notifying, instructing, and updating parents when an emergency or disaster occurs at school or away from school?			
14. Do you have a separate document that identifies preparedness, response, mitigation, recovery, and resource shortfalls with a plan, and a time line for correcting them?			
15. Does the emergency plan include an Incident Command System (ICS) that is integrated with local and county ICS ?			
16. Have two alternates for all school emergency response positions been named?			
17. Have incident command responsibilities been assigned along with back-up responsibilities?			

18. Does the plan include a system to account for all students and adults in the affected area?			
19. Does the plan include a system for releasing students to their parents?			
20. Does the plan include both primary and secondary evacuation routes?			
21. Are new staff and substitutes trained on your emergency plan as part of their initial orientation?			
22. Do you have a staff buddy system for emergencies to pair experienced staff with newer staff?			
23. During evacuation drills, are primary exits regularly blocked to test the secondary evacuation routes?			
24. Is the plan practiced through regular drills and exercises that include more than fire drills?			
25. Are both evacuation and reverse-evacuation drills practiced?			
26. Are shelter-in-place drills practiced?			
27. Are lock-down drills practiced?			
28. Do drills test the systems for accounting for all students and staff?			
29. During drills, are communication systems tested- internal/internal, internal/external, external/external?			
30. Are drills for evacuation and response during various severe weather conditions done?			
31. Does each classroom have a shelter in place kit, and a grab and go kit?			
32. Are non school emergency responders and managers included in drills and practice exercises?			
33. After drills, exercises, and real events is a review held and information collected and used to upgrade the emergency plan?			
34. Does the plan include a system for regular review for any changes and necessary updating?			

**SCORING:**

If you were able to respond “**YES**” to all of these questions, congratulations, your school is probably well prepared to respond to almost any type of disaster. Obviously, any “**NO**” or “**PARTIAL**” responses point to areas where present plans and systems might be improved. If you had more than five “**NO**” or “**PARTIAL**” responses, your school quite likely would face serious problems in the event of a real disaster.