

CSSRC Resource Review

Review Date: 7/3/14

Name/Title: Sample Forms, Checklists, and Exercises for School Emergency Operations Plans

Author: FEMA

Media Type: (Book, CD, Flyer, Poster, Website, etc) website with links to each document

Publisher/Supplier: FEMA

Publication Date: 2009

Re-order Source:

<http://training.fema.gov/EMIWeb/emischool/EL361Toolkit/SampleFormsChecklistsExercises.htm>

Language: English

Usefulness Rating:

1. Excellent
2. Good XX
3. Fair
4. Poor
5. Rated by: (CSSRC staff member) Alice
6. Comments:
 - a. FEMA provides a collection of sample and template documents specifically for school emergency preparedness on this website. Most documents are available as a modifiable Word document that schools can easily download and customize.
 - b. Sample forms include: emergency information for children with special needs, student emergency information, family emergency plan, staff skills survey, sample media statements, sample log of events and responses.
 - c. Sample checklists include preparedness checklists for administration and classrooms, maintenance and security checklist, partnering with law enforcement, health officer/school nurse checklist, ADA requirements checklist, hazard/vulnerability assessment checklists, drill planning checklists.
 - d. Sample table top exercises include earthquake, fire and explosion, hazardous materials, hostage, and intruder.
 - e. Some of the documents are written in “emergency management” language as opposed to “school” language. For example, the table top exercises use Incident Command jargon that may not be immediately meaningful for school personnel, like command post, safety officer, unified command, and section chiefs.

Category: (Prevention, Protection, Mitigation, Response, Recovery, Promotional Item) Protection

Topic: (Bullying, Substance Abuse, Threat Assessment, etc) Emergency Preparedness



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Audience: (Administrators, Counselors/Psychologists/Social Workers, Emergency Responders, Health Professionals/Nurses, Law Enforcement/SROs/Security, Parents, Teachers, Other School Personnel) all school personnel

Intended Age Group: (pre-K, elementary, middle, high, higher education) all

Cost: n/a

Additional Comments: These sample documents are a useful addition to those available on the REMS website because they are all modifiable. REMS contains a more complete list of documents that are helpful for school emergency management, but the documents on the FEMA website are all modifiable, whereas that is not the case on the REMS website.

