

Denton ISD - Emergency Operations Planning

Annual Minimum Requirements Worksheet

Building _____

school year _____

Planning Notes	
	<p>Before school begins:</p> <ul style="list-style-type: none"> • order new front pages for flip chart
	<ul style="list-style-type: none"> • replace torn weather safe room signs
	<ul style="list-style-type: none"> • ensure that each room has: <ul style="list-style-type: none"> ➤ An emergency flip chart ➤ evacuation routes with primary and alternate routes ➤ weather safe room plans ➤ red and green window cards and evacuation cards
	<ul style="list-style-type: none"> • complete the "administrative backup" form and post in office area
	<ul style="list-style-type: none"> • complete "drill planning worksheet" and submit to Deputy Superintendent
	<ul style="list-style-type: none"> • ensure all staff required to have CPR/AED training are in compliance
	<ul style="list-style-type: none"> • identify all certified first aid/CPR responders and post names in office
	<ul style="list-style-type: none"> • schedule CPR/AED/first aid classes (at least one per semester)
	<ul style="list-style-type: none"> • designate UDCA (unlicensed diabetic care assistant) and set diabetes and anaphylaxis level one training for all staff
	<ul style="list-style-type: none"> • secure/reaffirm primary and secondary evacuation sites and put written MOU in your campus EOP
	<ul style="list-style-type: none"> • define members of your Building Emergency Response Team, arrange meeting schedule (at least two meetings per year)
	<p>Review flip chart with all employees, (emphasize 911 call guidelines and orange pages at a first-week faculty meeting)</p>
	<p>Review AED and first aid kits location in building with all employees</p>
	<p>Check contents of Administrator's Crisis Box, update any necessary materials ; review and update building plans</p>
	<p>Send emergency plans parent letter out and post on website</p>

DISD Emergency Drills - Planning Worksheet

Required Drills and suggested timelines		Dates(s) planned	Person Responsible/Notes
*bus evacuation drills will be planned with Transportation *tabletop drills may be planned with law enforcement			
August	communications drill		
September	fire drill - no obstruction (building evacuation) lockdown drill - danger inside building		
October	fire drill (site evacuation) weather safety drill (shelter in place, with duck and cover)		
November	fire drill - obstructed bomb threat drill		
December	fire drill - no obstruction		
January	fire drill with obstruction lockdown drill - danger outside building		
February	fire drill - no obstruction weather safety drill		
March	fire drill - no obstruction		
April	fire drill - no obstruction		
May	fire drill with obstruction reverse evacuation drill		

Submit this worksheet to the Deputy Superintendent by Sept. 1 of each school year to indicate your intentions for emergency preparedness. Post-drill documentation is submitted at the end of each school year on the DISD "Drill Documentation" record.