

# Denton ISD - Emergency Operations Planning

## Annual \*Minimum Requirements Worksheet

Building \_\_\_\_\_

School Year \_\_\_\_\_

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

## DISD Emergency Drills - Planning Worksheet

<b>Required Drills and suggested timelines</b>		<b>Dates(s) planned</b>	<b>Person Responsible/Notes</b>
*tabletop exercises may be formally planned with law enforcement or informally done with building team			
<b>August</b>	communications drill		
<b>September</b>	fire drill - no obstruction (building evacuation)  lockdown drill - threat inside building		
<b>October</b>	fire drill (site evacuation)  shelter in place		
<b>November</b>	fire drill - obstructed  bomb threat drill		
<b>December</b>	fire drill - no obstruction		
<b>January</b>	fire drill with obstruction  lockdown drill - threat outside building		
<b>February</b>	fire drill - no obstruction  lockdown drill - threat inside building (at passing period, end of last lunch, etc.)		
<b>March</b>	fire drill - no obstruction  weather safety drill (move to weather safe area, shelter in place, with duck and cover)		
<b>April</b>	fire drill - no obstruction		
<b>May</b>	fire drill with obstruction  reverse evacuation drill		

**This planning worksheet must be submitted to the Environmental Safety Manager by Sept. 1, each school year.**