

**ST. TAMMANY PARISH PUBLIC SCHOOLS
DISTRICT PREP
SITE
PRE-EMERGENCY CHECKLIST**

School Name: _____ **Event:** _____

Y N N/A

- 1. The current essential set of keys, one exterior master and one key for the designated key box with its location, is on file with the Central Office. The key box at the site should include exterior and interior masters, gym keys, auditorium keys, cafeteria and refrigeration/walk-in cooler keys, gate keys/pad lock key and any others you deem a necessity. The keys on file in the Central Office and designated site key box must be labeled and easily identifiable by Central Office Staff.

- 2. The site has been secured and the site key box is up-to-date. Benches, garbage cans, chairs, and/or any other items that could become flying missiles have been contained. Loose and clogged rain gutters, downspouts and drains have been cleared. All flags have been removed from flag poles.

- 3. The Emergency Response Team (administrative, custodial and maintenance personnel at the site) has been briefed by the Site Coordinator. ERT Members have been informed to prepare to return to work after settling their families. Members have been provided information on methods of communication from the Central Office. The site phone tree has been established with current home numbers, cell numbers, email addresses and other numbers employees can be reached, website provided, radio and television channels noted. A copy of the current phone numbers are on file with the District PREP Liaison.

- 4. School system vehicles and equipment (trucks, cars, buses, tractors, mowers, computers, electronics, golf carts, four wheelers, etc.), have been secured. Designated parking areas available are located at Fontainebleau Jr. High School and Pearl River High School. Bus owner/operators may also park their buses at these sites. Battery cables, electronic equipment and computer

equipment have been backed up, disconnected and raised from the floor.

- 5. The possibility of site becoming a shelter has been taken into account and preparations are complete. Showers with hot water, washer/drier, and kitchen equipment are available. Freezers and coolers shall remain closed during power outages.
- 6. Archive safely important proprietary documents and data such as contracts, interagency agreements, updated inventory lists (books, athletic, computer, food service supplies and equipment), backed up tapes of student information, security codes, petty cash, bookkeeping, checks, immunization cards, etc. in a water proof container and store in the vault or safe at the site or store remotely.
- 7. Emergency Supply Kit is available for the Emergency Response Team. [ERT members have been instructed to pack essential items listed in the Preparedness Measures section, Emergency Supplies Kit of the **District PREP**.
- 8. All employees have removed personal items of value such as laptops and have emptied their personal refrigerators.
- 9. Electrical power for the site is supplied by:
_____ CLECO
_____ WST Electric
- 10. Site Coordinator maintains possession of the District PREP Binder and an up-to-date Site Staff Directory before, during, and after the event.

Safety, preparations, and communication are vital in establishing the necessary resources for successfully returning our students to the classroom. Make sure to carry the Site Crisis Management Plan and emergency list when exiting for the emergency. **Use your school board ID to travel through state checkpoints or roadblocks. Complete this checklist and fax to the District PREP Liaison at 898-3283.**

Site: _____

Site Coordinator Signature: _____ Date: _____