

ST. TAMMANY PARISH PUBLIC SCHOOLS DISTRICT PREP

ALPHA TEAM DISTRICT PRE-EMERGENCY CHECKLIST

Y N N/A

- 1. Once the Team has received word that a threat exists, they will initiate the **District PREP**.

- 2. Establish an emergency housing needs coordinator.

- 3. Secure a copy of the confidential information including account numbers, critical documents and checklists of departmental essential functions.

- 4. Facilitate / coordinate all emergency activities with Parish officials and maintain current Parish official contact information.

- 5. Designate a key custodian ensuring all current essential sets of keys and security codes for all sites are on file at the Central Office.

- 6. Give specific work orders to the Bravo, Charlie, Delta and Echo Teams.

- 7. Post-event packet or PREP Recovery Kit should be prepared including an extra supply of Recovery Checklists, etc.

- 8. Prepare all designated sites and facilities for Red Cross or other Public agencies shelters.

- 7. Assign a liaison to coordinate military assistance pre-emergency.

- 8. Establish communication bulletins with all employees and parents via web site, press releases, radio broadcast, television, etc.

- 9. Coordinate fuel depot for District trucks, vehicles, and generators. (Possibly have a vendor prearranged or buy from bus drivers who house fuel at their homes.)

- 10. Designate and train a team to answer the phones and assist walk-ins post-emergency.

Site: _____ **ALPHA TEAM Signature:** _____ **Date:** _____

ST. TAMMANY PARISH PUBLIC SCHOOLS DISTRICT PREP

ALPHA TEAM DISTRICT RECOVERY CHECKLIST

Y N N/A

- 1. Give specific work orders to the Bravo, Charlie, Delta and Echo Teams.
- 2. Post-event packet or PREP Recovery Kit should be prepared including an extra supply of Recovery Checklists, etc.
- 3. Prepare additional designated sites and facilities for Red Cross or other Public agencies to be used as post-emergency shelters.
- 4. Facilitate / coordinate all emergency activities with Parish officials and maintain current Parish official contact information.
- 5. Assign a liaison to coordinate military assistance post-emergency.
- 6. Establish communication bulletins with all employees and parents via web site, press releases, radio broadcast, television, etc.
- 7. Coordinate fuel depot for District trucks, vehicles, and generators. (Possibly have a vendor prearranged or buy from bus drivers who house fuel at their homes.)
- 8. Designate a donation liaison with an assigned storage site.
- 9. Designate a liaison with agencies in special circumstances.

Site: _____

ALPHA TEAM Signature: _____ Date: _____

ST. TAMMANY PARISH PUBLIC SCHOOLS DISTRICT PREP

ALPHA TEAM DISTRICT RECOVERY UTILITY CHECKLIST

School Name: _____ Event: _____

Staff Members on Site: _____

Y N N/A

- 1. The site has electrical power in all areas.
- 2. The water system is operational.
- 3. The phone system is working properly.
- 4. The sewerage system is properly functioning.
- 5. The natural gas/propane system is operational.
- 6. The Internet/Intranet system is working properly.

Attach a list of the areas with noted problems and any issues that have to be taken care of before opening, i.e. fallen trees, power lines, etc.

Supervisor: _____

Date: _____ Time: _____

Administrators are to check the entire site carefully assessing all buildings inside and out. Complete this checklist when directed to do so and fax to the District PREP Liaison at 898-3283 from the Recovering Site, if possible.