

## K -12 School Emergency Plan Self Review Checklist

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

School Official  Municipal Official  Consultant E-mail: \_\_\_\_\_

This Plan is a  Original Plan – First submission  Revised Plan of one submitted on \_\_\_\_\_

Item to Check	Yes	No	Page #
1. Is there a Table of Contents in the Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are the members involved with plan development as required by General Statute identified and indicated in the Plan?  <input type="checkbox"/> CEO <input type="checkbox"/> Superintendent <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire <input type="checkbox"/> Health <input type="checkbox"/> Emergency Mgt. <input type="checkbox"/> EMS  <i style="text-align: right;">Standard 1</i>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	
3. Have all members signed the Signatory Page?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the plan reference an organizational structure based on the National Incident Management System (NIMS) with use of the Incident Command System (ICS)? A. Incident Command System Organizational Chart <input type="checkbox"/> B. Evidence of NIMS and ICS Training (Sign-in Sheets, FEMA Training Certificates) <input type="checkbox"/> C. Use of Standard Language and Definitions <input type="checkbox"/>  <i style="text-align: right;">Standard 2</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is there an established School Security and Safety Committee (SSSC) at the each school? A. Are the following members of the Committee identified? <input type="checkbox"/> Police Officer <input type="checkbox"/> First Responder <input type="checkbox"/> School Administrator <input type="checkbox"/> School Teacher <input type="checkbox"/> Mental Health Professional <input type="checkbox"/> Parent/Guardian of Student B. Is there evidence that the Committee assisted in the development of the Security/Safety Plan? C. Is the School Security and Safety Committee tasked to provide guidance and direction for School Emergencies? <b>REFERENCE:</b> <i>Organization and Responsibilities</i> Plan Template Section D – 1(a) and (b) *NOTE: SSSC is tasked to manage emergencies if an Executive Group is not established  <i style="text-align: right;">Standard 3</i>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
6. Is the plan appropriately dated indicating an annual submission?  <div style="text-align: right;">Date: _____</div> <i style="text-align: right;">Standard 4</i>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the Plan an Annex of the municipality's Local Emergency Operations Plan?  <input type="checkbox"/> Verified by local EMD <input type="checkbox"/> Signified in the Plan  <i style="text-align: right;">Standard 5</i>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the Plan include a current Hazard/Vulnerability Assessment?  <i style="text-align: right;">Standard 8</i>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the Plan contain procedures for managing various types of emergencies based on risks identified in their current Hazard Assessment?  <i style="text-align: right;">Standard 6</i>	<input type="checkbox"/>	<input type="checkbox"/>	

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10. Do the Plan follow the format of the All-Hazards School Security and Safety Plan Template (Basic Plan, Functional Annexes and Hazard/Threat Specific Annexes)? <i>Standard 12</i>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is there evidence that each school’s School Security and Safety Committee provides a plan orientation and violence prevention training to each school employee? <i>Standard 10</i>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Did the local or regional board of education conduct a security and vulnerability assessment for each school under their jurisdiction every two years?  Previous assessment date _____ Last assessment date _____ <i>Standard 8</i>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Did local law enforcement and the following local public safety officials evaluate, score/assess, and provide feedback on fire drills and crisis response drills?  <input type="checkbox"/> Law Enforcement <input type="checkbox"/> EMD <input type="checkbox"/> Fire Marshal <input type="checkbox"/> Building Inspector <input type="checkbox"/> EMS Representative  A. Did the Board of Education submit an annual report to the DEMHS Regional Coordinator by July 1 <sup>st</sup> of the current year regarding the types, frequency, and feedback of drills/exercises? <i>Standard 7</i>	<input type="checkbox"/>          <input type="checkbox"/>	<input type="checkbox"/>          <input type="checkbox"/>	
14. Have the required number of fire drills and crisis response drills been conducted during the last year and documented in the Emergency Response Drill Log?  Seven Fire Drills _____ Three Crisis Response Drills _____ <i>General Statute 10-231</i>	<input type="checkbox"/>          <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>          <input type="checkbox"/> <input type="checkbox"/>	
15. Does the plan identify the members of a Safe School Climate Committee (SSCC)?  Is it indicated within the plan that the Safe School Climate Committee (or SSSC) for each school collects and evaluates information relating to instances of disturbing or threatening behavior and that it reports this information to the District Safe School Climate Coordinator (if applicable) and/or the School Security and Safety Committee?  *NOTE: If an SSCC is not named then those functions need to be tasked to the SSSC. <b>REFERENCE:</b> Organization and Responsibilities Plan Template Section D – (1)(c) <i>Standard 9</i>	<input type="checkbox"/>          <input type="checkbox"/>	<input type="checkbox"/>          <input type="checkbox"/>	

Item to Check	<u>Yes</u>	<u>No</u>	<u>Page</u>
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16. Is there an indication that each school constructs a reference kit available for first responders and that the kit includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Several copies of laminated easy-to-read floor plans</li> <li><input type="checkbox"/> Master keys to interior and exterior door locks</li> <li><input type="checkbox"/> Other items determined to be needed through consultation with School Officials, Local Law Enforcement, Emergency Management Director, and First Responders</li> </ul> <p style="text-align: right;"><i>Standard 11</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Does the plan address functional needs personnel issues related to the hazards identified during the hazards/vulnerability assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Does the School Security and Safety Plan follow the format of the All-Hazards School Security and safety Plan Template released/revised by DEMHS-DESPP? Does the local plan submitted: <ul style="list-style-type: none"> <li>A. Achieve the objectives outlined in the Plan Template?               <ul style="list-style-type: none"> <li>- Namely, does the plan serve to protect the lives and well-being of the school students and staff by outlining necessary procedures which allow for the timely response of adequately trained school personnel during emergencies?</li> </ul> </li> <li>B. Reflect the use of Standard Terminology?</li> <li>C. Demonstrate that it is based on the all-hazards planning paradigm and on the results of a Hazard Analysis and Security Audit.</li> <li>D. Have a training component which includes staff training, and drills and exercises.</li> <li>E. Undergo a periodic review process which facilitates the improvement process. Outline who is responsible for its maintenance and how it will be maintained?</li> </ul> <p style="text-align: right;"><i>Standard 12</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

### FUNCTIONAL ANNEXES

<u>Item to Check</u>	<u>Yes</u>	<u>No</u>	<u>Page #</u>
19. Does the plan have functional annexes tailored for each the school?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Does the plan have an “Accounting for all Personnel Annex?”	<input type="checkbox"/>	<input type="checkbox"/>	
21. Does the plan have a “Communications and Warning Annex?”	<input type="checkbox"/>	<input type="checkbox"/>	
22. Does the plan have a “Family Reunification Annex?”	<input type="checkbox"/>	<input type="checkbox"/>	
23. Does the plan have a “Continuity of Operations Annex?”	<input type="checkbox"/>	<input type="checkbox"/>	
24. Does the plan have a “Recovery Annex” that includes academic, physical, fiscal and psychological recovery?	<input type="checkbox"/>	<input type="checkbox"/>	
25. Does the plan have a “Public Health, Medical, and Mental Health Annex?”	<input type="checkbox"/>	<input type="checkbox"/>	

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Review Conducted by: \_\_\_\_\_

Any questions regarding plan requirements can be made to your DEMHS Regional Office, or sent to:  
[SchoolSecurityPlanStandards@ct.gov](mailto:SchoolSecurityPlanStandards@ct.gov)

Final plan will be filed with DEMHS Regional Coordinator.

E-mailed to \_\_\_\_\_ Date: \_\_\_\_\_  
DEMHS Regional Coordinator

E-mailed to \_\_\_\_\_ Date: \_\_\_\_\_  
Local Emergency Management Director

**Additional Comments and Recommendations:**