Checklist of E/OHS Activities for Emergency Action Planning

Program Contact Person: Brian Mohr and Building Principals

Is the Emergency Action Planning program in place and as outlined in the Minnesota Executive Order 93-27 and Model Crisis Management Plan? *Yes No*

Is the Plan current?  *Yes No*

Has the Plan been reviewed this school year? *Yes No*

Have the program and goals been approved by the School Board for the current school year? *Yes No*

Are information maps posted to indicate travel routes in the event of fire, tornado shelter locations, and procedures during lockdown? *Yes* *No*

Located where? Maps are located by each classroom.

Are all drills timed and recorded? *Yes No*

Responsible person: Building Principals and or Assistant Principals time and coordinate drills.

Location of records: Records are primarily stored in the building office bulletin board. An alternative is storage in the Principal’s office.

Forms provided: *Yes No*

Does this school coordinate drills with local government authorities to assure sheltering in school, evacuating to their homes or use of congregate care centers? *Yes No N/A*

Has this school completed the Fire Marshall required Fire Safety and Emergency Evacuation Plan? Yes No N/A

Training provided for affected staff? *Yes No N/A*

Note: School principals were cited by the State Fire Marshal for failure to conduct fire drills within 10 days of beginning the school year. Brian M has distributed tracking forms to all principals. Training was conducted fall of 2009 on emergency planning.