Emergency Response Plan Foundation Checklist for School Administrators

This checklist helps school leaders quickly evaluate whether their current Emergency Response Plan is dynamic, accessible, and ready for real-world use—not just compliant on paper.

1. Alignment with the Emergency Operations Plan ☐

- Emergency Response procedures are directly built from the district's Emergency Operations Plan
- Response actions align with state-required EOP structure and terminology
- Roles and responsibilities are consistent across both plans
- First responder expectations match what is written in the plan

2. Multi-Hazard Readiness ☐

- The plan addresses more than just active threats
- Procedures apply to fire, severe weather, medical emergencies, behavioral crises, and utility failures
- Staff can adapt procedures when an incident does not fit neatly into one category
- Reunification, accountability, and continuity are addressed

3. Accessibility When Seconds Matter ☐

- Staff know exactly where to find the Emergency Response Plan
- Procedures are accessible without relying on a physical binder
- Key contacts, maps, and protocols can be accessed quickly
- Substitute teachers and support staff can access essential guidance

4. Clarity Under Stress ☐

- Procedures are written in plain language
- Step-by-step actions are clear and concise
- Roles are clearly defined for administrators, teachers, and support staff
- The plan supports decision-making rather than rigid scripts

5. Training and Reinforcement ☐

- Staff receive regular training on Emergency Response procedures
- Drills reinforce actions, not just compliance
- Administrators and SROs train together when possible
- Lessons learned from drills or incidents are incorporated into updates

6. First Responder and Community Collaboration ☐

- Law enforcement, fire, EMS, and emergency management have reviewed relevant procedures
- First responders know what the school expects staff to do during incidents
- Community partners are included where appropriate
- Changes to procedures are shared with response partners

9. Strategic Thinking ☐

- The plan is reviewed at least annually
- Updates are made when staffing, facilities, or procedures change
- Responsibility for updates is clearly assigned
- The plan reflects current threats, guidance, and best practices