



# School Readiness 12-Point Program

## **#1 Emergency Operation Plans & Checklists**

Create a quality planning team. Establish a continuity of authority. Determine essential school functions. Prior to an incident identify risks and hazards that could affect your school. Identify expertise and skills in the staff. Have digital emergency checklists for electronic devices.

## **#2 Basic School Supplies Preparedness**

Water, food, sanitation/toilet capabilities, sheltering, warmth, first aid supplies, student personal preparedness kits and a trained staff. Be prepared to shelter and feed your entire student body overnight with no power, gas, water utilities, and no communication services.

## **#3 Drills & Exercises**

Fire, earthquake, severe weather, lock down, lock out, intruder, active shooter, bomb threat, HAZMAT, evacuation and alternate shelter location drills and exercises – Practice, Practice, Practice.

## **#4 Shelter-in-Place Protocols**

Identify interior locations that are sealable to the outside. Identify water, food, heat/cooling, sanitation and communication issues in the SIP location. Be prepared to shelter-in-place for an extended period of time.

## **#5 Evacuation Protocols**

Have a plan and protocols to evacuate to an alternate shelter location in case the school building is untenable. Obtain a memorandum of agreement (MOA) and possess keys to that location. Practice an entire school evacuation to the alternate site.

## **#6 Reunification Plans**

Written and practiced uniform plans. Interior and exterior reunification plans/locations. Identify location capabilities and issues. Address the emotional content. Plans are shared with, and practiced with, the parents.

## **#7 Pandemic/Infection Protocols**

Establish a pandemic plan, with protocols for mass infection/illness, in conjunction with your local health department. Plan for implementing isolation and quarantine protocols.

## **#8 Student Preparedness Education**

Educate students in preparedness and survival principles. FEMA Student Tools for Emergency Planning (STEP) training, American Red Cross Pillowcase & Pedro programs. Student personal preparedness kits in the classroom. Teach survival education. What to do if...

## **#9 National Incident Management System**

Train and familiarize school administrators, front office and maintenance staff in basic Incident Command System protocols: ICS for school-based incidents. ICS organizational principles and elements. Know ICS positions, responsibilities, and functions. Prepare to interface with community first response personnel. Online: <https://training.fema.gov/is/> - ICS for schools.

## **#10 Active Shooter Protocols & Response**

Run, Hide, Fight / Avoid, Deny, Defend. Adopt best practices for active shooter incidents. Train and practice with your local law enforcement. Establish a school threat assessment team. Be Ready. The enemy is denial.

## **#11 Cyber Security Protocols & Issues**

Cyber security training for the entire school staff. Education and awareness is key to cyber security. This is a 21st century threat. Create strong cyber security policies.

## **#12 Staff Training – Best Practices**

Advanced first aid, basic life support, AED, crisis/disaster psychology, Community Emergency Response Team (CERT) training, online NIMS & ICS courses, HAM radio operators, etc. Have a trained & capable staff.

**Call to Schedule FREE School Preparedness Training: 801-538-3400**  
or attend the next School Readiness Coordinating Council meeting.

✓ **Make a Plan** ✓ **Get a Kit** ✓ **Be Informed** ✓ **Get Involved**  
For more preparedness information: [BeReady.Utah.gov](http://BeReady.Utah.gov)



Access additional brochures  
at the Be Ready Utah Library

[dem.utah.gov](http://dem.utah.gov)





## “By failing to prepare, you are preparing to fail.” – Benjamin Franklin

### Schools: A Duty to Protect

Since Jefferson founded public education for the citizens of the United States, schools have been charged with the safety of children in their care - a duty to protect. Teachers and administrators have a responsibility to anticipate potential dangers and to take precautions to protect their students from those dangers.

#### School readiness questions

- What legal and moral responsibilities do schools have to keep children safe?
- Do parents believe their children are safe while at school?
- Are our schools prepared for the “unthinkable” / all-hazards crisis management?

#### Three questions for school administrators and staff

- If circumstances required, could your school shelter the entire student body overnight? With no power and no running water? And no phone/cell communications?
- Does your school have an MOA (Memorandum of Agreement) and possess keys for an alternate shelter location?
- Does your school regularly practice your reunification procedure? With the parents?

#### Ready Schools Coordinating Council

When: Meets quarterly, 10 AM to 2 PM

Who: Senior district, charter & parochial administration personnel

What: Current school readiness and preparedness training. Trending best protocols and practices. Provide requested training from subject matter experts. School Readiness 12-Point Program.

#### Social Media Outreach

**Twitter:** @BeReadySchools

**Facebook:** Facebook.com/BeReadySchools

**Email Messaging:** Current/trending school safety and preparedness info

#### Contact Information:

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**“Our children are our most important and valuable resource.  
Let’s keep them safe and secure!”**

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