

# **Academy of Dover Charter**

## **Principal/Designee Emergency Planning Survey**

**November 6, 2020**

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49 questions

49 answered

100% complete

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# Summary

# Checklist

## Preparedness

**Have you identified a team of leaders in your school community who will assist in your emergency planning efforts?**

[Yes](#)  'No'  'In process'  'N/S'

**Are you, your teachers and your staff aware of what roles and responsibilities they have under the plan?**

[Yes](#)  'No'  'In process'  'N/S'

**Does your plan incorporate the principles of NIMS (National Incident Management System) as required?**

[Yes](#)  'No'  'In process'  'N/S'

**Is your staff trained to perform the responsibilities under NIMS?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you had drills and exercises that involve the performance of SEMS/NIMS duties?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you conducted an inventory of the kinds of skills or needs of your staff?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you trained your staff in CPR, basic First Aid, and damage assessment?**

[Yes](#)  'No'  'In process'  'N/S'

Selected staff trained.

Shalane Baldwin

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**Does your staff know the location and have maps of the facility showing the main gas, electricity, water shut-off valves and other hazards?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you made a list and map of the locations of first aid and emergency supplies and made sure the items are restocked on a regular basis?**

[Yes](#)  'No'  'In process'  'N/S'

**Does your site have sufficient supplies (water, food, blankets) to handle emergency situations that may last up to three days?**

[Yes](#)  'No'  'In process'  'N/S'

**Is everyone aware of primary evacuation routes and alternate routes? Do your drills include using alternative routes?**

[Yes](#)  'No'  'In process'  'N/S'

**Have bookshelves, file cabinets, free-standing bookcases, aquariums, etc. been bolted to the wall or arranged to support each other?**

[Yes](#)  'No'  'In process'  'N/S'

**Have bookshelves, file cabinets, free-standing bookcases, aquariums, etc. been bolted to the wall or arranged to support each other?**

[Yes](#)  'No'  'In process'  'N/S'

# Mitigation

**Have bookshelves, file cabinets, free-standing bookcases, aquariums, etc. been bolted to the wall or arranged to support each other?**

[Yes](#)  'No'  'In process'  'N/S'

**Have bookshelves, file cabinets, free-standing bookcases, aquariums, etc. been bolted to the wall or arranged to support each other?**

[Yes](#)  'No'  'In process'  'N/S'

**Have heavy items been removed from the tops of bookshelves and cabinets?**

[Yes](#)  'No'  'In process'  'N/S'

**Have windows in classrooms and other campus buildings been equipped with safety glass or covered with protective film?**

[Yes](#)  'No'  'In process'  'N/S'

**Are partitions, suspended ceilings, overhead lights and air ducts secured to the structure of the building?**

[Yes](#)  'No'  'In process'  'N/S'

**Are televisions mounted and secured properly in classrooms?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you evaluated exits in classrooms, multipurpose rooms and offices to ensure they will remain clear for evacuation routes in an emergency?**

[Yes](#)  'No'  'In process'  'N/S'

**Have inventories been made of hazardous materials throughout your schools and facilities?**

[Yes](#)  'No'  'In process'  'N/S'

**Are hazardous materials identified, separated and stored properly?**

[Yes](#)  'No'  'In process'  'N/S'

**Are there any programs established between the district, agencies and community groups that discuss the school district's policies regarding student release and retention and the development of family preparedness plans?**

[Yes](#)  'No'  'In process'  'N/S'

**How and where are you storing vital data, plans and records? Do you have duplicate copies of important documents stored in an off-site location?**

[Yes](#)  'No'  'In process'  'N/S'

# Emergency Response

**Does your district have a policy requiring the use of NIMS?**

[Yes](#)  'No'  'In process'  'N/S'

**Has your administration clearly communicated Emergency Operations policy and performance expectation to all staff?**

[Yes](#)  'No'  'In process'  'N/S'

**Has your district incorporated the principles of NIMS in its plan, emergency response procedures and training materials?**

[Yes](#)  'No'  'In process'  'N/S'

**Are the school site plans coordinated with the district's plan?**

[Yes](#)  'No'  'In process'  'N/S'

**Has your staff been trained in NIMS and do they understand the basic principles as required?**

[Yes](#)  'No'  'In process'  'N/S'

**Has your staff been trained in how to perform any functions to which they may be assigned during a declared disaster?**

[Yes](#)  'No'  'In process'  'N/S'

**Does your school district have an arrangement with structural engineers who will report to the campus directly after a disaster to evaluate the facilities?**

[Yes](#)  'No'  'In process'  'N/S'

**Do you have arrangements in place with local vendors to provide services, fuel for generators, and materials to support recovery efforts?**

'Yes'  'No'  [In process](#)  'N/S'

**Have you identified an evacuation site? Is there an alternate location if your original site is not useable?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you determined how to transport students to an alternate location if necessary?**

[Yes](#)  'No'  'In process'  'N/S'

**Do you know if your school has been designated as a potential mass care shelter?**

[Yes](#)  'No'  'In process'  'N/S'

**Do you have a Memorandum of Understanding with public health agencies or with the American Red Cross?**

'Yes'  'No'  [In process](#)  'N/S'

**Do you know what to do with seriously injured students?**

[Yes](#)  'No'  'In process'  'N/S'

**Does your school have clearly established student tracking procedures?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you developed emergency sanitation procedures?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you determined who will serve as the Public Information Officer to provide information to the media after a disaster, and is that person properly trained in accordance with NIMS?**

[Yes](#)  'No'  'In process'  'N/S'

**Have you identified personnel who can translate information to non-English speaking parents or guardians?**

[Yes](#)  'No'  'In process'  'N/S'

**Has a central Emergency Operations Center (EOC), "command post" or other central planning area been identified?**

[Yes](#)  'No'  'In process'  'N/S'

**Has the EOC been equipped with maps of the campus, facilities and hazards in the area, a student roster for the current year, first aid supplies and other tools necessary to manage the emergency response after a disaster?**

[Yes](#)  'No'  'In process'  'N/S'

**Does your campus have an internal communication system such as walkietalkies, bullhorn and/or public address system?**

[Yes](#)  'No'  'In process'  'N/S'



# Recovery

**Have you Identified record keeping requirements and sources of financial aid for disaster relief?**

- [Yes](#)  'No'  'In process'  'N/S'

**Is someone designated to determine if buildings are safe after an event?**

- [Yes](#)  'No'  'In process'  'N/S'

**Do you have an established absentee policy for staff and students after a disaster?**

- [Yes](#)  'No'  'In process'  'N/S'

**Do you have an established agreement with mental health professionals to provide counseling to students and their families after the disaster?**

- [Yes](#)  'No'  'In process'  'N/S'

**Are there established alternative teaching methods for students unable to return immediately to classes: correspondence classes, tele-teaching, group tutoring, on-line teaching, etc?**

- [Yes](#)  'No'  'In process'  'N/S'

**Is there a plan for conducting classes if some of the school facilities are damaged - half-day sessions, alternative sites, portable classrooms?**

- [Yes](#)  'No'  'In process'  'N/S'

**Are you familiar with the procedures involved, and forms used in claiming disaster assistance from the state and federal governments? Work with your local or state emergency services professionals to maximize your cost-recovery abilities.**

- [Yes](#)  'No'  'In process'  'N/S'