Minimum Component Checklist

District: _____ School: _____ Annual Review Date(s): _____

Reviewer Name: _____Representing: _____

To indicate review conclusion, circle "S" when Satisfactory, "M" when Missing; or "R" when Revision is needed.

I. Concept of Operations			
A. Description of the school's overall approach to emergency operations.	S	M	R
B. Statement about how and when emergency plan will be implemented.	S	M	R
C. Identify who will coordinate with first responder agencies and how the coordination will take place.	S	M	R
D. Identify who will be responsible for making revision to the Master School Emergency and Crisis Response Plan and for disseminating to all agencies (i.e. principals, first responders, etc.)	S	M	R
II. Direction and Control.			
A. School Emergency Management Organization (Incident Command System)	S	M	R
B. Definition/Assignment of Roles and Responsibilities with designated backup for each role.	S	M	R
1. Responsibilities of individuals who discover an emergency or crisis.	S	M	R
2. Responsibilities of leader/commander and other members of the emergency team.	S	M	R
3. Responsibilities of monitors who will ensure the proper execution of the planned response.	S	M	R
4. Responsibilities for communicating with first responders, building occupants, families, representatives of the media, and other members of the community.	S	M	R
5. Responsibilities for maintaining emergency-related records.	S	M	R
C. Description of the Responses planned (i.e. what should happen, when, and at whose direction) to address various emergencies or crisis that are known to occur in or affect schools, including at least:	S	M	R
1. Severe weather	S	M	R
2. Fire	S	M	R
3. Bomb threat or the discovery of suspicious items	S	M	R
4. Structural failure	S	M	R
5. The failure of utilities or loss of utility service	S	M	R
6. Bus accidents	S	M	R
7. The release of hazardous materials, both indoors and outdoors	S	M	R
8. The presence of an intruder, use of a weapon, or taking of a hostage	S	M	R
9. Public health or medical emergencies	S	M	R
10. Earthquake	S	M	R
11. Nuclear power plant accidents (if located within 10 miles of such a plant)	S	M	R
D. Inventory of resources that are available when responding to emergencies including:	S	M	R
1. Emergency contact list, identifying persons, by title and agency, who will be notified in an emergency.	S	M	R
2. Methods for accounting for the whereabouts and status of all children and the process established for releasing students into the care of their parents and others.	S	M	R
3. Response guidance material and the method of providing it to students and staff, including support personnel such as bus drivers, secretaries, custodians, and visitors.	S	M	R
4. Emergency supplies and equipment (such as first aid kits, food, water, emergency lighting, fuel, two-way and battery-operated radios, etc.) maintained for students and staff to use during an emergency or crisis.	S	M	R
III. Training and Preparedness.			
A. The description of actions taken (i.e. the training provided and the materials used to ensure that all administrators, staff and students understand the warning signals and know what to do in an emergency, including but not limited to the objectives and types of school safety drills conducted in conformance with Sections 15 and 20 of the Act.	S	M	R
B. Information that exists about the school, such as hazard analyses, area maps, site plans, safety reference plans (See 23 Ill. Adm. Code 180.120), community agreements, etc.	S	M	R
C. Record and results of the required school safety drills and any optional drills conducted.	S	M	R