



# Utah Division of Emergency Management • Be Ready Utah Section

## Be Ready Schools 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 & hazards that could affect your school. Identify expertise & skills in the staff. Have digital checklists for electronic devices.

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

Water, food, sanitation/toilet capabilities, sheltering, warmth, first aid supplies, student personal preparedness kits & a trained staff. Be prepared to shelter 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 & 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**

If the school building is untenable – have a plan and protocols to evacuate to an alternate shelter location. Obtain a Memorandum of Agreement & 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**

In conjunction with your local Health Department - establish a pandemic plan, with protocols for mass infection/illness. Plan for implementing isolation and quarantine protocols.

### **#8 Student Preparedness Education**

Educate students in preparedness & survival principles. FEMA Student Tools for Emergency Planning (STEP) training, 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 school administrators, front office and maintenance staff. Trained and familiarized in basic Incident Command System protocols: ICS for school-based incidents. ICS organizational principles and elements. Know ICS positions, responsibilities and functions. Preparing to interface with community emergency response personnel. Online: - ICS for Schools.

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

Run, Hide, Fight / Avoid, Deny, Defend. Adopt best practices for active shooter/killer incidents. Train and practice with your local law enforcement. Be Ready. The Enemy is Denial.

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

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

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

Advanced First Aid, Basic Life Support, Community Emergency Response Team (CERT) training, AED, crisis/disaster psychology, 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 next the School Readiness Coordinating Council meeting.

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





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

### School Preparation Considerations:

- Do schools have a responsibility to keep children safe while at school?
- Do parents believe their children are safe while at school?
- Are our schools prepared for the “unthinkable?”

### Three Questions for School Administrators:

- 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 annually practice your reunification policy? 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. 12 Point School Readiness Program.

### Social Media Outreach:

Twitter: @BeReadySchools

FaceBook: FaceBook.com/BeReadySchools

Email Messaging: FEMA Preparathon & Student Tools for Emergency Planning (STEP), ShakeOut

**True preparedness is NOT “What you plan to do”.**  
**True preparedness is “What you already do NOW”.**

### 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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