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 21st 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
“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
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!”