

Emergency Preparedness Checklist

Date: _____

To: All Staff

Dear Team,

In light of our commitment to ensuring the safety and well-being of our students and staff, please find below the emergency preparedness checklist that should be reviewed and implemented across the school.

Emergency Preparedness Checklist

1. Emergency Contact Information

- Ensure all staff have updated emergency contact lists.
- Verify that phone numbers and email addresses are current.

2. Emergency Supplies

- Check first aid kits for completeness.
- Stock up on essential supplies (food, water, flashlights, batteries).

3. Evacuation Plans

- Review and update evacuation routes.
- Conduct a fire drill at least twice a year.

4. Training and Drills

- Organize emergency response training for all staff.
- Schedule regular drills for various emergency scenarios (tornado, lockdown, earthquake).

5. Communication Plan

- Establish a communication protocol for emergencies.
- Ensure all staff are aware of how to report an incident.

Please ensure that these items are addressed by _____ (**insert deadline**). Thank you for your cooperation in keeping our school safe.

Best regards,

(Your Name)
(Your Position)
(School Name)