



Is My Classroom Prepared?

8 Questions for Teachers

1

Does my school have an Emergency Operations Plan (EOP) and do I understand the protocol for shelter-in-place and evacuation procedures?

Every school should have an EOP. Be proactive – know your role, understand the language of the plan, and any responsibilities you have within the plan.

2

In an emergency, can I secure my classroom quickly? What is my “Plan B?”

In addition to what is noted in the EOP, what other options do I have to evacuate classroom occupants from danger if “Plan A” will not work? Make a “Plan B” and review that plan with your school administrator.

3

How do I communicate an emergency to others outside of my classroom? What tools are available to enable communication? Have I practiced with each technology and rehearsed emergency language?

Be aware and PRACTICE using those tools that can help you notify others of an actual emergency situation. In an emergency, communication is everything!

4

Are substitutes and other nearby adults familiar with my specific classroom and the needs of my students?

As teachers prepare lesson plans, substitutes can often be overlooked as a responder to an emergency. Be sure to provide all the necessary information, tools and resources a substitute may need during an emergency. Make sure you have a “buddy teacher” who can answer questions for the substitute in your absence.

5

How will I meet the needs of students with medical and/or special education considerations during an emergency?

Public schools serve many children who are medically fragile and/or suffer from mental health issues. These kids may need special support during an emergency situation. Make sure you have a plan in place that will work for all kids.

6

Is my emergency kit stocked with the resources I need during a prolonged crisis inside or outside my classroom??

In a lockdown situation you and your students may be confined to your classroom for several hours as authorities assess the situation and clear the building. Having the essentials you need to make that period of time comfortable for students is important. Examples include bathroom needs, first aide, food and water, medication, and devices for special needs students, etc.

7

Do my students understand their responsibilities in an emergency situation?

Hopefully your school practices emergency drills on a regular basis. If not, you can still practice on your own and work to make your students aware of their responsibilities when needed to put the EOP into action.

8

What is our procedure for reunifying students and families after a crisis?

Understanding the reunification process and being able to articulate that process to parents ahead of a crisis is important. Take accurate daily attendance and make sure you have up-to-date rosters reflective of who is in attendance everyday.

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