



# SCHOOL EMERGENCY PREPAREDNESS CHECKLIST

*The First Minutes Matter: Strengthening Emergency Response in Schools*

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The first few minutes of an emergency determine outcomes. Use this checklist to evaluate your school's readiness across key response areas. Review with administration, nursing staff, and safety officers annually — or after any emergency event.

## 1 911 COMMUNICATION & DISPATCH READINESS

- All staff can clearly state the school's full street address and zip code when calling 911.
- Staff know the nearest cross streets to the school.
- The school has identified which entrance(s) responders should use for each scenario.
- Staff understand dispatch centers may serve multiple municipalities and may not know your campus.
- A school map showing entrances, access roads, and key locations is available at the front office.

## 2 BUILDING NAVIGATION FOR RESPONDERS

- Staff are familiar with the A/B/C/D side orientation system used by public safety agencies:
  - A Side = Front of building
  - B Side = Left when facing the front
  - C Side = Rear of building
  - D Side = Right when facing the front
- Staff can combine internal door numbers with A/B/C/D directions (e.g., 'Door 17 on the C side near gym').
- Signage for key building entrances is clear and visible from outside.
- A pre-incident walkthrough with local EMS or fire has been conducted within the past year.

## 3 AED & BLEEDING CONTROL EQUIPMENT

- AEDs are distributed throughout the building — not only in the nurse's office.
- AED locations are clearly posted and marked with visible signage.
- Staff have been trained on AED use within the past two years.
- Stop the Bleed kits are available in multiple accessible locations throughout the building.
- Bleeding control kits are accessible during a lockdown (not only from the nurse's office).
- Kits contain tourniquets, wound packing gauze, and pressure dressings.
- Naloxone (Narcan) is co-located near AED cabinets, per local policy.

- Staff training on bleeding control has been completed within the past year.
- Equipment is inspected and restocked on a scheduled basis.

#### 4 MARCH FRAMEWORK — STAFF AWARENESS

*Staff are not expected to provide advanced care — awareness of these priorities improves outcomes before EMS arrives.*

- M — Massive Bleeding: Staff can apply basic bleeding control (tourniquet, direct pressure).
- A — Airway: Staff know simple positioning to help keep an airway open until EMS arrives.
- R — Respiration: Staff can monitor and document breathing status for arriving responders.
- C — Circulation: Staff keep patients calm and still after bleeding is controlled.
- H — Hypothermia / Head Injury: Warming materials available; staff know to prevent heat loss.

#### 5 OUTDOOR & ATHLETIC AREA ACCESS

- Ambulance access to all athletic fields and outdoor event areas has been evaluated.
- Stable surface routes exist for emergency vehicles to reach outdoor areas.
- Gate widths and access roads accommodate standard ambulance dimensions.
- Outdoor areas are labeled and can be clearly described when calling 911.
- A walkthrough with local EMS has been conducted to identify outdoor access challenges.
- Portable first aid / trauma equipment is available at athletic events.

#### 6 STUDENT MEDICAL INFORMATION & ACCESS

- Student medical records (allergies, medications, seizure protocols) are accessible when the nurse is not on site.
- Emergency contact information is current and accessible to staff in any building.
- A designated staff member is identified to accompany a student to the hospital if needed.
- Procedures are in place for rapid guardian notification (hospitals require consent to treat minors).
- Student medical information is in a format usable by EMS in the field.

#### 7 EVACUATION, ACCOUNTABILITY & REUNIFICATION

- Staff can quickly and accurately account for all students during an evacuation.
- Accountability system has been tested in a drill within the past year.
- Alternate evacuation routes are identified in case primary exits are blocked.
- Rally points are located away from fire hydrants, driveways, fire lanes, and staging areas.

- A pre-planned student reunification site has been identified.
- A guardian verification process is in place to ensure students are released to authorized individuals.
- Reunification procedures account for extended holds when parents cannot arrive immediately.

**NOTES / ACTION ITEMS**

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*Contact us for free school preparedness guidance.*