

Needs for Crisis Mgt. Plan

facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, fire alarms, fire extinguishers, hoses and water spigots. The facility diagrams and site plans will be available at the front desk and in appropriate areas and will be kept on file in the Executive Director's office.

Designate "safe Areas" inside for bad weather, outside for fire, bomb

The school building will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. Copy of the list for TrekNorth will be kept on file at the front desk and in the Executive Director's office. The list will be updated annually.

select a crisis response team trained to respond in an emergency

(for tornados)

Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.

Procedures for reporting chemical accidents should be posted at key locations (i.e., chemistry labs, art rooms, pool area, janitorial closets). School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff are aware of where to access these sheets in the case of a chemical accident.

Evacuation may be made to a relocation center designated in advance by a Executive Director if a specific alternative assignment is not made by response agency officials.

lock-down procedures to secure the school building, to keep students inside and keep the danger outside of the building away from students and staff.

[Note: The Emergency/Disaster Preparedness Planning Guide has a sample Chemical/Biological Threat Phone Report and Caller Identification Checklist.]