

DRAFT

OAKLAND UNIFIED SCHOOL DISTRICT
Office of Charter Schools
Emergency Preparedness Report

Date:

School:

Location:

Principal:

Office telephone:

Cellular telephone:

Others present:

- Current Safety Plan Current map of school w/ evacuation routes

- Fire extinguisher(s) Alarm systems function: Fire alarm / Emergency drill bell

- First Aid Kit(s) Handicap access ramps Handicap / special needs assistance

- Entrance & exit doors Entrance & exit gates Entrance & exits roads

- Evacuation area Fencing / walls / gates Emergency exit signs posted

- Incident Command Form Emergency Telephone List Staff Identification

- Emergency lighting interior / exterior Medical stretcher Keys door /gate

- Chemical storage Smoke detectors Whistles / air horn / hand held alarm

- Utility shut off Current training for staff (CPR, first aid, NIMS, SEMS)

- Drill log Student directory Emergency contacts

Notes:

Recommendations:

Authority:

Date: