Checklist for SERP Development

Create a School Emergency Response Team (SERT) - Notify staff of assigned roles

Each SERT member is familiar with the School Emergency Response Plan and Management Guide

Create School Emergency Kit(s)

Review *Visitor Screening Policy* with staff

Review *General Dismissal Procedures* with staff

Review Universal Response Guidelines found in Management Guide; make necessary modifications to plan based on school specific needs

Review and update Evacuation Sites—fire evacuation location and sites at 500 feet

Review Lockdown plan for each room of building

Review ALICE plan with all stakeholders

Review and update *Severe Weather Safe Area* for each room of building

Remind staff to keep Classroom Emergency Flipchart visible in classrooms and offices

Establish a schedule for orientation, training, and practice for all School Universal Responses
(fire drills, evacuations, ALICE, lockdowns, etc.)

Submit a copy of the SERP to ADW Assurance Database
(DC schools must submit to https://osse.dc.gov/page/start-school-school-safety-emergency-response-plans)

Place a copy of the School Emergency Response Plan in School Emergency Kit(s)

Conduct drills and exercises based on the SERP as required
(Review Do's and Don't's of ALICE drills on Principal Portal)