

School/District Emergency Operations Plan Self-Assessment Checklist



ARIZONA DEPARTMENT OF
EDUCATION



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INTRODUCTION

Arizona legislation, specifically Arizona Revised Statute (A.R.S.) §15-341(A)(31), requires that governing boards work with local law enforcement agencies and emergency management authorities to develop an emergency response plan for each school in the school district. These emergency response plans, or emergency operations plans, must meet minimum standards. The Arizona Department of Education and the Arizona Department of Emergency and Military Affairs, Division of Emergency Management are the agencies responsible for developing the Minimum Requirements for School Emergency Operations Plans, which are revised every five years. Part Two of the minimum standards details the sections and content that must be included in the school emergency operations plan.

This self-assessment checklist document is designed to help schools and districts evaluate the effectiveness and completeness of their Emergency Operations Plan (EOP). By using this tool, administrators, emergency planners, and safety personnel can identify strengths, areas for improvement, and gaps in their emergency preparedness efforts.

This document is in alignment with the following additional Arizona Department of Education documents and resources:

- [Implementation Guidance: Arizona Minimum Requirements for School Emergency Operations Plans](#)
- [Arizona Minimum Requirements for School Emergency Operations Plans](#)
- ADE Emergency Operations Plan Development Guidance, July 2024
- [Arizona District and School Emergency Preparedness and Response Competencies, November 2023](#)
- 2024 ADE Emergency Operations Plan Templates

Schools and school districts are required to plan for students with disabilities and other access and functional needs including developing Individual Emergency Safety Plans. ADE has several resources and templates to assist schools and districts in this planning:

- [Individual Emergency Safety Plan \(IESP\) for Elementary School - Microsoft Word Fillable](#)
 - [Individual Emergency Safety Plan \(IESP\) for Elementary School - For Handwritten Use](#)
- [Individual Emergency Safety Plan \(IESP\) for Middle and High School - Microsoft Word Fillable](#)
 - [Individual Emergency Safety Plan \(IESP\) for Middle and High School - For Handwritten Use](#)

Please visit the [ADE School Safety website](#) to access additional resources.

INSTRUCTIONS

Step 1: Gather Necessary Documents

Before beginning the assessment, collect the following materials:

- The current School/District Emergency Operations Plan (EOP)
- Any previous assessments or reports on emergency preparedness
- Emergency contact lists and response protocols
- Relevant federal, state, and local guidelines on school safety

Step 2: Review the Entire Document

Familiarize yourself with each self-assessment section before beginning the assessment. This will help you identify additional personnel needed to assist with the self-assessment and gather other materials as needed. The self-assessment portion of this document is divided into four tables:

- Emergency Operations Plan Self-Assessment Checklist
- Basic Plan Self-Assessment Checklist
- Functional Annexes Self-Assessment Checklist
- Threat and Hazard Annexes Self-Assessment Checklist

Review the Summary section of this document. This will assist you in capturing information in the Notes and Other Observations column in the self-assessment sections. In the Summary, you can document the following:

- Observed Strengths
- Areas for Improvement
 - Recommendations for Addressing Area for Improvement
 - Names and Titles of Team in Charge
 - Anticipated Date of Completion
 - Other Recommendations

Review the Certification and Signature section of this document. This section prompts the user to provide his or her name and title, the date, and signature attesting to the following statement:

I certify that this checklist has been reviewed and actions have been taken to address areas of concern. The revisions have been approved and sent to stakeholders and necessary community partners.

Step 3: Complete the Self-Assessment Checklist

- Read each statement carefully and mark the appropriate response:
 - Missing
 - In Progress/Needs Work
 - Satisfactory
- Use the Notes or Other Observations section to note any strengths, areas for improvements, or follow-up actions needed.

Step 4: Complete the Summary Section

- After completing the checklist, review the areas marked as Missing or In Progress or Needs Work and any other pertinent Notes and Observations identifying strengths and areas for improvement.
- Document these in the Summary Section and develop a plan to address the areas for improvement in collaboration with school or district leadership. Add rows to the table as needed.

Step 5: Complete the Certification and Signature Section

Step 6: Implement and Reassess

- Update the EOP as needed and communicate changes to all stakeholders and partners.
- Conduct follow-up assessments annually or after significant incidents to ensure continued improvement.

EMERGENCY OPERATIONS PLAN SELF-ASSESSMENT CHECKLIST

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
School safety planning team names and titles are listed.		☐	☐	☐	
The plan includes:	Basic Plan	☐	☐	☐	
	Functional Annexes/Universal Procedures	☐	☐	☐	
	Threat and Hazard Specific Annexes/Emergency Procedures	☐	☐	☐	
Reviews and updates to the plan are explained.		☐	☐	☐	
The frequency of the review and updates is noted.		☐	☐	☐	
The individual responsible (name and title) for reviewing and updating the plan is listed.		☐	☐	☐	
The offsite accessibility (in case of evacuation) on a secure website or network is described.		☐	☐	☐	
The name and title of the individual who will direct emergency response in the administrator's absence is identified.		☐	☐	☐	

School/District Emergency Operations Plan
Self-Assessment Checklist

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
The plan's compatibility with district, community, and national plans is noted.		☐	☐	☐	
How the school/district communicates plan updates to response agencies, including 9-1-1 dispatch and emergency managers is explained..		☐	☐	☐	
The name and title of the person responsible for communicating plan updates to response agencies is listed.		☐	☐	☐	
Plan includes procedures and accommodations for:	Language needs	☐	☐	☐	
	Functional needs	☐	☐	☐	
	Complex medical needs	☐	☐	☐	
	Complex mental health needs	☐	☐	☐	
	Emergency go/stay kits	☐	☐	☐	
	Traveling students/staff	☐	☐	☐	
	Other:	☐	☐	☐	
The plan includes considerations for staff and students with disabilities and other access and functional needs including developing Individual Emergency Safety Plans (IESPs).		☐	☐	☐	
Plan includes policy and/or procedure directing school staff and faculty to call 9-1-1 first if the emergency is life-safety related.		☐	☐	☐	

School/District Emergency Operations Plan
Self-Assessment Checklist

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Plan includes emergency procedures for:	Before and after school activities	☐	☐	☐	
	Special events (i.e., prom, athletic events, and field trips)	☐	☐	☐	
	Contact information for relocation sites	☐	☐	☐	
	Updated Memoranda of Understanding for relocation sites not within the school district or community	☐	☐	☐	
Emergency Go/Stay Kits:	Are distributed to administrators, nurses, and classrooms	☐	☐	☐	
	Have a maintenance plan in place	☐	☐	☐	

BASIC PLAN SELF-ASSESSMENT CHECKLIST

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Table of Contents is included.		☐	☐	☐	
Plan includes a table that tracks and records all updates and revisions to the plan.		☐	☐	☐	
Plan includes a table that tracks and records the distribution of the plan including a record of all offices, departments, and agencies that receive copies of the plan.		☐	☐	☐	
Introduction is included.		☐	☐	☐	
Approval Statement:	Approval statement is included	☐	☐	☐	
	Includes Principal's signature	☐	☐	☐	
	Includes School Superintendent's signature	☐	☐	☐	
District-Level signature page is provided and includes the District Superintendent's signature		☐	☐	☐	

School/District Emergency Operations Plan
Self-Assessment Checklist

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Plan purpose is included.		☐	☐	☐	
Plan scope is included.		☐	☐	☐	
Emergency Operations Plan Activation and Emergency Communication:	Includes district-specific policy and procedure for activation	☐	☐	☐	
	Identifies title of those authorized to activate EOP	☐	☐	☐	
	Identifies order of succession by title	☐	☐	☐	
	Includes the communication methods of warning staff of an emergency	☐	☐	☐	
	Includes the policy and/or procedure for emergency notification to 9-1-1/local emergency response	☐	☐	☐	
Organizational responsibilities are listed in the plan including name, title, address, and	Back ups for each role	☐	☐	☐	
	District support roles	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
phone number for:					
Situation Overview					
Standard Operating Population	Student population count included	☐	☐	☐	
	Employee population count included	☐	☐	☐	
	Scheduled daily differences in population documented	☐	☐	☐	
Extracurricular Activities Population Count	Before and after school program population count included	☐	☐	☐	
	Student Organizations and Clubs count included	☐	☐	☐	
	Athletics population count included	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Building-Specific Population Counts	Staff and students with disabilities and other access and functional needs population count included	☐	☐	☐	
	Staff and students with limited or non-English proficiency population county included	☐	☐	☐	
Direction, Control, and Coordination					
Incident Command System (ICS) Organizational Chart	Incident Commander, Public Information Officer, Safety Officer, Liaison Officer, and Operations Section positions documented	☐	☐	☐	
	ICS Chain of Command explained	☐	☐	☐	
	ICS Alternates documented	☐	☐	☐	
On-Site Command Post	Primary on-site command post(s) documented	☐	☐	☐	
	Alternate on-site command post(s) documented	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
On-Site Staging Area	Primary on-site staging area(s) documented	☐	☐	☐	
	Alternate on-site staging area(s) documented	☐	☐	☐	
The agency, name, title, and contact information of person(s) to be notified during an emergency identified.		☐	☐	☐	
Common terminology and plain language are used.		☐	☐	☐	
Evacuation Routes	Primary on-site evacuation route(s) included	☐	☐	☐	
	Alternate on-site evacuation route(s) included	☐	☐	☐	
	Primary off-site evacuation route(s) included	☐	☐	☐	
	Alternate off-site evacuation route(s) included	☐	☐	☐	
Assembly Areas	Primary on-site assembly area(s) included	☐	☐	☐	
	Alternate on-site assembly area(s) included	☐	☐	☐	
	Primary on-site assembly area(s) included	☐	☐	☐	
	Alternate on-site assembly area(s) included	☐	☐	☒	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Special Populations of Consideration	Staff and students with disabilities and other access and functional needs considerations included	☐	☐	☐	
	Staff and students with limited or non-English proficiency considerations included	☐	☐	☐	
Reference Guide Locations	Reference guide locations in the classroom documented	☐	☐	☐	
	Reference guide locations in indoor assembly area(s) documented	☐	☐	☐	
	Reference guide locations in school transportation vehicles documented	☐	☐	☐	
Emergency Response Procedures					
Off-Campus Emergency Response Procedures	Off-campus emergency response procedures for field trips included	☐	☐	☐	
	Off-campus emergency response procedures for bus accidents included	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Extracurricular Emergency Response Procedures	Extracurricular emergency response procedures for before and after school programs included	☐	☐	☐	
	Extracurricular emergency response procedures for athletic events included	☐	☐	☐	
	Extracurricular emergency response procedures for student and family events included	☐	☐	☐	
Attachments					
An ICS Structure is included as an attachment and position responsibilities are provided.		☐	☐	☐	
A Student Roster is included as an attachment with parent/legal guardian contact information provided or a back up for how this will be accessed in case of a technological failure is identified in the plan.		☐	☐	☐	
A Master Schedule is included as an attachment.		☐	☐	☐	
A Faculty and Staff Roster is included as an attachment with	Administration	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
emergency contact information provided or a back up for how this will be accessed in case of a technological failure is identified in the plan.	Buildings and Grounds	☐	☐	☐	
	Communication Team	☐	☐	☐	
	Crisis Team	☐	☐	☐	
	Teachers and paraprofessionals	☐	☐	☐	
	Threat Assessment Team	☐	☐	☐	
	Transportation	☐	☐	☐	
	Other:	☐	☐	☐	
Community Emergency Phone Numbers are updated annually and included as an attachment:	Ambulance and emergency medical services	☐	☐	☐	
	Fire departments	☐	☐	☐	
	General Emergency Numbers and 9-1-1	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Local and state public health department	☐	☐	☐	
	Local hospitals	☐	☐	☐	
	Municipal, county, and state law enforcement agencies	☐	☐	☐	
	Poison Control Center	☐	☐	☐	
	Reunification sites	☐	☐	☐	
	Utility companies	☐	☐	☐	
Maps are included as attachments or a primary and backup strategy for how maps will be accessible to relevant parties in emergencies is identified	Campus site plans and blueprints are included in the attachments	☐	☐	☐	
	Floor plans are included in the attachments that detail the following: ☐ Emergency utility shut-off valve locations ☐ Heat plants	☐	☐	☐	

Planning Component	Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
☐ Boilers ☐ Generators ☐ Flammable liquid storage ☐ Hazardous material storage ☐ Fire-fighting equipment placement ☐ Automatic External Defibrillators (AEDs) ☐ Stop the Bleed kits ☐ First aid facilities ☐ Property access points ☐ Building access points				

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Relocation sites are included in the attachments that detail the following: ☐ Assembly areas ☐ Staging areas ☐ Request/release gates ☐ Medical services ☐ Mental health services ☐ Command post ☐ Parent/guarding parking	☐	☐	☐	
Sample Statements and Letters Attachments	Faculty notifications are included in the attachments that detail the following: ☐ Primary method ☐ Alternate method ☐ Phone ☐ Email ☐ Text ☐ Print	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Parent/guardian notifications are included in the attachments that detail the following: ☐ Primary method ☐ Alternate method ☐ Phone ☐ Email ☐ Text ☐ Print	☐	☐	☐	
	Student notifications are included in the attachments that detail the following: ☐ Primary method ☐ Alternate method ☐ Phone ☐ Email ☐ Text ☐ Print	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Media notifications are included in the attachments that detail the following: ☐ Primary method ☐ Alternate method ☐ Phone ☐ Email ☐ Text ☐ Print	☐	☐	☐	
Student accountability/release forms are included as attachments.		☐	☐	☐	

FUNCTIONAL ANNEXES SELF-ASSESSMENT CHECKLIST

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Accountability for all persons is included.		☐	☐	☐	
Communication protocols are included for the following:	Media	☐	☐	☐	
	Parents	☐	☐	☐	
	Staff	☐	☐	☐	
	Students	☐	☐	☐	
	Fire warning system	☐	☐	☐	
	Lockdown warning system	☐	☐	☐	
Evacuation procedures are included.		☐	☐	☐	
Reverse evacuation procedures are included.		☐	☐	☐	
Lockdown procedures are included for the following:	[Insert situation inside terminology]	☐	☐	☐	
	[Insert situation outside terminology]	☐	☐	☐	
Recovery (Continuity of Operations) procedures are included for the following:	Academic	☐	☐	☐	
	Operational (records, etc.)	☐	☐	☐	
	Physical	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Fiscal	☐	☐	☐	
	Psychological	☐	☐	☐	
	Other:	☐	☐	☐	
Relocation procedures are included for the following:	Process including training	☐	☐	☐	
	Primary location walkable	☐	☐	☐	
	Primary location drivable	☐	☐	☐	
	Secondary locations	☐	☐	☐	
Reunification procedures are included for the following:	Process including training	☐	☐	☐	
	Primary location walkable	☐	☐	☐	
	Primary location drivable	☐	☐	☐	
	Secondary locations	☐	☐	☐	
Student transportation to the site details are included for the following:	Process	☐	☐	☐	
	Recovery	☐	☐	☐	
	Relocation	☐	☐	☐	
	Reunification	☐	☐	☐	
	Process	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Family support center details are included for the following:	Primary location	☐	☐	☐	
	Secondary location	☐	☐	☐	
School security procedures are included.		☐	☐	☐	
Shelter-in-place procedures are included.		☐	☐	☐	
Athletic events emergency procedures are included.		☐	☐	☐	

THREAT AND HAZARD ANNEXES SELF-ASSESSMENT CHECKLIST

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
The plan is based on identified threats, hazards, and vulnerabilities.		☐	☐	☐	
The following are described when assessing threats and hazards:	Past events	☐	☐	☐	
	Probability/frequency of occurrence	☐	☐	☐	
	Magnitude/expected damage	☐	☐	☐	
	Warning time available	☐	☐	☐	
	Duration/length of threat	☐	☐	☐	
	Cascading events	☐	☐	☐	
A summary of the school site assessment conducted to analyze emergency preparedness of buildings and grounds is included in the plan.		☐	☐	☐	
The school culture/climate is described in the plan.		☐	☐	☐	
The trained crisis team who can handle emergency tasks (first aid, CPR) until help arrives including the team member names is described in the plan.		☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
A roster of staff members trained in first aid and CPR is updated every year and included in the plan. The name and title of the person responsible for updates is identified.		☐	☐	☐	
A threat assessment policy and team that identifies a student, staff member, or other person who may pose a threat.	Threat assessment policy is in place and described.	☐	☐	☐	
	Threat assessment team that recommends intervention methods is in place and described.	☐	☐	☐	
Administrators' awareness of anticipated emergency response times is explained in the plan.		☐	☐	☐	
School Vulnerability Analyses					
School vulnerability analysis is described and is based on and includes the community and building proximity to the following:	Airport	☐	☐	☐	
	Business district	☐	☐	☐	
	Busy residential road (no median)	☐	☐	☐	
	Chemical production/storage	☐	☐	☐	
	Flood plain	☐	☐	☐	
	Fuel/propane production/storage	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	High-risk facility/housing	☐	☐	☐	
	Highway	☐	☐	☐	
	Industrial areas	☐	☐	☐	
	Major four-lane road	☐	☐	☐	
	Railway	☐	☐	☐	
	Water	☐	☐	☐	
	Other:	☐	☐	☐	
School vulnerability analysis is described and is based on and includes the following neighborhood risk factors:	Crime	☐	☐	☐	
	Gang activity	☐	☐	☐	
	Graffiti	☐	☐	☐	
	Poverty	☐	☐	☐	
	Sex offenders	☐	☐	☐	
	Student mobility	☐	☐	☐	
	Trespassing on facility and school grounds	☐	☐	☐	
	Vandalism	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Other:	☐	☐	☐	
Hazard Analyses					
Natural hazards analyses were conducted for the following:	Drought	☐	☐	☐	
	Dust storm	☐	☐	☐	
	Extreme heat	☐	☐	☐	
	Flooding	☐	☐	☐	
	High winds	☐	☐	☐	
	Landslide	☐	☐	☐	
	Pandemic/epidemic	☐	☐	☐	
	Tornado	☐	☐	☐	
	Wildfire	☐	☐	☐	
	Winter storm	☐	☐	☐	
	Other:	☐	☐	☐	
Technological hazards analyses were conducted for the following:	Chemical spill on-site	☐	☐	☐	
	Chemical spill off-site	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Dam failure	☐	☐	☐	
	Hazardous material release	☐	☐	☐	
	Pipeline leak or explosion	☐	☐	☐	
	Power failure	☐	☐	☐	
	Radiological release	☐	☐	☐	
	Structure fire	☐	☐	☐	
	Train derailment	☐	☐	☐	
	Transportation accident	☐	☐	☐	
	Water system failure	☐	☐	☐	
	Other:	☐	☐	☐	
Human hazards analyses were conducted for the following:	Chemical/biological attack	☐	☐	☐	
	Child abuser	☐	☐	☐	
	Civil disorder	☐	☐	☐	
	Cyber incident	☐	☐	☐	
	Explosives	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Intruder	☐	☐	☐	
	Kidnapping/abduction	☐	☐	☐	
	School violence	☐	☐	☐	
	Sexual assault	☐	☐	☐	
	Suicide	☐	☐	☐	
	Terrorist act	☐	☐	☐	
	Weapon on campus	☐	☐	☐	
	Workplace violence	☐	☐	☐	
	Other:	☐	☐	☐	
Hazard analyses were conducted in collaboration with local community support agencies and are described in the plan.		☐	☐	☐	
Access and Functional Needs Considerations					
Individual charged with maintaining roster of students who have 504 plans, IEPs, and ISPs in place is identified.		☐	☐	☐	
Drilling practices inclusive of all students and staff on campus are described.		☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Accessibility of both walkable and drivable relocation sites is described.		☐	☐	☐	
Accessible evacuation routes are identified.		☐	☐	☐	
Emergency Procedures for Specific Threats and Hazards					
Emergency procedures are included for the following threats and hazards:	Bomb: ☐ Phone ☐ Electronic ☐ Written ☐ Verbal	☐	☐	☐	
	Cyber	☐	☐	☐	
	Chemical/biological	☐	☐	☐	
	Suicide: ☐ Phone ☐ Electronic ☐ Written ☐ Verbal	☐	☐	☐	
	Suspicious package/mail	☐	☐	☐	
	Violence: ☐ Phone ☐ Electronic ☐ Written	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	☐ Verbal				
	Intruder: ☐ Non-violent ☐ Violent unarmed ☐ Armed/active shooter	☐	☐	☐	
	Assault: ☐ Physical ☐ Sexual	☐	☐	☐	
	Chemical/hazardous material spill: ☐ Inside ☐ Outside	☐	☐	☐	
	Death of a student: ☐ Natural causes ☐ Traumatic	☐	☐	☐	
	Death of a staff member: ☐ Natural causes ☐ Traumatic	☐	☐	☐	
	Demonstration	☐	☐	☐	
	Explosion	☐	☐	☐	
	Fight/disturbance	☐	☐	☐	
	Fire	☐	☐	☐	
	Hostage	☐	☐	☐	
	Lost or missing student	☐	☐	☐	
	Mass casualty incident	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Medical emergency	☐	☐	☐	
	Pandemic or disease outbreak	☐	☐	☐	
	Severe weather: ☐ Watch ☐ Warning ☐ Event	☐	☐	☐	
	Suicide attempt	☐	☐	☐	
	Transportation incident	☐	☐	☐	
	Utility disruption	☐	☐	☐	
	Weapons	☐	☐	☐	
	Other:	☐	☐	☐	
Training					
Students and staff learning option-based strategies for responding to threats inside and outside the school is detailed in the plan.		☐	☐	☐	
Key staff trained in the National Incident Management System (NIMS) and Incident Command System (ICS) are documented in the plan.	Trained staff names	☐	☐	☐	
	IS-100.c	☐	☐	☐	
	Other	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Training on the emergency procedures is documented for the following:	Staff, including training frequency	☐	☐	☐	
	Substitute teachers, including method of sharing information	☐	☐	☐	
	Volunteers, including method of sharing information	☐	☐	☐	
	After-school staff, including training frequency	☐	☐	☐	
	School resource officers/security personnel, including training frequency	☐	☐	☐	
	Transportation staff, including training frequency	☐	☐	☐	
	Public safety officials, including training frequency	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
Drills					
The plan details that all staff participate in required annual drills and the following:	Required number of fire drills	☐	☐	☐	
	Three (3) lock down drills (1 must occur with students outside the classroom)	☐	☐	☐	
	One (1) shelter-in-place drill	☐	☐	☐	
The plan details the following drill components:	Accountability	☐	☐	☐	
	Camera coverage area and tracking ability audits	☐	☐	☐	
	Communication	☐	☐	☐	
	Lockdown release	☐	☐	☐	

Planning Component		Missing	In Progress or Needs Work	Satisfactory	Notes or Other Observations
	Relocation	☐	☐	☐	
	Family reunification	☐	☐	☐	
	Other:	☐	☐	☐	
The plan details that drills take place in accordance with Arizona Minimum Requirements for school EOPs.		☐	☐	☐	
The plan details that lockdown drills take place at various times throughout the school year.		☐	☐	☐	
The plan details that drills take place when students and staff are in non-classroom areas.		☐	☐	☐	
The plan includes details that contained classrooms have been observed by administration during a drill.		☐	☐	☐	

SUMMARY

Observed Strengths			
Areas for Improvement	Recommendations for Addressing Area for Improvement	Names and Titles of Team in Charge	Anticipated Date of Completion

Other Recommendations			

CERTIFICATION AND SIGNATURE

I certify that this checklist has been reviewed and actions have been taken to address areas of concern. The revisions have been approved and sent to stakeholders and necessary community partners.

Name:

Title:

Date:

Signature: