THE BIG FIVE
EMERGENCY PLANNING CALENDAR

MONTH	ACTIVITY	DATE COMPLETE	INITIALS
July	Conduct Hazard Mitigation School Safety Checklist		
July	Update staff phone numbers		
August	Refresh staff first aid supply /CPR status		
August/Ongoing	Conduct Staff Skills Survey with all new and returning staff		
August	Update ICS (Incident Command System) assignments		
August	Conduct Staff orientation on Emergency Operation Plan and the Big Five Immediate Action Emergency Responses		
August	Plan annual emergency training schedule		
August	Update Community Contact Phone List		
August	Review and update school maps and evacuation routes		
August	Inspect fire alarms, fire panel and fire extinguishers with Fire Department		
August	Meet with building partners, contractors, and community providers, including local Fire and Police representatives, to review emergency plan		
August	Update Comprehensive School Safety Plans, both Public and Internal plans with new/updated information		
August	Review, update and refresh contents of Emergency Response Box		
August	Distribute Emergency Cards/Student Release procedures to families		
August	Conduct an Evacuation Drill within 10 days of the beginning of the school year, per Fire Code		
September	Conduct Emergency Drill		
September	Update emergency backpacks and student/staff rosters		
October	Conduct Emergency Drill		

MONTH	ACTIVITY	DATE COMPLETE	INITIALS
October	Conduct thorough review of Emergency Plan with staff		
November	Conduct Emergency Drill		
November	Update staff phone numbers		
December	Conduct Emergency Drill		
January	Conduct staff development on emergency training/review emergency plan		
January	Conduct Emergency Drill		
January	Update and review contents of Emergency Response Box		
February	Update Incident Command Assignments		
February	Conduct Emergency Drill		
February	Update school maps and evacuation routes		
March	Tabletop exercise training with staff		
March	Update staff phone numbers		
March	Conduct Emergency Drill		
March	Distribute operational calendar to all stakeholders		
April	Update student roster		
April	Conduct Emergency Drill		
May	Conduct Emergency Drill		
May	Review evacuation routes and school map		
June	Review off-site evacuation locations		