

1. SAFETY PREPAREDNESS TASK CHECKLIST

All school sites will complete the following tasks regarding safety preparedness:

- Gather current information for all staff regarding disaster preparedness emergency information (see appendix) no later than September 1st.
- Update emergency phone tree no later than September 1st.
- Update and inform staff regarding their Employee Emergency Response Team assignment no later than September 1st.
- Provide training regarding Employee Emergency Response Team assignments no later than October 1st.
- Review protocol around the following drills: Fire, Earthquake, Lockdown/Restricted Movement, and Violent Intruder no later than September 1st.
- Turn in completed Emergency Plan to the District no later than October 1st.
- Complete an inventory check and a review of expiration dates for disaster preparedness supplies no later than December 1st.
- Complete/revise “Grab and Go” binder no later than October 1st. Student roster information must be updated as needed at grades K-5 and 6-8.
- Print student release/emergency information forms from PowerSchool no later than the 2nd week of September.

Drills are mandated and required by the Los Gatos Union School District Board Policies. Please log your school’s participation/completion of the following exercises and drills by using the drill log. Maintain this log in the front of the School Disaster Plan binder for quick reference and audit. In addition the District Office will be notified immediately after a drill has been completed via the GoogleDoc system.

- ◆ **Radio Communications Tests: Twice a year.**
- ◆ **Intercom Check: Once a year (fall).**
- ◆ **Fire Drills: Once a month.**
- ◆ **Earthquake and Lock Down Drills: Twice a year.**
- ◆ **Other Drills: County drill is once a year.**

LGUSD Emergency Drill Reporting

Please submit form within 24 hours of completing the drill if you have any question please contact Neal Lansing at 2391

• Required

Please chose the site that is reporting the completed drill •

- Blossom Hill
- Daves Avenue
- Louise Van Meter
- Lexington
- Raymond J. Fisher Middle School

Please chose the type of drill completed •

- Fire Drill
- Earthquake Drill
- Lock down
- Public Address Test
- Walkie Talkie Test

Drill Date and Time •

Month	Day	2015		Hr	Min	AM
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