



School Safety and Emergency Management



SSEM Recommended Training Calendar:

Before the school year:

- EOP/SRP Review for all staff. What are the drills and how do they work?
- First Aid training covered for required staff members.
- Training specific to support staff–roles and responsibilities during emergency drills.
- TTX for leadership–before in-service.
- Review and update MOU/MOAs.
- Review and update COOP.
- Update PEAPs and drill special procedures for access and functional needs students.

August/September; beginning of year: Safety Drills

- Conduct an Evacuation Drill and a Lockdown Drill.
 - Coordinate with local emergency responders to review and participate.
- SRP training and review of all protocols: Lockdown, Secure, Hold, Evacuate, Shelter-in-place.
- Place posters in classrooms and in high-traffic areas.

October: Earthquake Awareness Month*

- Conduct an Earthquake Drill. Recommend following up with an Evacuation Drill.
- Review ICS for leadership:
 - How will the district handle a catastrophic earthquake event?
 - How will the district coordinate response and recovery efforts?
- ICS for planned events:
 - Use an ICS structure for homecoming or other planned events.
 - Coordinate with local first responders to provide support.

November: Cold Weather Preparedness Month

- Conduct a Secure Drill.
- Review the Communicable Disease Management Plan ahead of indoor winter activities.
- Review communications plans and identify contingencies for holding students due to an extreme weather event.

December: Response Priorities

- Conduct an Evacuate Drill.
- Review response priorities during a real-world emergency. Have a checklist available for front office staff that covers response priorities.
- Conduct a table-top exercise on responding to a severe winter storm that knocks out power.



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January: Medical Emergencies Plan Review Month*

- Conduct Hold or Secure Drill.
- Review plans for responding to medical emergencies.
- Review or update Personal Emergency Accommodation Plans (PEAP).

February: Crime Prevention Month

- Conduct a Lockdown Drill.
- Review external threats and hazards.
- Conduct a staff site safety assessment to identify hazards—have students and staff practice looking for environmental hazards that can be corrected.

March: Reunification Month

- Conduct an Evacuation Drill.
- Review reunification plans and [the Standard Reunification Method](#).
- Review transportation plans for relocation to a reunification site.
- Update or renew memorandums of understanding (MOU) with reunification sites.

April: Violence Prevention Month

- Conduct a Hold Drill.
- Review or conduct first aid training.
 - Coordinate with local health authority or Red Cross to conduct training or provide informational material.
- Notice something, notify someone: promote a culture of positive intervention.

May: Special Event Planning Month*

- Conduct a Shelter-in-Place Drill or other emergency drill.
- Plan for graduation or end of year events with [ICS fundamentals](#).
 - Coordinate with local first responders to plan and provide assistance for events.
- Review medical emergency response plans for daily operations and special events.

June: Wildfire Awareness Month

- Conduct an Evacuation Drill.
- Review evacuation routes out of the area in case of evacuation notices.
- Ensure adequate defensible space is maintained on school grounds ahead of wildfire season.
- Review hazards associated with wildfire smoke.

***For schools in tsunami hazard zones:** expand instruction on the listed topics to include response to a tsunami during the months of October, January and May. Get to high ground and evacuate. Reunification procedures at an inland location should be reviewed and exercised if possible.