

Disaster

CHECKLIST FOR SCHOOL BOARDS

ALWAYS

Build and maintain positive relationships with

- Local governments
- Legislative delegation
- Congressional delegation
- Superintendent
- Fellow school board members

Invest in the capacity of

- School leaders
- District leaders

BEFORE

Review emergency policies

- Annual pictures of facilities
- Parameters for emergency action to be taken by Supt.
- Authority during an emergency
- Requirements for emergency school board meetings/advertisement
- Location(s) to meet after any event

Know and understand your insurance coverage

- What are your layers of coverage?
- Do you have blanket coverage?
- What are your maximum allowances?
- Do you have business interruption coverage?
- Do you know the current value of your properties?
- Do you have enough insurance to rebuild if needed?
- Do you have coverage for temporary facilities?



BEFORE

CONTINUED

Have standing pre-event contracts and agreements

- | | |
|--|--|
| <input type="checkbox"/> Clean up/debris removal | <input type="checkbox"/> Mutual aid |
| <input type="checkbox"/> Building supplies | <input type="checkbox"/> Remote technology needs |
| <input type="checkbox"/> After care support | <input type="checkbox"/> Claims support |

Review crisis plans

- | | |
|---|--|
| <input type="checkbox"/> Data retrieval | <input type="checkbox"/> Asset protection and distribution |
| <input type="checkbox"/> Shelter operations | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Student support | <input type="checkbox"/> Operation continuity |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Technology |

DURING

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Safety | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Communicate | <input type="checkbox"/> Communicate |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Safety |

AFTER

Build and maintain

- | | |
|---|---|
| <input type="checkbox"/> Model leadership | <input type="checkbox"/> Document damage fully |
| <input type="checkbox"/> Reprioritize staff duties | <input type="checkbox"/> Protect assets |
| <input type="checkbox"/> Keep detailed records | <input type="checkbox"/> Resume regular schedule |
| <input type="checkbox"/> Handle donations | <input type="checkbox"/> Ensure facilities are safe |
| <input type="checkbox"/> Provide aftercare | <input type="checkbox"/> Get help for insurance claims, if needed |
| <input type="checkbox"/> Determine make up days, if needed | <input type="checkbox"/> ID FEMA liaison |
| <input type="checkbox"/> Ensure air quality | <input type="checkbox"/> ID community partners |
| <input type="checkbox"/> Identify any needed waivers | <input type="checkbox"/> Publicly THANK all volunteers, shelter workers |
| <input type="checkbox"/> Reach out to your state school boards associations for support | |