

School Emergency Preparedness Template

School Name:

Date:

Prepared by:

Emergency Contacts

Contact Name/Title	Organization	Phone	Email

Emergency Procedures

Evacuation Plan

Lockdown Plan

Fire Procedure

Medical Emergency

Roles and Responsibilities

Person/Position	Responsibility	Contact Info

Resources & Supplies

Location of Emergency Supplies:

Notes:

Review & Training

Last Review Date:

Next Scheduled Training:

Training Notes:

