

# 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:

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