

Emergency Response Manual Renewal/Update Report

E.R.1

School Number
 School Name Education Centre
 Principal 0
 Date Submitted

***COMPLETE YELLOW SECTIONS**

Principal Signature



Have Below Templates and Inserts been completed?				
Binder Section	Template/Insert	Completed Y/N	Date Updated	Suggested Date of Renewal
Personnel	Emergency Telephone Numbers Template			September, December, March
Personnel	Attach School Calendar			September
Class List	Attach Class List			September, December, March
Bussing	Bus/Taxi Operators Template (School Arrival/Departure times)			Yearly
Bussing	Bus Routes-Map Net Transportation Print			Monthly
Floor Plans	Attach School Floor Plan			As changes occur at School
School Team	School Emergency Response Team Template			Yearly
Evacuation	Attach School Evacuation/Fire Plan			Yearly
	Attach List of Students who require medication, Person responsible for medications and times to administer medications			Update as Required
Lockdown	Attach School Specific Lockdown if in place			Yearly
Other	Drill Log Updates-Maintain			Update as Required
Other	Parent Communication Strategy			Update as Required

Where are the Yellow Emergency Response Bags stored at your school?

Kit One	Kit Two

Please indicate if school is to be evacuated where is your evacuation location?

Upon Completion of this Renewal Update Report please print and have Principal Signature

* Please return original to the Superintendent responsible for Emergency Preparedness by October of each year and please send a copy to your appropriate Superintendent.

Thank you for your assistance in completing and maintaining these manuals.

Revised March 2009