



EMERGENCY PREPAREDNESS AND RESPONSE PLAN

FOR _____

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1. GENERAL INFORMATION

Name of School/Institution

Address

Parish

Telephone No.

Fax No.

Operation Hours

Name of Principal/Manager

Emergency Coordinator/ School Safety Officer

Date EPRP completed

Last Revised by

Date of Revision

Next Revision Date

2. Purpose of the Emergency Preparedness and Response Plan (EPRP)

a. Scope of the Emergency Preparedness and Response Plan (EPRP)

b. Objectives of the Emergency Preparedness and Response Plan (EPRP)

1.

3. School/Institution Demographics

a. Staff Information

	Academic/ Caregivers	Administrative	Ancillary	Total
Day				
Night				
Total				

b. Children Statistics

Age Range	Boys	Girls	Total
Total			

c.(i) Number of children with disabilities
 Boys Girls

c.(ii) Indicate the type of disabilities present

	Hearing Impaired	Visually Impaired	Physical Challenges	Mental Challenges	Other	Total
Boys						
Girls						

4. Emergency Preparedness and Response Teams (EPRT)

a. Child Participation

b. Emergency Preparedness and Response Team

Head of Team

Name	Position	Contact	Major Responsibility

c. Safety Wardens

d. **Community Resource Persons**

Name of Individual	Special Skills/Resource Available	Contact Information

e. **Emergency Contact List**

Name/ Agency	Contact Person*	Contact Number	Address
Fire			
Police			
Parish Disaster Coordinator			
Ambulance			
Hospital/Health Centre			
ODPEM			
Child Development Agency			
NWC			
JPS			
Other			

d. **Infrastructure**

Building	Age	Roof Covering	Type of Structure

e. **Special Considerations**

1.

6. Resource Assumptions

- I. *Human Resource/ Staff*
- II. *Communication (e.g. all communication equipment will be in working order)*
- III. *Emergency Equipment*
- IV. *Medical Resources*
- V. *Transportation*
- VI. *Building*
- VII. *Relocation Site*
- VIII. *Other (based on the specific nature of your school/institution)*

7. Emergency Management Procedures

- a. Activation of the Emergency Preparedness and Response Plan (EPRP)**

8. Communication Procedures

Internal Communication

External Communication

Communication Flow Chart

9. Incident Command System (ICS)

10. **Evacuation**

a. **Evacuation Procedures**

b. **Layout of School/Institution**

c. **Community Hazard Map**

11. Emergency Management Calendar of Events

Month	Activity	Responsible Individual

