

**THE BIG FIVE  
EMERGENCY PLANNING CALENDAR**

<b>MONTH</b>	<b>ACTIVITY</b>	<b>DATE COMPLETE</b>	<b>INITIALS</b>
July	Conduct Hazard Mitigation School Safety Checklist		
July	Update staff phone numbers		
August	Check staff first aid/CPR status		
August/Ongoing	Staff Skills Survey for new staff		
August	Update ICS (Incident Command System) assignments		
August	Staff orientation of School Emergency Plan		
August	Plan annual emergency training schedule		
August	Update Community Contact Phone List		
August	Review school maps and evacuation routes		
August	Meet with building partners, contractors, community providers to review emergency plan		
August	Distribute operational calendar to all stakeholders		
August	Check and refresh emergency supplies, including batteries		
August	Distribute Emergency Cards/Student Release procedures to families		
August	Review and update contents of Emergency Response Box		
September	Emergency Drill		
September	Update emergency backpacks and student/staff rosters		
October	Emergency Drill		
October	Conduct thorough review of Emergency Plan with staff		

MONTH	ACTIVITY	DATE COMPLETE	INITIALS
November	Emergency Drill		
November	Update staff phone numbers		
January	Staff development emergency training/review emergency plan		
January	Emergency Drill		
January	Update and review contents of Emergency Response Box		
February	Update Incident Command assignments		
February	Emergency Drill		
February	Update school maps and evacuation routes		
March	Tabletop exercise training with staff		
March	Update staff phone numbers		
March	Emergency Drill		
March	Distribute operational calendar to all stakeholders		
April	Update student roster		
April	Emergency Drill		
May	Emergency Drill		
May	Review evacuation routes and school map		
June	Review off-site evacuation location		