

EDUCATION

BEFORE THE EVENT

The on-going, continuous operation of the school district's primary business, – educating the students – will require planning to be sure all necessary components are available or in place quickly after an emergency event.

1. Student records must be maintained and safe guarded to be available for use or transfer after an event.
 - a. The district should standardize what records are available, where they're stored and in what format. Consider ease of access from a remote location in the event of an emergency. Back-up copies of electronic records are essential.
 - b. Keep immunization and health records in a data base. The district may want to develop a system to distribute to families in an emergency.
 - c. To protect the student records, determine safety / security of stored, historical records. Be sure storage location for physical documents is adequate. Consider any possible emergency scenarios and provide storage which will reduce risk in event of those occurrences.
 - d. The district may want to establish a system by which each family has an annual summary copy of student's educational records for possible transfer. That way each family has whatever they need to enroll someplace else.
2. Instructional equipment and materials, furniture and supplies are an essential part of the educational process.
 - a. To ensure that instruction and learning can begin again quickly, each campus should develop policies and procedures to adequately secure and/or protect equipment when preparing for evacuation.
 - b. For each campus, develop a plan to back up curriculum documents, such as grade level curricula, scope and sequence documents, assessment item banks, etc. should be made and then these should be carried off site by a designated individual.
 - c. If replacement is necessary, each campus or facility should maintain an accurate inventory of textbooks, supplies, furniture and equipment.
3. In preparation for a district's response to emergency evacuation from other districts, the Admissions / Enrollment department may want to establish procedure for enrolling large group of transfers, including how to place that many students and how to secure their academic and health records.
4. The district may want to consider developing electronic documents for all personnel files to have complete employment records in the event of an emergency.

AFTER THE EVENT

1. Establish procedure to receive requests and send necessary record documents to personnel and families.

TASK LIST

BEFORE THE EVENT

1. Standardize what student records are available, where they're stored and in what format.
2. Develop a system to distribute student records to families in an emergency.
3. Keep immunization and health records on a data base.
4. Determine the safety and security of stored, historical records.
5. Establish a system by which each family has an annual summary copy of student's educational records.
6. Each campus should develop policies and procedures to adequately secure and/or protect valuables when preparing for evacuation.
7. Each campus or facility should maintain an accurate inventory of textbooks, supplies, furniture and equipment.
8. Establish plans to back-up curriculum documents and store off-site.
9. The Admissions / Enrollment department should establish procedure for enrolling large group of transfers.
10. Develop electronic documents for all personnel files.

AFTER THE EVENT

1. Establish procedure to process record documents to personnel and families.

