

William E. Severn Elementary
School Emergency Management Team-SEMT
8:00-8:45 am
Planning Cycle 2013-2014

MONTH	AGENDA ITEMS/ACTIONS
Sept. 3 Opening Staff Meeting	<ul style="list-style-type: none"> • Review roles and responsibilities, dates for building safety drills • Review contents of “Grab and Go” bags, establish locations for bags • Review Building security- arrival/dismissal • Review “Grab and Go” Emergency Folders established in Sept. with DRILL summaries: • 12 FIRE SAFETY DRILLS- 8 Fall and 4 Spring • 3 BUS SAFETY DRILLS each year
September 10 SEMT Meeting	<ul style="list-style-type: none"> • Review SEMT roles/assignments • Review Security Report • Plan Lockout/Lockdown/Hold in Place Drills • Fire Drills – 1st 2 weeks of September • Practice Scenario- Review • # __ /8 Fire Drills Completed to date
September 23 STAFF MEETING	<ul style="list-style-type: none"> • Review Safety Plan • Review Drills • 2 LOCKDOWN- 1 Fall and 1 Spring • 1 LOCKOUT/HEIGHTENED SECURITY • 1 HOLD IN PLACE- 1 Winter • 1 EVACUATION- 1 Fall(Oct. Nov.) • Review Safety Audit
September 24	<ul style="list-style-type: none"> • LOCKDOWN DRILL • Notify Parents by 9/20 • Staff review 9/23
October 1 SEMT Meeting	<ul style="list-style-type: none"> • Plan Evacuation Drill • # __ /8 Fire Drills Completed to date
Week of October 21	<ul style="list-style-type: none"> • Practice Walking Evacuation Route in PE classes
November 1	<ul style="list-style-type: none"> • Walking EVACUATION Drill with actual parent Reunification Simulation • Evacuate to ASMS • Parents will pick up students at dismissal • Busses will transport students home from ASMS
November 5 SEMT Meeting	<ul style="list-style-type: none"> • Review Evacuation Drill • Prepare to Present at Staff Meeting • # __ /8 Fire Drills Completed to date
November 22	<ul style="list-style-type: none"> • HOLD IN PLACE DRILL; Medical Response Drill •
December 3 SEMT Meeting	<ul style="list-style-type: none"> • Table Top Scenario • # __ /8 Fire Drills Completed to date
January 7 SEMT Meeting	<ul style="list-style-type: none"> • Plan March Staff Meeting TBD presentation- Evacuation drill updates and SEMT Scenario • # __ /8 Fire Drills Completed to date

January 28	<ul style="list-style-type: none"> • LOCKOUT DRILL
February 4 SEMT Meeting	<ul style="list-style-type: none"> • # __ /8 Fire Drills Completed to date
March 4 SEMT Meeting	<ul style="list-style-type: none"> • # __ /12 Fire Drills Completed to date
March 7	<ul style="list-style-type: none"> • DUCK AND COVER DRILL
March 25 SEMT Meeting	<ul style="list-style-type: none"> • SEMT practice scenarios • Fire Drill - TBD • # __ /12 Fire Drills Completed to date
May 6 SEMT Meeting	<ul style="list-style-type: none"> • Fire Drill - TBD • # __ /12 Fire Drills Completed to date
June 3 SEMT Meeting	<ul style="list-style-type: none"> • Brainstorm SEMT priorities for 2013-2014 school year • # __ /12 Fire Drills Completed to date
Summer	<ul style="list-style-type: none"> • Update SEMT Planning Cycle 2014-2015 • Update SEMT documents for Grab and Go Folders