

Follow this 30-day checklist to enhance emergency readiness



Simple steps to strengthen your school's emergency preparedness in the next 30 days.

Every school faces unique safety challenges, but preparedness starts with taking proactive steps today. Use this 30-day checklist to evaluate your current capabilities, identify potential gaps, and strengthen your emergency response plan for students, staff, and visitors.

Week 1: Assess and review

- ☐ Review your current Emergency Operations Plan (EOP) and identify any outdated procedures.
- ☐ Confirm emergency contact information for key staff, first responders, and district leadership.
- ☐ Verify evacuation, lockdown, shelter-in-place, and reunification procedures are clearly documented.
- ☐ Evaluate recent safety incidents and identify opportunities for improvement.
- ☐ Schedule a cross-functional meeting with facilities, security, IT, and administration teams.

Week 2: Strengthen communication

- ☐ Review emergency notification and mass communication capabilities.
- ☐ Confirm staff understand their roles during emergency events.
- ☐ Evaluate visitor management procedures and entry protocols.
- ☐ Test communication workflows for after-hours and weekend emergencies.
- ☐ Identify communication gaps that could impact response times.

Did You Know?

Nearly every school emergency plan can benefit from routine review, testing, and stakeholder collaboration.



Week 3: Evaluate technology and security systems

- ☐ Inspect cameras, access control systems, intercoms, and emergency communication devices.
- ☐ Verify critical security systems are functioning properly and receiving routine maintenance.
- ☐ Assess visibility in high-traffic areas, entrances, parking lots, and common spaces.
- ☐ Review how security technologies support emergency response procedures.
- ☐ Identify opportunities to improve situational awareness across campus.

Week 4: Prepare for action

- ☐ Conduct a tabletop exercise with key stakeholders.
- ☐ Review coordination procedures with local law enforcement and emergency responders.
- ☐ Document priorities for security, communications, and operational improvements.
- ☐ Establish a timeline for addressing identified gaps.
- ☐ Schedule an expert safety and security assessment to support future planning efforts.

Next step

Need a second set of eyes?

Many K-12 schools discover opportunities to strengthen emergency preparedness during routine reviews. Convergent's education safety specialists can help assess existing programs, evaluate technology and operational readiness, and provide recommendations aligned to your school's safety goals.

- ☐ Schedule a school safety assessment with Convergent

Connect with our team to start building a stronger, more secure future for your schools.

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