

STATE OF NEW JERSEY
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES
ALERTING, WARNING AND COMMUNICATIONS ANNEX CHECKLIST

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I. SITUATION

- _____ A. Describe your internal and external communications systems including commercial telephones, cellular service, radio, intercoms, pagers, phone bank, computer network, etc. (AWA 4)
- _____ B. Describe any supplemental communications resources. (AWA 5)
- _____ C. Describe the warning devices within your school giving type, power source, location and differing warning signals for specific threats. Provide a plot plan, which displays the warning devices and area of coverage for each unit. If none, so state. (AWA 1)
- _____ D. Describe any alternate means of warning. (e.g., room to room alerting procedures) Provide non-telephonic (electronic) warning plan.
- _____ E. Describe the backup power supply, and schedule of testing. Indicate date of last test and deficiencies noted. Describe corrective action taken.

II. OPERATIONS & CONTROL

- _____ A. Describe where warnings are initiated, method of broadcast, from various sources will be received and how they will be disseminated to key officials
- _____ B. Describe how students and employees will be warned of impending threats.
- _____ C. Describe the procedures for warning occupants of the facility during off-hours (night and weekends).
- _____ D. Describe how local government will be warned of on-site emergencies.
- _____ E. Describe warning procedures for hearing impaired and non-English speaking individuals.
- _____ F. Describe how emergency assistance will be requested from local

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government or non-government service agencies and discuss who is authorized to make such requests. Include a protocol if the primary means of communications fails. (AWA 2)

III. RESPONSIBILITIES

- _____ A. List Checklists/SOP=s that address how the Alerting, Warning and Communications Group will accomplish the assigned tasks. If none, so state. (AWA 3)
- _____ B. Provide for testing and exercising the warning /alerting devices and emergency communications equipment. State how often this will take place. Include the date of the last test. Identify deficiencies. Explain corrective action taken.
- _____ C. Provide for an emergency equipment maintenance program, including the routine inspection of antennas and transmission lines, PA systems, emergency lights, exit signs, and the regular testing of the emergency power generators. State how often this will take place. Include the date of the last inspection and test. Identify deficiencies. Explain corrective action taken.

IV. APPENDICES/ATTACHMENTS

- _____ AWA1 A plot plan of the facility which displays the existing and projected warning devices and area of coverage for each unit.
- _____ AWA2 Assistance Request SOP
- _____ AWA3 Alert and Warning operational checklists/SOP=s.
- _____ AWA4 List the number of telephone lines, telephone numbers, (including facsimile) and radio frequencies.
- _____ AWA5 List any agreements with community agencies or organizations to supplement the communications resources of the facility or school system.