

Name of School \_\_\_\_\_

**2013 - 2014 Opening of School Preparedness Action Plan**  
**“SAMPLE”**

TARGET	INDIVIDUAL(S) RESPONSIBLE	INITIAL CONTACT DATE	COMPLETION DATE	COMMENTS
<b>GENERAL SCHOOL</b>				
Master schedule				
Intervention Schedule in place (student groups identified)				
Critical Incident Response Profile Plan				
Evacuation Maps (posted in classrooms)				
Fire Evacuation Drill Schedule				
Fire Alarm Inspection (Bi-annually)				
Security Monitor(s) in uniform – M-DCPS green shirt				
<b>School Mission</b> Statement visibly posted in all classrooms, media center, etc.				
<b>District Mission</b> (posted in main office)				
Parent/Student Handbook				
Faculty Handbook				
Parent Resource Center (Identified location)				
Registration Procedures in place				
Opening Day Procedures in place				

TARGET	INDIVIDUAL(S) RESPONSIBLE	INITIAL CONTACT DATE	COMPLETION DATE	COMMENTS
Bus Supervision Procedures (Arrival/Dismissal)				
Coverage plan for open position(s) -Interim teachers - Instructional -Non-instructional				
Temporary Instructor Procedure Packet (lesson plans, class lists, schedule, school map, etc.) and <b>Form 6037</b>				
Media Center in full operation - first day				
Pull out programs (i.e. ESE, ESOL, Art, Music, Electives begin on first day)				
M-DCPS School Site IT Security Self-Audit Checklist				
<b>CLASSROOMS</b>				
Classrooms Adequately furnished				
Clean (floors, walls, windows, furniture, high/low dust)				
Textbooks for all students				
Visually stimulating print rich educational environment				
Classroom libraries				
Intensive reading- Level I and II (secondary only)				
Technology visible in classrooms and operable				
Flag and Clock in every classroom				
Teaching on first day evident				

TARGET	INDIVIDUAL(S) RESPONSIBLE	INITIAL CONTACT DATE	COMPLETION DATE	COMMENTS
<b>MAIN OFFICE</b>				
Welcoming and customer friendly environment (directions for registration, marquee, etc.)				
"All Visitor" information sign visibly located				
Clean (floors, walls, windows, counters, high/low dusting)				
Scrub Posters Posted in Restrooms				
<b>RESTROOMS</b>				
Fully supplied (toilet paper, soap, paper towels)				
Clean and sanitary				
Scrub Posters Posted				
<b>PHYSICAL PLANT</b>				
Grass mowed (shrubs/trees trimmed)				
Flower beds/hedges neat				
Walkways, hard court, parking lot pressure cleaned				
Fence line trimmed and free of litter				
Quarterly Maintenance Plan				
<b>CAFETERIA</b>				
Trash receptacles available				
Clean/sanitary (tables, floors)				
Print-rich environment (if applicable)				