Sample Checklist for Nuclear Power Plant/Radiological Incident

Pennsylvania is home to five nuclear power plants. School Districts/Schools in their Emergency Planning Zones should follow the plans developed in coordination with the plants.

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Radiological Incident:	
If contacted by Fire Department or municipal Emergency Management Agency, conduct a Hazard Assessment.	
Notify the Superintendent's Office.	
Implement the Incident Command System.	
In coordination with the Incident Commander, determine whether to implement Shelter in Place or Evacuation Procedures.	
Schools who are a part of the commonwealth's KI program should follow established procedures for distribution of tablets to students.	
Notify staff and students of decision.	
If Shelter in Place procedures are implemented, notify Facilities Manager to close air intakes.	
Cancel all outdoor activities.	
If Evacuation procedures are implemented, notify Transportation Director.	
When notified that the situation is safe, the Incident Commander declares the all clear and normal operations resume.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Evacuation Procedures:	
Determine evacuation procedure in conjunction with Emergency Management and Fire Department.	
If evacuation is to an off-site location, notify Transportation Director.	
Teachers bring class list/roll books.	
All staff and students are accounted for by attendance being taken again when everyone has reached the assembly area. Missing student (s) and staff is reported to the principal/designee or the emergency personnel.	
Reunification:	
Reunification Plan is activated.	

Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	