



SCHOOL EMERGENCY COMMUNICATION CHECKLIST

Is Your Campus Prepared to Communicate During an Emergency?

Clear communication is one of the most important components of any school emergency response plan. Use this checklist to evaluate your campus readiness for drills, evacuations, shelter-in-place situations, severe weather events, and other emergencies.

EMERGENCY COMMUNICATION PLANNING

- Emergency communication procedures are documented and reviewed annually.
- Staff members understand their roles during emergency situations.
- Primary and backup communication methods have been identified.
- Emergency contact information is current and easily accessible.
- Communication procedures are included in staff training programs.
- Emergency communication plans are shared with substitute staff when appropriate.
- Communication protocols are reviewed following drills and real incidents.

CAMPUS-WIDE ANNOUNCEMENT READINESS

- Administrators can quickly communicate with students and staff across campus.
- Communication systems provide clear audio that is easily understood.
- Announcements can be made indoors and outdoors.
- Communication tools are accessible during after-school activities and events.
- Staff know who is authorized to make emergency announcements.
- Standardized emergency messaging templates are available.

OUTDOOR COMMUNICATION COVERAGE

- Athletic fields are covered by a reliable communication system.
- Playgrounds can receive emergency announcements clearly.
- Parking lots and drop-off areas can be reached with emergency messaging.
- Courtyards and common outdoor gathering spaces are covered.
- Temporary evacuation assembly areas can receive instructions.
- Communication remains effective during large outdoor events.

POWER AND BACKUP READINESS

- Backup communication methods are available during power outages.
- Battery-powered communication equipment is maintained and tested regularly.
- Spare batteries and charging equipment are available.
- Emergency contact information is current and easily accessible.
- Staff know where backup communication equipment is stored.
- Emergency communication equipment can be deployed quickly.

DRILL PREPAREDNESS

- Fire drills include communication testing.
- Shelter-in-place drills include communication testing.
- Earthquake drills include communication testing.
- Severe weather drills include communication testing.
- Evacuation drills include communication at assembly points.
- Staff evaluate communication effectiveness after each drill.

ACCOUNTABILITY AND CROWD MANAGEMENT

- Staff can provide instructions to large groups during evacuations.
- Students can hear directions at designated assembly areas.
- Communication tools support attendance and accountability procedures.
- Administrators can quickly share updates and all-clear notifications.
- Communication equipment supports coordination between staff teams.

EQUIPMENT ASSESSMENT

- Communication equipment is tested regularly.
- Equipment is easy to transport across campus.
- Audio coverage meets campus size requirements.
- Wireless microphone options are available when needed.
- Equipment is reliable in indoor and outdoor environments.
- Staff are trained on proper equipment operation.

EMERGENCY COMMUNICATION READINESS SCORE

- 35–42 Checks: Excellent Readiness
- 25–34 Checks: Good Readiness
- Below 25 Checks: Opportunity for Improvement

COMMUNICATION MATTERS

Whether you're conducting routine drills, managing outdoor events, or responding to unexpected situations, reliable communication helps reduce confusion and improve coordination across campus.

Need help evaluating your campus communication needs?

Anchor Audio's portable PA systems, including the MegaVox, Beacon 3, Liberty 3, and Bigfoot 3, provide flexible communication solutions for schools, athletic facilities, and emergency preparedness programs.

Schedule a consultation to discuss your campus communication goals and find an authorized Anchor Audio dealer near you.



Contact us at 800-262-4671, or your local Anchor Audio Dealer today!
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