



Cover Page

School Emergency Response Plan

School Year: _____

Each principal is responsible for creating and updating the School Emergency Response Plan (SERP) on an annual basis at [Assurance Database](#) on the designated date identified on the Assurances List. This cover page should accompany the completed plan. The principal needs to sign this cover page prior to including a copy of the plan within the Management Guide.

School Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Principal's Signature

Date

WARNING

This document is CONFIDENTIAL and FOR INTERNAL USE ONLY. This operational plan is protected from disclosure. Release of this document to unauthorized individuals is strictly prohibited.



School Emergency Response Plan (SERP)

In accordance with *Policies for Catholic Schools*, all archdiocesan Catholic schools must complete the School Emergency Response Plan (SERP) annually. Schools shall adopt and implement school safety and emergency response plans in accordance with the guidelines set forth in this Management Guide (Policy #3541). Additionally, principals are required to submit it to the ADW Catholic Schools Office for approval. The School Emergency Response Plan (SERP) is comprehensive and designed under the structure of the Incident Command System, reflects an all-hazard approach, and includes the following key components:

- Identification of School Emergency Response Team members, including Incident Commander and position backups;
- Identification of School Emergency Response Team critical duties and responsibilities. The principal has the authority, due to the limited number of staff at each school, to have members of the School Emergency Response Team hold and perform the duties of more than one team position and perform more than one assignment or duty concurrently. The principal may also assume more than one position on the team;
- Identification of key ADW CSO Executive Support Team contacts;
- Identification of command posts, evacuation sites, media staging areas, special needs students and staff, safe locations, staff trained in first aid/CPR, portable classrooms, joint occupancy users, and parent/child reunification process and sites.

The SERP has been designed and developed in an electronic format so it can be completed and sent electronically to the Assurances Database and to a location designated by OSSE (for schools in the District of Columbia).

ARCHDIOCESAN EXECUTIVE SUPPORT (EST)		
General Emergency & School-related Incidents		
Superintendent of Schools Kelly Branaman Office: (301) 853-5348 Cell: (202) 549-3412 branamank@adw.org	Associate Superintendent Chris Buchleitner Office: (301) 853-5353 Cell: (301) 533-6071 buchleitnerc@adw.org	Assistant Superintendent Jillian Bastow Office: (301-853-4569 Cell: (202)494-0711
President of CCA Dr. Camille Brown Privette Office: (301) 853-5358 Camille.privette@catholicacademies.org	General Counsel Christopher Anzidei, Esq. Office: (301) 853-5342 anzideic@adw.org	Secretary of Communications Paula Gwynn Grant Office: (301) 853-5372 Cell: (202) 579-1537 grantp@adw.org
Office of Child Protection and Safe Environment Nanette Lowe Office: (301) 853-5328 lowen@adw.org		Director of Real Estate Michelle Shelton Office: (301) 853-4522 Cell: (301) 980 4293 sheltonm@adw.org



Emergency Response Team Assignments

In general, School Emergency Response Team (SERT) roles should be logical, reasonable parallels to day-to-day work assignments. Complete the form below to reflect the team assignments. See page 11 of the SERP Management Guide for additional roles and detailed descriptions.

Note: More than one staff member may assume more than one (1) role within the plan.

** Required Primary Role and Alternate Assignment*

Role	Individual Assigned 1. Primary 2. Alternate	Location of Individual (Room #, Phone, Extension, Intercom #)
*Incident Commander Principal/Designee Develops plan/manages situation	1. 2.	
*Public Safety Liaison AP or Teacher On-scene contact for outside agencies	1. 2.	
*Occupant Account Coord. Teacher or Counselor Accounts for students/staff	1. 2.	
*Facilities Access Coord. Facilities Mgr/Custodian Monitors utilities/secures building	1. 2.	
*Triage Coordinator Nurse or Designee Manages student meds/ treatment	1. 2.	
*Media Liaison Principal	1. Only the principal can serve this role & will coordinate with ADW Communications	
*Reunification Coordinator	1. 2.	
	1. 2.	
	1. 2.	
	1. 2.	
	1. 2.	

Additional Roles, as needed.

The Reunification Coordinator manages the logistics and details for reuniting children with their parents/guardians.



Command Post Locations

Indoor and outdoor command post locations should be determined. The indoor command post is a securable location/room from which the command function/incident management will operate during the emergency. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations (i.e., main office, workroom, principal's office):

Primary Location: _____

Alternate Location: _____

Outdoor Command Post Location (i.e., parking lot, athletic field, stadium):

Evacuation Sites

On-Campus Locations

(i.e., athletic field, parking lot, playground)

Fire Drill (at least 50 feet from the building)

Multi-Hazard Threat/Bomb Threat (at least 500 feet from the building)

Off-Campus Locations

(i.e., church lot, shopping center, another school)

Primary location (include name, address, phone)

Alternate Location (include name, address, phone)

Severe Weather Safe Area

Location(s): _____



Reunification Site/Plan

The school's reunification process should include the details of reuniting children with their parents/guardians in the event of an evacuation to a distant site. The methods of communicating the reunification process to parents/guardians also should be included in the emergency plan (i.e., principal's newsletter, school web page). The reunification process is an integral part of the emergency plan.

Name of Child/Parent Reunification Coordinator: _____

Methods to Inform Parents about the Process: _____

Indicate how you will account for students in an emergency situation: (attendance log, current class list, etc)

Name of Person Responsible for Reunification Materials: _____

Reunification materials should be stored in a box or container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include Student Schedules, Student Emergency Information, Class Lists, clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification, such as portable two-way radios, tables, and chairs. It is recommended to have both physical and virtual copies of all materials.

Guidelines for Implementing the Parent/Child Reunification Process

1. Post signs on entrance doors and hallways to direct parents/guardians to the reunification area.
2. Use available staff members to assist with the implementation.
3. Assign available staff members to locate and release students.
4. Implement the three-step approach:
 - Step 1: Use a parent/child reunification log to sign in parents/guardians and check identification.
 - Step 2: Use the current student information system or class lists to locate the student's current teacher and location within the site.
Give the assisting staff member the student's name, current teacher, and location.
Staff member will retrieve the student and direct/escort him/her to the area.
 - Step 3: Release student to the authorized guardian.

Ensure information regarding custody issues is documented for those students.

Location of Off-Campus Reunification Site: _____

Address: _____

Name of Contact at Site: _____ **Phone Number:** _____

For more information: <https://iloveguys.org/The-Standard-Reunification-Method.html>



Individuals Who Require Special Assistance

Using the information from individual survey forms, the School Emergency Response Team (SERT) maintains a master list of all occupants (students and staff) needing special assistance in the event of an emergency. The following information must be entered and updated regularly.

☐ Check here if you currently have *NO* persons requiring special assistance

Name of Staff/Student	Type of Assistance Needed	Staff Member to Assist	Back-up to Staff Member



MULTI-HAZARD ASSESSMENT

Multi-hazards in and around the school must be identified. Identify factors that may put students, staff, and/or visitors at risk. These areas may include, but are not limited to, railroad tracks, highways that transport hazardous materials, large underground gas lines or storage tanks.

Hazard (i.e. Rt. 355)	Location (i.e. North side of school)	Description/Action Needed



School Universal Response Drill Schedule and Log

School: _____ Person Updating Log: _____

Fire Drills

In general, two fire drills in the first month of school, and one per month.

Schedule	Date Conducted	Weather Conditions	Total # Occupants	Evacuation Time	Notes
1st					
2nd					
3rd					
4th					
5th					
6th					
7th					
8th					
9th					
10th					
11th					
12th					

Emergency Evacuation (500 plus feet) Practice Drills: **2 each year**

Scheduled	Date Conducted	Number of Occupants	Evacuation Time	Comments, Notes
1st				
2nd				



Severe Weather Safe Area: At least one in March

Scheduled	Date Conducted	Number of Occupants	Reaction Time	Comments, Notes
1st				
2nd				

Lockdown Drill: 2 times per year

Scheduled	Date Conducted	Type of Event Practiced	Comments, Notes
1st			
2nd			

ALICE Drill: 2 times per year

Scheduled	Date Conducted	Type of Event Practiced	Comments, Notes
1st			
2nd			

Inspections

Inspection Type	Date of Inspection	Violations Cited	Violations Cleared



Additional Information Specific to

(School Name)



Site and Floor Plans

Attach all plans to this document.

Site Plan

- This section must include a site plan that indicates the location of the Command Post, Reunification Area, Media Area, Triage Area and the Assembly Areas.
- Also, it must describe the routes people will use when evacuating to those areas.
- This site plan also must show emergency equipment access, fire hydrant locations, fuel storage tank locations (above or below ground), and electrical transformers located in close proximity.
- Also, include locations of adjacent structures on the school/parish property, including temporary structures and dumpsters.

Floor Plans

- Complete this section with copies of the school floor plan, detailing evacuation routes and locations of hazardous materials. Include classrooms, storage areas, and laboratories that contain toxic substances, etc.
- This floor plan also should show the locations of facility infrastructures, including HVAC systems; fire alarm; pull stations; generators; utility control valves for water, gas and electricity; computer system servers; fire extinguishers; etc.
- Finally, this floor plan must indicate the location(s) of the Severe Weather Safe Area(s) and any Areas of Rescue Assistance.