

ARCHDIOCESE OF WASHINGTON
Catholic Schools Office

***School Emergency Response Plan* Template**



SECTION
1

School Emergency Response Plan (SERP)

In accordance with *Policies for Catholic Schools* (2009), all archdiocesan Catholic 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 complete the School Emergency Response Plan (SERP) annually and submit it to the ADW CSO 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 ADW CSO for approval online through the DC Emergency and Safety Alliance. See Appendix A) for instructions to complete the SERP.

ARCHDIOCESAN EXECUTIVE SUPPORT TEAM (EST) General Emergency & School-related incidents		
Associate Superintendent Ms. Kelly Branaman Office: (301) 853-4553 Cell: (202) 359-4455 Email: branamank@adw.org	Associate Superintendent Mrs. Wendy Anderson Office: (301) 853-4588 Cell: (802) 238-9811 Email: andersonw@adw.org	Assistant Superintendent Mr. Chris Buchleitner Office: (301) 853-5353 Cell: (410) 533-6071 Email: buchleitnerc@adw.org
President of CCA Mr. Vincent Spadoni Office: (301) 853-5358 Cell: 301-318-0651 Email: Vincent.Spadoni@catholicacademies.org		Chancellor/General Counsel Mrs. Kim Viti Fiorentino Office: (301) 853-4495 Cell: (301) 467-6036 Email: fiorentinoK@adw.org
Executive Director of Child Protection and Safe Environment Courtney Chase Office: (301) 853-5379 Cell: (202) 255-8514 Email: chasec@adw.org	Secretary of Communications Paula Gwynn Grant Office: (301) 853-5372 Cell: (202) 579-1537 Email: grantp@adw.org	Director of Real Estate Ms. Michelle Shelton Office: (301) 853-4522 Cell: (301) 980-4293 Email: sheltonm@adw.org



Cover Page: *School Emergency Response Plan*

Each principal is responsible for creating and updating the School Emergency Response Plan (SERP) on an annual basis at [ASSIST on AdvancED](#) no later than September 30th of each year. 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.

Emergency Response Plan for:

School Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **Alternative Phone:** _____

IF USING THE WEB-BASED
PROGRAM, YOU WILL BE ASKED TO
SUBMIT AN ELECTRONIC PICTURE OR
YOU MAY CUT AND PASTE HERE

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 Team: *Roles and Responsibilities*

The principal (IC) serves as the lead incident official. As appropriate, the IC activates the SERT that, in turn, activates others needed to fulfill emergency response tasks.

Title and Suggested Staff	Role, Responsibility
<p>*Incident Commander: Principal or Designee (IC)</p>	<p>Responsible for the development of the school plan and overall management of emergency situations; establishes/manages Command Post; activates SERT; determines strategies to implement protocols and adopts as needed</p>
<p>*Public Safety Liaison: Asst. Principal or Teacher</p>	<p>Develops working knowledge of local/regional agencies; serves as primary on-scene contact for outside agencies assigned to an incident; assists in accessing services when need arises; documents activities</p>
<p>*Occupant Accounting Coordinator: Teacher or Counselor (Operations)</p>	<p>Analyzes school staffing to develop an Occupant Accounting and Release Plan (accounting from individual teachers to Occupant Accounting and Release to Command Post); implements plan in an emergency; develops and maintains Occupant Accounting Worksheet to document activities</p>
<p>Facility Access Coordinator: Chief Custodian (Operations)</p>	<p>Monitors site utilities (electric, gas, water, HVAC); shuts off only if danger exists or directed by IC ; assists in securing facility (locking gates and perimeter doors, posting yellow caution tape as needed, etc.); establishes secondary toilet facilities in event of water or plumbing failure; requests needed supplies from Logistics; documents activities</p>
<p>Triage Coordinator: Nurse CPR/First-aid trained designee, if the nurse is not available (Operations)</p>	<p>Develops plan to address management of student medications/treatments; establishes medical triage with staff trained in first aid; provides CPR and conducts CPR training; provides/oversees care given to the injured; distributes supplies (gloves, bandages, etc.); requests additional supplies from Executive Support Team; establishes and maintains first-aid supply box; documents activities</p>
<p>*Media Liaison: PRINCIPAL</p>	<p>Develops relationship with local media representatives; prepares media releases; establishes media center near Command Post; coordinates information with IC and EST; documents activities</p>
<p>Community Liaison School Secretary</p>	<p>Communicates with parent groups and parents on the Release Plan; collaborates with the Occupant Accounting Coordinator to properly identify parents and adults identified as emergency release personnel; documents activities</p>
<p>Counseling Coordinator: School Counselor (Operations)</p>	<p>Provides psychological first aid services for those in need (working with Operations: Medical); accesses Crisis Teams, coordinates local/regional providers for ongoing crisis counseling for students, staff and parents; documents activities</p>
<p>Supplies Coordinator: Teacher/Cafeteria Manager (Logistics)</p>	<p>Establishes and maintains “School Emergency Response Team Toolbox” (batteries, etc); coordinates access to and distribution of supplies during an emergency; monitors inventory of supplies and equipment; coordinates the rationed distribution of food and water (prolonged emergencies); documents activities</p>
<p>Transportation Coordinator: AP or Teacher (Logistics)</p>	<p>Establishes emergency transportation of students and staff through established procedures; coordinates pickup locations; documents activities</p>
<p>Floor Wardens: If applicable – Not a Teacher (Operations)</p>	<p>Upon activation of an alarm or universal emergency response, quickly tour the assigned floor and alert all occupants of the appropriate response. Particular attention should be paid to isolated offices and individuals needing special assistance. Report status and use of Areas of Refuge to the IC.</p>

*Required Members



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.

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

Title	Name Position 1. Primary 2. First Alternate 3. Second Alternate	Location Person Is Found: Room #—Phone #/Ext.—Intercom #
<u>*Incident Commander:</u>	1. 2. 3.	
<u>*Public Safety Liaison:</u>	1. 2. 3.	
<u>*Occupant Accounting Coordinator:</u>	1. 2. 3.	
<u>*Facility Access Coordinator:</u>	1. 2. 3.	
<u>*Triage Coordinator:</u>	1. 2. 3.	
<u>Media Liaison:</u>	1. NOTE: Only the Principal may be the Media Liaison in consultation with the ADW Office of Communications	
<u>Community Liaison:</u>	1. 2. 3.	
<u>Counseling Coordinator:</u>	1. 2. 3.	
<u>Supplies Coordinator:</u>	1. 2. 3.	
<u>Transportation Coordinator:</u>	1. 2. 3.	
<u>Rally Point Coordinator</u>	1. 2. 3.	

*Required Members at all levels.



Command Post Locations

School/Parish Primary: _____

_____ Phone # _____

Building Alternate 1: _____ Phone # _____

Building Alternate 2: _____ Phone # _____

Evacuation (Fire Drill): _____

Evacuation (at least 500 feet): _____

Walking Distance (Facility): Location 1: _____

Address: _____ Phone # _____

Walking Distance (Facility): Location 2: _____

Address: _____ Phone # _____



Occupants Needing Special Assistance: *Master List*

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

<u>Name</u>	<u>Location</u>	<u>Time</u>	<u>Assistance Needed and Individual To Provide</u>
_____	_____	_____	Assistance needed: _____ Assistant _____
_____	_____	_____	Alternate _____
_____	_____	_____	Assistance needed: _____ Assistant _____
_____	_____	_____	Alternate _____
_____	_____	_____	Assistance needed: _____ Assistant _____
_____	_____	_____	Alternate _____
_____	_____	_____	Assistance needed: _____ Assistant _____
_____	_____	_____	Alternate _____
_____	_____	_____	Assistance needed: _____ Assistant _____
_____	_____	_____	Alternate _____



Building "Hazard Hunt" Master List and Mitigation Plans

Each School Emergency Response Team is required to identify circumstances unique to its school/campus/facility that present risks to persons or property. These might include materials used within the building, potentially troublesome evacuation routes, dangers due to geographic location, proximity to potentially hazardous buildings in the community, issues related to sharing a campus with another entity, hazard-prone areas (i.e., persistent flooding), etc.

Using information from Building "Hazard Hunt" (see [Appendix A, Page 5](#)), as well as insights from School Emergency Response Team members, list all specific risks or potential hazards that need special consideration, and plans to address and mitigate them.

<u>Potential Hazard</u>	<u>Locations</u>	<u>Action Taken (or Planned) To Mitigate the Hazard, If Possible</u>
_____	_____	_____
_____	_____	_____
_____	_____	Contact: _____
_____	_____	_____
_____	_____	_____
_____	_____	Contact: _____
_____	_____	_____
_____	_____	_____
_____	_____	Contact: _____
_____	_____	_____
_____	_____	_____
_____	_____	Contact: _____
_____	_____	_____
_____	_____	_____
_____	_____	Contact: _____



Assembly Area: *Standard Outdoor Evacuation*

Complete the following worksheet to plan for evacuation from the school building to an onsite or near-site Assembly Area (e.g., onsite football field or parish hall). The Assembly Area should minimize occupants' exposure to dangers or hazards around the building.

- Examine floor plans and maps for the school campus and surrounding neighborhood. Determine primary and secondary exits for each room in the building. Consider factors such as: gas, sewer and power lines; chain link fences (electrical hazard); facilities containing toxic or radioactive material; water towers; multiple story buildings (vulnerable to collapse); transformers; balconies (which may fall from buildings); etc.

- Designate each of the following in Assembly Area 1: Normal Evacuation (Fire Drill):

Command Post–Location of Incident Commander _____

Access for emergency vehicles _____

Triage Area _____

Media Area _____

Reunification Area _____

Assembly areas (by grade level, team, etc.) _____

- Designate each of the following in Assembly Area 2: 500 Feet from the Building:

Command Post–Location of Incident Commander _____

Access for emergency vehicles _____

Triage Area _____

Media Area _____

Reunification Area _____

Assembly areas (by grade level, team, etc.) _____

- Place copies of floor plans and evacuation routes, highlighted as appropriate, in this section of the guide, and post throughout the building.



Alternate Building Location: *Walking Distance*

In inclement weather, or if the school building and surrounding area need to be evacuated, students and staff might need to move to an Alternate Building Location rather than using the Standard Outdoor Evacuation Assembly Area. Use the following worksheet to plan for evacuation from the building to an offsite building location within *walking distance* from the building. Coordinate planning with the parish office, ADW CSO Office, other buildings, etc. The principal or designated planner should implement the following actions:

- Examine maps and site plans for a possible Alternate Building Location in the immediate vicinity of the property;
- Consider factors such as roadways, waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards;
- Coordinate planning with nearby schools, community centers, businesses, churches, etc., to establish relationships for an Alternate Building Location;
- Reconfirm evacuation sites with the sponsor(s) annually. Sometimes when using private sites, the willingness or ability to accommodate a school evacuation changes so the sponsor may be unable to recommit.

Designate each of the following:

Alternate Building Location

Lead Contact / Phone

Name _____

Address _____

Phone # _____

Secondary Location

Lead Contact / Phone

Name _____

Address _____

Phone # _____



Use space below for any special planning needs, routes, alternate routes, and Resource, Media, Triage, and Reunification areas, or for coordinating your plan with other entities.

Alternate Building Location: *Requiring Transportation*

Planning for evacuation from the building to an offsite location *requiring transportation* will be coordinated with the ADW CSO Executive Support Team (EST) for Level II or III emergencies requiring such transportation. The principal should initiate the following actions:

- Contact a ADW CSO Executive Support Team member to coordinate and plan for transporting occupants to an Alternate Building Location;
- Consider factors such as roadways (for potential traffic gridlock), waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards;
- ADW CSO Executive Support Team will collaborate with local responders to assist with directing students and staff to one of the shelters identified in the alternate building location plan.
- Actual location will be determined and instructions will be provided to the Incident Commander (Principal) by a member of the ADW CSO Executive Support Team.

Use space below for any special planning needs or for coordinating your plan.

No contacts for these facilities are necessary because the ADW CSO Executive Support Team will direct these actions with other archdiocesan offices.



Student/Staff Accounting and Release Guidelines

Each school principal needs to establish a specific plan for student/staff accounting and release. Refer to *Section 4: Response* for information on Reunification planning. Use the following worksheet to describe how your School Emergency Response Team will account for occupants in the building in the event of an emergency. Rosters and visitor sign-in sheets should be taken during an evacuation preferably by the Recorder/Tracker Coordinator (administrative assistant).

REMEMBER TO INCORPORATE THE CLASSROOM EMERGENCY FLIPCHART IN PRACTICE DRILLS, IF APPLICABLE:

- **RED SIDE OUT**—NEED ASSISTANCE/PERSON(S) MISSING
- **YELLOW SIDE OUT**—HAVE ADDITIONAL PERSON(S)
- **GREEN SIDE OUT**—ALL PERSON(S) ACCOUNTED FOR

All occupants need to have emergency information on file.

- List steps or guidelines staff will take to ensure student accounting:

- List the steps to release students during an emergency from your Reunification Area, if applicable:



School Emergency Response Plan: *Accountability*

The principal should complete the following sheets on the following pages:

- ★ **Orientation and Training Schedule**
- ★ **Drill Schedule and Log (also complete Form D in Appendix D)**

Practice the Universal Emergency Responses found in the *School Emergency Response Plan* as scheduled, and complete the drill schedule to be uploaded to ASSIST for review by the ADW CSO and when necessary local fire departments.

Furthermore, fire drills are subject to review by the State or District Fire Marshall's Office.





Orientation and Training Schedule

School: _____

School Year _____

Annually, each team should prepare a schedule of orientation and training events. Use the worksheet below to outline a schedule for training events, drills, etc.

Month	Training Event and Benchmarks	Person Responsible	Comments
August	<ul style="list-style-type: none"> • Teacher/Staff orientation of the SERP • Develop SERP and Practice • Update School Emergency Kit(s) 	Principal/Staff Principal Staff Designee	
September	<ol style="list-style-type: none"> 1. Orientation of Students, Parents, and Community, if applicable 2. Practice Evacuation and Fire Drills 	Principal Principal	
October	<ol style="list-style-type: none"> 1. Submit final SERP online for ADW CSO approval 2. Practice Evacuation and Fire Drills 	Principal Staff	
November	<ol style="list-style-type: none"> 3. Practice Evacuation and Fire Drills 4. Practice A.L.i.C.E. response 	Principal	
December	<ol style="list-style-type: none"> 5. Practice Evacuation and Fire Drills 6. Review and Update SERP 	Principal Staff	
January	<ol style="list-style-type: none"> 7. Practice Evacuation and Fire Drills 8. Update School Emergency Kit(s) 	Principal Staff	
February	<ol style="list-style-type: none"> 9. Practice Evacuation and Fire Drills 	Principal	
March	<ol style="list-style-type: none"> 10. Practice Evacuation and Fire Drills 	Principal	
April	<ol style="list-style-type: none"> 11. Practice Evacuation and Fire Drills 12. Review and Update SERP 	Principal Staff	
May	<ol style="list-style-type: none"> 13. Practice Evacuation and Fire Drills 14. Practice A.L.i.C.E response 	Principal	
June	<ol style="list-style-type: none"> 15. Practice Evacuation and Fire Drills 	Principal	





School Universal Response Drill Schedule and Log

School: _____ **Person Updating Log:** _____

Use the following worksheet to plan drills for the school building. Submit a copy of the schedule with the SERP, and update the SERP to address issues or challenges encountered during drills.

Fire Drills:

Monthly Schedule	Date Conducted	Weather Condition	Total Occupants	# Mobile Impaired	Evacuation Time	Alarm Status	Notes
1 st							
2 nd							
3 rd							
4 th							
5 th							
6 th							
7 th							
8 th							
9 th							
10 th							
11 th							
12 th							

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

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

Severe Weather Safe Area: **At least one in March**

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

Lockdown Drill: **Twice a year**

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

A.L.i.C.E. Drill: **Twice a year**

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

Inspections

Inspection Type	Date of Inspection	Date of Re-Inspection	Violations Cited	Violations Cleared
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO





CATHOLIC SCHOOLS



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.



Checklist for SERP Development

Under the direction of the principal or his/her designee, each school must complete this checklist according to its unique needs and circumstances.

- Create a School Emergency Response Team (Staff know their assigned roles)
- Each School Emergency Response Team member is familiar with this *School Emergency Response Plan and Management Guide* and the guidelines outlined in this Management Guide
- Create School Emergency Kit(s)
- Review *Visitor Screening Policy* with staff
- Review *General Dismissal Procedures* with staff
- Review Universal Response Guidelines found in this Management Guide; make necessary modifications for school-specific needs (using staff and School Emergency Response Team input, local or district phone numbers and titles, etc.).
- Review and update Evacuation Sites – Fire evacuation location as well as secondary locations at 500 feet
- Review Lockdown plan for each room of building
- Review A.L.i.C.E. plan with all stakeholders
- Review and update *Severe Weather Safe Area* for each room of building
- Remind staff to keep the updated Classroom Emergency Flipchart visible in their classrooms and offices at all times
- Establish a schedule for orientation, training, and practice for each of the School Universal Responses (fire drills, evacuation, A.L.i.C.E., lockdowns, etc.)
- Submit a copy of the School Emergency Response Plan on the web-based application, through the DC Emergency and Safety Alliance Website (<http://esa.dc.gov>), for system use by their designated deadline **and upload a copy of that plan to ASSIST** by September 30 of each year (**for D.C. Schools**)
- Submit a copy of your School Emergency Response Plan to **[ASSIST on AdvancED](#)** by September 30 of each year (**For MD Schools, found on the Principal Portal**)
- Place a copy of the School Emergency Response Plan in School Emergency Kit(s)
- Conduct drills and exercise the School Emergency Response Plan as required (Review Do's and Don'ts of A.L.i.C.E. drills on the Principal Portal)