

# INCIDENT COMMUNICATIONS PROTOCOL FOR CATHOLIC SCHOOLS OFFICE

In the event of a school incident, crisis, emergency, or some other required action, please use the following chart to contact the correct person:

**If any member of your school community is in immediate danger or harm, please contact 9-1-1 first.**

Abuse, Child Protection	Courtney Chase	Office (301) 853-5302	Cell (202) 255-8514	Email chasec@adw.org
Catholic Identity/Accreditation Concerns	Christina Mendez	Office (301) 853-4590	Cell (817) 914-2002	Email mendezc@adw.org
Discipline, Threats, or Student Behaviors	Anne Dillon	Office (301) 853-4569	Cell (301) 221-5488	Email dillona@adw.org
Employee or Teacher Issues	Chris Buchleitner	Office (301) 853-5353	Cell (410) 533-6071	Email buchleitnerc@adw.org
Enrollment & Admissions Concerns	Kelly Branaman	Office (301) 853-4553	Cell (202) 549-3412	Email branamank@adw.org
Financial / Tuition Assistance Emergencies	Vicky McCann	Office (301) 853-4548	Cell (410) 279-3512	Email mccannv@adw.org
Legal Questions, Concerns, Court Orders	Mary Rhodes or Chris Anzidei	Office (301) 853-4495	Cell (301) 801-2788 (202) 271-3827	Email rhodesm@adw.org anzideic@adw.org
Marketing Issues	Vicky McCann	Office (301) 853-4548	Cell (410) 279-3512	Email mccannv@adw.org
Media Communication	Paula Gwynn Grant	Office (301) 853-5372	Cell (202) 579-1537	Email grantp@adw.org
Policies & Procedures	Kelly Branaman	Office (301) 853-4553	Cell (202) 549-3412	Email branamank@adw.org
Preschool & Early Enrollment	Christina Mendez	Office (301) 853-4590	Cell (817) 914-2002	Email mendezc@adw.org

**IF YOU ARE UNABLE TO CONTACT THE DESIGNATED INDIVIDUAL, THEN PLEASE CONTACT  
KELLY BRANAMAN (202) 549-3412 OR CHRIS BUCHLEITNER (410) 533-6071.**

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## GENERAL CONTACT INFORMATION

In the event of other school-related events, questions, or concerns, then please use the following information as a reference:

GENERAL EMERGENCY & SCHOOL-RELATED INCIDENTS CONTACTS			
<b>Secretary for Catholic Schools /Superintendent</b> Ms. Kelly Branaman Office: (301) 853-4508 Cell: (202) 549-3412 Email: <a href="mailto:branamank@adw.org">branamank@adw.org</a>	<b>Associate Superintendent</b> Mr. Chris Buchleitner Office: (301) 853-5353 Cell: (410) 533-6071 Email: <a href="mailto:buchleitnerc@adw.org">buchleitnerc@adw.org</a>	<b>General Counsel</b> Mr. Chris Anzidei Office: (301) 853-4595 Cell: (202) 271-3827 Email: <a href="mailto:anzideic@adw.org">anzideic@adw.org</a>	
<b>Assistant Superintendent</b> Ms. Anne Dillon Office: (301) 853-4569 Cell: (301) 221-5488 Email: <a href="mailto:dillona@adw.org">dillona@adw.org</a>	<b>Assistant Superintendent</b> Dr. Christina Mendez-Hall Office: (301) 853-4590 Cell: (817) 914-2002 Email: <a href="mailto:mendezc@adw.org">mendezc@adw.org</a>	<b>President, CCA</b> Dr. Camille Brown Privette Office: (301) 853-5358 Cell: Email: <a href="mailto:Camille.privette@catholicacademies.org">Camille.privette@catholicacademies.org</a>	
<b>Executive Director, Child Protection &amp; Safe Environment</b> Mrs. Courtney Chase Office: (301) 853-5379 Cell: (202) 255-8514 Email: <a href="mailto:chasec@adw.org">chasec@adw.org</a>	<b>Secretary for Communications</b> Mrs. Paula Gwynn Grant Office: (301) 853-5372 Cell: (202) 579-1537 Email: <a href="mailto:grantp@adw.org">grantp@adw.org</a>	<b>Executive Director of Real Estate, Facilities and Administration</b> Ms. Michelle Shelton Office: (301) 853-4522 Email: <a href="mailto:sheltonm@adw.org">sheltonm@adw.org</a>	
POSITION	STAFF MEMBER	PHONE	EMAIL
Assistant Superintendent for Advancement and Enrollment Management	<b>Vicky McCann</b>	(301) 853-4548	<a href="mailto:mccannv@adw.org">mccannv@adw.org</a>
Assistant Superintendent for Teaching and Learning	<b>Denise Ball</b>	(301) 853-4588	<a href="mailto:balld@adw.org">balld@adw.org</a>
Assistant Superintendent for Research, Planning, and Administrative Technologies	<b>Jeremy McDonald</b>	(301) 853-4598	<a href="mailto:mcdonaldj@adw.org">mcdonaldj@adw.org</a>
Director for Government Programs & Grants	<b>Brian Radziwill</b>	(301) 853-5357	<a href="mailto:radziwillb@adw.org">radziwillb@adw.org</a>
Director for Counseling	<b>Ashley Mickey</b>	(301) 853-5354	<a href="mailto:mickeya@adw.org">mickeya@adw.org</a>
Director for Curriculum & Instruction	<b>Jennifer Monger</b>	(301) 853-4531	<a href="mailto:mongerj@adw.org">mongerj@adw.org</a>
Director for Educational Technology	<b>Vacant</b>	(301) 853-4549	vacant
Director for Early Learning Center Programs	<b>Roshon Casey</b>	(301) 853-4587	<a href="mailto:caseyr@adw.org">caseyr@adw.org</a>
Manager for Special Education	<b>Margaret Kenney White</b>	(301) 853-4458	<a href="mailto:kenneym@adw.org">kenneym@adw.org</a>
Office Manager	<b>Vacant</b>	(301) 853-4508	vacant
Marketing and Enrollment Coordinator	<b>Anna Quattrone</b>	(301)853-4597	<a href="mailto:quattronea@adw.org">quattronea@adw.org</a>
Administrative Assistant to the Associate Superintendent	<b>Garfield Gardner</b>	(301) 853-5304	<a href="mailto:gardnerg@adw.org">gardnerg@adw.org</a>

Marketing and Enrollment Administrative Assistant	<b>Barbara Quisquinay</b>	(301) 853-4551	quisquinayb@adw.org
Funding and Enrollment Coordinator	<b>Madelin Fox</b>	(301) 853-5356	foxm@adw.org