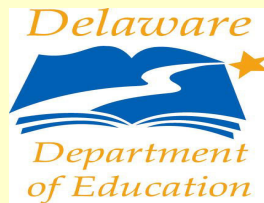


*Department of Education Guidelines
Crisis Response Plans*

- District*
- School*



District-Level – Responsibilities of the school district.

General/Coordination	Completed	Page #	Action Needed
School board approved planning process and budget			
Established a Crisis Management Committee and assigned responsibilities to committee members			
Identified crisis management coordinator and alternate coordinator			
Reviewed federal, state & local laws & school regulations regarding emergency response or violence in school.			
Identified emergency operations center (EOC) and alternate site to manage crisis			
EOC contains equipment vital to managing crisis (phone, radio, maps, fax, computers, alternate power supply, flashlights, plans, student rosters and telephone numbers for parents/guardians, emergency responders, staff, shelters, buses and other resources)			
Listed school population, transportation needs, number of staff and telephone numbers of key officials			
Plan developed in cooperation with local, county or state emergency management office			
Plan contained provisions for special needs students and staff			
Hazard Analysis	Completed	Page #	Action Needed
Identified hazards; such as natural and technological hazards, medical emergencies and criminal acts; that may impact schools in district			
List areas within school district that are particularly vulnerable to hazards			
Provided maps of the location and type of hazards in schools			
Prevention/Mitigation Policies	Completed	Page #	Action Needed
Implemented programs and policies that increase school safety			
Emergency Functions	Completed	Page #	Action Needed
Coordination:			
Identified lead and alternate to activate crisis plan and emergency operations center (EOC)			
Listed locations and needed supplies of emergency operations center and alternate center			
Listed school responsibilities during each phase of emergency—prevention, response & recovery			
Identifies who makes decision and under what conditions for school shutdown			
Notification and warning:			
Designated who is responsible for emergency warning systems			
Outlined warning and notification procedures used during emergency			
Established phone tree to notify crisis team and staff if crisis takes place after normal operating hours			
Developed plan for notifying special needs staff and students			
Outlined procedure for activating crisis team			
Identified emergency power for communication equipment			
Medical/Health:			
Coordinated medical services during emergency			
Inventory of medical supplies			
Identified facilities suitable for use as emergency clinics			
Developed system to provide emergency care at emergency shelters			
Coordinated mental health services during emergency			

School-Level – Responsibilities of each school.

Coordination	Completed	Page #	Action Needed
Established a crisis team and assigned responsibilities to committee members			
Identified crisis coordinator and alternate coordinator			
Identified EOC and alternate to manage crisis			
Established procedures to notify staff, district personnel, buses, students and parents during a crisis			
Hazard Analysis	Completed	Page #	Action Needed
Obtained blueprints of school buildings and gave copies to Delaware State Police, Department of Education and DEMA			
Identified potential hazards in classrooms, offices and throughout the school			
Identified potential hazards in neighborhood surrounding school			
Resources	Completed	Page #	Action Needed
Identified staff with crisis-response related skills and training			
Identified community resources to assist with potential crises			
Assessed care and shelter needs			
Drafted agreements with community and public agencies			
Determined communications capability			
Provided map of the locations of emergency equipment in school buildings			
Procedures for Specific Hazards	Completed	Page #	Action Needed
Developed step-by-step response guide for specific hazards			
Included responsibilities of crisis team and other staff in guide			
Procedures for notification, evacuation, sheltering, medical/health care, security and public information are addressed in each guide			
Listed post-crisis/follow-up procedures			
Fill in the blanks of the action guide flipchart			
Training, Drills and Plan Maintenance	Completed	Page #	Action Needed
Distributed plan to school staff, teachers, district staff and parent leaders			
Provided crisis management training for crisis team			
Educated staff and parents about crisis procedures			
Scheduled drills			
Developed schedule for reviewing plan			
Scheduled regular meetings of crisis team			
Parents, school staff, media, students and district personnel are notified one week in advance of a drill			

School-Level – Responsibilities of each school.

Emergency Functions	Completed	Page #	Action Needed
Security:			
Listed mutual aid agreements with law enforcement officials			
Described alert system used to mobilize security personnel during crisis			
Listed major responsibilities of security personnel during crisis			
Evacuation/Shelter:			
Identified who is responsible for issuing evacuation orders			
Coordinated transportation			
Coordinated with community and public agencies regarding shelters, evacuation routes, reception centers and movement control			
Provided maps of evacuations routes and shelter sites to staff, students and parents			
Identified number of people requiring shelter			
Made provisions for special needs staff and students			
Identified provisions for evacuees to reenter area			
Public information:			
Designate public information officer and alternate			
Identified telephone number for public information			
Created guide for dealing with public			
Verified all information with coordinator before releasing to public			
Coordinated with local media to disseminate emergency information			
Outlined system addressing rumor control			
Facilities:			
Created map of emergency equipment and hazards in building			
Designated who is responsible for organizing engineering services during emergency			
Provided system for repair and restoration of essential services			
Provided system of damage assessment and reporting			
Maintained inventory of emergency supplies			
Administration:			
Developed system for protecting vital records			
Designated who is responsible for administrative procedures needed to support emergency operations			
Listed authority for emergency appropriations and expenditures			
Resources	Completed	Page #	Action Needed
Coordinated other emergency functions with community or public agencies			
Memorandum of agreement with other agencies to provide other emergency functions			
Staff who have emergency or crisis response training have been identified			
Maintained list emergency responders and other public or community agencies that provides assistance during or after a crisis.			
Telephone list of emergency responders and community agencies is updated annually			

School-Level – Responsibilities of each school.

Training, Drills and Plan Maintenance	Completed	Page #	Action Needed
Established employee and student education and awareness programs			
Identified agencies that provide crisis training			
Coordinated training for crisis teams and school staff			
Developed schedule for drills			
Disseminated drill schedule at the start of each school year to schools, staff, parents and students			
Established procedures for conducting and evaluating drills			
Drills include tests of warning system, communications, staff response, transportation, evacuation and public information procedures			
Provisions for updating plan annually			
Disseminated school crisis plan and annual updates to staff and district personnel			
Scheduled regular meetings of Crisis Management Committee			