



Form
5139

**CRISIS MANAGEMENT PLAN
PRE-CRISIS CHECKLIST**

1. Create a map of the school/parish properties. Locate all exits, utilities, fire extinguishers and communication rooms.
2. Provide a copy of this map and a blueprint of the school/parish to your local police and fire departments.
3. Conduct safety and security audits of property.
4. Locate a safe evacuation site within walking distance, if possible (i.e., companies that will let the parish utilize their premises during a crisis). Otherwise, identify transportation resources for transit to a site not within walking distance. Keep a copy of the Crisis Management Plan at the evacuation site chosen.
5. Administrators should assemble a crisis team to include representatives from religious education, school, and parish. a) Designate a leader and alternates to be in charge in case the administrator is absent from the building. b) Determine the individual responsibilities of team members. c) Consider liaisons to communicate with the police, archdiocese, and media.
6. Create a crisis "tool box" to include the following items: <ul style="list-style-type: none">• Copies of all forms completed in the development of the Crisis Management Plan.• Map of building(s) with locations of exits, phones, and first aid kits.• Blueprints of school/parish building(s) including utilities.• Map of local streets with evacuation route.• Bullhorns, flashlight, extra batteries, first aid kit.• Student medications, student emergency cards.• Master schedule of classes.• Two-way radios/cellular phone.• Legal pens, pads, and white peel off stickers (for nametags).• Class lists with telephone call trees.• Telephone directory, list of archdiocesan personnel's phone, fax and pager numbers.• List of other emergency phone numbers.• Emergency vests and other items selected by the School Crisis Team.
7. Create mini-crisis tool boxes for individual teachers/rooms.