



**CRISIS MANAGEMENT PLAN  
CRISIS PLAN CHECKLIST**

1. Identify the situation and decide what level of response is needed.
2. Provide immediate emergency medical care.
3. Dial 911. Determine what services are needed (i.e., police/ambulance/fire department).
4. Convene the crisis team. Determine if you should "lock down" the premises by securing all students and personnel in the designated shelter areas, or if the building is to be evacuated.
5. Begin to record events for crisis records.
6. Gather all emergency communication equipment, cell phones, first aid supplies (tool Box).
7. Initiate crisis communication procedures and system of verification.
8. Implement evacuation or lock down procedures. Do not dismiss students to unknown care.
9. Adjust or terminate the regular bell schedule to ensure safety during the crisis.
10. Contact the appropriate community agencies. Contact the Archdiocese of Milwaukee's Associate Superintendent, Brenda White, during the day at (414) 758-2252.
11. Alert persons in charge of the various information systems to prevent confusion and misinformation. Notify parents by using a telephone tree.
12. Implement post-crisis procedures.