

Emergency Response Team

All school administrators must establish an Emergency Response Team to coordinate and implement the school's Emergency Plan, and manage school crises. The Principal may chair/serve on the Emergency Response Team, but shall serve as the liaison to the Catholic Diocese. Duties of the Emergency Response Team shall include a minimum of the following:

1. Regular meetings to identify and solve safety and health concerns
2. Develop, annually update and publish the school's written Emergency Plan
3. Train all school faculty and staff on the Emergency Plan protocols
4. Make first aid and other emergency medical response training available to all faculty and staff; and require medical response training in accordance with UHSAA, State of Utah and Diocesan policies.
5. Post evacuation maps and procedures in every classroom, gym, cafeteria any other occupied areas of the facility.
6. Annually inform and engage parents in emergency procedures and communications.
7. Conduct monthly emergency drills to test the Emergency Plan, and train employees/students
8. Conduct safety inspections, in consultation with professionals (i.e.: fire marshal) Fire extinguishers, AEDs shall be placed in appropriate locations, clearly identified, and checked regularly.
9. Test/restock emergency response supplies and test communication systems
10. Lead actual emergency response when crisis occurs.
11. Conduct post-crisis debriefing meetings all employees

Effective Emergency Response Team members may or may not correspond with the school's hierarchical/organizational management. Team members are selected for their 1) knowledge and experience with a function, 2) agility and broad perspective, 3) familiarity with the specific characteristics of the school, its student body and its community, 4) willingness and ability to problem-solve cooperatively, 5) ability to anticipate and respond to multiple situations; 6) ability to think clearly under stress; and 7) strong communication, problem-solving, delegation and conflict resolution skills. The Team should be comprised of primary and secondary members who fulfill the following functions:

- Incident Command –both school day and afterschool individuals who will lead crisis response and serve as a liaison to local emergency management (police, fire, etc.)
- Medical/Mental Health (i.e.: nurse, counselor)
- Facilities
- Communications/Public Information/Media
- Liaisons to the Diocese, various quadrants of the school, and external resources
- Records and reporting

Emergency Plans

The Emergency Response Team, in collaboration with the administration, faculty and staff, shall develop general emergency and specific crisis procedure plans, which shall be reviewed annually. These plans should provide specific procedures for emergency situations including, but not limited to:

- Evacuation - for fire or other indoor hazard, and secondary evacuation protocols
- Shelter-in-place - for earthquake, severe weather or other external hazard
- Lock-Down - for internal or external intruder or threat
- Missing child - Amber Alert
- Assault, injury and/or death of a student or employee
- Health hazards – epidemics, bio-hazards, health risks (ie: severe allergies, seizures)

Suggested models and resources for emergency response teams or comprehensive plans include:

- FEMA National Incident Management System (NIMS) - [IS-100.SCa Introduction to the Incident Command System for Schools](#)
- Catholic Mutual Group - *School Safety Resource Manual*
- NCEA or U.S. Dept. of Education

The Emergency Plan must include information regarding internal/external alerts (911 and school-wide notifications), Emergency Response Team and local resource contact information, roles and responsibilities, protocols for specific crises, maps, reporting procedures and other materials deemed necessary for appropriate response to crises. The Plan shall include procedures for communicating to employees, students, parents and local authorities; as well as a system for release of students, closing of school, and/or early dismissal of students.

All school personnel, including those involved in coaching, before and after school programs, substitutes and religious education must be instructed in the Plan's procedures annually. New mid-year employees must be trained as part of their orientation.

Emergency Response

The activation of the Emergency Response Team is contingent upon the level of emergency. In the event of a natural disaster, the Team and Administration shall respond to directions given by the Catholic Diocese or the local governing authority. The responsibility for determining whether or not the building should be evacuated or re-entered rests with the Emergency Response Team, in consultation with local EMS. In the absence of the principal or vice principal, a designee shall be determined by the team to serve as the liaison to the Catholic Diocese. Any emergency, disaster, or dangerous situation shall be reported to the superintendent as soon as possible.

Drills

Evacuation drills (i.e.: fire, bio-hazard, earthquake) shall be practiced monthly, or more if required by local fire regulations. Drills for external disasters (i.e.: earthquakes) shall be conducted a minimum of two times per year. Lock-down drills (i.e.: intruder, civil unrest) and Missing Child drills shall be conducted at least once a year. Results of each drill shall be recorded, noting dates and times of evacuation, problems observed, and corrective actions taken, if needed. It is recommended that every two years, the school conduct at least one major drill with multiple agencies (local police, fire, government and/or medical center) to build collaborative relations and improve protocols.