

*(Excerpted from School Safety Manual - Catholic Mutual)*

## CRISIS MANAGEMENT PLAN FORM

### EXTERNAL

THREAT	ACTION	SITE PLAN
<b>Disturbance on school ground</b>	Keep students inside.	
	Delay dismissal.	
	Go to designated areas.	
	Stay out of hallways.	
<b>Intruder on school grounds with weapon</b>	Keep students inside.	
	Delay dismissal.	
	Go to designated areas.	
	Stay out of hallways	
<b>Shots fired at students on grounds, Civil Defense earthquake, air crash, Civil Defense/weather</b>	Drop to the ground.	
	Crawl to building.	
	Get students outside away from building.	

### INTERNAL

THREAT	ACTION	SITE PLAN
<b>Unauthorized individual(s) in building</b>	Give crisis signal.	
	Notify staff to remain in room - no admittance to halls.	
	Student Coordinator goes to office for help.	
<b>Intruder in the building with weapon.</b>	Give crisis signal.	
	Notify staff to remain in room - no admittance to halls.	
	Student Coordinator goes to office for help.	
<b>Student/adult with disruptive or assaultive behavior</b>	Give crisis signal.	
	Notify staff.	
	Student & Teacher Coordinator go to office.	
<b>Hostage situation</b>	Evacuate some sections.	
	Give crisis signal.	
	Notify Staff.	
<b>Bomb Threat</b>	Student & Teacher Coordinator go to office.	
	Evacuate some sections.	
	Evacuate building only as directed by police.	
<b>Explosion</b>	Fire alarm may activate bomb - Use intercom or green folder signal.	
	Extended time out of building (cold weather) - make arrangements with close, large facility to house students.	
<b>Explosion</b>	Fire drill to get students out of building.	
	Extended time out of building (cold weather) - make arrangements with close, large facility to house students.	