



## **SCHOOL EMERGENCY RESPONSE PLAN**

The safety, security, and well-being of children attending Catholic Schools within the Archdiocese of Washington (ADW) is paramount to fostering a positive and nurturing learning and working environment based on Catholic values, where students have the ADW Catholic Schools Office (ADW CSO) adopted *Policies for Catholic Schools* in 2009. Specifically, policies 3540 and 3541 support the safety and security of the children and the entire school community. In striving to ensure that a safe and secure learning environment exists for students and staff, a comprehensive and integrated School emergency Response Plan (SERP), accompanying this *School Emergency response Plan Management Guide* (Management Guide), and Classroom emergency Flipchart have been developed.

The SERP, this Management Guide, and the Classroom Emergency Flipchart are based on nationally and regionally recognized best and promising school emergency/crisis preparedness practices, and are designed to achieve consistency with key elements from the four phases of emergency management as prescribed by the U.S. Department of Education's Office of Safe and Drug-Free Schools.

The ADW CSO acknowledges and greatly appreciated the invaluable assistance and support provided by the district of Columbia Public Schools; U.S. Department of Education's Office of Safe and Drug-Free Schools; Clarke Consulting Group, LLC; District of Columbia emergency and Safety Alliance; and many school leaders in developing and implementing the SERP, the Management Guide, and the Classroom emergency Flipchart.

### **PURPOSE**

The SERP, the Management Guide, and the Classroom emergency Flipchart provide the structure, guidance, tools, procedures, and protocols to be followed during an emergency and/or crisis in order to maximize the safety, security, and well-being of students, staff, parents/guardians, and visitors, as well as protect the physical integrity of the school building and campus.

### **MISSION**

The ADW CSO is committed to providing a positive and nurturing learning and working environment based on Catholic values, where students have the opportunity to obtain a high standard of academic excellence and achievement in a safe, orderly and secure manner. The ADW CSO and school administrators will assist archdiocesan Catholic schools to prepare and train to implement the necessary elements of the SERP, this Management Guide, and the Classroom emergency Flipchart. The aim is to provide a coordinated, strategic, and effective response to school-related emergencies and/or crises. (From the 2010 – Archdiocese of Washington: *School Emergency Response Plan and Management Guide*).

### **ST. COLUMBA EMERGENCY PLAN**

St. Columba School emergency Plan is updated yearly as a support document and guideline to the ADW/SERP. It includes the local emergency numbers. The emergency kit and contents lists. It has the faculty and staff assignments and buddy system. There is also an additional internal procedure in place for the school only. (Based from ADW Classroom Emergency Flipchart).