***Before completing the CMP Template, review the content in its entirety and ensure the following items have been gathered to complete the plan.***

* **Current “Division Crisis, Emergency Management, and Medical Emergency Response Plan (CMP)**
* **Legislation Requirements**
* **Division Policies, Regulations, and Requirements:**
* Adoption of Standard Response Protocol (SRP) and Standard Reunification Method (SRM), if applicable
* Bullying Prevention Policy
* Incident Command System
* Policy/Regulation for plan approval
* School closing protocols and communication
* Other division policies, regulations, and requirements
* **Contact Information for:**
* First responders
* Key staff
* School Board Members
* **Division Level Information:**
* Copy of memorandum of understanding (MOU) between school and law enforcement agency
* Essential functions chart
* Hazard Analysis
* Information related to anonymous reporting systems
* Information related to Access Control Policy
* Individuals in order of succession
* Most recent copy of Annual School Safety Audit results, including
* Crisis Plan Certifications
* School Safety Audit Survey (Division)
* School Safety Audit Survey(s) (Schools)
* School Safety Inspection Checklists
* Survey of Climate and Working Conditions
* Other relevant division information (i.e. Student Behavior and Administrative Response (SBAR) data)
* Parent notification/communication systems
* **School Level Information:**
* Behavioral Threat Assessment Team members
* CMP copy recipients
* CMP planning team members
* Digital or hard copy map(s) of schools with key locations
* Division schools, addresses, and emergency managers
* Facility monitoring measures implemented
* School Safety Audit Team members
* Schools likely to encounter flooding
* Staff medical and other required training records