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

* **Current “School Crisis, Emergency Management, and Medical Emergency Response Plan” (CMP)**
* **Legislation Requirements**
* **Division Policies, Regulations, and Requirements:**
* School Division Policy/Regulation for plan approval
* Other division requirements (i.e. adoption of Standard Response Protocol and Standard Reunification Method)
* **School Information:**
* Name, address, phone number
* Class rolls and rosters
* Completed Hazard Analysis
* Access control measures implemented
* Facility monitoring measures implemented
* Copy of school and law enforcement MOU
* Other applicable MOUs
* **Contact Information for:**
* Key staff
* First responders
* Utility providers
* **Identified school and/or external locations for *Reunification***
* **List(s) of members of:**
* School Crisis Management Team
* Behavioral Threat Assessment Team
* School Safety Audit Committee/Team
* Other team(s) as appropriate
* **Inventory lists for:**
* Administrator mobile toolkit
* Go-Kits
* **List(s) of:**
* CMP copy recipients
* Staff medical and other required training records
* Individuals requiring additional assistance in emergencies
* Individuals in order of succession
* Master key holders
* **Map(s) with the following marked:**
* Primary and secondary ***Evacuation*** routes
* Emergency alert system
* Exterior doors and assignments for ***Secure***
* Fire safety equipment
* Identified gathering or assembly locations during/after ***Evacuation***
* Identified Self-***Evacuation*** Locations
* Location(s) of eye wash/shower pulls, fire safety equipment, medical emergency equipment, and mobility equipment
* ***Shelter*** area(s) for HazMat and weather
* Staging area(s) for
* Media
* Transportation
* **Identified challenges:**
* Areas during ***Lockdown***
* Other challenges
* **Staff responsibilities for *Evacuation,* *Hold,* *Lockdown,* *Secure, Shelter,* and *Reunification:***
* Incident Command System
* Staff assigned to shut down HVAC system
* Teacher buddy system