



(School Name)

School Crisis Plan Template

Appendix B



Legal Authority: La. R.S. 17:416.16

Statutory Origin: Act 50 (House Bill 718), 2013 Regular Legislative Session

Last Revised: July 2019

This policy document establishes the operational framework for ensuring a safe learning and working environment across all campus facilities. In strict compliance with Louisiana state law—specifically **La. R.S. 17:416.16**, enacted under **Act 50 (House Bill 718) of the 2013 Regular Legislative Session**—Jefferson Parish Schools mandates the development, annual review, and implementation of a comprehensive school crisis management and response plan.

The directives outlined herein govern the collaborative efforts of school administrators, faculty, staff, and local first responders to mitigate, prepare for, and effectively navigate emergency situations.

I hereby certify that this Emergency Management Packet has been reviewed and approved for use at _____ *(school name)*. The procedures contained within this plan are designed to protect the safety, health, and welfare of our students, staff, and visitors during an emergency.

Principal (Print Name) _____

Principal Signature

Date _____

All revisions or updates to your school's Crisis Plan must be documented. Maintain a record of all changes, including the date of the revision, a brief description of the modification, and the individual responsible for the update. This change log should be retained as part of the official Crisis Plan documentation.

Date	Summary of Revision/Change	Signature

Parish Emergency Contacts

Local and School District Emergency Contacts			
Police, Fire, EMS	911	JP School's District Contacts	
Text-to-911	Available if it is unsafe or you are unable to speak. Type 911 in the "To" field.	School Safety	(504) 349-7641
JP Water	(504) 736-6050 – EB (504) 349-5060 – WB	Health Services	(504) 736-7389
Natural Gas Atmos	(800) 621-1867	Compliance	(504) 365-5312
Entergy Electric	(800) 368-3749	Facilities	(504) 349-8595
Poison Control	(800) 222-1222	Maintenance	(504) 349-7716
Mobil Crisis	(504) 832-5123	District Affairs	(504) 349-7899
DCFS	(855) 452-5437	Operations	(504) 349-7694
LA Road & Traffic Conditions	511 OR 1 (888) 762-3511	Teaching & Learning	(504) 349-8904
Emergency Operations Center (EOC)	(504) 349-5360	Transportation	(504) 349-7729
		After Hours Emergency	(504) 457-2749
Crimestoppers	(504) 822-1111	Food Services	(504) 349-8605

Appendix B – Jefferson Parish Crisis Plan Template for Schools

Each school shall complete the Jefferson Parish Schools Crisis Plan at the beginning of each school year. All required sections and supporting documentation must be completed, and primary and alternate personnel shall be assigned to emergency response roles. The plan shall be reviewed annually with all faculty and staff to ensure familiarity with emergency procedures and individual responsibilities. The completed Crisis Plan and all required documentation shall be submitted to schoolsafety@jpschools.org no later than the **last Friday in August**.

Step 1: School Information

I. Building Information

Name of School:		School Hours:
Name of Executive Director of School Support:	Cell:	Grade Levels:
School Address:		Number of Students Enrolled:
		Number of Students requiring special assistance:
School Phone:		Number of Faculty and Staff:
School Fax:		Number of Floors:
Number of Classrooms:		Number of Portables:
Location of Intercom:		Location of Alarm Panel:
Location of Telephone Panel:		Location of Security Monitor Station:
Location of Boiler Room:		Location of Elevator:
Location of Gas Shutoff:		Location of Water Shutoff:
Location of Electrical Shutoff:		Location of Roof Access:

II. School Office

Principal –			Email: (Personal)			
Work:		JP Cell:			Alt. Phone:	
Certified In:	☐ Bi-lingual	☐ First Aid	☐ CPR	☐ CPI	☐ Administering Medication	☐ AED
Assistant Principal –			Email: (Personal)			
Work:		Cell:			Alt. Phone:	
Certified In:	☐ Bi-lingual	☐ First Aid	☐ CPR	☐ CPI	☐ Administering Medication	☐ AED
Plant Manager –			Email: (Personal)			
Work:		Cell:			Alt. Phone:	
Certified In:	☐ Bi-lingual	☐ First Aid	☐ CPR	☐ CPI	☐ Administering Medication	☐ AED
Asst. Plant Manager –			Email: (Personal)			
Work:		Cell:			Alt. Phone:	
Certified In:	☐ Bi-lingual	☐ First Aid	☐ CPR	☐ CPI	☐ Administering Medication	☐ AED
Secretary –			Email: (Personal)			
Work:		Cell:			Alt. Phone:	
Certified In:	☐ Bi-lingual	☐ First Aid	☐ CPR	☐ CPI	☐ Administering Medication	☐ AED
Account Clerk –			Email: (Personal)			
Work:		Cell:			Alt. Phone:	
Certified In:	☐ Bi-lingual	☐ First Aid	☐ CPR	☐ CPI	☐ Administering Medication	☐ AED
General Clerk -			Email: (Personal)			
Work:		Cell:			Alt. Phone:	
Certified In:	☐ Bi-lingual	☐ First Aid	☐ CPR	☐ CPI	☐ Administering Medication	☐ AED

III. SERT – School Emergency Response Team

SERT (School Emergency Response Team) is a designated group of trained school personnel responsible for implementing the school's emergency operations procedures during a crisis or emergency.

Counselor:		Email: (Personal)	
Work:		Cell:	
Certified In:	☐ Bi-lingual ☐ First Aid ☐ CPR ☐ CPI ☐ Administering Medication ☐ AED		
Social Worker:		Email: (Personal)	
Work:		Cell:	
Certified In:	☐ Bi-lingual ☐ First Aid ☐ CPR ☐ CPI ☐ Administering Medication ☐ AED		
Nurse:		Email: (Personal)	
Work:		Cell:	
Certified In:	☐ Bi-lingual ☐ First Aid ☐ CPR ☐ CPI ☐ Administering Medication ☐ AED		
Cafeteria Manager:		Email: (Personal)	
Work:		Cell:	
Certified In:	☐ Bi-lingual ☐ First Aid ☐ CPR ☐ CPI ☐ Administering Medication ☐ AED		
Staff 1:		Email: (Personal)	
Work:		Cell:	
Certified In:	☐ Bi-lingual ☐ First Aid ☐ CPR ☐ CPI ☐ Administering Medication ☐ AED		
Staff 2:		Email: (Personal)	
Work:		Cell:	
Certified In:	☐ Bi-lingual ☐ First Aid ☐ CPR ☐ CPI ☐ Administering Medication ☐ AED		
Staff 3:		Email: (Personal)	
Work:		Cell:	
Certified In:	☐ Bi-lingual ☐ First Aid ☐ CPR ☐ CPI ☐ Administering Medication ☐ AED		

Step 2: Identify Two Off-Site Emergency Evacuation Location

It may be necessary to move students to an Off-Site Location. This location should be near your school and able to house your staff and students. Coordinate your planning with the Central Office, other schools, etc.

1. Examine maps and site plans for possible Alternate Building Location in the immediate vicinity of the school property.
2. Consider factors such as roadways, waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards.
3. Coordinate planning with nearby schools, community centers, businesses, churches, etc. to establish relationships for Off-Site Evacuation Locations and secure MOUs. *(Refer to the linked Memorandum of Understanding (MOU) template when establishing a written agreement.)*
4. Designate each of the following:

Evacuation Site 1	Evacuation Site 2
Site Name:	Site Name:
Contact Person:	Contact Person:
Address:	Address:
Phone:	Phone:
Is this site within walking distance? ☐ YES ☐ NO	Is this site within walking distance? ☐ YES ☐ NO
Are there major roads to cross? ☐ YES ☐ NO If yes, please list:	Are there major roads to cross? ☐ YES ☐ NO If yes, please list:
Can the entire school population fit at this site? ☐ YES ☐ NO	Can the entire school population fit at this site? ☐ YES ☐ NO
Site verified w/ contact person? ☐ YES ☐ NO	Site verified w/ contact person? ☐ YES ☐ NO
Do you have a written agreement with the site? ☐ YES ☐ NO	Do you have a written agreement with the site? ☐ YES ☐ NO

A **Memorandum of Understanding (MOU)** must be established with both designated evacuation sites. The template is provided in a fillable format for your convenience. Please download the document to your computer before completing and saving it for your records and submission.

[**MUTUAL OF UNDERSTANDING.pdf**](#)

Step 3: Identify School Command Post and Communication Resources

The Command Post serves as the central base of operations during an emergency or crisis situation. This location must have access to a dedicated telephone line (separate from the main school phone system), the school's camera/security system, a computer or laptop with internet access, the intercom system, and other essential building control systems as available.

The Command Post is designated as the primary location where administrative staff and designated crisis response personnel will gather to coordinate information, make decisions, and manage response activities during an emergency.

Command Post 1	Command Post 2
Location:	Location:
Direct Phone:	Direct Phone:
Location has access to the following: ☐ Megaphone(s) ☐ Two-Way Radio ☐ Intercom ☐ Radio/TV ☐ Batteries ☐ Camera Access	Location has access to the following: ☐ Megaphone(s) ☐ Two-Way Radio ☐ Intercom ☐ Radio/TV ☐ Batteries ☐ Camera Access

Step 4: SERT Assignments (School Emergency Response Team)

The School Emergency Response Team (SERT) is a designated group of trained school personnel responsible for implementing and managing the school's emergency response procedures during a crisis. SERT members are assigned specific roles that align with their daily job responsibilities to ensure an organized, efficient, and coordinated response to any emergency situation. These roles include, but are not limited to, incident command, operations, safety and security, communications, student accountability, medical response, evacuation coordination, and reunification.

Assignment	SERT #1	BACK UP SERT MEMBER	LOCATION
1. Incident Commander (IC) Directs the overall emergency response and serves as the primary decision-maker. Coordinates with first responders, district leadership, and emergency management. Determines protective actions, allocates resources, and oversees all SERT operations until the incident is resolved.			
2. Assistant Incident Commander Operations Lead Assists the Incident Commander by managing assigned operational areas, maintaining situational awareness, and assuming command if the Incident Commander becomes unavailable. Helps coordinate communications, staffing, and resource deployment.			

3. Counselor / Social Worker Provides crisis intervention and emotional support to students, staff, and families. Assists with reunification, identifies individuals in need of immediate mental health services, helps notify families when appropriate, and supports recovery efforts following the incident.			
4. School Nurse Provides emergency medical care within the scope of practice, assesses and treats injuries, coordinates with EMS, maintains medical documentation, manages medications and medical needs of students, and assists with identifying students requiring special medical accommodations during the incident.			
5. Cafeteria Manager Coordinates food, water, and supplies during extended emergencies or reunification events. Assists with logistics, ensures food safety, supports sheltering operations if necessary, and works with district nutrition services to meet operational needs.			
6. Scribe/Recorder Maintains a detailed written log of all actions, decisions, times, communications, and significant events throughout the incident. Documents personnel assignments and resource requests to support accountability and after-action reporting.			
7. Plant Manager Oversees building systems, utilities, and facility safety. Assists with securing the campus, controlling access, shutting down utilities if needed, coordinating repairs, and supporting emergency responders with building information such as maps, keys, and utility locations.			

8. Staff Member 1 – Student Accountability Coordinator Assists with locating, accounting for, and tracking students. Maintains student rosters, verifies classroom accountability, reports missing or injured individuals, and supports reunification documentation.			
9. Staff Member 2 – Communications Coordinator Assists with internal communications between response teams and external communications as directed by the Incident Commander. Relays information, manages radios or communication devices, and helps distribute updates to staff while maintaining confidentiality and accuracy.			
10. Staff Member 3 – Logistics & Operations Support Provides general operational support by gathering supplies, delivering equipment, assisting with traffic flow, escorting emergency personnel, establishing staging areas, and performing other duties assigned by the Incident Commander to support the emergency response.			

Additional Staff Members with First Aid Training

List all additional staff members who possess current or previous first aid training or certifications that are not already identified elsewhere in this Crisis Plan. Include each staff member's name, position, type of first aid training or certification (e.g., First Aid, CPR, AED, Stop the Bleed), and certification expiration date, if applicable.

Name	Title	First Aid Experience / Certification Held

Step 5: On-Site Assembly Staging Areas

Schools typically have assembly areas on the school grounds that are used during required fire drills. At times, you must move students farther away from the buildings. Identify on-site locations that could be used to move students farther away from the buildings. Schools with a large student body may have more assembly locations. You may direct teachers to move students to these locations by megaphone.

Assembly Area 1	
Assembly Area 2	
Are signs posted to mark each Evacuation Staging Area Location? ☐ YES ☐ NO	

Step 6: Identify Emergency Evacuation Staging Areas for Individuals with Disabilities

1. Site Administrators, must designate Emergency Evacuation Staging Areas (coordinate with fire and police if applicable).
2. Signs must be posted to mark these locations.
3. Evacuation Staging Areas must be posted on the Fire Panel for Emergency responders.

Location 1	Location 2
Are signs posted to mark each Evacuation Staging Area Location? ☐ YES ☐ NO	

Step 7: Check and Replenish Contents of Emergency Response Bag/Container

Inspect the Emergency Response Bag, Backpack, or Container regularly to ensure all required supplies are present, operational, and ready for use. Replace any missing, damaged, used, or expired items immediately.

During each inspection, install fresh batteries in all flashlights and megaphones to ensure they are fully operational.

Store the Emergency Response Bag, Backpack, or Container in a clearly identified, secure, and readily accessible location. The bag, backpack, or container shall accompany staff during all evacuations and emergency relocations.

Verify that the following essential items are included in the Emergency Response Bag, Backpack, or Container:

☐ Yes ☐ No	Copy of the School Emergency Management/Crisis Plan
☐ Yes ☐ No	Current class rosters and/or student emergency contact cards
☐ Yes ☐ No	Megaphone (with fresh batteries)
☐ Yes ☐ No	Flashlight (with fresh batteries)
☐ Yes ☐ No	Whistle
☐ Yes ☐ No	Emergency Response Bag, Backpack, or Container available in every classroom and stocked with all required Step 7 emergency supplies
☐ Yes ☐ No	Current evacuation diagrams are posted in every classroom and throughout the school, including hallways and other designated common areas.

Step 8: Power Outage Response

In the event of a power outage at your site, please answer the following questions to assist in evaluating your school's emergency preparedness and continuity of operations. Provide detailed responses for each item to ensure staff can safely and effectively respond during an extended loss of power.

How will you communicate with classrooms?

How will a large number of parents be able to check out students in a timely manner?

How will you document and verify parents/guardians who do not have identification or are not listed on the emergency card? Which school personnel will assist with student check-outs?

How will students receive lunch?

How will traffic be controlled on campus?

Step 9: Develop a Student-Parent Reunification Procedure at your School?

Coordinate with the Reunification Coordinator(s) to develop and implement a student reunification procedure for use during a serious emergency. The procedure should identify designated reunification location(s) and outline the process for safely and efficiently releasing students to their parents/guardians.

Identify a designated space on your campus where all students can be safely assembled and supervised.

Identify a designated area on campus, out of students' line of sight, where parents/guardians can be held while awaiting student checkout or reunification.

Identify a designated area on campus that can accommodate a large number of parents/guardians for parking during student checkout or reunification.

Identify a designated location on campus where parents/guardians and students can safely reunify during an emergency or evacuation.

Step 10: School Floor Plan and Evacuation Routes

All schools shall submit a current, official, and detailed copy of the school floor plan and evacuation routes as part of the School Safety Plan. Floor plans shall clearly identify all room numbers, the location of the fire alarm control panel, all utility shut-off locations (including water, gas, and electrical services), primary and secondary evacuation routes, and the locations of all security cameras.

Hand-drawn floor plans will not be accepted. Schools shall obtain official floor plan documents through the Maintenance and Facilities Department. If an official floor plan is unavailable, the school shall contact the Maintenance and Facilities Department to request the appropriate documentation.

In addition to the official floor plan, each school shall submit a current Google Earth aerial image of the entire campus. The aerial image shall clearly identify the campus layout and support emergency response planning, evacuation procedures, reunification planning, and incident management.

☐	An updated school floor plan is included. Hand-drawn floor plans will not be accepted.
☐	Two evacuation routes are identified on the floor plan: one primary route and one secondary route.
☐	All rooms are clearly labeled on the floor plan by room number and/or purpose.
☐	Utility shut-off points are clearly identified, including water, gas, and electricity.
☐	A Google Earth aerial view of the school site is included.

Crisis Plan Certification Statement

I hereby certify that the School Crisis Plan has been completed, reviewed, and verified in its entirety. All designated locations and resources have been identified, assessed, and incorporated into emergency preparedness planning as appropriate. Additionally, all individuals assigned within this plan have been informed of their designated roles and responsibilities and understand the duties required to support emergency response operations as outlined in this document.

Principal Name-Printed

Principal Signature

Date

This plan reflects current staffing assignments, operational procedures, and emergency response protocols necessary to support effective implementation during any school-based emergency or crisis situation.

A copy of the completed School Safety Plan (Steps 1–10) shall be submitted to the Department of School Safety for review. The original Safety Plan shall be maintained on-site in a designated binder and made available for review by the assigned Executive Director of School Support.

All submissions shall be properly labeled, and submitted electronically to **schoolsafety@jpschools.org**.

To Be Attached:

**CAMPUS FLOOR PLAN
Google Earth Aerial Photograph
Evacuation Site Agreement**

End of Appendix B