

Emergency Operations and Action Plan

“Emergency Plan” for

Enter location name

Location Name	
Location Type	Parish School Preschool Other:
Address	
Person in Charge	
Plan Administrator	
Date Adopted	
Next Review Date	

1. Purpose and Scope

Purpose. The purpose of this Emergency Plan is to protect life, reduce harm, support orderly decision-making, coordinate response actions, maintain continuity of essential ministry and educational functions, and promote timely recovery following an emergency. Response priorities are life safety, incident stabilization, accountability, protection of vulnerable persons, continuity of critical operations, family reunification, and recovery.

Scope. This plan applies during school hours, before- and after-school programs, liturgies, religious education, office operations, events, ministries, athletic activities, and other school or parish functions occurring on campus or under school/parish supervision.

2. Concept of Operations

This Emergency Operations and Action Plan establishes procedures for prevention, protection, mitigation, response, and recovery for emergencies affecting parish operations, school operations, worship services, ministries, students, staff, volunteers, visitors, and contractors. It is designed to satisfy the requirements for an emergency operations plan for schools and houses of worship and a workplace emergency action plan. It uses an all-hazards framework and should be read together with the attached Emergency Plan Instructions.

3. Emergency Organization and Roles

Function	Primary	Alternate	Phone / Email
Person in Charge			
Plan Administrator			
Safety / Security Lead			

Communications Lead			
Medical / First Aid / AED Lead			
Facilities / Utilities Lead			
Recordkeeping / Accountability Lead			
Family Reunification Lead			

Lines of succession: _____

[For example: If one or more of the persons identified above is not available, the next person in line should assume the absent person's (or persons') responsibilities.]

Employees may contact the following person(s) for more information about this plan or for an explanation of assigned duties: _____.

Emergency Contact Directory

Contact	Name / Agency	Phone	Notes
Emergency Services	911	911	Use for immediate threat, fire, medical emergency, or crime in progress.
Local Police / Sheriff			
Fire Department			
AED Trained Cardiac Emergency Responder (athletic events)			
Archdiocesan Contact			
Communications / Media Contact			
Insurance Contact			
Utility: Gas			Shutoff location:
Utility: Electric			Shutoff location:
Utility: Water			Shutoff location:

4. Hazard, Response, and Site-Specific Notes

Hazard	Response	Site-Specific Notes
Fire/Wildfire/Smoke	Activate alarm if not already sounding; call 911; evacuate close doors if safe; account for occupants; do not re-enter until authorized by fire department.	Fire Panel Locations:
Earthquake	Drop, cover, and hold during shaking; assess injuries and building conditions after shaking; evacuate if unsafe; account for occupants.	Exterior safe areas:
Medical Emergency/Cardiac Event	Call 911 as needed; send trained first aid / AED responders; secure student supervision; protect privacy; document incident.	First aid kit / AED location:
Hazardous Materials	Shelter-in-place or evacuate as directed; close windows and doors; shut down HVAC if directed and safe.	HVAC controls:
Severe Weather	Monitor alerts; move occupants to shelter areas away from windows and large-span roofs as appropriate.	Shelter areas:
Violence or Armed Intruder	Use safest option (run, hide, fight) based on the circumstances; call 911 if safe; evacuate or lockdown as directed by law enforcement; refer to attached Appendix K Workplace Violence Prevention Plan.	Lockdown announcement: Evacuation announcement:
Bomb Threat or Suspicious Item	Keep caller or threat message information; notify law enforcement; avoid radio / cell phone use near suspicious items; evacuate or shelter based on law enforcement direction.	Threat checklist location:
Utility Failure	Determine if operations can continue safely; consider evacuation, relocation, early dismissal depending on lighting, HVAC, sanitation, food service, and security impacts	Contact information for utility services:
Missing Child / Vulnerable Person	Notify person in charge; initiate search and accountability procedures, secure exits as appropriate, notify law enforcement promptly when warranted.	Search coordinator:
Transportation / Field Trip Incident	Follow response measures appropriate to the incident. Refer to: 12.3.1 - Field Trip Policies for Parishes and Schools.	Follow field trip emergency plan

Hazard	Response	Site-Specific Notes
Law Enforcement Activity Nearby / Civil Disturbance	Comply immediately with any official orders, curfews, or traffic directions issued by public safety authorities. Do not engage: never approach, confront, or attempt to talk to protestors, crowds, or law enforcement personnel involved in an action. Secure all exterior doors and windows, but do not block primary emergency escape routes if an evacuation becomes necessary	Exterior doors / Gates assigned to:
Other Site-Specific Hazards (e.g., proximity to flood zone, wildlife habitat)		

5. Standard Protective Actions

Protective Action	When Used	Site-Specific Instructions
Evacuation	When it is safer to leave a building or area than to remain inside.	Primary assembly area: Alternate:
Lockdown	When there is an immediate threat of violence or dangerous intruder.	Announcement / alert method:
Secure Campus	When there is a potential threat outside the campus or building.	Exterior access control procedure:
Shelter-in-Place	When it is safer to remain indoors due to environmental, weather, hazmat, or public safety conditions.	Shelter areas: HVAC shutdown person:
Reverse Evacuation	When persons outdoors must move quickly indoors.	Outdoor areas covered:
Hold-in-Place	When hallway or inter-room movement should temporarily stop while activity continues where occupants are located.	Announcement / release procedure:

Alarm and notification systems: ____ Fire alarm ____ PA system ____ Text alert ____ Radios
____ Phone tree ____ Email ____ Bells / tones ____ Other: _____ .

Distinct signals and announcements should be understood by employees and practiced during training.

Intruder alert code: _____

Shelter in place code: _____

Evacuate using run and evade technique code: _____



6. Evacuation, Accountability, and Critical Operations

Attach current evacuation maps for each building showing primary and secondary routes, accessible routes, emergency exits, fire extinguishers, fire alarm pull stations, AEDs, first aid kits, assembly areas, utility shutoffs, and command post locations.

Evacuation Item	Site-Specific Entry
Primary assembly area	
Alternate assembly area	
Off-site evacuation location	
Command post location	
Primary accountability method	Attendance sheet: Student roster Employee roster Visitor log Ministry/event list Electronic system Other:
Person responsible for final accountability report	
Procedure for missing persons	Report immediately to: Notify first responders as directed.

Critical operations before evacuation: Only trained and designated personnel may remain briefly to shut down or secure utilities, kitchen equipment, boilers, alarm interfaces, records, cash, or other essential systems, and only when safe to do so.

Critical Operation	Designated Person	Alternate	Instructions / Location
Gas shutoff			
Electrical shutoff			
Water shutoff			
Kitchen / cafeteria equipment			
Fire alarm / sprinkler panel			
Records / emergency files			

7. Child Safety, Student Release, and Family Reunification

Schools, preschools, religious education programs, youth ministry programs, and other child-serving activities should maintain current rosters, emergency contact information, authorized pickup lists, medical information, and supervision procedures. Student or child release should occur only through the approved reunification process unless directed otherwise by public safety authorities.

Reunification Item	Site-Specific Entry
Primary reunification site	
Alternate reunification site	
Request gate / check-in area	
Reunion gate / release area	
Identification required	Photo ID verification Authorized pickup list Emergency contact Other:
Student supervision area	
Records used for release	Emergency cards Student information system Class rosters Sign-out forms Other:
Bilingual / accessibility support	

8. Emergency Reporting, Alarm, and Communications

Emergency Reporting. Any person discovering a fire, medical emergency, violent threat, hazardous condition, or other emergency must immediately call 911 or local emergency services when life safety is at risk, notify the parish/school main office or designated emergency line, and report the location, nature of the incident, hazards present, and persons needing assistance.

Emergency communications should be timely, accurate, coordinated, and limited to confirmed information. The Communications Lead should coordinate internal alerts, parent/guardian or parishioner notices, staff updates, public safety communications, and media inquiries consistent with location and archdiocesan procedures. See <https://handbook.la-archdiocese.org/chapter-5/section-5-2/topic-5-2-10>.

Audience	Method	Responsible Person	Template / Notes
Employees / Staff	PA Text Email Radio Phone tree		
Students / Program Participants	PA Classroom instruction Runners Other		
Parents / Guardians	Text Email App Website Phone		
Parishioners / Congregation	Email Website Bulletin Social media Phone		
Public Safety Agencies	911 Direct line Liaison		
Media	ADLA Designated spokesperson only		Refer inquiries to:

9. Continuity of Operations and Recovery

Continuity / Recovery Item	Site-Specific Entry
Essential functions to restore first	1. 2. 3.
Alternate operating location	
Records backup location	
Payroll / finance continuity contact	
Facility assessment lead	
Pastoral, counseling, or employee support resources	
After-action review date	
Corrective action tracking method	

10. Training, Drills, and Plan Maintenance

Employees should be trained on emergency reporting, alarms, evacuation routes, accountability, assigned duties, protective actions, communications, and any medical, rescue, utility, security, supervision, or reunification duties assigned to them. The plan should be reviewed when developed, when responsibilities change, when the plan changes, after major drills or incidents, and at least annually.

Exercise / Training	Frequency	Last Completed Select date	Next Due Select date	Responsible Person
Fire drill				
Earthquake drill				
Lockdown / secure campus drill				
Shelter-in-place drill				
Reunification exercise				
Tabletop exercise (TTX)				
Emergency team training				
AED certification	Every 2 years			

Plan records to maintain: training rosters, drill logs, evacuation maps, emergency contact lists, rosters, visitor logs, incident reports, after-action reports, corrective actions, utility shutoff instructions, emergency supply inventories, and current copies of this plan.

11. Appendices and Site-Specific Information

- Appendix A – Emergency Contact Directory
- Appendix B – Campus and Building Maps
- Appendix C – Evacuation Routes and Assembly Areas
- Appendix D – Utility and Critical Systems Guide
- Appendix E – Persons Requiring Assistance Procedures
- Appendix F – Student / Child Release and Reunification Form
- Appendix G – Reunification Protocol
- Appendix H – Incident Report Form
- Appendix I – Drill and Training Log
- Appendix J – Emergency Supply Inventory
- Appendix K – Communication Templates
- Appendix L – Workplace Violence Prevention Plan

Appendix F

Student / Child Release and Reunification Form

Date		Time	
Student / Child Name			
Released To			
Relationship		ID Verified By	
Authorized Pickup Confirmed	___ Yes ___ No	Staff Initials	
Notes			

Appendix H

Incident Report Form

Date / Time	
Incident Type	☐ Fire ☐ Medical ☐ Earthquake ☐ Lockdown ☐ Missing Child ☐ Utility ☐ Other:
Location	
Description of Incident	
Actions Taken	
Public Safety Notified	☐ Yes ☐ No Agency / Officer:
Injuries / Medical Response	
Follow-Up / Corrective Action	
Completed By	

Appendix I

Drill and Training Log

Date	Drill / Training Type	Participants	Observations	Corrective Action	Completed By