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

* School Name, Address, Phone Number
* Number of Staff/Students for Evacuation
* Contact Information for Key Staff Members
* Contact Information for First Responders
* Contact Information for Utility Providers
* Members of School Crisis Management Team
* School Division Policy/Regulation for Plan Approval
* List of CMP Copy Recipients
* List of School Safety Committee/Team
* Completed Hazard Analysis
* List of Behavioral Threat Assessment Team Members
* Access Control Measures Implemented
* Facility Monitoring Measures Implemented
* Inventory List for Class Go-Kits
* Inventory List for Administrator Mobile Toolbox
* Map with Mobility Equipment Marked
* Map with Fire Safety Equipment Marked
* Map with Emergency Alert System Marked
* Map with Medical Emergency Equipment Marked
* Location of Eye Wash/Shower Pulls
* List of Completed Staff Trainings for Medical Emergencies
* Staff Required Training Records
* Individuals Requiring Additional Assistance in Emergencies
* Identified Members of School ICS Chart
* Identified Staging Areas for Transportation
* Media Staging Area
* Individuals in Order of Succession
* Exterior Door Assignments for Secure
* Map Identifying Exterior Doors
* Staff Responsibilities for Secure
* Identified Challenging Areas During Lockdown
* List of Individuals who Hold Master Keys
* Identified Self-Evacuation Locations
* Staff Responsibilities for Lockdown
* Map of Primary and Secondary Evacuation Routes
* Identified Gathering Locations During Evacuation
* On-Site Assembly Areas After Evacuation
* Teacher Buddy System List
* Staff Responsibilities for Evacuation
* Map of Identified Shelter Areas for Weather
* Map of Identified Shelter Areas for HazMat
* Staff Assigned to Shut Down HVAC System
* Staff Responsibilities for Shelter
* Staff Responsibilities for Hold
* Identified School Locations for Reunification
* Staff Assigned to Reunification Team