



Summary of Legal and Contractual Expectations on Crisis Plans

This informational overview is a general reference guide intended only to clarify for schools relevant legal and contractual obligations, including OPSB Policy. It is NOT a substitute for understanding federal and state guidelines and/or the appropriate state and local policies nor is it a comprehensive description of all applicable legal and contractual obligations. Additionally, it is not meant to explain or delineate OPSB strategic priorities.

OPSB expects that all charter schools comply with La. R.S. 17:416.16 which requires all schools to have a plan for the management of emergency situations focused on preventing injury or loss of life of anyone on campus.

Summary Overview of Crisis Plan Expectations*	
Plans should include:	<ul style="list-style-type: none"> • An identified school crisis response team with assigned roles and responsibilities • Identified backups for key members of crisis team in case of absences • Plan for training crisis team and staff on their responsibilities • Updated floor plans and room assignments with evacuation routes included • OPSB and emergency services communication plan and contact list • Communication plan for staff and parents if crisis occurs before or after school • Communication plan for staff and parents for crisis situations during the school day • Communication plan to differentiate crisis response i.e. “shelter in place” “evacuate” or “lockdown” • Plan to ensure accurate student count before and after crisis situation • Provisions for students with disabilities and students with limited English proficiency • Provision for counseling of students and staff by mental health professionals after incident
Within the first thirty days of each school year the following should be completed:	<ul style="list-style-type: none"> • School leader reviews the plan and revises as necessary • All school employees trained on the details and any revisions to the plan • A drill practicing the execution of the plan • Written report summarizing details of the drill • Copy of crisis plan submitted to the OPSB • Copy of crisis plan and written drill report kept in school leader’s office

Additional Information

For additional guidance, see the [OPSB Crisis Plan Development Guide](#), [LSP School Safety and Security Checklist](#) and [School and Campus Safety Planning Guide](#)

Reference(s): La. R.S. 17:416.16

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