



Diocese of Knoxville Catholic Schools Preparing Scholars, Leaders, & Saints

Emergency Preparedness and Crisis Management Overview

The Diocese of Knoxville Catholic Schools believe that safe, secure, and loving environments are critical to cultivate successful learning and healthy development of students. While no school or organization is immune from natural disasters or emergencies that may arise at any time and from various causes, our schools prioritize creating and maintaining safe environments. Adhering to diocesan policies, regulations from Catholic Mutual, and recommendations from local law enforcement and emergency response teams, every school develops and maintains specific **Emergency Response Procedures** and a **Crisis Management Plan**. These procedural plans are reviewed regularly and are submitted annually to the Superintendent of Catholic Schools for quality assurance.

The Diocese of Knoxville Catholic Schools Office ensures that the Catholic schools practice advance planning for emergencies to maximize the safety of faculty, students, visitors, and school community members. Each school must also be capable of demonstrating that appropriate steps have been taken to properly secure its facilities for the safety of its students and faculty members. To fulfill this requirement and as part of the risk management inspections that schools do for Catholic Mutual, the schools must consider procedures for a prioritized list of safety issues as they pertain to their specific facility and location. The **Emergency Response Procedures and Crisis Management Plan** of each school addresses:

1. Potential crisis situations, such as, natural disasters, fire, illegal entry, serious health issues, death of a student or faculty member, weapons, active shooter, or threats.
2. Procedural protocols to ensure safety of faculty, staff, students, and visitors on campus.
3. Internal communication to school community stakeholders (faculty, staff, students, parents, parishioners, and others) to ensure clarity and responsive action to the emergency or crisis
4. External communication to media
5. Annual review and documentation of regular drills on the responsive actions outlined in the Emergency Response and Crisis Management Plan.
6. Current Emergency Response Procedures and Crisis Management Plans are kept on file in the Office of Catholic Schools and provided to all faculty members to provide a quick reference source.

All schools post building evacuation directions throughout the school in conspicuous places. If faculty members, parents, or students have specific questions about their school's procedural plans, please consult with the building level administrator.

