



Expanded Learning Opportunities Program

EMERGENCY RESPONSE CRISIS MANAGEMENT

ERCM

RESPONSE TEAM

A crisis is an event or series of events that impact the operation of the school and/or school community. A crisis may occur on school property and involve the physical plant, or it can occur off school property and outside of school hours. A crisis may be a natural event such as an earthquake, or it may be a human event such as suicide or a hostage situation. An orchestrated set of responses is necessary to minimize the potentially negative emotional impact of the event.

The ELOP ERCM is comprised of designated staff members & district support personnel who are able to assist with the identification, assessment, and intervention of students and staff affected by a traumatic event such as a natural disaster, sudden death, or suicide, bus accident, drive-by shooting, etc.

ELOP Department
209-933-7132 ext. 2640
(Reach out to your Site Coordinator)

AFTER SCHOOL ERCM TEAM MEMBERS

TITLE	PRIMARY PERSON NAME	DESIGNEE IF Primary Person is unavailable
ADMINISTRATOR	Name: Phone: Email:	Name: Phone: Email:
Incident Leader	Name: Phone: Email:	Name: Phone: Email:
1. Incident Leader Student Accounting Coord.	See Incident Leader Above	See Backup Above
2. Incident Leader Site Safety and Security Coord.	See Incident Leader Above	See Backup Above
3. Police & Fire Liaison	See Incident Leader Above	See Backup Above
4. STAFF Central Communication and Recorder	Name: Phone: Email:	Name: Phone: Email:
TEACHER COORDINATOR	Name: Phone: Email:	Name: Phone: Email:



Appendix B-4

ADAPTED FOR SUSD Expanded Learning Drill Schedule, Procedures, and Report

Student Drills: Include Specific signals for each type of drill, points of evacuation, and scheduled drill dates. Maintain the original on-site and provide a copy to the ELOP office.

Emergency Action	Specific Signal	Frequency	Scheduled Drill Date	Actual Drill Date	Drill Time/Min./Sec.
1. Action Secure Building (student unrest, weapons, Intruders, etc.)	Voice Signal "Soft Lockdown" "Hard Lockdown" or "Active Threat"	Monthly	1. 08/20/24 2. 09/17/24 3. 10/22/24 4. 11/19/24 5. 12/17/24 6. 01/14/25 7. 02/18/25 8. 03/11/25 9. 04/15/25 10. 05/13/25	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
2. Action Leave Building (Fire, bomb threats, etc.) Points of evacuation on site: (Where do the students meet outside?) <hr style="border: 1px solid black;"/> Point of evacuation-off campus-within walking distance (Where do the students meet off campus?): <hr style="border: 1px solid black;"/>	Fire Alarm and Voice Signal "Leave the Building"	4x /Year	1. 08/27/24 2. 10/29/24 3. 01/28/25 4. 04/29/25	1. 2. 3. 4.	1. 2. 3. 4.
3. Action Duck and Cover or Drop (earthquakes, explosion, weapons, etc.)	Voice Signal "Duck and Cover" or "Drop"	4x /Year	1. 09/10/24 2. 11/12/24 3. 02/25/25 4. 05/20/25	1. 2. 3. 4.	1. 2. 3. 4.
4. Action All Clear	Voice Signal "first last name all clear"	As needed to clear each drill.	See above.		

Administrator Signature: _____ Date: _____

Program Incident Leader Signature: _____ Date: _____