

## TEN STEPS TO SUCCESSFUL IMPLEMENTATION OF A CRISIS RESPONSE PLAN

Implementation of one of the Crisis Response Plans from this web site can be accomplished by following this simple process.

1. **Select and prepare a team** to review the Crisis Response Plan document
  - a. Include administrators/directors, supervisors, line staff, union representatives, custodians and clerical support
  - b. Have the team members who are reviewing/revising the plan document read the “TIPS” and the plan documents
2. **Update the Crisis Response Plan**
  - a. Add the name of your organization to the title page of the Crisis Response Plan
  - b. Revise the Crisis Response Plan based on the decisions of the review team by adding, deleting or changing any item to customize it to fit your organization
  - c. Check any item in the plan that the team had concerns about with your local emergency government coordinator or police or fire department
3. **Save the plan digitally**
  - a. On relevant computers
  - b. Online, if possible, for access remotely
  - c. Download all or parts of the plan to handheld devices if your organization has that capability
4. **Print off and assemble copies** of the plan in case of power failure and/or internet outage
  - a. Print a minimum of three copies for the facility
  - b. Print additional copies for administrators/directors so that they can have a copy at home or in their car for rapid access in an emergency
  - c. Put each copy in a binder and insert section dividers
5. **Distribute paper copies** to proper locations in the facility and to appropriate personnel
  - a. A minimum of three separate locations within the facility are recommended
  - b. The locations should be in separate wings or areas of the organization so that if one area is not accessible, the plan can be reached at another location
6. **Train the Crisis Response team and supervisors** on the plan
7. **Run off the staff training pages**
8. **Train staff**
9. **Run drills and simulations** as appropriate
10. **Schedule and complete the update** of the pages which should be updated yearly