

# Crisis Management and Response Plans

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## Submission to the FTP site

[Act 334](#) of the 2023 Regular Legislative session requires school systems to submit the following information:

1. A copy of the annual report, the local school superintendent provided to the public school governing authority, on the status of the crisis management and response plan of each school under the governing authority's jurisdiction. The report should also be submitted to the Center for Safe Schools within the Governor's Office of Homeland Security and Emergency Preparedness.
2. Each public school principal is responsible for providing in-service training, which may be incorporated into a meeting or training session held for another purpose, for all teachers and school employees pertaining to the crisis management and response plan and shall involve local law enforcement, fire, public safety, and emergency preparedness officials in the preparation and presentation of the training. The training shall include an active shooter exercise. The training shall be reported to the local school superintendent and the state Department of Education.

### Submission of Documentation:

1. All documents should be submitted electronically via the Data Management FTP site only.
2. Naming conventions for individual files:
  - a. The school system's annual status report:  
SystemName\_YearAnnualStatusReport.pdf  
Example: OakSchoolSystem\_25-26AnnualStatusReport.pdf
  - b. School in-service training documents (It should include the agenda, agencies involved in the training, and sign-in sheets):  
SchoolName\_SystemName\_YearSchoolTraining.pdf  
Example: AspenElem\_OakSchoolSystem\_25-26SchoolTraining.pdf
3. The Annual Status Report and School Training documents should be compiled into one zip file with the following naming convention:
  - a. SiteCode\_SiteName\_Year\_Program Name  
Example: 123\_OakSchoolSystem\_25-26School Safety
4. Provide the zip file to your FTP Coordinator to upload to a School Safety subfolder in the Data Management FTP.
5. Email [healthyschools@la.gov](mailto:healthyschools@la.gov) when the files have been uploaded to the FTP by your FTP Coordinator.

If you have questions, please don't hesitate to contact Stephen Guccione at [stephen.guccione@la.gov](mailto:stephen.guccione@la.gov).