

SAMPLE CRISIS MANAGEMENT PLAN

Schools are encouraged to prepare a Crisis Management Plan with basic information about those situations which face schools. Most of these events are rare, but preplanning offers a thoughtful response during periods of stress. Annually updating the school's Crisis Management Plan encourages discussion during non-pressured times and creates an even more useful resource. If kept in a notebook, new policies can be easily added yearly to make this a useful resource.

Below is a sample list of typical information that may be found in a Crisis Management Plan. To be most useful, consider organizing the notebook by Situation under a Color Code system for quick access. List the Situation, immediate action by administration, by teachers, emergency phone numbers, and actions to be taken including communication with parents, board members, church representatives and diocesan representatives, if applicable.

Introduction to Crisis Management

Examples of Crisis Situations

- Abduction/Missing Person
- Abandonment/Children Left at School
- Assault/Battery
- Bomb Threat/Threatening Call
- Bus Accident
- Chemical/Hazardous Material
- Classroom accident
- Community Crisis
- Dangerous animal on campus
- Evacuation
- Field trip/student travel trip incident
- Fights
- Fire/Explosion
- Food Poisoning
- Gang Fight
- Grief/death
- Hostage Situation
- Kidnapping of child from campus
- Lockdown
- Natural Disaster/Weather Emergency
- National catastrophe
- Rape on Campus
- School Family Tragedy – death of child, parent, teacher
- Suicide
- Teacher Down or Incapacitated
- Toxic Waste/fumes

Trespasser/Intruder
Threats
Utility/Energy Problem
Vandalism
Weapon on campus

Crisis Response Coordinator
Crisis Response Team
Crisis Response Procedure Checklist
Directory of Contact Numbers
Referrals And Resources
Color Code System
 General Administrative Duties
 General Teacher Duties
 General Janitorial Duties

<u>CODE RED</u>	<u>STOP!</u>	<u>Stay In Room/Shelter in Place</u>
<u>CODE YELLOW</u>	<u>CAUTION!</u>	<u>Stay in School/Shelter in Place</u>
<u>CODE GREEN</u>	<u>GO!</u>	<u>Evacuate school</u>
<u>CODE BLUE</u>	<u>LISTEN!</u>	<u>Serious Situation</u>

APPENDIX

Grief/ Death Resources for the Classroom
Suggestions for Classroom Activities After a Loss
Shelter-In-Place
 Requirements
 Emergency Supplies
Schools Grounds and Buildings Diagram
Security plans
Post Communication after crisis
Post Evaluation Form
School Accident Report