

SCHOOL CRISIS MANAGEMENT PLAN

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DEFINITION OF CRISIS MANAGEMENT

Define the intent of the communication plan and what defines a crisis.

SCHOOL BOARD POLICY ON CRISIS MANAGEMENT

School board definition of "crises" and "critical incidents" that require the crisis management plan to be enacted.

OVERVIEW AND RATIONALE

SCHOOL CRISIS MANAGEMENT PLAN

CRISIS PLANNING AND RESPONSE TEAM

NAME	WORK PHONE	CELL PHONE	EMAIL	RESPONSIBILITIES

SCHOOL CRISIS MANAGEMENT PLAN

CRISIS RESPONSE PROCEDURE

Define the severity of the crisis, describe the crisis situation in greater detail, assign a team or person responsible for mitigating the crisis, and note the required task or action.

CRISIS LEVEL	DESCRIPTION OF CRISIS	TEAM OR PERSON RESPONSIBLE	REQUIRED TASK OR ACTION
CRISIS LEVEL 1			
CRISIS LEVEL 2			
CRISIS LEVEL 3			

SCHOOL CRISIS MANAGEMENT PLAN

MEDICAL PROTOCOLS

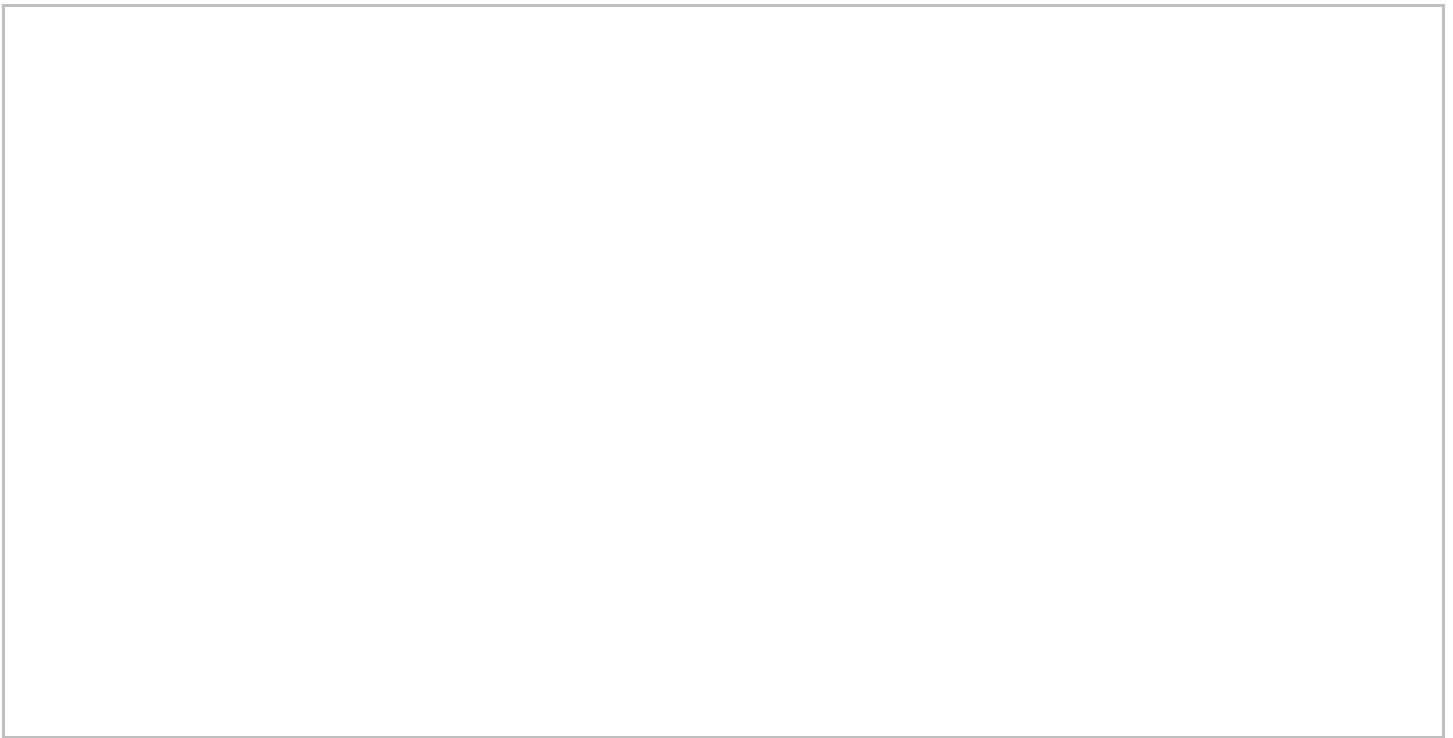
EMERGENCY POINT OF CONTACT	PHONE NUMBER	RESPONSIBILITIES / SERVICE PROVIDED

CRISIS INCIDENT AND EMERGENCY MANAGEMENT

OVERVIEW OF CRISIS

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IDENTIFYING RESPONSE TO WARNING SIGNS

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CRISIS INCIDENT AND EMERGENCY MANAGEMENT

SCHOOL THREAT ASSESSMENT PROTOCOL

Define the severity of the threat, describe the threat in greater detail, assign a team or person responsible for mitigating the threat, and note the required task or action.

THREAT LEVEL	DESCRIPTION OF THREAT	TEAM OR PERSON RESPONSIBLE	REQUIRED TASK OR ACTION
THREAT LEVEL 1			
THREAT LEVEL 2			
THREAT LEVEL 3			

CRISIS INCIDENT AND EMERGENCY MANAGEMENT

SUGGESTED PROCEDURES FOR THE FOLLOWING INCIDENTS

INCIDENT TYPE	SUGGESTED PROCEDURE
FIGHTS	
LOCKDOWN	
HOSTAGE	
SEVERE WEATHER	
FIRE	
EMERGENCY SHELTER	
PANDEMIC	
OTHER	

COMMUNICATION RESPONSE

SCHOOL COMMUNICATIONS

METHOD	WHEN TO UTILIZE	HOW TO UTILIZE
TELEPHONE		
INTERCOM SYSTEMS		
COMPUTER TELECOMMUNICATIONS		
FAX MACHINES		
CELL PHONES		
"PANIC BUTTON"		
ALARM SYSTEMS		
TELEPHONE TREE		
OTHER		

COMMUNICATION RESPONSE

COMMUNICATION WITH PARENTS

Tell parents exactly what is known to have happened and implement a plan to manage phone calls and parents who arrive at the school.

COMMUNICATION WITH THE COMMUNITY

Define the type and extent of crisis. Inform employees of crisis.

COMMUNICATION WITH MEDIA

Take initiative with news media and alert them of situation.

EMERGENCY CONTACT INFORMATION

Provide dedicated phone, email, mailing address for school emergency response information.

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