



# CRISIS MANAGEMENT

## Need for a Crisis Management Policy

It is essential to formulate emergency procedures focusing on safety for students and the school staff that can be implemented on short notice. The Principal will act as Crisis Management Coordinator. He/she shall prepare a detailed document covering the following aspects: -

- a. List administrative procedures and a checklist for crisis intervention.
- b. Crises Management Training Programme.
- c. Policy for student retention and their evacuation
- d. Method to familiarize students and employees with evacuation procedures.
- e. Procedures for carrying out emergency practices.

The Management team shall develop plans and procedures for acquainting students with safe conduct, behaviour, and procedures for a variety of conditions and circumstances, including play and recreation, fire, earthquake, severe weather, use of bicycles and automobiles, and use of school-provided transportation.

## RESPONSIBILITIES: PRINCIPAL/COORDINATORS/HEADS

### General Responsibilities

1. Plan and support training programmes regarding crises prevention and management.
2. Identify and discuss confidentiality issues.
3. Develop signals and codes that will alert staff to a crisis.
4. Formulate plans for effectively and immediately informing staff members of a crisis situation, so they may make clear, honest, and direct statements to students to dispel rumours and assure students that they are safe.
5. Educate staff on how to help students cope with the initial shock of a crisis.
6. Plan for counseling services, when needed, for staff and students after a crisis.
7. Meet regularly with team members to ensure implementation and maintenance of the crisis plan and long-term strategies, in accordance with assigned responsibilities.
8. Be familiar with local hospitals and ambulance services.
9. Plan how the students will be permitted to leave school premises and how the parents notified.

### Crisis Responsibilities

1. Follow appropriate crisis procedures.
2. Identify those students most affected by the crisis and direct/escort them to a safe place
3. Conduct a faculty meeting to debrief, tend to emotional needs, and clarify events.
4. Conduct a follow-up faculty meeting to continue to debrief, review, and learn from past events.
5. Arrange handling of parents.

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## STUDENTS' COUNSELLING

Principal or Director will act as the student counselor. The responsibilities are:-

### General Responsibilities

1. Receive training to improve his or her ability to detect seriously disturbed students.
2. Learn crisis-counseling techniques.
3. Assist in the development of a plan for dealing groups of students who have experienced a crisis.
4. Provide and discuss with staff members various resources for handling grief.
5. Promote student awareness regarding the seriousness of bringing potentially harmful materials/substances to school and the importance of reporting the presence of these materials/substances to school officials.
6. Take threatening statements and behaviour seriously.
7. Provide for student education in matters of conflict resolution, security concerns, and the regulation and reporting of problem behavior indicators.
8. Foster high morale, school spirit, improvement of self-concept, and close, respectful, sincere communications between staff and students.
9. Promote safe and responsible student behaviour, both at school and at home.

### Crisis Responsibilities

1. Assist school personnel in managing students immediately following a crisis.
2. Provide supportive counseling to students and faculty.
3. Contact parents of those students most seriously affected, to recommend outside counselling.
4. Contact families of any affected student or staff member to offer assistance.
5. Monitor student adjustment and provide long-term counselling, as needed.

## Fire/Earth Quake Drills

### In case of a fire:

- ij The person discovering the fire should raise the alarm and notify a responsible person.
- ij Teachers should conduct the students to the assembly point in accordance with the evacuation procedures.
- ij A responsible person should contact the Fire Brigade.
- ij A responsible person will be in charge of evacuation with the aid of the megaphone.

### **Fire & earth quake drills will be conducted in accordance with the following guidelines:-**

- a. Students in all classes will participate in at least two drills each term.
- b. School will practice alternate obstructed and unobstructed drills.
- c. The emergency alarm will be used in each drill.
- d. Teachers will take their registers when they leave the building during a drill, to accurately check and record the roll.

### **Upon the sounding of a fire alarm, teachers are required to:**

1. Immediately direct all students to orderly exit the building
2. Students may not stop at anywhere along the way
3. Escort class to at least 50 feet from the building and take roll. Report any unaccounted students
4. Upon "all clear" signal, escort students directly back to class. Check roll.

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WESTMINSTER

## In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "duck, cover and hold". Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects.
2. Wait until shaking stops.
3. Evacuate building following established evacuation procedures.
4. Take roll and report any unaccounted students to the administration.
5. Upon "all clear" signal announced by administration, (not bell/alarm signal) escort students back to class.
6. If outdoors during an earthquake, direct students to move away from buildings and other over head objects such as power lines. Crouch low to the ground and protect head and neck.

## Severe Weather

When severe weather has been forecast, the following procedures will be used.

- (1) If children are in attendance at school when a severe weather warning is received, the principal or designee will determine if school is to be dismissed early or at the regular time.
- (2) If school is to be closed, the Principal will make arrangements to notify parents/guardians.

## Bomb Threat

In the event of a bomb threat at a campus, the following procedures will be implemented:-

- a. The Principal will immediately inform the Director of the bomb threat.
- b. The building will be evacuated in an orderly manner. Students will be escorted by their teachers to a nearby open area that is a sufficient distance from the building.
- c. In all cases, the custodian and other appropriate personnel and the appropriate local law enforcement agency will make a thorough inspection of the building.
- d. If a bomb or other incendiary device is found, crisis management procedures will be implemented.
- e. If a student is found to have made the threat, he or she will be disciplined in accordance with the discipline policy.

## Video/Audio Monitoring

- a. Video/audio equipment shall be used for safety purposes to monitor key areas of the school
- b. Use of Tapes. Tapes shall be reviewed on a routine basis by the management.