



**Education**  
**Dunedin Rudolf Steiner**  
Learning with head, heart and hands

## **Crisis management Procedure**

This plan has been designed to be put in place should an incident happen at school or on a school trip. In the event of an incident which happens out of school the plan may be put in place from the post impact stage. The Procedure should be read in conjunction with the School's Lockdown Procedure.

Copies of the plan will be stored in the school in the policies and procedures folder and a copy will be provided to all staff for them to keep at home. Staff need to be aware of where this is kept.

### **The Plan:-**

#### **Impact phase**

- Students and staff are taken to the safest immediate place, accounted for and emergency services contacted. This may have to take place at a neighbour's phone or from a cell phone. The line is kept open to pass on the new information or answer questions.
- Neighbours may be informed that there has been an incident and that emergency services will be attending.
- The children are informed of the situation and what is likely to happen in the immediate future.
- An adult will contact parents, using a prepared message, to inform the parents that there has been an incident at the school and that they are to be at the school or a safe close location at a certain time to be briefed and to collect their children.
- The Student Management System will be used to account for each student and a record will be kept as to where they have been taken.
- Parents are briefed by the Principal, or other Management Team member, and the students are taken home or to neighbours and friends.
- Contact is made with local support agencies e.g. Public Health Nurse, Special Education Service, and Youth Wellness Trust.

#### **Post Impact stage**

- Principal staff will liaise with families to clarify information and to determine what information is to be passed on to staff, students and parents. The Principal may delegate this work.
- Principal, or other Management Team member, and the Board's Presiding Member make arrangements for the subsequent day(s) at school.
- Staff and parents are informed of trauma plans for the day by telephone.
- Staff and students are reminded that the Principal, or other Management Team member, or Board Presiding Member are the only people to give information to the media. Staff and students need to note that in any such events the Principal, or other Management Team member, or delegated person is the only contact with media. If the School and kindergarten continue, the program remains as normal as possible to provide security for students.

- The Management Team retains overall management and considerations may include:
  - i. students are “in class” unless released for counselling
  - ii. decisions, regarding what takes place and who carries out each responsibility are made by the management team rather than by people invited to help
  - iii. the affected class(es) receive more intensive support from the most appropriate outside professionals
  - iv. Counsellors are given private spaces to work with individuals and groups.
  - v. Staff and students are kept informed of the situation so that all involved parties are kept updated.
  - vi. Parents and staff are informed of warning signs to watch for in children and where they can get help.
  - vii. A parent meeting may be called to inform parents of future plans and how best to help their children.
  - viii. Students are given the opportunity to send messages to the family with the consent of the family.
  - ix. Funeral arrangements are explained to the students and staff.
  - x. Students are given the opportunity to attend the funeral and participate with the family’s consent.
  - xi. Grieving families are supported towards a return to school.
  - xii. Parents are supported so they can support their children.
  - xiii. A debrief is held for the key people to improve planning for trauma incidents.
  - xiv. The School is aware that grieving can take a considerable time and that some students or families may need support for some considerable time after the trauma.
  - xv. The Ministry of Education is informed if the school has been closed and a request made for an exemption to shorten the school year as a result of an emergency closure.

**Phone Numbers:**

Police ambulance fire	111
Ministry of Education	471-5200

Principal and other staff numbers, and the Public Health Nurse numbers are all on the phone lists which are updated and circulated each term.

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Signed: \_\_\_\_\_ Designation: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_