

SCHOOL CRISIS PROCEDURE CHECKLIST

A School Crisis Management Plan must address many complex contingencies. There should be a step-by-step procedure to use when a crisis occurs. An example follows:

- Assess life/safety issues immediately.
- Provide immediate emergency medical care.
- Call 911 and notify police/rescue first. Call the superintendent second.
- Convene the crisis team to assess the situation and implement the crisis response procedures.
- Evaluate available and needed resources.
- Alert school staff to the situation.
- Activate the crisis communication procedure and system of verification.
- Secure all areas.
- Implement evacuation and/or other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.
- Adjust the bell schedule to ensure safety during the crisis.
- Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.
- Contact appropriate community agencies and the school district's public information office, if appropriate.
- Implement post-crisis procedures.

Source: "Early Warning Timely Response – A guide to Safe Schools"
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<http://www.ed.gov/offices/OSERS/OSEP/earlywrn.html>