

## Crisis Management Policy - NAG 5

### Rationale

When a crisis, as defined in the definition, including the death or serious injury of a student or staff member, strikes a school, there is little time to consider the best course of action, or to set up strategies to contact parents. Response procedures must be in place and known to all staff well in advance.

### Purpose

1. To ensure that Royal Oak Intermediate has in place a Crisis Management Response Procedure that specifies the roles and responsibilities of staff when responding to a crisis.
2. To provide Crisis Management Response Procedure guidelines which guarantee that staff will take appropriate steps to the extent that is reasonably practicable to ensure that people are safe, risk factors are assessed, steps are taken to deal with those factors, and people are protected from harm.

### Guidelines

1. The aim of the Crisis Management Policy and the Crisis Management Response Procedure is to manage the consequences of any crisis so that to the extent that it is reasonably practicable people are made safe and the risk of harm is minimised.
2. The principal, or acting principal, implements the appropriate aspects of the Crisis Management Response Procedure and forms a crisis management team.
3. The school has separate procedures in place for emergencies and natural disasters, which can also require crisis management.
4. Make sure that the Crisis Management Response Procedure, along with all other supporting procedures are readily available in case of emergency. The procedure can be used as a checklist, but is a guide and some flexibility is required.
5. The Staff is to be provided with training sessions in regards to the Procedures and have these readily available in their classes and or offices.
6. The school has an appointed spokesperson for media contact. This is the Board Chair or Principal although the responsibility may be delegated as appropriate to the circumstances. Staff have not been delegated the authority to speak to the media. If approached by the media staff must say "No comment please speak to the Board Chair or Principal."

### Definition

**Crisis:** is defined as a temporary, urgent, and/or critical situation that threatens or causes serious injury or death to people, the environment or school property or disrupts critical operations.

### Supporting Procedures

Senior Leadership will ensure that there are emergency procedures in place to respond to any of the following:

- Assembly Areas
- Earthquakes
- Electrical Storms
- Emergency Evacuation
- Emergency Kit
- Civil Defence Emergency
- Crisis Management Response Procedure
- Disaster Management
- Fire
- Lockdown
- Missing student
- School Closure
- Traumatic Events
- Tsunami
- Volcanic Eruptions

Ratified by the Board

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Chairperson: Erina Kent

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Date

**Next Annual Review:** November 2018

### Review History:

23/06/2008	10/09/2009	30/09/2013	19/08/2014	27/10/2015	25/10/2016	12//12/2017
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