



# RESPONDING *to a* SCHOOL EMERGENCY; Putting an Effective Plan in Place

is a practical, step-by-step guide for planning your school's response to an emergency. This resource is part of a *comprehensive team strategy* for school emergency preparedness, with the resources your school will need to deal with a multitude of situations, including: abuse, accident, assault, bomb threat, death of a staff member, death of a student, death of a student's immediate family member, earthquake, fire, lock-down, serious illness of staff/student, suicide attempt, suicide death, weapon on school property, and more.

Based in part on the real experiences of real schools, and reflective of the deep paths of sorrow these communities have already walked, **Responding to a School Emergency; Putting an Effective Plan in Place** is designed to bring compassion, wisdom, guidance and love to other schools who find themselves staring a crisis in the face.

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### Section I – Quick Reference

*Step-by-step procedures to be used during a crisis*

### Section II – Forms

*Sample statements, letters, brochures and other materials for the school community*

### Section III – Crisis Management Planning

*Preparing your school's crisis management team and plan; guidelines for education and training*

### Section IV – Emergency Preparedness Planning

*Preparing your school's emergency preparedness committee and action teams, writing an effective plan; guidelines for emergency supplies, evacuation, damage assessment, triage and first aid, communication, student release, etc.*

### Section V – Checklists

*Clarifying the roles and responsibilities of teams and team members; assessing the readiness of the school*

### Section VI – Resources

*Books and other materials for the school library*

### Section VII – Lists and Maps

*Copies of school maps for emergency personnel and others; phone lists to be filled in for crisis team, staff, parents, emergency response team, counselling contacts, community agencies etc.*

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