CRISIS MANAGEMENT PLAN

Preamble:
A crisis is defined as any event that causes immediate harm, threat, injury or will develop long term stress for the child or staff member.

A crisis may involve:
1. A Medical Incident maybe:
   a. Accidental – involving significant injury to a student or adult
   b. Related to the need to implement a Medical Action Plan
2. An intruder or adult on the property who causes concern for the safety and well-being of student/s
3. Psychologically disturbed person that cause concern for the safety and well being of students and / or staff
4. Severe behaviour problems of a student

Principle:
1. That to achieve the Good Shepherd Catholic School vision crises are to be resolved in a manner that provides:
   a. A safe environment for the individual in the short and long term
   b. For the repair or maintenance of the relationship between all parties
   c. Draws on the gifts and talents of each individual
2. The implementation of processes that will maximizes the opportunity for a successful outcome.

Procedures:
Notes:
- It is essential that throughout the management of the crisis, the following procedures are adhered to and all instructions from the Principal or his delegate are obeyed immediately and in full.
- Additional support and guidance may be sought at any stage from the Industrial and Community Relations Team of the Catholic Education Office.

Time Lines

0 - 10 minutes.
1. At the onset of the crisis the staff member must:
   a. Establish what the nature of the crisis
   b. Stabilise the situation
   c. Immediately notify the Principal or his delegate.
      i. Notification should be via:
         1. A classroom telephone
         2. A school mobile phone using the speed dials 2 or 3
         3. Another staff member
4. As a last resort by a responsible child
   
   ii. The notification should include:
       
       1. The nature of the crisis
       2. The degree of urgency
       3. The location of the crisis
       4. The name and age of those involved.
       5. The staff and / or parent support already on site
   
d. Upon his arrival the Principal and / or his delegate is to be notified of all matters relevant to the crisis.

10 - 30 minutes

1  Having established the nature of the crisis the Principal will:
   
a. Assess the crisis.
   
b. Complete a primary survey to establish:
       
       i. The risks
       ii. The situational needs
       iii. Which service, if any, is required - police, fire or ambulance service
   
c. Nominate someone to call the Emergency Services – as necessary
   
d. Commence First Aide or intervention as required

2  The person calling the authorities shall:

   a. Call 000
   
b. Ask for the authority nominated by the Principal:
       
       i. Ambulance
       ii. Police
       iii. Fire
   
c. Tell the operate:
       
       i. The school address 215 Morley Drive Lockridge.
       ii. Location Corner of Altone Road and Morley Drive
       iii. Access via Altone Road gate
       iv. Describe the problem or incident.
       v. What support is required?
   
d. Notify the Principal in person or by phone on 041 9049977
       
       i. of the expected time of arrival of the service
       ii. any advice received from the service

3  The Administration Officer (Financial) will upon instruction from the Principal:

   a. Provide him with a two way radio
   
b. Notify the victim's/casualty's parents.
   
c. Arrange for the gates near the Church to be opened to allow the service vehicles access to the school buildings.

4  Gate Marshall’s

   a. The senior Assistant Principal will allocate a staff member to each gate to direct the service upon its arrival – each will be given a two way tuned to Channel 6.
   
b. Will wear an orange vest for easy identification
   
c. Will notify the Principal of the services arrival before directing the service as instructed by the Principal

5  Communication will be via the school's mobiles.

6  The children not involved in the crisis will be removed from the immediate area to a classroom or Library where a staff member will be assigned to stay with them.

7  The Assistant Principal will:

   a. Assign a teacher assistant to assist with the supervision in 6.
   
b. Reallocation their own class to other staff to ensure appropriate supervision and duty of care.

8  If the victim/casualty requires hospitalisation and a parent is not on site the Principal or his delegate will travel with the child to the hospital until the parent arrives.
The Principal or his delegates will remain available to all parents to ensure accurate information is disseminated and panic averted.

**Beyond 30 minutes.**

1. The Principal will inform all of the staff:
   a. Of the crisis
   b. Its current status
   c. What information:
      i. Is to be provided to the children and parent population
      ii. And by Whom

2. This control of information is to be strictly adhered to.
   a. No staff member may speak to the media.
   b. This role remains solely that of the Principal.

3. All media agencies are to be told

   “The Principal is unavailable and all enquires should be directed to the Catholic Education Office.”