



ST BEDE'S COLLEGE BOARD OF TRUSTEES – POLICIES

CM4 – CRISIS MANAGEMENT

RATIONALE

St Bede's is responsible for its occupants in an emergency and acknowledges it has a leadership role to respond appropriately in the event of an emergency.

PRINCIPLES

1. To ensure that the College has good planning and well drilled procedures in preparation for all types of emergency including a civil emergency.
2. To ensure that the College takes a leadership role to ensure the safety and welfare of the students and staff should an emergency occur.
3. To ensure that the College provides timely and accurate communications to its staff, students and parent community both at the time of the emergency and in the days and weeks after the emergency.

ADDITIONAL RELEVANT POLICIES

Refer to: RG1 Health & Safety

SCHOOL PROCEDURES THAT RELATE TO THIS POLICY

Name of Procedure	Author	Date	Faculty or Department
• St Bede's College Crisis Management Plan	Deputy Rector	May 2011	Management
• St Bede's Crisis Response Plan	Deputy Rector	May 2011	Management
• Emergency Preparedness and Management Plan	Deputy Rector	May 2011	Management

DATE APPROVED	19 Nov 2012	RESPONSIBILITY:	Community
REVIEW PERIOD	3 yearly	DATE LAST REVIEWED	Nov 2012



St Bede's College Crisis Management Plan

On notification of an event, incident or direct effect on the school by a crisis the following will be initiated:

For the Staff of the College:

- All staff will be sent a text with information or details of the crisis
- Staff will also be emailed on both their school and personal addresses
- For those unable to be contacted where possible they will be visited
- The College website and Facebook page will also carry accurate and up-to-date information

For Parents and Students:

- Initial information will be supplied to local radio stations
- All parents notified by text and email.
- Those unable to contact parents will be supervised and assisted by staff
- In subsequent days regular updates will appear on the College website and Facebook page, be sent to parents individual email addresses and texted to phones
- Where appropriate or applicable, individuals will be rung or visited
- Where there is an on-going crisis direct contact may take place in the form of public meetings and presentations by staff members, BOT and BOP representatives, Ministry of Education staff, or local officials involved in civil defence etc
- Boarding School protocols will be enacted

For members of the larger Bedean Community:

- Members of the wider Bedean Community who had been directly affected or had suffered damage or change in circumstance are offered and encouraged to use the school's facilities

Contact with those contractors and professionals who supply services to the school.