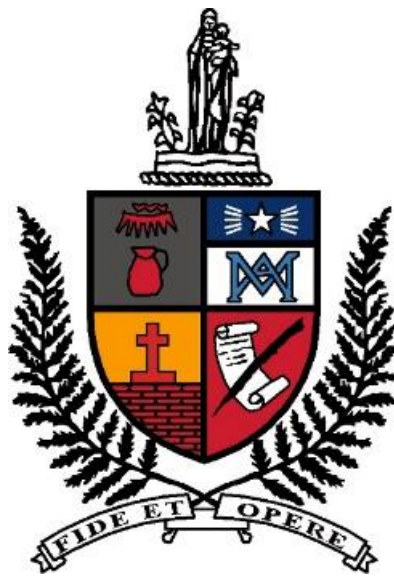


# St Bede's College



CM4 – CRISIS MANAGEMENT



## CM4 – CRISIS MANAGEMENT

### Rationale

St Bede's College 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 and traumatic events affecting any person with an association with St Bede's College.
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 Overview	Senior Management Team	May 2011	Management
• St Bede's College Trauma Procedure	Senior Management Team	Dec 2018	Management
• St Bede's College Boarding House Trauma Procedure**	Director of Boarding	Dec 2017	Management

\*\**(Includes International Student Crisis Plan)*

<b>DATE APPROVED:</b>	18 April 2016	<b>RESPONSIBILITY:</b>	Community
<b>REVIEW PERIOD:</b>	3 yearly	<b>DATE LAST REVIEWED:</b>	December 2018



## ST BEDE'S COLLEGE CRISIS MANAGEMENT PLAN

### Overview

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, and also 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 a 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.**



## TRAUMA PROCEDURE

### Rationale

In the event of a major crisis, it is essential that appropriate steps are in place to ensure the safety and well-being of the staff, students their families and the wider community.

### Purpose

To identify the steps to be followed immediately, should there be any death, serious injury, or other traumatic event affecting any person with an association with St Bede's College.

1. Key people are identified to co-ordinate the situation.
2. Parents, staff, students and school community are given accurate information.
3. Action plan specific to the situation is in place to support staff and students.
4. Facilities and facilitators are available to provide for the immediate needs of those affected.
5. Outside 'help professionals' are identified and made available.
6. Provision is made for the on-going help and counselling.

### Crisis Action Plan

1. Inform the **Deputy Rector Pastoral / Gerry Davidson** – Mobile 027 224 0179
2. Next, the people on the following list:

a. Rector	Justin Boyle	021 526 065
b. BOP Chairperson	Shane O'Brien	027 471 6121
c. BOT Chairperson	Robert de Roo	021 474 758
d. College Counsellor	Wiremu Gray	021 106 9233
e. Director of Boarding	Dai Williams	021 050 4189
f. Deputy Rector T/Learning	Jon McDowall	027 259 5327
g. Ministry Team Co-ordinator	Rachel Pitcaithly	027 652 7787

The **Crisis Team** will comprise of those listed above that are available at the time.

Where necessary, contact the Ministry of Education Traumatic Incidents (TI) Team  
**Phone: 0800 848 326.**



**The Crisis Team will address the following issues:**

1. A media liaison person will be established (determined by the Chairperson). No other person is to enter into discussion with the media.
2. The caregiver/family of the 'victim' will be contacted to establish request for any specific approaches to be taken. It is important that their wishes be respected. Contact with the family/caregiver will be maintained preferably by the same person of the Crisis Team.
3. A phone tree will be established (grape-vine list) to ensure that necessary parties are notified.
4. Staff will be informed – support staff, office staff and Centre of Enhancement staff. A written statement will be read or delivered to ensure that information given is accurate and factual, rather than emotive or speculative.
5. Contact will be made with other schools who may also be affected by the event (e.g. siblings, or other relatives).
6. Students, staff and families that may require extra help will be identified.
7. A method of informing other students will be identified.
8. A statement to share with the students will be prepared.
9. Notify outside helpers.

**Procedural Guidelines:**

1. Establish facts.
2. Ring appropriate emergency service.
3. Ring Rector, Board Chairperson/s and Crisis Team.
4. Inform all staff (staff meeting).
5. As far as possible, keep children informed of basic facts, calm and on basic boarding programme.
6. Write initial information statement for phone/media etc.
7. Follow advice of Crisis Team.

**St Bede's College - TRAUMA KIT CHECKLIST**



TASK	DATE	TIME	✓
Deputy Rector advised			
Accuracy of information verified			
Crisis Team advised and meeting called			
Media Liaison person established (Who?) <input type="checkbox"/>			
Family/caregiver contacted (Who?) <input type="checkbox"/>			
Grapevine initiated			
Staff informed			
Other school/s contacted			
Students/staff with particular needs identified			
Method of informing students identified			
Outside helpers identified – (Who?) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Funeral representation			
Things to consider following the event <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			