

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



CRISIS MANAGEMENT PLAN

Purpose: These suggested procedures and guidelines are intended to enable the Board, staff, and students of the Winner School District to better manage and assist with any unforeseen tragedies that may affect the ordinary functioning of the students, their parents and families, and staff members in the event of a crisis or tragic loss.

Goal: To maintain the orderly operation of the schools and to meet the needs of the students, their families and loved ones, and the staff of the schools. The directors of this crisis management plan shall be the crisis management team, which is here in established and defined.

Objectives: To meet the special needs of individual students by working with parents, school staff, community resources, and/or specialists. To communicate with staff, parents, and general public through the most effective, practical methods. To present a unified and predicable plan of action to be enacted by school staff in the event of a crisis. To continue effective instruction and carry out established routines, rules, and regulations. To maintain a safe environment for students and staff.

THE CRISIS TEAM

A crisis team shall be established and shall include the following district personnel with stated duties:

Superintendent: Shall coordinate the response of school principals and shall manage the district response to the general public and media representatives.

Principals: Insure that crisis procedures are in operation in their schools and initiate "chain" call to other team members as situation indicates. The principal will be responsible for directing the team.

Counselors: All counselors will work with teams to initiate strategies for the management of each crises situation.

Team A: Elementary Schools: Team members shall include those teachers who are involved in daily instruction of the students who may need assistance or the families who are facing a crisis.

Team B: Middle School: Team members shall include those teachers, activity directors and staff who are involved in daily instruction of the students who may need assistance or the families who are facing a crisis.

Team C: High School: Team members shall include those teachers, activity directors and staff who are involved in daily instruction of the students who may need assistance or the families who are facing a crisis.

FILE NO: 2.10

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Amended:

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Support Staff: Each crisis team may include such community persons as may be deemed advisable by the administration and/or counselors. (psychologists, ministry, etc.)

PROCEDURES The actions of the appropriate crisis management team shall follow this procedure plan as closely as is possible and advisable.

1. The crisis team will meet to determine the necessity of initiating any or all of the following procedures. Local authorities or appropriate individuals may be called in to consult with the team in this decision. Responsibilities will be delegated to individual team members, with special consideration given to the family contact persons.
2. The school principal(s) and team members will meet with the staff before school to present known facts and attempt to answer questions. The purpose of this meeting will be to assist in attempts to dispel rumors, initiate strategies to deal with student reactions, identify "high risk" students, who may be strongly affected, and to assign staff to monitor entrances to the building(s). See appendix D.
3. Principals will meet with their staff members to announce funeral arrangements, discuss staff attendance and school policy for student dismissal for such ceremonies. share any new information, and present plans for the individual classroom meetings.
4. Immediate friends of the person(s) involved will be identified and counseling made available as the need indicates. Staff will be requested to heighten their sensitivity toward such students.
5. Principal will make an announcement to the students in their classrooms. Teachers will be in classroom during the announcement and will acknowledge student feelings, explain the circumstances of the student's crisis, dispel rumors, and inform about available counseling. (See Appendix B, Staff Announcements, and Appendix C, Classroom Meetings)
6. The principal, counselor, and appropriate team members will be available upon teacher, request to meet with individual classes to help students better deal with their feelings, dispel rumors, offer reassurance, and encourage supportive interaction among students.
7. Parents of students identified as "high risk" will be contacted and offered support of the team members.
8. All appropriate school staff will assemble after school to allow for expressions of feelings and support, review and evaluate the day's events, compile a list of "high risk" students, and assess the needs of these students.
9. Continued crisis counseling will be offered to students, parents, and staff upon recommendation of members of the team.
10. The principal will deliver, or delegate appropriate staff members to deliver, the personnel effects and records to the student's family.
11. The crisis management team will meet to evaluate the effectiveness of the school crisis program and staff handling these actions.

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APPENDIX A

CRISIS SITUATION MEDIA PARAMETERS

UNLESS A DUTY IS SPECIFICALLY DELEGATED TO ANOTHER, THE SUPERINTENDENT OF THE DISTRICT SHALL MAKE ALL STATEMENTS TO MEDIA.

1. All media correspondence, news releases, interviews, etc. shall be approved by the office of the superintendent, 431 East 7th Street, 842-8101.
2. No students will be interviewed by any media representative within the school building or on district school premises.
3. No faculty or staff shall participate in an interview or media presentation without approval of the superintendent.
4. No cameras or video recording and transmission equipment of any type will be allowed within district properties without approval of the superintendent.
5. All official school communications will come from the office of the superintendent, 842-8101.
6. All members of the media are asked to show consideration for the emotional welfare and education interests of the students through cooperation within these parameters.

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APPENDIX B

PRINCIPAL'S ANNOUNCEMENT

I am deeply saddened by the tragedy that has taken place with one of our students (or students), name(s). On behalf of our entire staff and student body, I wish to express our deepest sympathy to relatives and friends who knew and loved name(s).

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APPENDIX C

APPROPRIATE RESPONSES

1. Example of teacher's responses: I know it may be difficult for some of us to continue our work today, but our counselors have set aside a special time and place for discussion with those who feel troubled by this loss. Students who are feeling troubled by the death of name(s) are encouraged to meet with the counseling staff at time and place.

Note: The teacher is advised to refer individual students who may show obvious needs of immediate assistance to the counselor's office at once. The teacher should then proceed with regular classroom program.

2. Example of response for secretaries and phone answering personnel: "Hello Winner _____ School". "How may I help you?" (If call concerns the crisis, obtain the caller's name and refer them to the superintendent's office as follows). "The Winner Schools appreciate your concern. Please direct your questions concerning crisis to the Superintendent's office at 842-8101.

Note: If caller is not cooperative or some other irregular situation presents itself, refer call immediately to the principal.

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APPENDIX D

STAFF RESPONSE TO SCHOOL BUILDINGS VISITORS

Example: "We all feel saddened by the tragedy that has happened to one (or more) of our students. We are concerned for the feelings of our students, staff members, and their families. Please refer all questions and requests to the office of the superintendent. I can provide you with a list of parameters for school contacts if you wish, but it would be in the best interests of all concerned if you take your requests directly to the office of the superintendent right away."

Note: If they persist, show a copy of the parameters included in the crisis management plan.