



CRISIS MANAGEMENT PLAN

Details of when the last drill for evacuation in case of fire, earthquake, etc. was held. Confirming that easy access of escape routes for any students in wheelchairs, with convenient ramps at essential points has been ensured.

Diagnosis of Crisis

1. The first stage involves detecting the early indicators of crisis. It is for the leaders and managers to sense the warning signals of a crisis and prepare the employees to face the same with courage and determination. The school management reviews the performance of staff members from time to time to know what they are up to.
2. The school coordinators are aware of the day-to-day happenings in the school. Monitoring the performance of the employee regularly helps the managers to foresee crisis and warn the employees against the negative consequences of the same.

Risk Severity Matrix

		Likelihood			
		Remote	Likely	Very likely	Probable
Severity	Insignificant				
	Low				
	High				
	Catastrophic				

Any untoward accident that occurs within the school premises must be dealt with extreme importance.

1. If this happens during single-subject classes, teachers must seek help from any adult around to inform the school office/HRT as soon as possible.
2. HRTs must report the incident to the Primary Principal/Head of School before contacting the parent.

Action	Whose responsibility?	Relevant contact numbers	Initial, including time and date, when completed
Raise alarm	Whoever sees/finds the disaster first	School Safety Committee Members	
Notify everybody on the premises to go to the school designated assembly point	Homeroom teachers and office coordinators, grab their class registers, including contact numbers for all staff in their sections, and visitors if possible, or receptionist grabs visitor log		
Call relevant authorities Inform authorities of location of disaster Tell authorities where people have been relocated to		100 – ask for fire, ambulance, and/or police	
Notify business owner if not on premises			
At emergency rendezvous perform head count to ensure all people are accounted for			
Is everyone accounted for?			
If YES — wait for 'all clear' or await further instructions from authorities			

If NO — identify who is missing and notify the manager in charge of their last-known locations			
Notify authorities of missing persons and last known locations			
Try phoning missing people to check their whereabouts		Use section staff lists from GO packs and visitors' log if necessary	
Make a list on the reverse side of this form of any people missing/contacted, with notes about what transpired			
Notify next of kin of staff members who are injured or missing	Manager in charge		
Return to work once 'all clear' is pronounced			
Follow instructions from authorities if workplace is closed			

1. All staff members must be aware of the emergency procedure, exit points and assembly areas in the school.
 - a. During emergencies, the school alarm goes off.
 - b. All primary classes, wherever they are must dock-cover-hold during an earthquake.
 - c. The entire class must leave the building as soon as possible. Teachers must exercise caution and alertness while vacating the building.
 - d. All primary classes assemble in the open field, adjacent to the administrative building. Homeroom Teachers (HRTs) are expected to
 - e. have a CLASS RECORD easily accessible during emergencies. The HRTs must do a quick roll call and report completeness or missing students to the team leader as soon as possible.
 - f. The team leader reports collected information to the Primary Principal or

School Coordinators who will then confirm the same with the Head of School.

- g. No one is allowed to enter the school building without the confirmation from the Primary Principal/Head of the School.
- h. Everyone must exercise calmness and alertness during emergencies.