

GENERAL OPERATIONS: **Crisis Response**

Overview: Systemic response to crisis situations is imperative. Careful articulation of policy and procedures is important, along with collaborative participation in development and implementation of the plans by local emergency agencies. Training personnel and practicing the established procedures in the school community are essential to maintaining the safety of all students and personnel.

	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
GUIDING QUESTIONS	<ul style="list-style-type: none"> ◆ What policies do we have to guide crisis response in our system? ◆ How and how well does the internal communication system work during an emergency? ◆ What is happening at the state and federal levels that may impact our crisis response program? 	<ul style="list-style-type: none"> ◆ What is our crisis response plan? ◆ What is the role of the superintendent in the crisis response system? ◆ What agreements currently exist with area emergency response agencies? ◆ Are all school personnel trained in the response protocols? ◆ What is the level of awareness in the community of our emergency response plan? 	<ul style="list-style-type: none"> ◆ What policies and procedures guide our response to a crisis? ◆ What is the “chain of command” in terms of emergency responses? ◆ What methods of communicating internally and externally during an emergency already exist? ◆ What is the school community’s perception about our current level of readiness to respond to an emergency situation? ◆ What staff training is necessary to maintain the emergency response capability?

GENERAL OPERATIONS: Crisis Response System (continued)

	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
TASKS TO CONSIDER	<ul style="list-style-type: none"> ◆ Review policies and ensure that they are in compliance with law. ◆ Request information from the superintendent about the emergency response system. ◆ Establish plan for keeping community informed of the crisis response plan. 	<ul style="list-style-type: none"> ◆ Review role and responsibilities of superintendent in the crisis response system. ◆ Review administrative procedures to ensure they are aligned with policy and in compliance with all legal requirements. ◆ Review existing procedures for emergency communication. ◆ Review the “School Crisis Procedures Guide” developed by the Vermont School Boards Association. ◆ Meet with administrative team and community emergency responders to plan crisis response drills. 	<ul style="list-style-type: none"> ◆ Meet with the superintendent to review the emergency response plan. ◆ Ensure that all staff understand and follow the emergency communications procedures. ◆ Review the crisis plan to determine process and methods of communication and newsletter to staff, parents, and community.