



**Devon Intermediate School**  
*Te Kura Takawaenga o Ngāmotu*

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## **CRISIS MANAGEMENT POLICY**

**No 512**

### **Rationale**

By their very nature schools are susceptible to the effects of a critical event either directly within the operational life of the school or an associated event. Such a critical event for the purposes of this policy cover examples of death or serious accident, contagion, fire, armed or dangerous person intrusion.

### **Policy Statement**

It is the policy of this school to have in place an appropriate crisis management plan to be affected in the event of a critical situation occurring. In the first instance this plan will be drawn up by the management staff for presentation to and approval of the board. The plan should include the following policy guidelines.

### **Policy Guidelines**

1. In the event of the death or very serious injury to a child, the family needs are paramount. The family must get the school's unreserved support.
2. On discovery of a critical event there must swing into action first response procedures comprising as appropriate, first aid treatment, urgent summoning of medical assistance, keeping the event site as clear as possible of people (especially other children).
3. Notification should follow as soon as possible to the school, ideally to the principal. A crisis team will be formed to handle events and contacts.
4. In the event of armed or dangerous intrusion, lock down and isolation procedures should be implemented, and notification given to the police.
5. The school must designate a specific person assigned to notify parents and to deal with the media. This is normally the principal or board chair as appropriate depending on situation.
6. Ministry of Education's Crisis team will be urgently contacted to work with the school crisis team, especially in the event of death or severe trauma.
7. In the event of death or serious accident student profiles of victims should be obtained and provided to the crisis team.
8. The school will notify the Ministry of Education of details of the event and of the actions taken to date.
9. Preparation by the crisis team of a communication strategy and written message or statement for staff to give to children.
10. Early calling of a staff meeting to inform all staff of events and of actions taken. The meeting should be at interval, lunchtime or after school.
11. Identification of students or staff who are 'at risk' and may be in need of counseling.

12. At an appropriate time, in the event of death or accident, the principal will meet with the family to offer aid and support.
13. Staff will be kept informed at meetings over following days of pertinent development.
14. In the case of contagion, the principal and board will need to work closely with MOE officials and Health officials to appropriately inform the community, the staff, and students. There will be a consultative decision on school closure, health checks, medication etc.
15. The board, through the Presiding Member will be kept fully informed throughout the crisis.
16. A full report will be provided for board discussion following the crisis.

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Ratified by Board: 4 September 2023
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Next Review: September 2026
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