

Category:	Procedure:	
<b>Business Management</b>	<b>Crisis Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-123</b>	<b>August 2001</b>	<b>January 2009</b>

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

The principal shall develop a **Crisis Management Plan** for use in such instances as, but not limited to, **suicides, shootings, and death** of a student, parent or faculty or staff member.

- (1) Once the principal has been notified of the crisis situation, he/she will notify the Crisis Management team (Core Team).
- (2) If the crisis occurs at school during the regular school hours, the principal will also activate the Safety Response Team (SRT). The SRT members will notify Central Office and the proper agencies, depending upon the crisis. The SRT members will follow their assignments as set forth in the Crisis Management Plan.
- (3) If the crisis occurs after school hours, the principal will notify the Core Team before school starts the following morning. The Core Team will assemble at school early that morning to prepare themselves to meet the needs of the students.
- (4) The Core Team will follow the Crisis Management Plan while attending to the needs of the students. The Team will proceed according to the crisis.
- (5) The principal or Core Team member should call the special education supervisor to request additional help as needed at 594-1515.