

# STELLA MARIS CATHOLIC SCHOOL

## CRITICAL INCIDENT RESPONSE PLAN

### **Purpose**

1. To respond appropriately to a crisis situation.
2. To have in place clear easy steps to follow for all staff in a crisis situation.
3. To reduce the likelihood of risk to other students or staff.
4. To provide appropriate support for the safety and care of those involved in the crisis situation.

### **Guidelines**

1. The principal shall ensure that action is taken in accordance with the attached plan, which will be made known to all staff.
2. The plan will be implemented by the crisis management team.
3. The composition of this team will be dependent on the nature of the crisis situation and be called together by the Principal.

#### **Possible Composition -**

Principal  
Board Chair or proxy  
Appropriate members of staff  
Parish Priest  
Appropriate cultural representative.  
Appropriate representatives of outside agencies.  
Counsellor –SES Trauma Team if possible

4. In the event of the Principal being unable to fulfill his/her role, an Associate Principal will carry out his/her role.
5. The Principal will chair the Crisis Team.
6. All media releases, will be handled by the Board Chair/Principal.

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## CRITICAL INCIDENT MANAGEMENT PLAN

INCIDENT

PRINCIPAL NOTIFIED

CRITICAL INCIDENT MANAGEMENT  
TEAM formed and MEETS

INITIAL STAFF MEETING

Communication with Family and Friends How can school best support family?	Counselling Support Available At All Times	Communication with Student Body	
Communication with School Community		Subsequent Debriefing Staff meeting/s	
Opportunity for involvement		At Risk Staff Meeting/s and Counselling	At Risk Student Meeting/s and Counselling

CLOSURE PROCESS

Return to Normal Routines

Debrief Staff and C.I. Management Team

Review and Evaluate Management Plan