Private School Crisis Management Plan Template

School Information
- School Name:
- Address:
- Phone Number:
- Head of School:
- Emergency Contact Number:
- Date of Plan Creation/Review:

Purpose of the Plan
- This Crisis Management Plan provides protocols to prevent, prepare for, respond to, and recover from emergencies and crises that may impact the safety of students, staff, and the broader school community.

Crisis Response Team (CRT)
- List key team members and roles:
- Role | Name | Contact Info | Backup
- CRT Leader/Head of School | | |
- Assistant Leader | | |
- Security Coordinator | | |
- Communication Officer | | |
- Facilities Manager | | |
- Mental Health Coordinator | | |
- Medical Lead/Nurse | | |
- Technology Officer | | |
- Legal Counsel | | |

Types of Crises Covered
- - Natural Disasters (Hurricane, Earthquake, Flood)
- - Fire or Explosion
- - Active Shooter or Violent Intruder
- - Medical Emergencies & Pandemics
- - Bomb Threat
- - Power/Utility Failure
- - Cybersecurity Breach

- - Abduction or Missing Student
- - Reputational Crisis
- - Transportation Incident
- - Death of a Student, Staff, or Community Member

Prevention & Preparedness

- - Risk Assessment: Annual review of potential risks and vulnerabilities.
- - Training & Drills: Schedule of drills for fire, lockdown, evacuation, and shelter-in-place.
- - Parent Communication System: Tools for mass alerts.
- - Partnerships: Local emergency services contacts.
- - Supplies & Equipment: Emergency kits, first aid supplies, communication devices.

Crisis Response Procedures

- a. Initial Assessment
- - Assess threat level: Low, Medium, High.
- - Notify CRT immediately.
- - Contact emergency services if necessary.
- b. Activation of Crisis Response
- - Initiate lockdown, evacuation, or shelter-in-place as appropriate.
- - Alert stakeholders.
- - Secure campus and restrict access.
- c. Communication Protocol
- - Internal: Brief all staff.
- - External: Designate spokesperson.
- - Media Management: Prepare holding statements.
- d. Documentation
- - Log decisions, actions, communications.

Post-Crisis Recovery

- - Debriefing with CRT and staff.
- - Counseling support.
- - Facility inspection before reopening.
- - Community update on recovery status.
- - Review and revise the plan.

Communication Templates

- Immediate Notification to Parents:
- Subject: Important Safety Update from [School Name]
- Dear Parents, We want to inform you that [incident description]. Students are safe. We will provide updates.

- Media Holding Statement:
- [School Name] is managing a situation on campus. The safety of our students and staff is our priority.

Contact Directory
- Agency | Contact Name | Phone | Email
- Local Police | | |
- Fire Department | | |
- Medical/EMS | | |
- Child Protective Services | | |
- Mental Health Resources | | |
- IT/Cybersecurity Support | | |

Annual Review Schedule
- Date | Reviewed By | Notes
- | | |
- | | |

Optional Appendices
- - Floor plans with evacuation routes
- - Emergency drill schedule
- - Staff emergency contact list
- - Local emergency services map