

Post-Crisis Review Template

School Name:

Crisis Event:

Date of Crisis:

Date of Review:

Review Facilitator(s):

1. Summary of the Incident

Brief Description of the Crisis:

(What happened? Where and when did it occur?)

Impact Assessment:

(Who was affected? How was the school impacted — physically, emotionally, operationally?)

2. Crisis Response Overview

Initial Response:

(What actions were taken in the first moments? Who was notified?)

Activation of Crisis Response Plan:

(Was the crisis management plan followed? Were the correct protocols activated?)

Stakeholders Informed:

(Who was informed — staff, students, parents, board members, authorities? When and how?)

3. Communication Effectiveness

Internal Communication:

(Was staff communication timely and clear? Were all internal stakeholders adequately informed?)

External Communication:

(Were families, authorities, and media communicated with effectively? How was information shared?)

Communication Methods Used:

(Email, text alerts, website, social media, phone calls — which were effective?)

Public/Media Response:

(How was the school portrayed in media and public perception?)

4. Outcomes and Recovery

Short-term Results:

(Immediate resolution steps, safety of students/staff, restoring operations.)

Long-term Recovery:

(Ongoing counseling, repairs, support services.)

Community Impact:

(Any community or reputational effects?)

5. What Worked Well

(List practices, actions, or communications that were effective and should be retained in future plans.)

6. Areas for Improvement

(Identify gaps, missteps, or delayed responses. Where did the plan fall short?)

7. Lessons Learned

(What new insights emerged from this experience? What would you do differently next time?)

8. Action Plan for Future Preparedness

Plan Updates Needed:

(What changes should be made to the crisis management and communications plans?)

Training & Drills:

(Are new or revised staff training and drills needed?)

Resource Adjustments:

(Are additional supplies, systems, or technologies required?)

Policy Recommendations:

(Suggested policy changes for the board or leadership team.)

9. Follow-Up Assignments

Action Item | Assigned To | Deadline | Status

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10. Review Sign-Off

Name | Role | Signature | Date

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