



OPSB Crisis Management Template

Please answer the guiding questions on each slide to complete your plan for crisis situations.

Identify the members and assigned roles of your crisis response team and backups in case of absences.



When will you train the crisis team and general staff on their responsibilities?



When will you perform a drill of responsibilities with crisis team and general staff?



Identify person(s) responsible for contacting OPSB and emergency services in crisis situations. Include contact list of emergency services.



How will you communicate a crisis that occurs before or after school hours to staff? Identify person(s) responsible and include delivery method(s).



How will you communicate a crisis that occurs before or after school hours to parents? Identify person(s) responsible and delivery method.



How will you communicate to staff a crisis that occurs during a school day? Include person(s) responsible and delivery method(s).



How and when will you communicate to parents a crisis that happens during the school day? Include person(s) responsible and delivery method.



How will crisis team and staff ensure accurate student count before and after crisis situation?



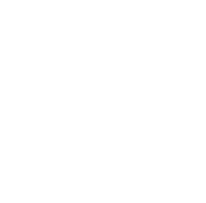
What provisions will be made for students with disabilities and students with limited English proficiency?



What protocol will staff and crisis team follow in a “lockdown” situation? (i.e. shooting near campus, police activity in school area, violent or out of control visitor on campus.)



What protocol will staff and crisis team follow to “shelter in place” situation? (i.e. severe weather, hostage situation)



**What protocol will staff and crisis team follow if evacuation is necessary?
Include relocation site and transportation plan.**



Please insert an updated floor plan that includes room assignments and evacuation routes.



What mental health care services will be provided to students and staff after crisis incidents?

