

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 167
PROCEDURE:	CRISIS COMMAND CENTER		

BACKGROUND

Each school shall designate a primary crisis management command center and an alternate site with access to outside communication. The Principal, or designate, shall be designated as the person in command on behalf of the school during a crisis situation. Once police arrive, they will designate an officer in charge. However, it is important that someone on the school staff be in charge until police arrive and serve as a police command liaison after they arrive, thus establishing a command center. While the liaison might be the Principal, alternates are to be identified in the absence or incapacity of building administrators. Several other roles are important in an emergency including securing the environment, dealing with parents and media, and obtaining information about perpetrators. These are also to be defined and discussed with numerous staff capable of assuming responsibilities for these roles depending on the nature of the emergency and the actual people available during that specific emergency. In addition, schools must have a system for relaying student and staff attendance information to the command center.

PROCEDURES

1. Each school shall develop an “emergency kit” that contains regularly updated information. While school emergencies are chaotic under the best of circumstances, the information in an emergency kit can go a long way to make the process much more orderly and effective. More importantly, this information can save lives in a crisis.
2. A second “emergency kit” is to be taken to the family reunification center. This will facilitate the process of transferring custody of students to parents and guardians efficiently. The student contact information will ensure that non-custodial parents and others who are not authorized to have access to a child do not exploit the crisis situation.
3. The following items shall be maintained in the “emergency kit” and stored in the School Crisis Control Center and carried to any alternative site which may be designated:
 - 3.1 A copy of section 100 of the Administrative Procedures Manual.
 - 3.2 A copy of the school’s Crisis Response Team duties.
 - 3.3 Master keys to all doors in the school facility.
 - 3.4 A floor plan that shows the location of all exits, telephones and all other devices that may be useful in communication during an emergency. The creation of a virtual tour stored on a DVD can assist the RCMP and Fire Department.

- 3.5 A cellular phone or cordless phone with a back-up battery.
- 3.6 Fire alarm turn-off procedures.
- 3.7 Sprinkler system turn-off procedures.
- 3.8 Utility shut-off valve procedures.
- 3.9 Paper and pens.
- 3.10 School Directory which includes:
 - 3.10.1 Student roster including home and emergency phone numbers.
 - 3.10.2 Staff list.
 - 3.10.3 Student and staff photos, if available (current yearbook).
 - 3.10.4 Community Emergency Numbers.
 - 3.10.4.1 RCMP.
 - 3.10.4.2 Ambulance.
 - 3.10.4.3 Fire Department.
 - 3.10.4.4 Hospital.
 - 3.10.4.5 Poison Control.
 - 3.10.4.6 Division Office.
 - 3.10.4.7 Home and work phone numbers of parents.

Reference: Sections 85, 87, 108, 109 Education Act

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