



NEW PLYMOUTH BOYS' HIGH SCHOOL
Te Kura Tuarua mō ngā Tamatoa o Pukeārīki

POLICY : CRISIS MANAGEMENT

Reference Number	A105
Section	Administration
Written By	BOT Policy Committee
Checked By	BOT Policy Committee
Approved By	NPBHS Board of Trustees
Issue Date	May, 1999
Review Date	April, 2016
Associated Policies	
Associated Procedures	Emergency Procedures; Checklist of Tasks

RATIONALE :

In the event that the school is subject to any emergency situation, there needs to be effective and sensitive handling of the crisis in order to ensure the safety of all and the resolution of the crisis with minimum complications.

PURPOSE :

1. To ensure that there is a clear line of responsibility.
2. To provide procedures for action in an emergency situation.
3. To ensure the physical and emotional safety of everyone.

GUIDELINES :

1. In the event of an emergency situation for which there is an established procedure (fire, earthquake, eruption, suicide), that procedure will be used.
2. The procedures will be updated each year by the Deputy Principal and published in all classrooms, common rooms and offices throughout the school.
3. In the event of an emergency for which there are no established procedures, senior management will meet immediately to ascertain the facts relating to the incident and determine the role and level of school involvement.
4. A decision will have to be made as to whom should be notified : other staff, students, affected families, other schools, police, civil defence, press.

28 April, 2016



New Plymouth Boys' High School Check list of Tasks in Crisis

To be allocated when a critical or traumatic incident has been determined – person in charge to nominate someone else to assist

NPBHS Ph No. (06) 758 5399 CRISIS TEAM :	CONTACT NO's			TASKS
	Ext No or School Direct Dial No	Home No.	Mobile No.	
	810 759 8810	751 5543	027 555 9040	Contact : Parents / Caregivers / Staff / student assemblies Notify BOT Chair (Leigh Sampson) : 753 5139 ext 7886 W or 753 7170 H or 027 705 1462 Contact: Police 111 and / or Blair Telford 021 190 7816 <u>Media</u> → Daily News 759 0800 x 8856 # Radio Network 759 2460 Radio Works 757 9932
Bruce Bayly	811 759 8811	753 9912	021 747 750	Phone other secondary / local schools Phone nominated learning area leaders – (phone tree) Staff duties Phone Chaplain (Kevin Dixon) 027 440 1054
Darryl Leath	812 757 6112	--	021 276 2732	Relief / Staff Assembly / e-mail staff / website / Facebook
Andrew Hope	836 757 6060	759 8816	021 326 106	Organise students assembly / contact students
Bill Geange	856	758 1833	027 879 1383	Venue upset students (A1) Identify students at risk/Ring parents Staff meeting Counselling
BOT Chair : Ms Leigh Sampson	753 5139 ext 7886 W	753 7170 H	027 705 1462	Contact: BOT / media
Wendy Bayley	865	--	021 038 3935	Organise guidance centre. Contact : schools for counsellor GSE 06 349 6306 Victim support 06 759 5519
Dave Moore	841	757 8621	-	Organise venue for upset students
Office Staff	0 or 834			Message on phone answering machine and written message for Office Front of office
Dawn Eaton	816 757 6116	753 2895	021 129 5661	PA to Mac
Coryn Stone	834	751 3959	021 134 3311	Look after needs Crisis Team
Heather Knight	866	758 9827		Truancy
Michael Graham	813	751 3582		Support staff notification Phone / contact : School - Tuckshop, Laundry, Hostel, Grounds
Nigel Hunter	720	759 8820	021 175 9671	Hostel
Richard Turner	837	752 7233	027 314 3876	Buses
Kevin Gledhill	735	769 9034	027 262 0239	Overseas students – Assemblies
Steve Leppard	833	754 7407	027 307 8937	Flag : half mast, if necessary