

Critical Incident Management Plan

ZENON CULTURAL CENTRE INC

Critical Incident Management Plan

Critical Incident Management Team

Role	Name and Email	Phone Number
Team Leader		
Guard Liaison		
Staff Liaison		
Student Liaison		
Parent Liaison		
Community Liaison		
Media Liaison		

Short Term Actions - Day 1

Task	Responsible Person
Gather accurate information: Who, what, when, where?	
Convene a Critical Incident Management Team (CIMT) meeting - specify time and place clearly	
Contact external agencies	
Arrange supervision for students	
Hold staff meeting	
Agree on schedule for the day	All staff
Inform students (close friends and students with learning difficulties may need to be told separately)	
Compile list of vulnerable students	
Contact / visit bereaved family	
Prepare and agree on media statement and deal with the media	
Inform parents/guardians	
Hold end of day staff briefing	

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Medium Term Actions - Day 2 and Following Days

Task	Responsible Person
Convene a CIMT meeting to review the events of Day 1	
Meet external agencies	
Meet whole staff	
Arrange support for students, staff, parents/guardians	
Visit the injured	
Liaise with bereaved family regarding funeral arrangements	
Agree on attendance and participation at funeral service	
Make decisions about school closure	BOM
<i>Add any other task specific to your school</i>	
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Follow-Up - Beyond 72 Hours

Task	Responsible Person
Monitor students for signs of continuing distress	
Liaise with agencies regarding referrals	
Plan for return of bereaved student(s)	
Plan for giving of "memory box" to bereaved family	
Decide on memorials and anniversaries	Staff, parents and students
Review response to incident and amend Critical Incident Management Plan accordingly	Staff
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