

CRITICAL INCIDENT POLICY

Our school has well maintained easily workable plans to face critical situations. In case of a critical incident, the following will be regarded as incident managers.

- Principal
- Deputy Principal
- Coordinator
- Nurse
- Caretakers

Procedure

The Principal will monitor the crisis and will directly act as a liaison with all Emergency services and authority when required based on the nature of the incident itself. The incident will be well notified to all the staff as appropriate through urgent staff meetings.

It will be notified that individual class teachers will be the soul in charge and will be playing all important roles in managing the critical incident with effective communication as the school will have all the facilities inter and intra communication network system to manage the crisis effectively with minimum disruptions.

In case of information necessary to parents or students, the school will contact via mobile or Emails or through SMS or through the school website, Synopsis notices where appropriate.

Critical incident management includes the following.

1. Principal, Deputy principal will be informed of any incident.
2. As the incident is confirmed the team will meet and will design the techniques and strategies.
3. All staff will be informed
4. Contact parents or families where appropriate.
5. The Authority as appropriate will be informed.

6. Students with a smaller group will be informed preferably.
7. The school will try all the levels to make things normal and routine.
8. Collect and will record all the information and actions.
9. Arrange briefing meetings with staff and to groups of students when required.
10. Identify the group or individual treatment
11. Organize counseling and awareness measures through the assembly. The Contact details of all the incident managers will be provided to the students on the notice board. The school will display way out and easy evacuation signs in all the classrooms and corridors.