



**NEW PLYMOUTH BOYS' HIGH SCHOOL**  
TE KURA TAMATĀNE O NGĀMOTU

<b>Title</b>	<b>CRISIS MANAGEMENT</b>
<b>Reference Number</b>	A105
<b>Section</b>	Administration
<b>Written By</b>	BOT Policy Committee
<b>Checked By</b>	BOT Policy Committee
<b>Approved By</b>	NPBHS Board of Trustees
<b>Issue Date</b>	May, 1999
<b>Review Date</b>	April, 2025
<b>Associated Policies</b>	
<b>Associated Procedures</b>	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 minimal 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 , that procedure will be used.
2. Any applicable school procedures will be updated each year by the Assistant Headmaster - Pastoral 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. MOE guidelines will be used where appropriate.
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.



## Checklist 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	CONTACT □ NO's			TASK OVERVIEW
	Ext No or School Direct Dial No	Other No.	Mobile No.	
<b>CRISIS TEAM</b>	810	759 8811	027 444 0214	Contact: Parents/Caregivers/Staff/student assemblies Notify Board Of Trustee (BoT) Chair, Juliet Vickers Bus: 757 5810 Home: 758 7955 or m: 021 105 5621
	759 8810			Contact:: <u>Police</u> <b>111</b> and or Blair Telford 021 190 7816 <u>Media</u> Daily News 759 0800 x 8856 # Radio Network      759 2460 Radio Works 757 9932
Sam Moore	810 759 8811		027 444 0214	Phone other secondary/local schools Phone nominated learning area leaders – <b>(phone tree)</b> Staff duties Phone Chaplain, Kevin Dixon 027 440 1054
Matt Cleaver	812 757 6112		027 306 9281	Health and Safety/Emergency procedures
Andrew Hope	836 757 6060		021 326 106	Organise students assembly/contact students/buses
Reid Archer	722 769 9374		021 0242 5639	Communications to staff via email/phone/text.
Michael Taylor			022 0833977	Relief teachers organisation
Hamish Kerr	864		Work mobile: 027 555 2107 or Home mobile: 021 161 2107	Venue upset students (A1) Identify students at risk/Ring parents Staff meeting/Counselling Organise guidance centre. Contact: schools for counsellor Group Special Education 06 349 6306 Victim support 06 759 5519
BOT Chair, Mrs Juliet Vickers	N/A	N/A	021 105 5621	Contact: BOT/media
Office Staff	0			Message on phone answering machine and written message for Office Front of office
Heather King	816 757 6116		027 930 9286	Executive Assistant to Head Master
Heather King	816		027 930 9286	Look after needs of Crisis Team
Lisa Krahagen	866			Truancy management
Michael Graham	813		027 418 8771	Support staff notification Phone/contact: School - Tuckshop, Laundry, Hostel, Grounds
Kayne Dunlop	855		027 212 5504	Hostel
Hugh Russell	735		027 449 2383	Overseas students – Website/Facebook
Aaron Lock	854		021 108 3481	Flag: half mast, if necessary

