



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	CRISIS MANAGEMENT
Reference Number	A105
Section	Administration
Written By	NPBHS BOT Policy Committee
Checked By	NPBHS BOT Policy Committee
Approved By	NPBHS Board of Trustees
Issue Date	May, 1999
Review Date	April, 2028
Associated Policies	A102 Health and Safety
Associated Procedures	Emergency Plan / Audit (Harrison Tew) NPBHS Emergency Procedures / Lock Down Plan / Evacuation Procedures

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.

The Ministry of Education defines an emergency as events that:

- cause unexpected or sudden disruption to school operations.
- adversely impact a large number of students, staff, and/or parents/caregivers in the community.
- create major dangers or risks to the physical and emotional wellbeing of any individual.
- attract negative or intense public attention.

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 Deputy 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.	
CRISIS TEAM	810 759 8810	759 8811		Contact: Parents/Caregivers/Staff/student assemblies Notify Board Of Trustee (BoT) Presiding Member, Juliet Vickers Bus: 756 8040
				Contact:: Police 111 and/or Grant Roper 027 250 7845 Daily News 759 0808 NZ Media & Entertainment (News) 759 2460 Media Works 0800 803 803 968 6200
Sam Moore	810 759 8811			Phone other secondary/local schools Phone nominated learning area leaders – (phone tree) Staff duties Phone Chaplain, Kevin Dixon 027 440 1054
Matt Cleaver			027 306 9281	Health and Safety/Emergency procedures
Reid Archer	722 769 9374		021 0242 5639	Communications to staff via email/phone/text Organise students assembly/contact students/buses
Hemi Coates	812		022 638 1956	Relief teachers organisation
Sarah Darke	856		Work mobile: 021 323 619	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 0800 842 846 06 759 5519
BOT Presiding Member; Mrs Juliet Vickers Headmaster, Mr Sam Moore	N/A	N/A		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 Support Crisis Team
Lisa Krahagen	866		022 070 8922	Student absence verification
Jamie Stones	868/863		027 555 6210	Support staff notification Phone/contact: School - Tuckshop, Laundry, Hostel, GroundsHostel
Hugh Russell	735		027 449 2383	Overseas students – Website/Facebook
Aaron Lock	864		021 108 3481	Flag: half mast, if necessary

Related Topics:

- [Ministry of Education - Respond at school to an emergency or traumatic incident](#)
- [NZ Red Cross - Emergencies and Disasters](#)
- [Taranaki Emergency Management](#)