

The logo of Galgotias University is a stylized 'G' composed of several overlapping, curved bands in shades of yellow, orange, and blue. It is positioned behind the main title text.

GUIDANCE AND COUNSELLING

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LECTURE 05

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Strategies of effective crisis management...



Crisis management planning checklist...

Check off each item as you complete it during your crisis management planning

- ✓ Define crisis for your school & district.
- ✓ Decide who will be in charge during crisis.
- ✓ Select your crisis response team.
- ✓ Develop appropriate policies & procedures for handling crisis situations.
- ✓ Train the crisis response team.
- ✓ Establish law enforcement, fire department & emergency management team liaisons.
- ✓ Establish a media liaison & a plan for communicating with the media.

- ✓ Establish a working relationship with community service providers & develop a list of telephone numbers & contact persons.
- ✓ Set up phone number trees, which are adequately & appropriately displayed.
- ✓ Create or reserve space for service providers involved in crisis management & for community meeting.
- ✓ Develop & print forms to assist in crisis management.
- ✓ Develop a plan for emergency coverage of classes.
- ✓ Establish a code to alert staff.

- ✓ Develop a collection of reading & sample letters to parents.
- ✓ Obtain a legal review of crisis response procedures & forms.
- ✓ Practice crisis alert periodically through the year.
- ✓ Establish procedures for annual in-service of new staff & update/review for all staff.
- ✓ Periodic district wide training of all substitute staff.

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Thank
you