

## Crisis Response Template for Schools

This template provides a structured approach for managing and documenting any crisis situation in a school setting. It ensures timely, coordinated, and transparent communication among staff, parents, media, and authorities.

### 1. Incident Details

Date & Time of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Reported By: \_\_\_\_\_

Brief Description of Incident:

### 2. Immediate Response Actions

Staff Notified: \_\_\_\_\_

Students Involved (if any): \_\_\_\_\_

Actions Taken (first aid, evacuation, isolation, etc.):

### 3. Notifications

Principal Informed:  Yes  No      Time: \_\_\_\_\_

Parents/Guardians Notified:  Yes  No

Authorities Informed (Police/Fire/Medical/CBSE):  Yes  No

Name & Designation of Contact Person: \_\_\_\_\_

### 4. Media Communication

Spokesperson Appointed:  Yes  No

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Initial Holding Statement (if issued):

### 5. Follow-Up Actions

Investigation Conducted By: \_\_\_\_\_

Key Findings:

Support Provided (Counseling, Remediation, etc.):

### 6. Closure & Review

Date of Incident Closure: \_\_\_\_\_

Lessons Learned / SOP Revisions Suggested:

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_