

Severe Injury – Not on School Premises

1. Verify information.
2. Notify parents of the nature and extent of their child's injuries; specify where the children have been transported.
3. If students have been taken to hospital(s), ensure that a staff member is present at each location.
4. Convene School Crisis Response Team and exact crisis response plan.
5. Inform Superintendent.
6. Notify siblings of the injured at school and inform principals of schools where other siblings attend.
7. Inform all staff and students of the accident.
8. Identify distressed students and staff (relatives, witnesses, close friends, etc.) and provide counselling as required.
9. Prepare a statement for the media and a fact sheet to respond to telephone inquiries.
10. Visit injured students in hospital.
11. Debrief School Team.