



RAFFLES
INTERNATIONAL
SCHOOL

Towards Excellence

Short Term Crisis Response Plan

Adopted: August 2014

Revised/Amended: August 2015, August 2016, August 2017

Next review: August 2018

		
CEO/Board		Principal
		
Head of Primary School	Head of Secondary School	Other relevant staff

Distribution List:

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents





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Short Term Crisis Response Plan

School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

It is understood that each circumstance will be different and at times a change of strategy may be necessary. The actions listed do not necessarily have to happen in this order, although the first and second actions should happen initially.

CIT refers to the Critical Incident Team.

Action	Responsibility
Confirm details of incident	Head of School
Contact CIT and assign the coordinator to manage the process throughout.	Head of School
Create an action plan immediately to deal with communication, plan scheduling for the day and week, providing safe rooms as necessary, increase staffing of counselors and substitute teachers and prepare resources for parents.	CIT
Communicate condolences to the family as soon as possible (when sufficient understanding is reached). Consider funeral arrangements and consult with family about their wishes.	Head of School
Prepare letters to go to all constituents of the school (Parents, Students and Staff) to give information to an appropriate degree and to address any initial concerns.	CIT coordinator and Head of School
Identify two designated safe rooms, one for adults and one for students. This is a place where people can go if they are overwhelmed or need to talk about the incident. Ensure both safe rooms are constantly staffed with extra counselors or suitable adults. See notes for more details	CIT coordinator

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Send an email out to Innoventure schools to ask for extra counselors and contact appropriate community agencies as appropriate.	CIT
Inform other schools in the area if their students may be affected.	CIT
Identify high risk students who may be affected by the incident and determine what support is needed. See notes for indicators of high risk.	CIT
Call in substitute teachers to be on call if necessary. Ensure that these substitute teachers understand the situation and sensitive to the needs of the students and staff.	management
Organize and communicate with staff about the meetings planned. Ideally there should be one in the morning to inform staff and one at the end of the day to check in with staff. A meeting later in the week to debrief is also recommended.	CIT coordinator
Organise a preparatory meeting with the CIT and the counselors to ensure consensus of information and strategies prior to the staff meeting.	Head of School
Plan the schedule for the first day and for the full week—taking into account that routines are essential during this time.	CIT
<p>Early morning staff meeting:</p> <ul style="list-style-type: none"> • Inform staff about the incident, the schedules and the safe rooms. • Calm down the panic. • Introduce the counselors who have been called in. • Prepare teachers to share information in their classes—what to say. • Present information about how students grieve and what behaviors to expect. • Address questions and concerns about high risk students. 	CIT/Counselors
<p>End of the day meeting:</p> <ul style="list-style-type: none"> • Debrief about the day • Answer all questions • Give any new information • Share resources and information on how the staff can take care of themselves emotionally and physically. Allow teachers time to talk about their own feelings related to the incident • Identify high risk students and make referrals as appropriate. • Discuss the memorial 	CIT/Counselors

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Make a short term memorial. This may be a place to lay flowers, cards and toys, a condolences book, candles or whatever is appropriate to the situation. This will be a focal point for the community to display their grief. The school may also choose to have a memorial service. See notes for more details.	CIT
Liaise with outside agencies if extra support is required.	CIT
Meet with or speak to the family for updates and to again express sympathy. Explain arrangements made by the school. Consult with the family about the memorial and funeral arrangements.	CIT

Policy Review

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Cyber Bullying Policy will be remedied without delay.

