



Crisis Management Self-Assessment Tool

OVERVIEW

This tool is designed to help schools assess their crisis management practices. The assessment tool looks at a set of 27 key indicators across the three stages of crisis:

- Pre-crisis
- Crisis response
- Post-crisis

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No.	Questions	Yes	No	Maybe
1	Have you reviewed and updated your crisis management plan recently (in the past year)?			
2	Does the school have a defined process for updating crisis plans and policies?			
3	Does your school have a safety policy for visitors who visit your school during school hours if your school shares the same building or campus as the Masjid?			
4	Does your school have a crisis communication plan?			
5	Does your school have measures to identify crisis warning signs?			
6	Does your school have a central reporting system that allows students, parents, teachers, and others to anonymously report threats, bullying, and other concerning behaviors?			
7	Does your school conduct site assessments to help inform its emergency management, safety and preparedness plans?			
8	Does your school have a lockdown procedure or process in place?			

No.	Questions	Yes	No	Maybe
9	Does your school have a reunification plan for reuniting children with their families or caregivers following an emergency event?			
10	According to state guidelines, does your school have an adequate ratio of First Aid-qualified teachers/staff?			
11	Does your school have a plan for responding to key crisis scenarios?			
12	Does your school follow state guidelines about the frequency of key emergency safety drills?			
13	Is there a staff and student debriefing following each drill?			
14	Does your school have an appointed crisis team leader/manager?			
15	Is there a clear chain of command in the crisis management team so it's clear who has final authority and who reports to whom?			
16	Does your school engage diverse stakeholders in crisis management planning?			
17	Is your school offering online safety education programs for students, teachers, staff, and families?			
18	Is your school implementing a wellness program to support affected students/staff/teachers' emotional health?			
19	Are you aware of any grants or government funding you may be eligible for to support crisis preparedness at your school?			
20	Do you have updated emergency contact details for your employees and students?			
21	Do you have grants organizations and government entities on your key emergency contact list?			

No.	Questions	Yes	No	Maybe
22	Are you able to access and use your school systems remotely?			
23	Do you have appropriate levels of business insurance?			
24	Do you have measures to identify crisis warning signs?			
25	Have you mapped the response actions to diverse crisis scenarios?			
26	Does your staff/teachers feel informed and connected during each crisis response stage?			
27	Have you contacted other local schools/ businesses to see how you could help each other during the crisis response?			

REFLECT

How did the self-assessment tool help you think about your school's crisis preparedness?

ACT

List an action step (s) you are planning to take as a result of completing the self-assessment.