Crisis Management and Emergency Handbook Review 2007

Project Team Name: Crisis Management and Emergency Handbook Review Team

Desired Outcome: Review current manual to determine if it meets the needs of school administrators and make recommendations for the 2007/2008 school year.

Suggested Direction: The team will review whether the current manual provides the principal and crisis team direction and guidance to follow in the event of a crisis or emergency. The team will review all components of the current plan. If necessary, the team may recommend a new direction and format for the crisis and emergency manual or make improvements to the current format.

Time Frame: The team should hold its organizational meeting during the first two weeks of May 2007. The team will meet at least three additional times. The second meeting will convene to make necessary assignments. The third meeting is to review completed work and the final meeting to approve the product. The manual should be sent to the Cabinet by the first week of July for review and to the district printer by the second week of July with distribution to schools scheduled by the second week of August.

Resources: Staff members of the Guilford County School system and selected emergency responders. Any needed funds for material or travel, not to exceed $500, will come from the Chief Auxiliary Officer or School Safety budgets. Printing costs is covered by school district funds.

Tools or Processes: Team members may elect to interview staff members not assigned to the project. Team members may also consider processes in place in other school districts.

Decision Making Authority: The team will have final authority on recommendations related to the improvement of the crisis manual and emergency plan. The proposed manual will be submitted to the Superintendent who will have final approval authority.

Assigned Members: One Transportation Department member, One Operations/Maintenance Department member, One District Relations member, One Student Services member, One School Resource Officer, One Instructional Improvement Officer, One School Support Officer, and Three principals.

Ex-Officio members will be the School Safety Specialist and the School Resource Officer Coordinator.

Co-Champions: John Wright, Chief Auxiliary Services Officer, 120 Franklin Blvd. Greensboro, NC, (336)370-8380 and Anthony Scales, School Safety Administrator, 712 N. Eugene Street, Greensboro, NC (336)370-8995.