



Crisis Management Plan Template

University of St. Germain / Stanley Mora / 1.0

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Name of the Company University of St. Germain	
Prepared by Stanley Mora	
Version no. 1.0	
Last updated 📅 8th Apr, 2020 ⌚ 1:00 PM +08	

Scope of Crisis Management Plan

List the general scenarios to be addressed by this crisis management plan.

Critical Scenario/Incident/Emergency

Critical Scenario/Incident/Emergency 1

Earthquake

Critical Scenario/Incident/Emergency 2

Tornado

Communication Response

List personnel by order of priority – The first entry should be the first person contacted in case of an incident or emergency.

Key Officials, Legal Counsels, and Advisors

Key Officials, Legal Counsels, and Advisors 1

Title Emergency Responder
Name 911 Emergency Response
Emergency Phone# 911
Home Phone# Unanswered
Personal Phone# Unanswered

Key Officials, Legal Counsels, and Advisors 2

Title Superintendent
Name James Warrick
Emergency Phone# 2025550186
Home Phone# 2025550103
Personal Phone# 2025550186

Key Officials, Legal Counsels, and Advisors 3

Title Principal
Name Cassandra Jones
Emergency Phone# 2025550155
Home Phone# 2025550100

Personal Phone#

2025550155

Action Plans

Emergency Protocol

Emergency Protocol 1

Faculty members must instruct students and other personnel to drop to the ground and get under a sturdy table or desk.

Emergency Protocol 2

Faculty members must ensure that students and personnel keep their heads and neck protected.

Emergency Protocol 3

Faculty members must instruct students and other personnel to hold on to the table with one hand, and to move with it if it moves. Ensuring their heads and necks are protected at all times.

Emergency Protocol 4

Faculty members must ensure that students and other personnel stay away from windows as they can easily shatter and cause injury.

Emergency Protocol 5

If through a visual assessment the faculty members conclude that the building is sufficiently damaged, they must evacuate all students and personnel.

Emergency Protocol 6

Once everyone has evacuated, faculty members must ensure that all students and personnel keep a safe distance away from the damaged building to minimize the risk injury in case the building collapses.

Sign off

Crisis Management Director



Stanley Mora

13th Apr, 2020 1:58 PM +08