

Christian School Crisis Readiness Checklist

A prepare, respond, and recover framework for protecting life, preserving trustworthy communication, supporting people, and sustaining the school's mission through disruption.

This checklist supports planning and leadership discussion. Follow applicable law, emergency-authority direction, reporting duties, and qualified professional guidance.

Before crisis: prepare

- ☐ Current emergency operations plan with named primary and alternate leaders
- ☐ Updated emergency, family, employee, responder, and vendor contact information
- ☐ Student, employee, visitor, medication, accessibility, and transportation accountability procedures
- ☐ Primary and alternate reunification locations and release procedures
- ☐ Preapproved communication roles, holding statements, and update rhythm
- ☐ Relationships with law enforcement, emergency management, mental-health, pastoral-care, and legal partners
- ☐ Age-appropriate exercises followed by documented corrective action
- ☐ Continuity plan for instruction, payroll, records, technology, facilities, and leadership

Response and recovery checklist

Immediate action requires disciplined priorities. Recovery requires faithful presence, truthful communication, and sustained support.

When crisis comes: respond

- ☐ Confirm continuing danger and follow emergency-authority direction
- ☐ Activate the chain of command and define immediate objectives
- ☐ Account for students, employees, visitors, movement, and custody changes
- ☐ Provide verified updates: known, unknown, action underway, next update time
- ☐ Protect privacy and designate one official spokesperson
- ☐ Use calm, practical support without forcing emotional disclosure
- ☐ Provide relief, supervision, and support for employees and responders

After the immediate response: recover

- ☐ Decide reopening from safety, staffing, family need, and educational value
- ☐ Coordinate accommodations and referrals for directly affected people
- ☐ Plan re-entry, anniversaries, memorial decisions, and long-term communication
- ☐ Conduct an after-action review without scapegoating
- ☐ Assign every corrective action an owner, deadline, and verification method
- ☐ Continue pastoral and mental-health support after public attention fades

Most urgent readiness gap

Accountable owner

Correction deadline

How readiness will be verified
