

Crisis Management Policy

Montessori Training Centre of British Columbia (MTCBC)

This policy outlines the procedures for responding to critical incidents that may affect the safety, well-being, or operations of the Montessori Training Centre of British Columbia (MTCBC). It ensures a coordinated and effective response to protect students, staff, and visitors during any crisis.

Scope

This policy applies to all MTCBC staff, students, faculty, and visitors and covers a range of potential crises, including but not limited to:

- Medical emergencies
- Fire, earthquake, or natural disasters
- Threats or acts of violence
- Mental health crises
- Substance-related incidents
- Facility-related emergencies (e.g., power outages, flooding)

Policy Statement

MTCBC is committed to maintaining a safe and secure learning environment. In the event of a crisis, the Centre will respond swiftly to:

- Ensure the immediate safety of individuals on-site
- Contact and cooperate with emergency services
- Communicate effectively with all affected parties
- Minimize disruption to learning and operations
- Provide support and follow-up care as needed

Response Protocol

1. Immediate Action

- For life-threatening emergencies, **call 911** immediately.
- Notify a staff or faculty member without delay.
- Follow building evacuation or shelter-in-place procedures.
- Notify emergency contacts of affected persons. This information is located on students' registration files and employees' personnel files.

2. Internal Notification

- Report the incident to the **Operations Director**.
- MTCBC will activate its internal emergency protocol as needed.

3. Communication

- Use designated channels (email, SMS, social media announcements) to update students, staff, and other affected personnel.
- Provide ongoing communication as the situation evolves.

4. Post-Crisis Support

- Make counselling and mental health services available to those affected.
- Document the incident and conduct a formal review of the response.
- Revise policies or procedures where necessary to improve future preparedness.

Review

This policy will be reviewed annually and after any significant incident to ensure it remains effective and up to date.

Contact Information:

Crisis Response Lead: Operations Director, MTCBC

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