Crisis Management Plan for C Cubed Cyber Security Class

This plan outlines safety, emergency, and crisis management procedures tailored for a program setting in a weekly cybersecurity class. It covers the most relevant scenarios: inclement weather, carpooling, illness, school shooter, tornado, and cyber incidents.

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1. Crisis Management Team

•	Team Members: Instructor (lead), teaching assistant (if applicable).

•	Roles: Assess threats, coordinate emergency response, maintain order, communicate with authorities and parents, document all actions.

•	Contact List: Updated emergency contacts and crisis team roster is maintained with the instructor in the classroom and available digitally.

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2. Inclement Weather Response

•	Decision Triggers: Severe weather warnings, school district closures, transportation delays.

•	Actions:

•	If weather worsens before class: Class is canceled or moved online. Families notified via email/text by noon.

•	If while in session: Relocate to designated safe area inside the building (e.g., interior classroom/hallway away from windows).

•	For carpoolers, coordination for alternative pick-up points will be made.

•	Prepare students to dress for conditions if travel is anticipated.

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3. Carpooling Contingency Plan

•	Coordination: Use the program's shared communication tools (e.g., messaging app or email group) to arrange transportation.

•	Back-up Drivers: Maintain a list of approved alternate drivers among parents or staff.

•	Emergency Plan: If a carpool driver cancels last-minute, contact the group for alternate arrangements. In case of breakdown, students remain in safe, public area until picked up.

• 	Safety Checks: Screen drivers for valid license and insurance; encourage carpool participants to share schedules and emergency contacts.

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4. Sickness and Illness Management

• 	Stay-Home Policy: Students and staff with symptoms of contagious illness (fever, cough, stomach issues) must stay home.

• 	Communication: Notify instructor about absence via the program's preferred platform.

• 	Remote Learning: As feasible, provide remote participation or assignments for absent students.

• 	Return to Class: Follow CDC guidelines; no provider note needed unless during a public health outbreak. Support flexible return for sick students.

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5. School Shooter / Violent Intruder Protocol

• 	Run, Hide, Fight Protocol:

• 	Run: Evacuate if safe routes exist.

• 	Hide: Lock classroom doors, turn off lights, silence electronics, and stay hidden from view.

• 	Fight: As a last resort, disrupt the attacker using available items if your life is in immediate danger.

• 	Contacting Authorities: Call 911 when safe.

• 	After Incident: Wait for law enforcement to clear the area before leaving. Display empty hands when approached by police.

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6. Tornado Response

• 	Drills: Conduct regular tornado drills at least twice per year.

• 	Safety Zones: Move to pre-identified interior hallways or basement areas away from glass and large open spaces.

• 	During Class: Instructor leads students to designated area, takes attendance, and keeps group together until "all clear."

• 	Post-Drill Feedback: Solicit suggestions from students and staff to improve future preparedness.

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8. General Emergency Procedures

•	Communication: Use email, group messaging, and emergency alerts.

•	Attendance: Take headcount during all emergencies.

•	Parent/Guardian Notification: Classroom lead will communicate status and next steps.

•	Documentation: Record all actions, responses, and outcomes for review and improvement of emergency protocols.

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This plan should be reviewed annually and after any incident or drill, with changes made based on feedback. Full crisis management protocols for specific school and local policies should be referenced for more detailed or updated procedures.