

SCHOOL LEVEL CRISIS RESPONSE TEAM PLAN

[NAME OF SCHOOL]
20XX – 20XX

CRISIS TEAM MEMBERS (suggested)

<u>Team Role</u>	<u>Incident Command Role</u> (suggested)
[Name], Principal	Incident Commander
[Name(s)], Assistant Principal(s)	Logistics/Finance
[Name], Crisis Team Chairperson	Planning/Intelligence
[Name(s)], School Counselor(s)	Operations
[Name], School Psychologist	Operations
[Name], School Social Worker	Operations
[Name], School Nurse	Operations
[Name], School Secretary	Logistics
[Name], School Resource Officer	Operations
[Name], Custodian	Logistics
[Name], School Cafeteria Manager	Logistics
[Name(s)], Teacher(s)	Operations

I. PREPARATION

Planning:

- ❖ Update school Crisis Response Team members per board policy 4011 (annually)
- ❖ Review District Crisis Intervention Team Training located on Counseling & Student Services intranet site (annually)
- ❖ Present school level Crisis Response Plan to faculty and staff (annually)
- ❖ Deliver WCPSS *Suicide Prevention Awareness* presentation to faculty and staff (annually)
- ❖ Maintain an up-to-date phone messenger for faculty and staff
- ❖ Determine consistent protocol for crisis response:
 - Avoid large group gatherings
 - Avoid parent/community volunteers providing grief support (i.e. counseling, food, supervision)
 - No memorials if the death has been ruled a suicide
 - Any memorial needs to be something that can be replicated
 - Consider unintended reactions from those who are grieving

II. RESPONSE

Notification Protocol:

- ❖ **Principal** learns of crisis event and contacts:
 - **School Crisis Team Leader** (work with principal to notify school staff)
 - **Area Superintendent**
 - **Director of School Psychology** who contacts:
 - Crisis Intervention Specialist*
 - Assistant Superintendent of Student Support Services, who contacts
 - Superintendent
 - Deputy Superintendent
 - Chief of Staff
 - Chief of Communications (as needed)
 - Senior Director of Counseling & Student Services
 - Senior Director for Security
 - Director of Social Worker

District level Crisis Intervention Specialist* will work with school staff regarding the following:

- ❖ planning and assessing school/staff/student needs
- ❖ collaborating with district level support (**Suicides will require special considerations to avoid contagion**)
- ❖ writing the statement and letter to parents
- ❖ planning staff/crisis meetings
- ❖ coordinating additional district level support
- ❖ coordinating grief support
 - assist in determining safest and most effective location for students to seek support
 - assist in triaging students and staff

Logistics:

- ❖ Print student's schedule, transcript (if available), and contact information
- ❖ Withdraw student as a W3 (student death)
- ❖ Notify Office of Student Assignment of withdrawal
- ❖ Notify the regional Transportation Office if student utilizes district provided transportation
- ❖ Determine if student has siblings at other schools and notify those schools

Operations:

- ❖ Conduct school-level Crisis Response Team meeting to organize best practice response
- ❖ Identify one staff member to communicate with the family
 - Acknowledge the loss
 - Inquire about the family's wishes (let them know your plan on informing the students)
 - Share funeral arrangements per family's wishes
 - Obtain permission to share student's name in school's response process
- ❖ Determine staff members that may need special consideration or assistance (i.e. teacher, coach)
- ❖ Determine time and location for staff meeting(s) (if needed)
- ❖ Prepare a written statement for teachers to read to the students
 - **Do not use the intercom system to announce a student's death**
 - Do not release the student's name without the family's consent

- ❖ Triage students in grief (identify those close to the deceased, emotionally or physically, that may be in need of individual support)
 - Boyfriend/girlfriend
 - Classmates
 - Sports team
 - Club associates
 - Volunteer tutor
 - Mentor
 - Other
- ❖ Develop procedures for students to obtain counseling assistance while ensuring student safety (i.e. hallways, bathrooms, etc)
- ❖ Arrange for a student services professional(s) to follow the student's schedule
- ❖ Develop procedures for releasing students for funeral(s)
- ❖ Notify parents regarding the school's response to the loss (letter)
- ❖ Reconvene crisis team at the end of the day to assess response and plan for continued response