SCHOOL LEVEL CRISIS RESPONSE TEAM PLAN

[NAME OF SCHOOL]
20XX – 20XX

CRISIS TEAM MEMBERS (suggested)

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