

CRISIS RESPONSE

The Board of Education believes that the security, health and welfare of the district's students during a crisis are important responsibilities of the school district. The Board also recognizes that the district has a responsibility to ensure that the district's response to a crisis is immediate, comprehensive and compassionate. The degree to which we are prepared to handle a crisis will be reflected in our planned response to the circumstances of such an event. It is imperative that our school personnel respond quickly and effectively to support the school community.

The district shall establish and maintain a District Crisis Team (DCT) composed of the following individuals:

- . Superintendent of Schools
- . Building Administrators
- . School Counselor(s)
- . School Psychologist(s)
- . School Nurse(s)
- . Teacher Representative(s)

It shall be the primary responsibility of the DCT to coordinate the formation and training of Building Level Crisis Teams.

The Building Level Crisis Teams (BLCT) will be composed of the following individuals:

- . Building Principal
- . School Counselor
- . School Psychologist
- . School Nurse
- . Teacher(s)
- . Community Agency staff member (as appropriate)

It shall be the primary responsibility of a BLCT to:

- . Establish protocol for dealing with crises
- . Disseminate and discuss material regarding crisis response activities
- . Provide organizational and logistical assistance during crisis
- . Identify and monitor students at increased risk due to the crisis
- . Debrief faculty and staff following the crisis
- . Self-evaluation and follow-up

Cross-ref: 5431, Suicide Prevention

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CRISIS RESPONSE REGULATION

Checking the Facts

It is crucial that as many facts as possible relating to the crisis be obtained and then disseminated in order to quell harmful rumors or reduce the chance of false information being presented to the local community. Initially, this information shall be provided in detail to the Superintendent of Schools who will, in turn, initiate a chain of information dissemination to members of the school community. The importance of factual information cannot be understated. The individual taking the initial call shall take care in documenting the circumstances of the tragedy and then relating those same facts to the Superintendent.

Developing a Statement for Public Release

The Superintendent or his/her designee will formulate a statement (verifiable in writing) regarding the crisis that will be the basis upon which the school community and local media will be notified. This statement, based upon the facts provided, shall convey the necessary facts in a sensitive and compassionate manner.

Adaptation of Plan

Each crisis will have its own unique characteristics that will require a varied response from a Crisis Team. Possible scenarios shall be discussed, in advance, by the Crisis Teams and alternative responses outlined.

Announcement of the Event to the School

The manner in which a tragedy is announced to the school community sets the tone for its response to the crisis. This announcement will reflect school and family wishes. The Superintendent or his/her designee shall formulate a written announcement that will be shared with the school community.

Faculty Responsibilities

Faculty will follow the direction of the Building Level Crisis Team in addressing a crisis. Functions such as announcing the event to the class, identifying students in need of counseling, and discussing the crisis with students may be suggested.

Guidance Office Responsibilities

- Reschedule daily activities (e.g., cancel parent/teacher meetings, individual counseling sessions, other meetings)
- Identify individuals who can work with students
- Inform feeder schools and area schools so they can provide support for students affected in their schools

- Maintain a list of students counseled
- Call parents of students counseled to provide continued support for the students who are very distressed
- Select and inform those students who should participate in a memorial service (if applicable) in either an active or advisory capacity

Administrator Responsibilities

- Assign extra clerical support staff as needed
- Contact district personnel for support
- Rearrange seating, classes, programs, etc., as indicated by crisis
- Establish areas and locations for counseling
- Emphasize facts and squelch rumors
- Remain highly visible
- Arrange for excused absences and transportation for students attending off-campus funeral and/or memorial services (if applicable)
- Arrange for staff debriefing
- Contact parents of student(s) who have died
- Stop notification on student activity (e.g., progress reports, scholarship notices, testing, placement, attendance, etc.) from being sent to the home of the student's family (if applicable)
- Remove personal items from desks, lockers, etc., to save for the parents

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