

## CRISIS RESPONSE PLAN

The purpose of the Crisis Response Plan is to provide resources and support to any situation that traumatizes the school community or substantially affects normal building routines.

### I. Definitions

#### A. Crisis

A condition that affects the functioning of significant numbers of people in an organization...

Examples of crises are:

- Death of student
- Death of staff
- Violent or life threatening behavior or threats
- Natural disasters (earthquake, tornadoes, etc.)
- Accidents (to people or facilities)

#### B. District Response Team (DRT)

When a crisis situation occurs, the superintendent or his designee activates the DRT including...

- Superintendent
- Administrator
- Affected building administrator (if appropriate)

The DRT meets to discuss procedure and involvement of additional personnel/resources. Additional resources are made available, dependent upon the nature of the crisis include:

- Health Service
- Facility Maintenance Services
- Ministerial Association
- Counseling (District and/or Community)
- Law Enforcement
- Transportation Services
- Fire Department
- Clerical Staff as needed.

#### C. Building Response Team (BRT)

When a building crisis situation occurs, the principal or his designee activates the BRT consisting of, but not limited to Building Administrator(s) and/or Counselors

- Classroom Teacher
- Facility Maintenance and Secretarial Services
- Health Services
- Other resources (as needed)

The BRT meets to discuss necessary and appropriate procedures

## II. Procedures

### D. Prior to Crisis

The building administrator:

- Identifies a building response team by the first day of school each year.
- Hold at least one meeting per year in each building to review the Crisis Response Plan.
- Conducts some type of in-service(s) for this group and/or all faculty to discuss what to expect and how to react to any crisis.

### E. Initial Steps

1. The building administrator determines the nature and facts of the crisis with reliable sources
2. He/she notifies the superintendent or designee who contacts and meets with the District Response Team.
3. The District Response Team provides guidance.
4. The District Response team determines what additional resources/personnel are needed.

### C. During the Crisis

Should the nature of the crisis be of concern to the district:

1. The crisis is analyzed;
2. A course of action is determined; and
3. Duties are assigned by the District Response Team

Should the nature of the crisis be at the building level:

1. The crisis is analyzed;
2. A course of action is determined; and
3. Duties are assigned by the Building Response Team

### D. Building Action Plan

The following checklists and items are provided as commonalities that may be generic to a variety of crises:

1. A "go box" consisting of:
  - a. Student rosters including parent's name, phone numbers, and medical needs
  - b. Location of medical supplies within the building
  - c. A list of emergency/medically trained personnel within the building
  - d. A list of "at risk" students
  - e. Maps of the building and bell schedule
  - f. Evacuation plans for such things as fire, tornadoes, bomb threats, etc.
  - g. Availability and contacts for use of alternate buildings/facilities
  - h. A list of schedules and phone numbers of individuals/services/agencies who may be needed: fire, police, etc.
2. Identification of a room to serve as a crisis center within your building, which may have but is not limited to:

- a. Access to a phone
    - b. Access to a computer
    - c. Adequate meeting space, and
    - d. Suitable entrance-egress availability
  3. Designation of a back-up or assistant building team leader.
  4. Availability of counseling services, both in-district and from the community.
  5. Media contacts channeled through the superintendent or his designee.
- E. After the Crisis
1. Holds debriefing meetings
  2. Announces funeral arrangements and procedures
    - a. Maintaining normal school schedule to the extent possible
    - b. Avoiding funerals in school facilities and working with ministerial association ahead of time.
    - c. Not providing memorials for suicides.
  1. Establishes procedures to collect and deliver student materials to family
  2. Clears databases to prevent inadvertent mailings, etc.
  3. Provides ongoing counseling for students on an "as needed" basis