



CATEGORY: **Support Services, Welfare**

EFFECTIVE: **8-28-91**

SUBJECT: **District Crisis Response Team**

REVISED: **3-14-07**

A. PURPOSE AND SCOPE

- 1. To outline administrative procedures governing designation of district crisis response team to provide assistance to students/faculty during situations that affect the emotional stability of students/faculty and disrupt the educational program.
- 2. **Related Procedures:**
 - Communications EP 15
 - Shootings..... EP 13
 - Suicides..... EP 10
 - Terrorism/kidnapping EP 14
 - Weapons..... EP 06

B. LEGAL AND POLICY BASIS

- 1. **Reference:** Board policy: F-1500, F-6000, H-6000, H-7800.

C. GENERAL

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling & Guidance Department, Office of the Associate Superintendent.
- 2. **Definitions**
 - a. **Crisis:** Any incident that affects the emotional stability of students/faculty and disrupts the educational program (e.g., plane crash, shooting incident, suicide, death of faculty members/student, racial disturbance, child abuse, natural disaster) as determined by site administrator and the Counseling & Guidance Department.
 - b. **District Crisis Response Team (DCRT):** A team of district personnel who have received additional training in dealing with disasters and crises and in the necessary follow-up activities. (The size of responding team is determined by the nature and magnitude of incident; usually varies between two to twelve district personnel.)
 - c. **Site Crisis Response Team (CRT):** Team at each school/site who have received additional training forming first line of support to faculty and staff.

- d. **Team leader:** A team member appointed by the principal for site teams, or Counseling and Guidance Program Manager or designee for district crisis response team, to provide overall direction and coordination of the crisis response team during period of assistance. Responsible for maintaining communication with the site administrator and Counseling and Guidance Program Manager or designee and for writing the “Crisis Response Team Summary Report” (E.1.).

D. IMPLEMENTATION

1. Team Mobilization Responsibilities

a. Site administrator

- (1) Confirms crisis and determines need for response.
- (2) Informs site crisis response team leader and mobilizes site team.
- (3) Contacts Counseling and Guidance Program Manager or designee to report crisis situation and/or request assignment of district crisis response team; provides necessary information.

b. Counseling and Guidance Program Manager or designee notifies:

- (1) Selected crisis response team members to report to requesting site; identifies crisis and clarifies appropriate action; designates team leader.
- (2) Appropriate site administrators that participating district crisis response team personnel will be released from their site assignments.
- (3) Associate Superintendent of Parent, Community and Student Engagement and Communications Office of the incident and of the school’s request for crisis response team assistance.

2. Crisis Response Team Responsibilities

a. Selected crisis response team members

- (1) Meet with site administrators, site team leader and district crisis response team leader to define problem areas (disruption of classes, student/faculty/disturbance, community reactions).
 - (2) Assist staff in establishing site counseling/support facility (classrooms, learning/counseling centers, offices, lounges, quads, or other outdoor locations) and in determining other appropriate action needed.
- b. **Designated team leader** (site, district) meets with team members to determine specific assignments and to discuss general approaches to problems. (A faculty/crisis response team meeting may be appropriate before or after school.)
 - c. **Team members** implement appropriate counseling/consultative activities.
 - d. **Team leader**
 - (1) Confers periodically with site administrator and appropriate site personnel to monitor effectiveness of efforts and to adjust counseling and support needs throughout the day.
 - (2) Maintains contact throughout the day with the Counseling and Guidance Program Manager or designee to communicate status of the crisis and crisis response team progress.
 - (3) Meets with team members and appropriate site staff to plan and schedule appropriate follow-up activities.
3. **Withdrawal of Crisis Response Team**
- a. **Site administrator**
 - (1) Determines when DCRT services are no longer needed; informs team leader of release of the crisis response team.
 - b. **Crisis response team leader** calls the Counseling and Guidance Program Manager or designee to report release of crisis response team; within 48 hours forwards completed "Crisis Response Team Summary Report"(E.1).
 - c. **Counseling and Guidance Program Manager or designee**

SUBJECT: **District Crisis Response Team**

NO: **5135**

PAGE: **4 OF 4**

EFFECTIVE: **8-28-91**

REVISED: **3-14-07**

-
- (1) Reviews and files confidential "Crisis Response Team Summary Report" (E.1.) received from team leader.
 - (2) Contacts site administrator and appropriate central office managers to discuss and coordinate culminating and follow-up procedures.
 - (3) Notifies appropriate division heads and area instructional leaders when activities are completed.

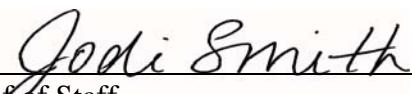
E. FORMS AND AUXILIARY REFERENCES

1. Crisis Response Team Summary Report (Counseling & Guidance Department confidential report submitted by the District and/or Site Crisis Response Team Leader)

F. REPORTS AND RECORDS

1. Crisis Response Team Summary Report, retained by the Counseling & Guidance Department.

G. APPROVED BY



Chief of Staff
For the Superintendent of Schools