



Crisis Intervention Plan

Revised 2011-12

Meade School District Crisis Plan Phone List

EMERGENCY

911

HELPLINE

211

POISON CONTROL 800-222-1222

Sturgis Police 347-2573

Sturgis Fire Department 347-9977

Meade County Sherriff 347-2681

Whitewood Police 269-2550

Suicide Hotline 800-784-2433

Crisis Core Team Members	Office	Home	Cell Phone*
Renee Arnio	347-4770		863-0261
Dadra Avery	347-2686	720-6630	210-2404
Shelly Lammers	387-2686	381-9534	381-9534
Karyl Boldt	347-5232	651-0032	651-0032
Raquel Hughes	341-4400	716-5219	209-5188
Ginger Johnson	347-2386	269-2292	639-1451
Julie Nelson	787-5295	718-4908	545-1669
Kristi Ortiz	347-2386	720-1342	391-4286
Rick Meyerink	269-2264	639-0252	639-0252
Kellie Thomas	347-5232	347-6113	490-0586
Deb Wilburn-Kerstiens	347-4770	787-9757	390-4195
CPL Darrel Hatzenbuhler		720-5079	490-3256
Pastor John Williamson	347-4866	347-4020	347-4020
School Nurses	347-2610		
Randi Oviatt		722-2594	347-1575
Marcia Potts		720-4233	490-1140
Laura Schultes			593-2161

School	Administrator	Office	Cell
District Office	Don Kirkegaard, Superintendent	347-2523	228-7398
High School	Jeff Simmons, Principal	347-2686	490-0856
	Don Lyon, Assistant Principal	347-2686	269-1198
Middle School	Lon Harter, Principal	347-5232	490-1422
	Ann Nonnast, Assistant Principal	347-5232	490-1508
Sturgis Elementary	Norm Graham, Principal	347-2386	490-1897
	Ann Nonnast, Assistant Principal	347-2386	490-1508
Rural/Whitewood	Bev Rosenboom, Principal	269-2264	347-0684
Piedmont Valley	Ethan Dschaak, Principal	787-5295	490-8931

INTRODUCTION

This manual has been prepared to provide information about the procedures to be followed in various crisis situations.

Part I describes procedures for situations involving immediate safety concerns. These were prepared by the school administration with significant input from the Sturgis Police Department and the Meade County Sheriff's Office.

Part II describes procedures for the Crisis Management Team, which has been formed to assist students, staff members, and community people in dealing with the personal issues associated with various crisis situations. The information was prepared by the Crisis Core Team.

It is recognized that no manual can address all possible situations, but an attempt has been made to anticipate as many as possible.

MEADE SCHOOL DISTRICT CRISIS MANAGEMENT PLAN

The death or serious injury of a student, faculty or staff member can be a traumatic experience for the staff and student body in any school. In order to provide a caring, supportive, and orderly atmosphere, thereby avoiding rumors and chaos, a predetermined plan of action can be helpful.

Whoever hears of or reads about such an incident should contact the principal or the school office immediately. At this time the administrator will coordinate all further action.

DEFINITIONS

CRISIS/CRITICAL INCIDENT: A crisis/critical incident shall include but not be limited to natural disasters (tornado, blizzard, fire, flood), tragedy (death, trauma, suicide, homicide), or violence (hostage-taking, weapons, bombs) requiring different protocols.

CRISIS CORE TEAM: The crisis core team shall consist of an accessible core group who has the knowledge and skills to act in any emergency. The team is appointed by the superintendent of schools to include school personnel and community members who have been trained specifically in school/community crisis response. The core team will work with training a current list of school and community crisis responders.

CRISIS RESPONSE TEAM: The crisis response team shall consist of school and community members who have been selected by the crisis core team to respond to crises as requested by the core team.

CRISIS MANAGEMENT PLAN: The Crisis Management Plan will include provisions for pre-planning, intervention/response, and post-emergency activities.

CRISIS MANAGEMENT INSERVICE: The Crisis Management Plan shall be reviewed annually during an appropriate inservice with the entire school staff and shared with all transient staff, nurses, secretaries, foodservice staff, custodians, and bus drivers.

SHELTER IN PLACE (LOCKDOWN): A state of perceived or real threat whereby the principal instructs classrooms to be immediately locked. Students remain inside the classroom until the door is unlocked by an official with a master key. Students and teachers are instructed to remain quiet for the duration of the lockdown. This situation is designated by the building principal or law enforcement to secure the building.

SECURED ROOM: A state of caution whereby the principal instructs classrooms to be locked, but education continues. This situation is designated by the building principal or law enforcement to secure the building.

GENERAL PROCEDURES FOR STUDENTS AND TEACHERS

In an emergency situation, *one of the following four actions* will be taken, as directed by the principal and/or law enforcement. The actions and procedures are as follows:

1) Immediate evacuation of building

- The signal will be the sounding of the fire alarm system.
- Students will leave the building immediately and proceed to the locations designated in the fire drill plan.
- Teachers will check to see that all students are out of the room and will close the door and turn out the lights.
- Teachers will bring a roster of students with them.
- Teachers will accompany their classes to the designated location and take roll when they arrive. If anyone is missing, this fact must be reported to the principal.
- Students and teachers will remain at the designated location until further instructions are given by the principal or law enforcement.

2) Move to designated evacuation sites

- Directions to move to designated evacuations sites will be given by intercom or messenger.
- Students will be directed to leave personal belongings in the room.
- Teachers will survey their rooms for anything unusual and, if anything is found, report it to the principal.
- Teachers will bring a roster of students with them.
- Teachers will accompany their classes to the evacuation site and take roll when they arrive. If anyone is missing, this fact must be reported to the principal.
- Students and teachers will remain at the designated location until further instructions are given by the principal or law enforcement.
- Students may be released to parents from the evacuation site only upon personal request at the site and only if permission to release students has been given by the principal.

3) Secured Room

- Directions for a secured room will be given by intercom or messenger.
- All classroom doors will be locked immediately.
- Students and teachers will stay in their classrooms until further instructions are given by the principal or law enforcement.
- The education process will continue.

4) Shelter in Place (Lockdown)

- Directions for a lockdown will be given by intercom or messenger.
- All classroom doors will be locked immediately. Doors are not to be opened from the inside; await the arrival of an official with a master key.
- Students and staff will move away from windows.
- Teachers will take control of all cell phones and computers.
- A designated person will close all fire doors.
- Students and teachers will stay in their classrooms until further instructions are given by the principal or law enforcement.
- Parents will not be able to pick up children at the building during lockdown until the children are relased by law enforcement.

PROCEDURES FOR SPECIFIC INCIDENTS

1. Bomb threat

- The person receiving the call will log details using the Bomb Threat form found in Appendix A of the Crisis Plan, if possible. After hanging up, this person will immediately pick up the phone again and dial *57 to trace the call.
- The same person who received the call will notify the principal, who will then call law enforcement or designate someone to call. Law enforcement will be told where to meet the principal and what he/she is wearing.
- The principal will meet with responding officers to determine appropriate actions.
- If needed, the principal will activate the Crisis Response Team designated for the school.
- If appropriate, the principal will notify staff and students to evacuate the building(s) and proceed to the designated evacuation sites. A designated person will notify the evacuation sites.
- A designated person will notify the superintendent's office.
- Law enforcement, in cooperation with the administration, will direct a search and notify the media as appropriate.
- Students and staff will remain at the evacuation site until further notice.

2. Hostage situation

- The person who becomes aware of the situation will notify the principal.
- The principal will call law enforcement or designate someone to call. Law enforcement will be told where to meet the principal and what he/she is wearing.
- The lockdown procedure will be implemented.
- The superintendent's office will be notified.
- The principal will wait for law enforcement to arrive to determine further steps, unless immediate action is required.

ORDER OF SPECIFIC DUTIES

TEACHER

- Reads the official memo to the class about the incident.
- Answers questions without providing unnecessary details.
- Identifies students who need counseling and refers them to crisis team for counseling. (Students must be released in pairs or escorted by an adult.)
- Alters the curriculum as needed.
- Monitors television broadcasts in the classroom.
- Verifies location and status of every student. Notifies principal's office if a student is missing.
- Remains with assigned students throughout duration of emergency unless directed by the principal or crisis team member.
- Continues to monitor students once crisis is over and refers to counselor as needed.
- The teacher may at any time call in the crisis team to assist in whatever capacity is necessary.

BUILDING PRINCIPAL

- Follows prescribed crisis plan checklist.
- Confirms information regarding the incident before initiating a response.
- Calls superintendent to inform him/her of the event.
- Contacts Meade Schools Crisis Core Team. Ensures they are in place before making an announcement. Coordinates crisis with identified team leader.
- Informs staff of the tragedy with an official memo if during school or by phone tree if after hours. Informs staff that the crisis plan is in effect. (Does not rely on answering machines; keep calling back. Does leave a message to the effect:
"Crisis Plan is in effect. Call me back at __-___.")
- Prepares official memo to be read by each teacher in his/her class. Memo should include verified facts about the incident such as name of victim, and date, time, and cause of death/injury. (No announcements are to be made on the intercoms.)
- Arranges substitute teachers for emotionally impacted teachers/staff.
- Contacts parents of distraught students.
- Responds to parents who come to school or call.
- Informs all new building staff of the crisis response team plan.
- Calls parents of student with condolences from principal and staff.
- Conducts a morning briefing and an afternoon debriefing of the staff each day of the crisis.

ADMINISTRATIVE ASSISTANT

- Must not use student volunteers during the crisis.
- Gives out only scripted or principal-directed information.
- Serves as a referral source for superintendent, principal, and crisis response team.

- Documents all calls: TIME, FROM/TO, ACTION TAKEN on a specific chart for the crisis.

SCHOOL COUNSELOR

- After being contacted by administrator and ensuring that Meade Schools Crisis Response Team is in place, contacts other desired resource people as determined by the Crisis Response team.
- As response team arrives, briefs them on current status of incident and directs them to the designated crisis team meeting room. Monitor supplies of necessary items such as tissues.
- Coordinates response team activities with the designated team leader.
- Is responsible for post-intervention activities; contacts crisis response team as needed for follow-up and/or consultation.
- Provides ongoing counseling as needed.
- Takes immediate action if students are identified to be at risk of suicide or other behavior that would endanger themselves or others.
- Investigates and delivers information to the students and staff regarding funeral information and protocol about funerals.
- Initiates contact with students who are close to the situation or have been emotionally impacted by it. This includes follow-up with students/staff who have been transported to hospitals. (A list of names can be obtained from EMS and police.)

OTHER STAFF

- Substitutes will receive instructions from the building principal as to their role.
- Special Ed/Title I teachers without classrooms will provide backup for classroom teachers.
- Bus drivers, foodservice staff, aides, custodial staff, school nurses, and maintenance staff shall be included in the Crisis Response Plan.
- Auxiliary staff members, as directed by the building principal, will monitor the exits and entrances directing people to designated areas and preventing students from leaving without authorization.

Sturgis Brown High School

Person designated to contact law enforcement
Principal

Person designated to call superintendent
Principal

Names of people on Crisis Response Team
Principal
Assistant Principal
Activities Director
Counselors

Location of maps and diagrams of building
Principal's office and District Office

Evacuation locations and classes assigned to each
All grades at SBHS..... Ft. Meade gym
Sturgis Academy Calvary Baptist Church

Person designated to contact evacuation location
Administrative Assistant(s)

Location of master key for building(s)
Head Administrative Assistant's desk in principal's office

Plan for communicating with students and teachers if intercom is not available
Main Building - Principal will notify available teachers in Main Building and have them go room to room to make announcement.

Back Buildings – Assistant Principal will locate Business and Ag Building teacher designees who will notify staff in back building locations.

Assignments for staff members not assigned to specific groups of students (ex., counselors, music teachers, PE teachers)
Teacher designees..... Shut main gates to campus

Sturgis Williams Middle School

Person designated to contact law enforcement
Administrative Assistant(s)

Person designated to call superintendent
Principal and/or Assistant Principal

Names of people on Crisis Response Team
Principal
Assistant Principal
Counselors

Location of maps and diagrams of building
Principal's office and District Office

Evacuation locations and classes assigned to each
6th Grade --Grace Lutheran Church
7th Grade --First Presbyterian Church
8th Grade --St. Francis of Assisi Catholic Church

Person designated to contact evacuation locations
Administrative Assistant(s)

Location of master keys for building(s)
Principal's office and District Office

Plan for communicating with students and teachers if intercom is not available
Counselors will go to the rooms and make announcements.

Assignments for staff members not assigned to specific groups of students:
(PE, Computer, Art, Music Teachers and Librarian)

Assist 6th grade classes
Assist 7th grade classes
Assist 8th grade classes

Sturgis Elementary

Person designated to contact law enforcement
Principal

Person designated to call superintendent
Principal

Names of people on Crisis Response Team
Principal
Assistant Principal
Social Worker
Counselors
Teacher Designee

Location of maps and diagrams of buildings
Principal's office and District Office

Location of master keys for building(s)
Principal's office and District Office

Evacuation locations and classes assigned to each

All Grades Sturgis Fire Station

Person designated to contact evacuation locations
Administrative Assistant(s)

Plan for communicating with students and teachers if intercom is not available
Administrative office personnel will contact designated people at each building.

Assignments for staff members not assigned to specific groups of students (ex.,
counselors, music teachers, PE teachers)

Assist administrative unit team or lead teachers.

Piedmont Valley Elementary

Person designated to contact law enforcement
Principal or Counselor

Person designated to call superintendent
Principal, Administrative Assistant(s) or Counselor

Names of people on Crisis Response Team
Principal
Counselor
Teacher Designee
Food Service Designee

Location of maps and diagrams of buildings
Principal's office and District Office

Location of master keys for building(s)
Principal's office and District Office

Evacuation locations and classes assigned to each

All Grades – Grace United Methodist Church

Person designated to contact evacuation locations
Administrative Assistant(s)

Plan for communicating with students and teachers if intercom is not available
Stagebarn Counselor and Piedmont Special Services Teacher designee will deliver messages.

Assignments for staff members not assigned to specific groups of students (ex., counselors, music teachers, PE teachers)

Special Ed and Title I staff Check restrooms and assist other classes
..... (grades 3-6)
PE and music teachers (1st floor Sped). Assist other classes (K-2)
Computer teacher Check restrooms, monitor 3-5 hallway
STOP coordinator Monitor K-1 grade hallways
Librarian Monitor grade 2 hallway
Counselor Check restrooms, close fire doors

Whitewood Elementary

Person designated to contact law enforcement
Principal or Administrative Assistant

Person designated to call superintendent
Principal or Administrative Assistant

Names of people on the Crisis Response Team
Principal
Counselor

Location of maps and diagrams of building
Principal's office and District Office

Evacuation locations and classes assigned to each
Grades K-6 Lutheran Church

Person designated to contact evacuation location
Principal or Administrative Assistant

Location of master key for building
Lock box by school front door

Plan for communicating with students and teachers if intercom is not available
Principal, Counselor, and Administrative Assistants will walk to the rooms to inform them.

Potential assignments for staff members not assigned to specific groups of students
(ex., counselors, music teachers, PE teachers)

Title I, Early Intervention and EDK Teachers Assist Kindergarten and 1st grade
Music, K-3 Special Ed Teachers and Para..... Assist 2nd, 3rd, and 4th grades
4-6 Special Ed Teacher and Para Assist 5th and 6th grades
Counselor and Custodian..... Assist in school office or Lutheran
..... Church

Rural Schools

Person designated to contact law enforcement
Classroom teacher, Principal or Rural Administrative Assistant

Person designated to call superintendent
Principal or Rural Administrative Assistant

Names of people on the Crisis Response Team
Principal
Counselor

Location of maps and diagrams of building
Principal's office and District Office

Evacuation locations and classes assigned to each

Atall	Joe Urbaniak ranch
Elm Springs	Fire Hall
Enning	Enning store
Hereford	Dana Thompson ranch
Opal	Opal hall
Union Center	Community Baptist Church

Students will be sent home with permission from principal or law enforcement.

Person designated to contact evacuation location
Teachers

Location of master key for each building
Principal
Teacher
Buildings and Grounds Office

Plan for communicating with students and teachers if intercom is not available
Principal and Administrative Assistant(s) will call classrooms.

Potential assignments for staff members not assigned to specific groups of students
(ex., counselors, music teachers, PE teachers)

Counselor, Music/Computer Teacher: Help as needed

Sturgis Academy

Person designated to contact law enforcement
Administrative Assistant or teacher in charge

Person designated to contact superintendent
Administrative Assistant or teacher in charge

Names of people on Crisis Response Team
Principal
Academy teachers

Location of maps and diagrams of building
Academy office, High School Principal's office and Superintendent's Office

Evacuation locations and classes assigned to each
All students Calvary Baptist Church

Person designated to contact evacuation location
Administrative Assistant or teacher in charge

Location of master key for building
High School Office and District Office

Sturgis Bus Company

Person designated to contact bus service
Superintendent

Person designated to contact superintendent
Building principal

Evacuation locations and classes assigned to each

Crisis in Sturgis area buildings Fort Meade Gym
Crisis in Piedmont area Our Lady of the Black Hills Church
Crisis in Enning or Union Center Central Meade County Community Center
Crisis in Whitewood..... Lutheran Church

Procedure for evacuation

- The driver takes students to the assigned area.
- The driver creates a roster of students on the bus prior to unloading.
- The driver stays with the students until another supervisor/administrator arrives.
- The driver gives the roster of students to the supervisor/administrator.

Buses and drivers will remain at evacuation location until otherwise directed by supervisor/administrator.

Specific Duties and Checklists

CRISIS CORE TEAM

1. There will be a district-wide crisis core team appointed by the superintendent.
2. A leader will be selected by the team. He/she will work with the administration to designate the level of response and who will respond.
3. The team will respond to requests from the superintendent's office or principals' offices.
4. The crisis core team will be provided training in crisis intervention. In turn, the crisis core team members will train the staff and other members of the various crisis response teams on the crisis intervention model.
5. The crisis core team will meet following each crisis to review and to critique the intervention.
6. The crisis core team will meet at least annually to update procedures and evaluate training.
7. The crisis core team will make itself available as a community resource to assist students who have been affected by non-school incidents.
8. The crisis core team will consist of an accessible core group who has the knowledge and skills to act in an emergency.
9. All crisis core team members shall be available to respond to the crisis if necessary.
10. The crisis core team shall provide debriefing of involved staff as necessary and appropriate.

Crisis Core Team Members

In general, the Crisis Core Team shall consist of Meade School District counseling staff members, school social worker, 504 Coordinator, the Sturgis law enforcement liaison officer, and a representative from the Sturgis Ministerial Association.

ORDER OF SPECIFIC DUTIES

SUPERINTENDENT

1. Directs and coordinates all activities dealing with the crisis at hand.
2. Has authority to make decisions on the use of facilities, staff, and equipment.
3. Contacts the media or designates a person for that responsibility.

BUILDING PRINCIPAL

1. Follows prescribed crisis plan checklist.
2. Confirms information regarding the incident before initiating a response.
3. Calls superintendent to inform him/her of the event.
4. Contacts Meade Schools Crisis Core Team. Ensures they are in place before making an announcement. Coordinates with identified team leader.
5. Informs staff of the tragedy using phone tree if after hours, or by written memo if during school. Informs staff that the crisis plan is in effect. (Does not rely on answering machines; keep calling back. Does leave a message to the effect: "Crisis Plan is in effect. Call me back at __-___.")
6. Prepares official memo to be read by each teacher in his/her class. Memo should include verified facts such as the name of victim and date, time, and cause of death/injury. Invites students who would like to talk to a counselor or crisis team member to go to a designated area. (No announcements are to be made on the intercoms.)
7. Arranges substitute teachers for emotionally impacted teachers/staff.
8. Contacts parents of distraught students.
9. Responds to parents who come to school or call.
10. Informs all new building staff of the crisis response team plan.
11. Calls parents of student with condolences from principal and staff.
12. Conducts the morning briefing of the staff each day of the crisis.
13. Arranges for afternoon debriefing of the staff for each day of the crisis.

SECRETARY

1. Must not use student volunteers during the crisis.
2. Uses scripted or principal-directed information to give out.
3. Serves as a referral source for superintendent, principal, and crisis response team.
4. Documents all calls: TIME, FROM/TO, ACTION TAKEN on a specific chart for the crisis.

BUILDING SCHOOL COUNSELOR

1. After being contacted by administrator and ensuring that Meade Schools Crisis Response Team is in place, contacts other desired resource people as determined by the Crisis Response team and the building counselor.
2. As response team arrives, briefs them on current status of incident, gives boxes of tissues, and directs them to the appropriate place.
3. Coordinates response team activities with the designated team leader.

4. Is responsible for post-intervention activities and contacts crisis response team as needed for follow-up and/or consultation.
5. Provides ongoing counseling as needed.
6. Takes immediate action if students are identified to be at risk of suicide or other behavior that would endanger themselves or others.
7. Investigates and delivers information to the students and staff regarding funeral information and protocol about funerals.
8. Initiates contact with students who are close to the situation or have been emotionally impacted by it. This includes follow-up with students/staff who have been transported to hospitals. A list of names can be obtained from EMS and police.

TEACHER*

1. Reads the official memo to the class from the principal about the incident.
2. Answers questions without providing unnecessary details.
3. Identifies students who need counseling and refers them to crisis team for counseling. (Students must be released in pairs or escorted by an adult.)
4. Alters the curriculum as needed.
5. Monitors television broadcasts in the classroom.
6. Verifies location and status of every student. Notifies principal's office if a student is missing.
7. Remains with assigned students throughout duration of emergency unless directed by the principal or crisis team.
8. Continues to monitor students once crisis is over and refers to counselor as needed.

*The teacher may at any time call in the crisis team to assist in whatever capacity is necessary.

OTHER STAFF

1. Substitutes will receive instructions from the building principal as to their role.
2. Special Ed/Title I teachers without classrooms will provide backup for classroom teachers.
3. Bus drivers, foodservice staff, aides, custodial staff, school nurses, and maintenance staff shall be included in the Crisis Response Plan.
4. Auxiliary staff members, as directed by the building principal, will monitor the exits and entrances directing people to designated areas and preventing students from leaving without authorization.

BUILDING PRINCIPAL CHECKLIST

- _____ Confirms information regarding the incident before initiating a response.
- _____ Calls superintendent to inform him/her of the event.
- _____ Contacts Meade Schools Crisis Core Team. Ensures that they are in place before making an announcement. Coordinates with identified team leader.
- _____ Informs staff of the tragedy using phone tree if after hours, or a written memo if during school. Informs staff that the crisis plan is in effect. (Do not rely on answering machines; keep calling back. Do leave a message to the effect: "Crisis Plan is in effect. Call me back at __ - _____.")
- _____ Prepares a memo to be read by each teacher in his/her class. Memo should include verified facts about the incident. No announcements are to be made on the intercoms.
 - a. name of victim
 - b. cause of death/injury
 - c. invites students who would like to talk to a counselor or crisis team member to go to a designated area
- _____ Arranges relief for emotionally impacted teachers/staff.
- _____ Contacts parents of distraught students.
- _____ Calls parents of student with condolences from principal and staff.
- _____ Conducts the morning briefing of the staff each day of the crisis.
- _____ Arranges for afternoon debriefing of the staff for each day of the crisis.
- _____ Makes provisions for informing those not in attendance.
- _____ Notifies principals and/or counselors at other schools where close relatives of the person are enrolled or employed (i.e. children, siblings, parents).
- _____ Directs secretary to make appropriate computer notation in student database upon death of a student. Removes student's name from mailing lists.
- _____ Reschedules school-wide events if necessary.
- _____ Arranges for controlling access to and exit from building and directing people to appropriate areas.

BUILDING SCHOOL COUNSELOR CHECKLIST

- _____ Identifies high-risk students and initiates contact with those students.
- _____ Identifies student's/staff member's close friends; makes contact with families.
- _____ Provides suggestion and assistance to classroom teachers to facilitate classroom discussions.
- _____ Visits classroom of student/teacher involved in crisis.
- _____ Builds and maintains a crisis response kit with information and materials for classroom/individual counseling.
- _____ Maintains a list of students counseled with times, dates, and grade levels.
Distributes papers with these headings for the Crisis Team the day of the crisis.
- _____ Contacts other desired resource people as determined by the Crisis Response team once the Crisis Response team is in place.
- _____ Briefs the Crisis Response team on current status of the incident, gives boxes of tissues, distributes counseling information sheets, and directs them to the appropriate places.
- _____ Coordinates response team activities with the designated team leader.
- _____ Provides on-going counseling as needed.
- _____ Takes immediate action if students are identified to be at risk of suicide or other behavior that would endanger themselves or others.
- _____ Investigates and delivers information to the students and staff regarding funeral information and protocol about funerals.
- _____ Initiates contact with students who are close to the situation or have been emotionally impacted by it. This includes follow-up with students/staff who have been transported to hospitals. A list of names can be obtained from EMS and police.

TEACHER CHECKLIST

- _____ Reads the prepared memo to the class from the principal about the incident.
- _____ Answers questions without providing unnecessary details.
- _____ Identifies students who need counseling and refers them to crisis team for counseling. Students must be released in pairs or escorted by an adult.
- _____ Alters the curriculum as needed.
- _____ Monitors television broadcasts in the classroom.
- _____ Verifies location and status of every student. Notifies principal's office if a student is missing.
- _____ Remains with assigned students throughout duration of emergency unless directed by the principal or crisis team.
- _____ Continues to monitor students once crisis is over and refers to counselor as needed.
- _____ Calls in the crisis team at any time to assist in whatever capacity is necessary.
- _____ Refers all media requests to the principal.

SCHOOL NURSE CHECKLIST

- _____ Contacts community health professionals as appropriate to assist school personnel in helping students/staff deal with the crisis and to share this information with counselors.
- _____ Provides medical information if needed.
- _____ Assists counselors in classroom presentations as necessary.
- _____ Sees students individually as needed.
- _____ Prepares all health service staff to address student needs.

ADMINISTRATIVE ASSISTANT CHECKLIST

- _____ Must not use student volunteers during the crisis.
- _____ Gives out scripted or principal-directed information.
- _____ Documents all calls: TIME, FROM/TO, ACTION TAKEN on a specific chart for the crisis.
- _____ Knows procedures for handling visitors and media.
- _____ Makes appropriate computer notation in student database upon death of a student. Removes student's name from mailing lists.
- _____ Records attendance every period.
- _____ Arranges for a sign-in-and-out log of all people entering/exiting building.

BUS DRIVER CHECKLIST

- _____ Takes students to assigned area.
- _____ Creates a roster of students prior to unloading.
- _____ Remains with students until another supervisor or administrator arrives.
- _____ Gives student roster to supervisor or administrator.
- _____ Remains at assigned area until otherwise directed by supervisor.