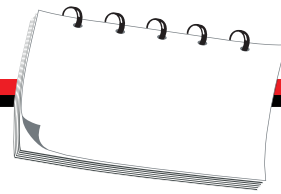


Checklist for Crisis Intervention



Annual Planning for Site Crisis Response

Below are considerations to prepare a school site before a crisis occurs. Review and revise the following information annually as an aspect of the site Safe School Plan.

- At the beginning of each school year, identify a Crisis Response Team (CRT) (see Section B, Crisis Response Team).
- Train/Update the Crisis Response Team (refer to the CR Manual).
- Conduct annual crisis response training for new and returning staff. Inform staff of the crisis response plan and introduce the CRT at that time.
- Include and train relevant program staff on site, including After School Program, Beacon Program, etc.
- Remind school staff that all staff members are Disaster Service Workers and review responsibilities.
- Develop a plan for emergency coverage of duties for CRT members.
- Ensure that appropriate incident report forms are accessible.
- Schedule a meeting at least once each semester to review the site's crisis response plans.
- Establish a working relationship with community-based organizations. Maintain a list of resources to be kept in the resource chapter of this manual.
- Establish communication systems to contact staff and/or families (e.g. auto dialer, School Loop, emails, parent listserv, letters home).
- Identify spaces where service providers assisting in the crisis can see students for small group counseling.
- Review and revise forms, classroom support activities, and other materials that might be needed.
- Review/develop relevant educational resources regarding crisis, grief, loss, etc.
- Establish a code to alert staff to implement prearranged procedures, e.g. lock down.
- Regularly practice crisis response drills.
- Check Weekly Administrative Directive (WAD) regularly for updates regarding crisis response.