

Assembling A Crisis Response Team



A working team is imperative for a school site to implement a comprehensive response to a crisis. An effective Crisis Response Team will make decisions as a team and will have various roles/responsibilities assigned to individual team members. **Team members should be identified prior to a crisis.** In addition, team members should know where the Crisis Response Manual is located, and should receive training as a Crisis Response Team Member.

The size of a CRT will depend on several issues including the number of students, staff configuration, and the type of crisis.

The Site Crisis Response Team may include:

- Administrator or Designee (Team Leader)
- Secretary
- Wellness Coordinator
- School Social Worker
- School District Nurse
- Counselor(s)
- Dean(s)
- Teacher(s)
- School Resource/SFPD Officer
- Other appropriate on-site staff, which may include: Elementary Advisor, Parent Liaison, Peer Resource Coordinator, Wellness Coordinator, security guards, custodian, etc.

Some key roles and a description of the responsibilities are listed below:

Team Leader:

- Convenes CRT when a crisis occurs
- Coordinates efforts with emergency services if they have been called
- Directs the site's response utilizing the Crisis Management Reporting Form as a general guide
- Ensures that all team members fulfill their responsibilities
- Arranges for staff coverage as needed
- Plans CRT meetings regularly during the crisis to report on response of students and staff and actions taken
- Completes necessary reports and documentation
- Spearheads evaluation of the site response and oversees any necessary changes to improve site response in the future
- Ensures that the manual is updated each time revisions are received from School Health Programs

Media Contact Person:

- Staff should refer all media calls to one source, under the guidance of the Office of Public Outreach and Communication
- Consults as needed with Public Outreach and Communication and potential for media interest and follows guidelines offered by Public Outreach and Communication
- Serves as point person if the crisis attracts media attention
- Notifies school to avoid media interviews, stressing the use of "discretion"