



Support Activity Coordinator:

- Assesses the impact of the crisis and supports the needs of students and staff
- Prepares and distributes classroom support materials
- Informs staff of counseling plans
- Arranges for additional classroom support facilitators, if needed
- Arranges for individual and/or small group counseling, if necessary
- Prepares a schedule of counseling staff or outside counselors available for crisis counseling
- Schedules space for small group counseling
- Arranges for CRT debriefing sessions throughout the crisis

Parents/Caregivers/Community Lead:

- Serves as a liaison between the site and families of any student(s) directly involved in the crisis (e.g. rape, suicide, injury, death)
- Responds to telephone calls from parents/caregivers
- Prepares letter and attachment(s) for parents/caregivers
- Arranges for distribution of materials to go home
- Arranges parent/caregiver meeting, if crisis warrants
- Arranges for availability of translators to respond to parent/caregiver telephone calls
- Helps to coordinate translation of documents: SFUSD Translation Department (415) 241-6081

Building/Grounds Lead:

- Secures building if crisis warrants;
- Arranges change in bus schedule, if necessary;
- Arranges bell schedule change, if necessary.

