CRISIS INTERVENTION PLAN – IMPLEMENTATION

A. The district has both a Crisis Intervention Plan and a Continuation of Operation Plan (COOP) which the superintendent or his/her designee shall revise from time to time as deemed necessary.

1. The plans shall include:
   
a. A statement of purpose acknowledging the intent of the Board to assist students and staff during traumatic events and assure both that our programs and services will be available in some form as soon as possible.

b. Definition of a crisis situation and identify and differentiate between a primary crisis (death of student or staff member etc.), a secondary crisis (suicide threat, terminal illness, etc) and a facility crisis.

c. A building and district crisis and COOP team structure:
   
   (1) Define team composition.

   (2) Define roles of team members.

   (3) Establish training curriculum and/or inservice procedures.

d. A referral process for crisis intervention during school hours which will include:

   (1) Evaluating the risk factors.

   (2) Determining the course of action to be followed.

   (3) Initiating referrals to community agencies where appropriate.

e. Procedure for crisis intervention outside of school hours:

   (1) How a staff member should act when informed of a crisis event impacting a student or staff member.

   (2) What a staff member shall do when informed about a crisis event impacting a student or staff member.
f. Procedure for post crisis follow-up including operation of programs and services:

(1) Addressing the crisis event with students and staff.

(2) Providing help to those who need more assistance.

(3) Planning for closed facilities or programs

g. Gather pertinent information on how to deal with crisis intervention and COOP issues including conducting discussions with students, staff and county agencies:

(1) Provide crisis team with access to information on how to deal with crisis situation.

2. Establish a crisis intervention and COOP team whose responsibility it will be to see that the guidelines are followed.

3. Ensure that the team members receive all the necessary training to fulfill their obligations under the guidelines.

4. Instruct staff members about the crisis intervention and COOP guidelines, annually, so that they are aware of the procedure to follow when they are faced with a potential crisis or traumatic event.

ADMINISTRATIVE REGULATION

Approved: January 19, 1993
Amended: March 18, 2008