

Administrative Regulation Topic	Adoption Date	Rescinds/Amends
GUIDELINES FOR CRISIS RESPONSE TEAM		

People in crisis often experience anxiety, feeling of vulnerability and difficulty. Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary.

The purpose of the Norfolk Public School Crisis Response Team is to evaluate crisis situations and plan intervention strategies. These guidelines are written to help address these concerns and to establish procedures for situations.

Day of Crisis

1. Upon notification of a crisis or a potential crisis situation of a student or staff member, the Director of Student Services or one of the team leaders will be notified.
2. If a crisis occurs during the school day, all staff will be notified of facts available and appropriate information will be relayed to students at a designated time. The Crisis Response Team will meet to plan appropriate intervention.
3. If a crisis occurs after school hours, the building principal/principals will initiate a “call tree” to all faculty and support staff to inform them of a crisis situation and to request their attendance at an early morning faculty meeting.

First Day After Crisis

- (a) The principal will meet with the Crisis Response Team before meeting with the faculty to finalize procedures to be followed.
- (a) The principal will review available case facts with all faculty and support staff to dispel rumors, to discuss the plan of the day, and to allow for expressions of feelings. Faculty/staff are encouraged to render support to one another.

A member of the district Crisis Response Team will describe possible reactions or feelings individuals may be experiencing, and appropriate coping skills.

- (a) A crisis center will be established in the school building and may be kept open after school hours and into the evening to assist students, parents and staff. Additional Crisis Response Team members may be called in to assist.
- (a) A letter from the principal may be sent home with students notifying parents of a crisis and providing them with some guidelines for helping troubled students and a list of reading materials that are available in the school library.

(a) School staff will assemble at the end of the school day. The principal or his/her designee will conduct the meeting and do the following:

(a) Allow for the expression of feelings and mutual support.

(b) Review the events of the day.

(c) Review the characteristics of high-risk students (those who seem especially upset or depressed or show other signs of not coping well) and compile a list of staff observations of distressed students' reactions during the day.

(d) Explain follow-up procedures.

Day Following Crisis

Crisis Response Team members will continue crisis intervention, answer phone calls of anxious parents, and meet with concerned staff as necessary. If necessary, debriefing will occur.