

REGIONAL SCHOOL UNIT No. 67

COMPREHENSIVE CRISIS RESPONSE - - PROCEDURAL GUIDELINES

- A. Staff, police or other community resources are encouraged to inform the school principal or Superintendent about an incident.
 - 1. The team will verify facts with the police and/or the family involved.
 - 2. The team will designate the only spokesperson to the press and public on behalf of the school system.
 - 3. The team may request outside assistance, as appropriate.
 - 4. The team will take into account the family's wishes surrounding confidentiality.
- B. The team will take responsibility for informing the staff of the incident, if appropriate. (The storm day calling system will be instituted, if need.) The team will notify the school board, as appropriate.
- C. The team or its representative will hold a brief staff meeting prior to the opening of the school day, as appropriate.
- D. The team may inform students, as appropriate.
- E. The team may request faculty to monitor student behavior.
 - 1. Referrals should be made to the Guidance Department and/or administration.

Further topics that may need to be addressed by the Crisis Response Team are

- 1. Evaluate and determine if outside assistance is needed and request assistance, as appropriate;
- 2. Inform students, faculty, and parents;
- 3. Inform media and outside authorities;
- 4. Memorial activities;

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5. Establish on-site coordinator;
6. Establish a spokesperson;
7. School and district secretaries must be informed of the spokesperson's name;
8. Establish fact sheet (which may have to be approved by family); and
9. Consider closure at the end of the day.

Adopted: March 1, 2006