

## **A. CRISIS RESPONSE TEAM (CRT) MEMBERS AND ROLES**

Administrative support is necessary for the successful implementation of this toolkit. In order to respond appropriately, all CRT members must understand their role in suicide prevention. The team is made up of a diverse group of individuals within the school. Possible members are the principal, assistant principals, guidance counselor, school psychologist, school therapist, special education staff, outside agency therapist, a teacher, school nurse, information technology staff, and a member of office staff (secretary). Alternates are designated for key roles, such as CRT leader.

### **1. Crisis Response Team Leader responsibilities:**

- a. Coordinates annual training for the Crisis Response Team and for school faculty and staff
- b. Mobilizes team members as needed
- c. Coordinates Team member assignments
- d. Acts as the liaison between the school principal and district office when district support is deemed necessary

### **2. Team member responsibilities include:**

#### **a. All Members:**

- Respond to urgent situations when needed
- Call 911 if needed
- Inform Team Leader about students of concern or at-risk
- Provide first aid when needed (Nurse/Health Technician, Other Trained Staff)
- Clear area and ensure safety of all students

#### **b. Principal/Assistant Principal:**

- Assumes responsibility for decisions made and actions taken
- Acts as liaison with police or other authorized outside agency
- Briefs district office administration
- Notifies family members of student crisis
- Modifies school schedule if necessary
- Resumes normal schedule as soon as possible
- Calls on community resources for assistance if needed
- Secures campus (assistant principal)
- Communicates with other sites as needed
- Evaluates school crisis response and revise as needed

#### **c. School Psychologist/Counselors**

- Conducts student interviews to assess for level of risk
- Contacts community links and resources
- Contacts and works with parents
- Documents actions

#### **d. School Nurse or Health Technician**

- Administers first aid, triage
- Locates emergency card information for injured student

**e. School Secretary**

- Maintains up-to-date contact information for CRT members
- Maintains communication with principal
- Responds to crisis-related inquiries (see Attachment 3.4, “Sample Script for Office Staff”, and modify with principal to fit current situation)

**f. Media Spokesman/Associate Superintendent**

- Fields and responds to media inquiries – review Attachment 3.18, “Guidelines for Working With the Media”

**g. Campus Supervisor**

- Coordinates immediate security and protections
- Roams campus to help identify students in need

**h. Teachers**

- Take every warning sign seriously
- Ensure the safety of students during and after an emergency
- If stay-put situation exists, do not allow students to enter or leave room
- Keep students informed as directed by principal: control rumors
- Assure students the crisis is being handled and they are safe
- Focus discussion on reactions students are having in the moment and how to support each other
- Refer students in need to the Crisis Team Leader

**CRISIS RESPONSE TEAM CONTACT INFORMATION FOR SECONDARY SCHOOL :**

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ROLE	NAME	ROOM	EMAIL	OFFICE PHONE	CELL PHONE
CRT LEADER					
ALTERNATE CRT LEADER					
PRINCIPAL					
ASSISTANT PRINCIPAL					
SCHOOL PSYCHOLOGIST					
COUNSELOR					
COUNSELOR					
COUNSELOR					
COUNSELOR					
CONTRACTED COUNSELING AGENCY					
TEACHER LIASON					
SCHOOL SECRETARY					
NURSE/HEALTH TECH					
CAMPUS SUPERVISOR					
MEDIA SPOKESPERSON: SCHOOL					
MEDIA SPOKESPERSON: DISTRICT					

**CRISIS RESPONSE TEAM CONTACT INFORMATION FOR PRIMARY SCHOOL:**

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<b>ROLE</b>	<b>NAME</b>	<b>ROOM</b>	<b>EMAIL</b>	<b>OFFICE PHONE</b>	<b>CELL PHONE</b>
PRINCIPAL/ACTING PRINCIPAL/CRT LEADER/MEDIA SPOKESMAN					
SCHOOL PSYCHOLOGIST					
CONTRACTED COUNSELING AGENCY					
TEACHER LIASON					
DESIGNATED TEACHER					
DESIGNATED TEACHER					
DESIGNATED TEACHER					
SCHOOL SECRETARY/CLERK					
CUSTODIAN					