

## Crisis Response Checklist

Steps to Take in a Crisis	Staff Responsible and Back-Up	External Contacts	Phone Number
<b>Low Risk Level</b>			
1. Take every warning sign seriously	All		
2. Remain with student	1st Responder		
3. Send someone to inform counselor	1st Responder		
4. Notify parent/guardian	counselor and/or psychologist		
5. Develop safety plan with student and parent	counselor and/or psychologist		
6. Refer to mental health services	counselor and/or psychologist		
7. Document actions	All (counselor)		
8. Follow up with student and family	Counselor		
<b>Moderate to High Risk Level</b>			
1. Remain with student to ensure safety	1st Responder		
2. Send someone to notify nearest CRT member	1st Responder		
3. Move other students to safe area	All		
4. Evaluate situation and notify administration	CRT Member		
5. Conduct suicide risk assessment	Counselor and/or psychologist		
6. Notify parent/guardian of situation	Counselor and/or psychologist		
7. If no hospitalization required, create safety plan with student and parent (see High Risk if hospitalized)	Counselor and/or psychologist		
8. Confirm understanding of next steps	Counselor and/or psychologist		
9. Discuss means restriction	Counselor and/or psychologist		
Get signed "Medical Release, Referral, and Follow Up" Form	Counselor and/or psychologist		
11. Provide referrals and resources	Counselor and/or psychologist		
12. Discuss school personnel follow-up while student is away	Counselor		
13. Arrange for classwork completion at home	Counselor		
14. Document actions	All		
15. Debrief staff involved in intervention	CRT Leader		
<b>Extremely High Risk Level</b>			
1. Do not leave student alone	1st Responder		
2. Do not attempt to remove lethal means by force	All		
3. Clear area and ensure safety of all other students	All		
4. Notify nearest CRT member	All		
5. Mobilize community links	Psychologist and/or counselor or other member	911/UFS	911/UFS
6. Notify parents about seriousness of situation	School Psychologist		
<b>Student Re-entry</b>			

1. Ensure appropriate personnel have pertinent information needed to create a re-entry plan	Counselor and/or psychologist		
2. With student and family create individualized re-entry plan	Counselor and/or psychologist		
3. Ensure staff discussion is limited to student's treatment and educational support needs			