



CRISIS RESPONSE TEAM MEMBER ROLES



Campus Supervisor

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

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*



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Media Spokesperson/Associate Superintendent

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- Fields and responds to media inquiries

Review:

- “Guidelines for Working With the Media”
Attachment 3.18
- “Social Media” Attachment 3.19
- “Sample Media Statement” Attachment 3.20
- “Key Messages for Media Spokesperson”
Attachment 3.21
- “Recommendations for Reporting on Suicide”
Attachment 3.22
- “At-a-Glance: Safe Reporting on Suicide”
Attachment 2.23

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CRISIS RESPONSE TEAM MEMBER ROLES



School Nurse / Health Technician

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

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CRISIS RESPONSE TEAM MEMBER ROLES

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

All Members:

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CRISIS RESPONSE TEAM MEMBER ROLES

School Psychologist / Counselor

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

All Members:

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CRISIS RESPONSE TEAM MEMBER ROLES

School Secretary

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

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CRISIS RESPONSE TEAM MEMBER ROLES

Teacher

- 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 and how to support each other
- Refer students in need to the Crisis Team Leader

All Members:

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CRISIS RESPONSE TEAM MEMBER ROLES

Team Leader

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

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