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

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
**Crisis Response Team**

**Member Roles**

**Media Spokesperson/Associate Superintendent**
- 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

**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

**Media Spokesperson/Associate Superintendent**
- 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

**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
School Nurse / Health Technician

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

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

School Nurse / Health Technician

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

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
**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:**
- 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
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:

- 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
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)

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

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)

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
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:
- 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

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:
- 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
**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

**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

---

**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

**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