

Regulation

CRISIS INTERVENTION

A crisis that affects students and staff can result from a variety of unexpected events including accidents, weather phenomena, illness, death or criminal incidents. These events may occur in school or outside of school. The specific response to a crisis situation depends upon the circumstances of the event. The district shall respond to crisis situations according to the following procedures.

General Information

A. Crisis Intervention Team Leader

The crisis intervention team leader shall be the superintendent and in his/her absence the principal with seniority shall be the team leader. This will be determined at the beginning of each school year. The crisis intervention team leader (superintendent) shall determine how team members will be deployed throughout the district in the event of a crisis. If possible, this determination shall be made via a planning meeting.

B. Crisis Intervention Team Members

The crisis intervention team members shall consist of the administrator of the building, school psychologist, social worker, guidance counselor and school nurse. In the interest of establishing an effective team, anyone chosen to serve on the crisis intervention team is free to refuse to participate.

C. Annual Meeting

The crisis intervention team shall meet regularly and be responsible for the review of district crisis response procedures and crisis response training. At least once per year, a team drill will be planned and completed in each of the district schools.

D. Telephone Chain

There shall be a telephone chain established to contact crisis intervention team members.

E. Records

The superintendent or his or her designee shall keep a record of team meetings and team drills. Any incident that the crisis intervention team responds to shall be documented including the date, time, place, description of the incident, who was involved and any actions taken.

Immediate Needs/Actions

- A. The crisis intervention team leader (superintendent) will contact the board president as per policy 6114 Emergency and Disaster Preparedness, and the building principals. The build principal will notify the crisis intervention team and initiate the telephone chain to alert the team members;
- B. If time and circumstances permit, a planning meeting will be held by the crisis intervention team to plan the response strategy. Consideration may include information dissemination to the parents/guardians, identifying the needs of students and staff, identifying high risk population, identifying short and long term interventions, and determining parent involvement and contact;

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- C. The crisis intervention team determine the following:
1. How staff and students will be provided with information. Depending on the urgency, a personal communication of initial information is usually preferable;
 2. If there is a need to make scheduling changes. Although returning to as normal a routine as possible is important, scheduling changes may have to be made;
 3. How to address the students, staff, community and/or the media, with a consistent message;
 4. Intervention strategies to be employed. Options include: counseling stations, private counseling, staff meetings, class/small group discussions with crisis intervention member, classroom coping activities;
 5. How administrators will arrange coverage for teachers who might need time away from their classes;
 6. Deployment of crisis intervention team members depending upon need prioritization (i.e. does crisis primarily involve one group, one school, all schools, etc.);
- D. The building principal will contact their respective staff to notify them of a crisis situation. The information given should be consistent across the district. If possible, a meeting before or after school should be held. Principals should be alerted regarding staff members who might need special support due to extenuating circumstances. Principals to inform staff as to how to access support services for students;
- E. Implement intervention strategies; provide support for those who feel they need or want to talk to a crisis intervention team member.

Intermediate Needs/Reactions

- A. Provide support and counseling on a continuing basis;
- B. Provide parents with necessary information. Provide specific, factual information regarding the crisis and the interventions in place. Provide names and phone numbers of contact people in the district and community resources. All information should be disseminated through the superintendent or his/her designee;
- C. Disseminate helpful suggestions, coping strategies, research based information to parents/guardians;
- D. A crisis intervention team member or building principal shall follow-up by contacting parents/guardians of individual students experiencing extreme reactions to the crisis;
- E. Staff members shall be given the opportunity to meet together on a voluntary basis to discuss feelings and reactions and give each other support. The building principal shall schedule the time and place. The crisis intervention team members shall attend this meeting. Staff shall be encouraged to provide feedback to the crisis intervention team;
- F. Parents/guardians shall be given the opportunity to meetings, including, if possible, small discussion groups led by crisis intervention team members;
- G. The superintendent, with input from the crisis intervention team shall make decisions regarding the need for and organization of school or district activities such as memorial services.
- H. The crisis intervention team leader (superintendent) shall schedule a time for the team members to meet together to debrief and review all team responses to incidents;

Long Term Needs/Reactions

- A. Referrals to community social service providers should be made as necessary for students continuing to experience extreme reactions;
- B. On-going opportunities shall be provided to staff and student dealing with the crisis. Crisis intervention team shall continue to be available for support to staff and students;

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- C. Several weeks after the crisis, the crisis intervention team shall schedule a meeting to evaluate the procedures and interventions and make further recommendations as may be necessary;
- D. Parents/guardians may be provided as appropriate information related to crisis reaction such as post-traumatic reactions, depression, anxiety and the signs and symptoms that may require professional intervention;
- E. The Crisis Intervention Team Leader (superintendent) shall meet with the team to determine the district's long term crisis response needs;

Dissemination of Crisis Intervention Plan/Procedures

All staff members shall receive training on the district's Crisis Intervention Plan.

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