

## **School Crisis Plan - Appendix List**

- APPENDIX 1 - Phone/Pager/Fax Numbers
- APPENDIX 2 - Incident Command System Summary
- APPENDIX 3 - Chain of Command
- APPENDIX 4 - Crisis Intervention Team
- APPENDIX 5 - School Emergency Operations Planning Team
- APPENDIX 6 - Crisis Phone Chain
- APPENDIX 7 - Student Crisis Response Plans
- APPENDIX 8 - Go Kit Supply Checklist
- APPENDIX 9 - Sample School/Parent Letter
- APPENDIX 10 - Off Campus Evacuation/Family Reunification
- APPENDIX 11- Emergency Debriefing Report
- APPENDIX 12 - Samples of Statements
- APPENDIX 13 - Process Checklist
- APPENDIX 14 - Suicide/Sudden Death Response Plan
- APPENDIX 15 - Who's In Charge
- APPENDIX 16 - River Valley Early Learning Center (Plain):
  - Floor Plan
  - Gas Valve Locations
  - Gas Shut Off
  - Shelter In Place/Tornado
  - On Site Evacuation/Fire
  - Off Campus Evacuation
- APPENDIX 17 - River Valley Elementary (Spring Green):
  - Floor Plan
  - Gas Valve Locations
  - Gas Shut Off
  - Shelter In Place/Tornado
  - On Site Evacuation/Fire
  - Off Campus Evacuation
- APPENDIX 18 - Middle School (Spring Green):
  - Floor Plan
  - Gas Valve Locations
  - Gas Shut Off
  - Shelter In Place/Tornado
  - On Site Evacuation/Fire
  - Off Campus Evacuation
- APPENDIX 19 - High School (Spring Green):
  - Floor Plan
  - Gas Valve Locations
  - Gas Shut Off
  - Shelter In Place/Tornado
  - On Site Evacuation/Fire
  - Off Campus Evacuation

APPENDIX 20 - Pandemic Plan

## APPENDIX 1 - Phone/Pager/Fax Numbers

Emergency	911
Poison Control Center	1-800-222-1222
Red Cross	1-608-233-9300
Department of Natural Resources (Tower Hill)	588-2591
Weather Net	1-608-231-0911
Lamers Bus Service	588-2222
Security Link from Ameritech	1-877-874-3656

### Water Companies

Spring Green (Village Office)	588-2335
Arena	753-2148
Lone Rock	583-2620
Plain	546-6551

### Gas Companies

Spring Green	1-800-862-6222
Arena	1-800-245-1125
Lone Rock	1-800-862-6222
Plain	1-800-862-6222

### Power and Light Companies

Spring Green	1-800-862-6222
Arena	1-800-862-6222
Lone Rock	1-800-862-6222
Plain	1-800-862-6222

### Telephone Companies

Arena	1-800-483-2000
Lone Rock	1-800-483-2000
Plain	1-800-483-2000
Spring Green	1-800-483-2000

### River Valley School District Personnel

District Administrator (Central Office)	588-2551
District Administrator (Work Cell Phone)	1-608-588-5100
Central Office	588-2551
Central Office (Fax Number)	588-2558
Network Administrator (Central Office)	588-2551
Network Administrator (Cell Phone)	574-8945
Middle School Principal (Work Cell Phone)	1-608-459-5835
High School Principal (Work Cell Phone)	1-608-459-5843
Business Manager (Work Cell Phone)	1-608-459-5847
Pupil Services Director (Work Cell Phone)	1-608-459-5825
Elementary Principal (Work Cell Phone)	1-608-459-5841
Director of School and	1-608-459-5839
Activities Director (Work Cell Phone)	1-608-459-5839

### Schools

River Valley Elementary (Spring Green)	588-2559
River Valley Elementary (Spring Green) Fax Number	588-2550
River Valley Early Learning Center (Plain)	546-2228
River Valley Early Learning Center (Plain) Fax Number	546-4028
Middle School (Spring Green)	588-2556
Middle School (Spring Green) Fax Number	588-2026
High School (Spring Green)	588-2554
High School (Spring Green) Fax Number	588-2827
St. John's School (Spring Green)	588-2021
St. Luke's School (Plain)	546-2963

### Clinics/Hospitals

Spring Green Medical Center	588-7413
Plain Medical Center	546-4211
River Valley Medical Center (Spring Green)	588-2502
Richland Medical Center (Richland Center)	647-6161
Sauk Prairie Family Practice Center	643-3399
St. Mary's Hospital Emergency Services (Madison)	258-6800
Meriter Hospital Emergency (Madison)	267-6206
Richland Hospital Emergency (Richland Center)	647-6321

### Police Departments

Spring Green Police Department	588-2125
Plain Police Department	546-2034
Richland County Sheriff (for Lone Rock)	647-2106
Arena Police Department	753-2297

### Fire Departments

Spring Green Fire Department	588-2609
Plain Fire Department	546-2121
Arena Fire Department (Village Office)	753-2133
Lone Rock Fire Department	583-3531

### Sheriff Departments

Sauk County Sheriff	1 800-377-1195
Iowa County Sheriff	935-3314
Richland County Sheriff	647-2106
Dane County Sheriff	284-6800

### Social Services

Sauk County Social Services	355-4200
Richland County Social Services	647-8821

Iowa County Social Services	930-9801
Dane County Social Services	242-6200

#### Human Services

Dane County Human Services	242-6200
Sauk County Human Services	355-4200
Iowa County Human Services	935-2776
Richland County Human Services	647-6384

#### Crisis Centers

Sauk County Crisis Center	524-4866
Iowa County Crisis Center	930-9801
Richland County Crisis Center	647-8821

#### Churches

St. John's Church (Spring Green)	588-2028
St. Luke's Church (Plain)	546-2482
Sacred Health Church (Lone Rock)	583-5611
Arena Congregational Church	753-2242
Lone Rock Congregational Church	583-7222
Spring Green Congregational Church	588-2442
Christ Lutheran Church (Spring Green)	588-2481
First Lutheran Church (Lone Rock)	583-2117
Cornerstone Church (Spring Green)	575-3198
Community Church (Spring Green)	

#### County Health Office

Sauk County Public Health	355-3290
Iowa County Public Health	935-2810
Richland County Public Health	647-8821

Radio Stations

WRCO (Richland Center)

1-800-531-4155

WDMP (Dodgeville)

935-2302

WRDB (Reedsburg)

1-800-236-4105

## APPENDIX 2 –Incident Command System Summary

### Background

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

### Features of ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

1. Standard Management Functions

**a. Command:** Sets objectives and priorities and has overall responsibility at the incident or event.

**b. Operations:** Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.

**c. Planning:** Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.

**d. Logistics:** Provides support to meet incident needs, provides resources and all other services needed to support.

**e. Finance/Administration:** Monitors costs, provides accounting, procurement, time recording, and cost analysis.

2. The individual designated as the Incident Commander (IC) has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.

3. Management by Objectives. At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, develop an action plan and provide operational guidance—select tactics appropriate to the strategy and direct available resources.

4. Unity and Chain of Command. Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization with only one Incident Commander and each person reporting to only one supervisor.

5. Organizational Flexibility. Within the basic ICS structure (depicted in Appendix 2), the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization School Emergency Operations and Crisis Response Plan should have someone in charge; in some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.

6. Common Terminology. In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.

7. Limited Span of Control. Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than 3 subordinates or more than 7, the existing organization structure

should be reviewed.

8. **Personnel Accountability.** Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.

9. **Incident Action Plan.** The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. An Incident Briefing Form may be used on smaller incidents.

Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

10. **Integrated Communications.** Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.

11. **Resource Management.** Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

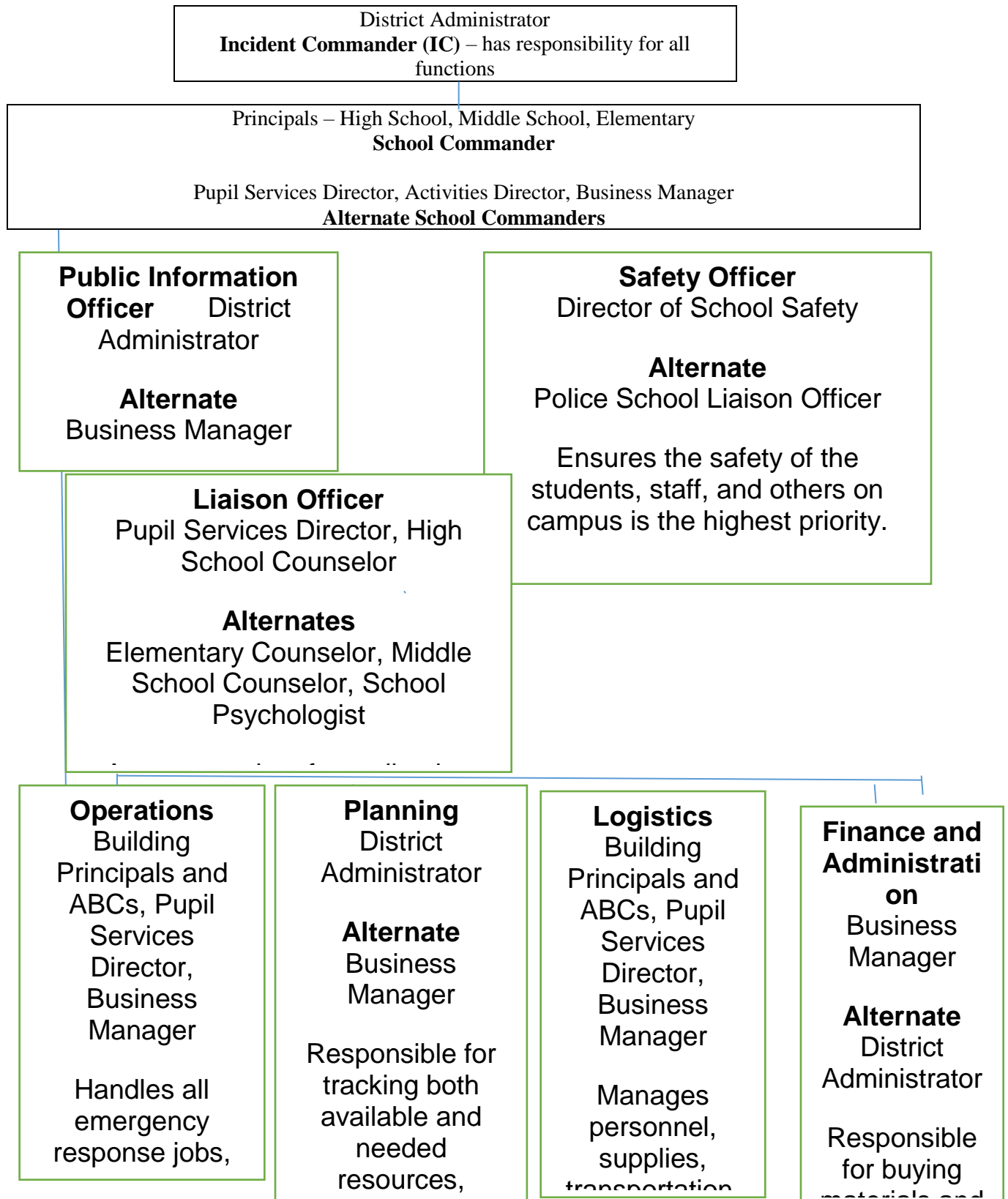
### **Unified Command**

1. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of incidents.

2. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.



### APPENDIX 3 – Chain of Command



## APPENDIX 4 – Crisis Intervention Team

Administrative Team

School Social Work/Psychologist

School Counselors

School Nurses

Other staff members deemed appropriate by Administration

## APPENDIX 5 – School Emergency Operations Planning Team

District Emergency Management Coordinator	District Administrator
Principals Middle School Elementary	High School
Pupil Services Director	
Business Manager	
Director of Activities/School Safety	
Emergency Response	Chief of Police Police School Liaison Officer
Building & Grounds Supervisor	
Transportation Provider	Lamers Bus Service
Counselors Middle School Elementary	High School
Social Worker/Psychologist	
Nurse	
Technology Director	
Technology Assistant	

## APPENDIX 6 - Crisis Phone Chain

### RIVER VALLEY SCHOOL DISTRICT - Crisis Phone Chain (10/5/21)

Listed below is a telephone chain for all members of the first level response team of the River Valley School District Crisis Team. This telephone chain will be used in times of district wide emergency. Please keep a copy of this information near a phone at home and your work site.

**You are responsible for calling the next person in your column after your name. Should you be unable to make direct contact with that person, you are to contact the next person on the list. You would still have the responsibility to contact the individual you skipped.**

Should anyone within the chain learn of a district wide emergency, contact the District Office. A decision will be made to activate this crisis phone chain. Thank you.



## APPENDIX 7 – Student Crisis Response Plan(s)

### **River Valley High School Student Crisis Response Plan**

#### **Crisis Response Team Members:**

Darby Blakley, Mitch Heinemeyer, Missy Hilliard, Andy Kurek, Luke Thatcher, Elly Schram, Jaime Hegland

#### **Crisis Response Team in Action:**

1. A teacher determines a need for the crisis response team, when a person is a danger to others or to him/herself (i.e., fistfight, threatening behaviors)
2. The teacher calls the office and says:  
“I need Mr. Blakley or Mr. Thatcher in \_\_\_\_ room.” The person who went to the room assesses the situation to determine if a crisis response team is needed. If the crisis team is needed, the teacher will be instructed to call the office and tell Lu or Timica that the crisis team is needed in Room \_\_\_\_ .
3. The office staff announces over the loudspeaker: CR team to Room # \_\_\_\_ .
4. All members of the Crisis Response Team will respond. A neighboring class will take the teacher’s class.
5. At minimum, three members of the team stay to help in the crisis.
6. The team leader will be the administrator who responded initially to the crisis. The team leader will assess the situation and determine next steps.

#### **During the Crisis:**

1. All teachers must shut their doors when the CR team announcement is made.
2. The team leader/administrator will decide when a call to police is needed.
3. The appointed observer will call the office to tell them the “All Clear” when the crisis has ended.

#### **Crisis Response Team duties:**

- Mitch and Missy - Keep bystanders and class safe
- Elly - Bring the CR team bucket and wait for administrative direction
- Mitch/Missy/Lisa/-take direction from team leader; appointed observer will talk to the referring teacher and document the events that led up to the CR team need
- Darby/Luke-as team leader, assess the situation and give directives

#### **After the Crisis:**

Parents of the student(s) involved will be contacted either by administration or the case manager, decided by the Crisis Team. If the student is secluded or restrained, the appropriate documentation is filled out by the team leader.

The Crisis Response Team will debrief at the end of the school day after the incident.

#### **Crisis Response Team Practice:**

1. Four practice sessions for the Crisis Team will be scheduled throughout the school year.
2. A yearly NVC refresher course will be offered.
3. The crisis response plan will be reviewed with all staff at a staff meeting every school year.

**River Valley Middle School  
Student Crisis Response Plan**

**Crisis Response Team Members:**

James Radtke, Dan Machovec, Holly Lochner, Claire Knoll, Courtney Norton

**Crisis Response Team in Action:**

1. A teacher determines a need for the crisis response team  
a. Call the office for the Crisis Response Team when: A student is dangerous to self or others or is so noncompliant that the teacher can no longer teach.

**-OR-**

b. Call the office for James Radtke's or Dan Machovec's support when: The student is NOT dangerous, but is disruptive (i.e., refusal, verbal aggression).

2. The teacher calls the office and says either:

a. "I need support in room \_\_\_\_."

**-OR-**

b. "Crisis Response Team needed in (Teacher's) Room"

3. The office staff either:

a. If the teacher needs support: Will call Dan or James. The support person will go to the room, assess the situation and decide if the CR team is needed.

**-OR-**

b. Announces over the loudspeaker: "CR team to room \_\_\_\_."

4. All members of the Crisis Response Team will respond (Heather in the morning and \_\_\_\_\_ in the afternoon). Neighboring classes will know to take their classes if their classes are in session.

5. At minimum, three members of the team stay to help in the crisis.

6. The team leader is determined by the team. The team leader will assess the situation and determine next steps.

**During the Crisis:**

1. All teachers must shut their doors and keep students out of the hallways when the CR team announcement is made.

2. The team leader/administrator will decide when a call to police is needed.

3. The teacher who made the call will remove the kids from the classroom

4. The appointed observer will talk to the referring teacher and document the events that led to the crisis. The observer will also call the office to tell them the "All Clear" when the crisis has ended.

**After the Crisis:**

1. Parents of the student(s) involved will be contacted either by administration or the case manager, decided by the Crisis Team. If the student is secluded or restrained, the appropriate documentation is filled out by the team leader.

2. The Crisis Team will debrief at the end of the school day or before school the next day with the referring teacher after the incident.

**Crisis Response Team Practice:**

1. Four practice sessions for the Crisis Team will be scheduled throughout the school year.

2. A yearly NVC refresher course will be offered.

3. The crisis response plan will be reviewed with all staff at a staff meeting every school year.

## **River Valley Elementary Student Crisis Response Plan**

### **Crisis Response Team Members:**

Jill Bierman, Stacy Hauden, Carla Peterson, Jerrica Heiser, Terry Smith, Meghan McCall, Tracy Frosch, Anna Pawlisch

### **Crisis Response Team in Action:**

1. A teacher determines a need for the crisis response team or support  
a. Call the office for the Crisis Response Team when: A student is dangerous to self or others or is so noncompliant that the teacher can no longer teach and it impacts the educational environment.

**-OR-**

b. Call the office for support when: The student is NOT dangerous, but is disruptive (i.e., refusal, verbal aggression).

2. The referring teacher calls the office and says either:

a. "I need support in (Teacher's) Room."

**-OR-**

b. "Crisis Response Team needed in (Teacher's) Room"

3. The office staff either:

a. If the teacher needs support: Will buzz Jill's room. The support person will go to the room, assess the situation and decide if the CR team is needed.

**-OR-**

b. Announces over the loudspeaker: "CR team to (Teacher's) Room."

4. All members of the Crisis Response Team will respond. Neighboring classes will know to take their classes.

5. The team leader will be determined by the team. Most likely, it will be the person who knows the student the best. There will be the team leader, an observer, and another team member who stays during the crisis. If there is a 4<sup>th</sup> member, that person will talk to the referring teacher and document the events that led to the crisis.

### **During the Crisis:**

1. All teachers must shut their doors and keep students in the room when the CR team announcement is made.

2. The teacher who made the call will remove the kids from the classroom to the buddy room.

3. The team leader/administrator will decide when a call to police is needed.

4. The appointed observer will call the office to tell them the "All Clear" when the crisis has ended.

### **After the Crisis:**

1. Parents of the student(s) involved will be contacted either by administration or the case manager, decided by the Crisis Response Team. If the student is secluded or restrained, the appropriate documentation is filled out by the team leader.

2. The Crisis Response Team will debrief at the end of the school day or before the school the next day with the teacher after the incident.

### **Crisis Response Team Practice:**

1. Four practice sessions for the Crisis Team will be scheduled throughout the school year.

2. A yearly NVC refresher course will be offered.

3. The crisis response plan will be reviewed with all staff at a staff meeting every school year.

**- River Valley Early Learning Center  
Student Crisis Response Plan**

**Crisis Response Team Members:**

Kelly Kalscheur, Shannon Gutknecht-Hagmann, Melinda Mohr, Stacy Hauden, Carla Peterson, Michelle Kraemer, Emily Butteris

**Crisis Response Team in Action:**

1. A teacher determines a need for the crisis response team or support
  - a. Call the office staff support when: A student is dangerous to self or others or is so noncompliant that the teacher can no longer teach and it impacts the educational environment.

**-OR-**

- b. Call the office for support when: The student is NOT dangerous, but is disruptive (i.e., refusal, verbal aggression).

2. The referring teacher calls the office and says either:

- a. "I need support in (Teacher's) Room."

**-OR-**

- b. "Support needed in (Teacher's) Room"

3. The office staff either:

- a. If the teacher needs support: Will contact the first available teacher. The support person will go to the room, assess the situation and decide if further support is needed.

**-OR-**

- b. Announces over the loudspeaker: "Support is needed in (Teacher's) Room."

4. All available staff members will respond. Neighboring classes will know to take their classes.

5. One person should be designated as the leader. Most likely, it will be the person who knows the student the best. If possible, there will be a team leader, an observer, and another team member who stays during the crisis. If there is a 4<sup>th</sup> member, that person will talk to the referring teacher and document the events that led to the crisis.

**During the Crisis:**

All teachers must shut their doors and keep students in the room when the CR team announcement is made.

The teacher who made the call will remove the kids from the classroom to the buddy room.

The team leader/administrator will decide when a call to police is needed.

The appointed observer will call the office to tell them the "All Clear" when the crisis has ended.

**After the Crisis:**

Parents of the student(s) involved will be contacted either by administration or the case manager, decided by the Crisis Response Team. If the student is secluded or restrained, the appropriate documentation is filled out by the team leader.

The Crisis Response Team will debrief at the end of the school day or before the school the next day with the teacher after the incident.

**Crisis Response Team Practice:**

1. Four practice sessions for the Crisis Team will be scheduled throughout the school year.
2. A yearly NVC refresher course will be offered.
3. The crisis response plan will be reviewed with all staff at a staff meeting every school year.



## APPENDIX 8 – Go Kit Supply Checklist

### **Classroom Go Kit –**

- Go Kit Supply Checklist
- Whistle
- Two (2) copies of student rosters including parent contact numbers
- Master building schedule
- Quick reference emergency flip charts
- Bomb threat checklist
- Pen
- \*\*Take personal cell phone if available

### **Office Go Kit –**

- Full school student rosters by grade level
- Student registration forms
- Staff emergency contact forms
- Master building schedule
- Student Reunification Form
- First Aid kit
- Three (3) reflective vests
- Whistle
- Bullhorn and batteries
- Three (3) Clipboards
- Pens (full pack)
- 1' X 2' dry erase board
- Dry erase marker (2)
- Duct tape
- Yellow caution tape
- Flashlight
- Walkie-talkie (if available)
- Copy of School Crisis Response Plan
- Ream of white paper

## APPENDIX 9 – Sample School Parent Letter

XX/XX/XXXX

Dear Parents/Guardians:

Should an emergency situation ever arise while school is in session, we want you to be aware that the School District has made preparations to respond effectively.

Our School District has a detailed emergency operations plan which has been formulated to respond to a major emergency situation. Your cooperation is necessary in any emergency.

During an emergency situation:

1. Do not telephone the school as the phone lines will be in use by the School District to coordinate emergency services.
2. Do not go to your child's school unless you have been directed to do so.
3. Students will be kept at school or at an off campus evacuation point and only released to a parent/guardian or an adult who has been authorized on the Student Information Sheet (the sheet required to be filled out by parents at the beginning of every school year.)
4. Information from the School District will be distributed through radio/television stations, the School District website, and/or the School District Facebook page. If necessary, parents/guardians will be contacted directly by telephone and/or the School District Skylert System.
5. Prior to an emergency, impress upon your children the need for them to follow the directions of any school or emergency personnel in times of an emergency.

Please discuss these matters with your family. Planning ahead will help alleviate concern during emergencies. Should an emergency situation occur, we thank you in advance for your patience and cooperation.

Sincerely,

(name)  
District Administrator

## APPENDIX 10 – Off Campus Evacuation Response List

### **During Off-Campus Evacuation/Family Reunification**

#### Building Principals –

1. Oversee secondary evacuation site at your building.
2. Verify that all students are accounted for at secondary evacuation site.
3. Coordinate loading of students and staff on busses going to off-campus evacuation site.
4. At off-campus evacuation site, assist as directed by the Reunification Site Commander.

#### Building Secretaries –

1. Take Office Go Kits to off-campus evacuation site.
2. Secretaries will act as the Verification Team.
3. Secretaries will act as the Release Team.

#### Maintenance and Food Service Employees –

1. If not needed at the school, act as security or runners as directed by the Reunification Site Commander.

#### Crisis Intervention Team –

1. Stationed in Notification Room. Will be responsible for notifying parents that their child is not available for pick-up and why.

#### Administrative Team/ABC's –

1. These people will be assigned to be the Reunification Site Commander (will assist the Reunification Site Commander as necessary.)

### **During All Events**

#### Incident Commander –

1. Assign recorder to document events using the Emergency Time/Situation Report Log.

## APPENDIX 11 – Emergency Debriefing Report

Event: \_\_\_\_\_ Was this a drill?    ☐ Yes    ☐ No

Date of Event: \_\_\_\_\_ Event Location:    ☐ JHE    ☐ HS

Identify any concerns or items to address for the future:

Identify what went well:

Other Information:

**Building Principal: File original report in Building Office. Submit a copy to the District Office.**

## APPENDIX 12 – Samples of Statements

1. Yesterday afternoon, at approximately \_\_\_\_\_ (time), a tragedy occurred involving \_\_\_\_\_ (name). We all know that no one single incident or situation causes a person to take his/her own life. We will never know all the reasons for \_\_\_\_\_ (name) actions. It is important to realize that we must reach out to each other at this time, be friends, listen, and care and help each other understand and realize that each one of us is important. In the days ahead, take time to tell one another that you care. Counselors will be available in a special support room that is for anyone who would like to talk about his or her feelings. Thank you.

2. We are very sad to announce that \_\_\_\_\_ (name) passed away last night. This is a very unhappy time for students and for us. They will be feeling bad for a long time. Sometimes at times like this it helps to talk to grownups.

\_\_\_\_\_ (name of counselor), \_\_\_\_\_ (name of social worker), and \_\_\_\_\_ (name of principal) will be available if you need to talk with someone. There will be a treasure box created for \_\_\_\_\_ (name). You can make a card for them and we will take it to the family today.

The best way we can help them is to work hard and go about your day. When they return, include them in your games, let them know you are sorry about their \_\_\_\_\_ (dad, etc.).

## APPENDIX 13 – Process Checklist

Upon being informed of the suicide of a student, the Crisis Team should meet and use this checklist as a guide. Although this may not be a complete list for all particular situations, the format will help the process begin.

Date: \_\_\_\_\_ Crisis: \_\_\_\_\_

Person Responsible for Checklist: \_\_\_\_\_

- \_\_\_\_\_ 1. Notify police (if appropriate).
- \_\_\_\_\_ 2. Notify the District Administrator.
- \_\_\_\_\_ 3. Assemble the Crisis Team. Develop a specific plan and assign roles to members of the team.
- \_\_\_\_\_ 4. Notify the individual's parents or guardians of the school's plan.
- \_\_\_\_\_ 5. Use a phone tree to notify staff of the crisis and inform them that all media inquiries are to be directed to \_\_\_\_\_. Set a time for an emergency staff meeting.
- \_\_\_\_\_ 6. At the staff meeting, provide written communication to all staff as to when and how students will be informed of the tragedy, guidelines for class discussions, plans for the day, etc.
- \_\_\_\_\_ 7. Set a time to inform all students and give staff a prepared statement.
- \_\_\_\_\_ 8. Provide students and staff with opportunities to discuss their feelings and concerns.
- \_\_\_\_\_ 9. Set aside Crisis Rooms for students and staff.  
  
Student Crisis Room staffed by: \_\_\_\_\_  
  
Staff Crisis Room staffed by: \_\_\_\_\_
- \_\_\_\_\_ 10. Inform administrators at other schools that siblings, relatives and friends attend to watch for special needs of grieving students.
- \_\_\_\_\_ 11. Inform significant other adults on a need-to-know basis.
- \_\_\_\_\_ 12. Enlist the help of staff members to identify students who may be struggling with the grieving process.

## APPENDIX 14 – Suicide/Sudden Death Response Plan

### Definition of a Crisis Situation

For our intents and purposes, a crisis situation can be defined as a time of great difficulty caused by a tragic occurrence to a member of the school family, such as:

- Suicide of a student.
- Suicide of a staff member.
- Death of a student.
- Death of a staff member, administrator or significant leader
- Sudden death of a former student.
- Sudden death of a student's parent, sibling or other family member
- Sudden death of a child or spouse of a staff member.

### Makeup of the Crisis Team

- District Administrator
- All Administrators
- All Counselors
- Nurses
- Social Worker/Psychologist
- Police School Liaison Officer
- Teacher(s) who have the affected student in class. In Middle and High Schools identify a teacher who has a relationship with the person.

### Role of the Crisis Team

- Meet as soon as possible to learn the facts and assess the needs.
- Determine actions to be taken at each building, such as meetings to take place, where loss should be announced, etc.
- Write a draft statement to be used to inform students of the loss. (See APPENDIX \_\_)
- Identify the Family Liaisons
- Contact the Mental Health Liaison, if needed.
- Identify high risk students, such as close friends of the deceased, and contact them and parents, if needed.
- Attend early morning faculty meeting.
- Staff a support center for students and staff.
- Serve as a resource to teachers who have questions or who may need help in knowing how to channel and/or direct student concerns in an appropriate manner.
- Assist with small group counseling.
- Work with students who require additional counseling.
- Work with the classmates of a deceased student.
- Work with classmates of surviving siblings.
- Offer parents an opportunity to discuss ramifications of the loss, characteristics they may wish to watch for in their children and how to further discuss matters with their children.
- Be available at an after school meeting to process the events of the day and plan for follow-up as needed.
- Document interactions with students/parents.
- Meet daily to review and assess needs and revise plans as needed.

## Crisis Team Member Responsibilities

### *Team Leader: District Administrator (or his delegate)*

- Confirms details of incident with Sheriff's Department.
- Notify and assemble the Crisis Team immediately. (See APPENDIX \_\_)
- Oversee management of the crisis response.
- Function as Media Liaison. (See APPENDIX \_\_)
- Contact the family to offer condolences and inform them of the steps the school is taking.
- Explain to the family that it will be helpful for the staff and students to receive information about the death and that the Crisis Team's Family Liaisons will be in contact with them regarding the development of a statement for this purpose.
- Write a condolence letter to the family.
- Grant staff release time for the funeral.
- Consider attending the funeral.
- Give written report to crisis team secretary when tasks are completed; include any changes needed in current procedure.
- Email RVSD Staff to inform them (e.g. "this is the statement...") and remind about media contacts.

### *Building Principal*

- Initiate building phone chain.
- Act as crisis team coordinator for building.
- Facilitate early morning all staff meeting to provide facts, allow for discussion and questions, outline a plan for the day, provide the written statement for use with students, identify high risk students, and provide staff with information on process and procedures
- Determine need for substitute teachers and obtain as needed. Remember in the case of a teacher's death, find a substitute who is known to the students, if possible.
- Empty locker and give materials to Family Liaison.
- Set up support center. (See APPENDIX \_\_ and APPENDIX \_\_)
- Be the spokesperson to other parents, callers.
- Identify Roamers and inform them of their role.
- Write a condolence card/letter.
- Consider attending funeral.
- Give written report to crisis team secretary when tasks are completed; include any changes needed in current procedure.
- Closing Comments. Before staff leave the meeting, they need to be assured that:
  - Help is available to them as well as the students.
  - They are the key to maintaining a safe environment.

### *Teachers*

Teachers are the primary school contact for the students. Not all teachers will be on the Crisis Team, but all share the responsibility of maintaining a safe and stable environment in a crisis. They are responsible to:

- Assist in identification of at-risk students.



- Refer media to the District Administrator.
- Refer parental concerns to the Principal.
- Read the prepared statement (during first hour?) and briefly talk with students about the loss. Crisis team members are available upon request to assist teachers.
- Provide grief information obtained from the crisis team.
- Know that it's okay for them to express their feeling of loss if they wish.
- Refer students to the Support Room if necessary—student should be escorted.
- Consider attending the funeral.

### *Family Liaison*

There should be two family liaisons—one should be a person who has had positive contact with the family on previous occasions and the other is the school social worker. They are responsible to:

#### First Family Visit:

- Contact and offer help to the family.
- Obtain accurate information from the family.
- Inform the family of school procedures.
- Share the “draft” statement and edit with family members.
- Provide the edited version of statement to the Building Principal after obtaining family permission.
- Ask for list of others that may be affected by the death.

#### Second Family Visit:

- Deliver Treasure Box of cards/gifts from students and food item.
- Obtain information on funeral arrangements.

#### Third Family Visit:

- Deliver locker contents. (See APPENDIX \_\_)
- Provide information on outside resources.

#### Also:

- Consider attending funeral.
- Provide written report to crisis team secretary when tasks are completed.

### *Counselors/Social Workers/Nurses/Psychologist*

These persons are trained listeners and play a vital role in making the support room a safe atmosphere for students and staff. They are responsible to:

- Staff the support room. ( See APPENDIX \_\_)
- Provide assistance to teachers in classroom upon request.
- Talk and engage with students. (See APPENDIX \_\_ \* and APPENDIX \_\_)
- Clarify misinformation.
- Encourage students and staff to express their feelings.
- Contact Mental Health Liaison and/or clergy, if needed.
- Develop discussion guides/activities.
- Provide grief information.
- Make no judgments about individual methods of grieving.

- Provide referrals to community resources.
- Contact parents when necessary.
- Consider attending funeral.
- Document interactions with students/parents.
- Provide a written report to crisis team secretary when tasks are completed.

*\* To be used at staff person's discretion*

### Suggested Suicide Discussion Topics for Individual Counselor and/or Social Worker

A suicide crisis in the school setting should be talked about, with every individual free to speak or just listen. Teachers may need to share their feelings first to get students involved. These questions are meant to help students develop a better awareness and understanding following a suicide.

- What thoughts and feelings might be involved in someone wanting to take his/her own life?
- What might cause a person to have such thoughts and feelings?
- What must it be like for someone to have these thoughts and feelings?
- What were some of your thoughts and feelings when you first heard the news?
- What possible purpose might a person have for taking his/her own life?
- What might a friend or classmate do for a friend who is suicidal?
- Do you find yourself thinking and feeling differently about suicide now than when we first started talking about this?

Summarize the key points made and leave the door open for discussion.

#### *Roamers*

Roamers are determined by the principal and consist of building staff, such as teachers during prep times, or familiar substitute teachers. They are responsible to:

- Maintain confidentiality.
  - Be visible in the halls to help maintain order and cover every wing of the building.
- Sibling database information will be held in the district office.
- Be in the cafeteria at all student lunch hours.
  - Make referrals to the crisis team.
  - Escort students to the support room if needed.
  - Relieve teachers who may need to go to the support room or need time alone.

Crisis Team Secretary (Secretary to be appointed by building principal at initial meeting)

- Provide Crisis Team with information regarding siblings and at risk students.
- Maintain records of crisis team activities.
- Develop and maintain calendar of crisis events.
- Send “Thinking of You” cards to those who’ve experienced a loss.
- Make funds available for gifts to family.
- Create a “master” copy of all crisis related records and forward to the district administrator for formal filing to be maintained in the district office.

The regular routine of school will be maintained to the extent possible; however, the following steps will be followed:

A support center will be set up in the school for students or staff and will be staffed by a therapist and members of the response team, as needed.

Students will be informed by the staff in their first hour class. The prepared statement will be read and a brief time will be available for the expression of feelings. Classes should then continue as usual, except that students who need support will be escorted from class to the support room.

The support center staff will record the names of all students seen and document interactions with them. If students need further help the crisis staff will contact parents and refer them to a mental health provider.

Students will not be permitted to leave school without a parent. Halls and exits and rest rooms will be monitored by roamers so that contact can be made with students who otherwise would not seek assistance.

Students must receive parent permission to be excused for the funeral. Blanket permission will not be given. Classes will not be canceled. Parents will be encouraged to attend the funeral with their son or daughter.

A letter could be sent by the District Administrator to all parents, giving them the responsibility to be extra vigilant, explaining to parents that "it's O.K. to talk about it," and that efforts are being made to help students deal with the suicide.

After the funeral service is over, at the conclusion of the crisis, the crisis team will hold a debriefing session to evaluate the process.

#### Memorial Guidelines for Death Due To Suicide

There are many differences associated with handling a death from suicide versus death from other causes. These differences should be carefully considered and understood by the Crisis Team. The following is a list of actions that your Crisis Team should consider. Please note these suggestions differ greatly compared to the memorial procedures used if a student death is due to an accident or illness. They should be explained in this way: memorialization is prohibited in order to avoid glamorizing, romanticizing or in any way encouraging suicidal behavior.

- Do not announce the death over the P. A. System or conduct a moment of silence.
- Do not lower flags to half mast.
- School sanctioned tributes, memorials or events are prohibited.

Close friends who wish to remember the deceased in a special way should be encouraged to do so in a quiet way that celebrates life (e.g. Purchase of a video on suicide prevention, a researched publication of a list of teen resources, etc.).

## APPENDIX 15 – Who’s In Charge

In the most optimal emergency or crisis situation the District Administrator would oversee the implementation of this plan and address special situation as they arise within the district. In the event that the District Administrator is not in the district or is unavailable by phone, the following list identifies the Chain of Command to be used when the District Administrator is unavailable.

1. Business Manager
2. Middle School Principal
3. High School Principal
4. Pupil Services Director
5. Elementary Principal
6. Director of Academic Services and Activities Director

It is understood that the principal of a school is charged with the responsibility of students and staff. Therefore, it is the responsibility of the principal to designate a staff member to be responsible and to make decisions during a crisis in the principal's absence.

### *Precautionary Actions*

The principal shall develop a list of persons in charge of the building in case of absence. Designees are:

River Valley Early Learning Center (Plain)	Administrative Building Coordinator
River Valley Elementary (Spring Green)	Administrative Building Coordinator
Middle School (Spring Green)	Administrative Building Coordinator
High School (Spring Green)	Administrator Building Coordinator

1. It is advisable that this list be distributed to all staff.
2. Persons in charge when the principal is away shall have copies of the School Crisis Plan or shall be made aware of the location of manual(s) assigned to the school.
3. Teachers and other building staff members need to be informed as to who's in charge when the principal is away.

4. Persons in charge when the principal is away need to be thoroughly familiar with crisis situations and how to use this manual.