

# Cochrane – Fountain City School District

## Crisis Response Plan

Recognizing that various crises or traumas may impact students and staff, the Cochrane – Fountain City School District has identified the school counselors, school nurse, administrative team, and consultation with the school psychologists as the School District's Crisis Response Team that will provide leadership in dealing with these crises as they occur. This district team will respond to reported crisis or trauma by developing and implementing a plan. The implementation of this plan will be facilitated and ensured through checklists and forms. Inservice will be provided to all staff regarding these procedures as needed. Records will be maintained of all crisis team response plans. These plans will be reviewed, and revisions in policy and procedures implemented as indicated by the data collected.

The attached *Emergency Response Checklist* is provided to ensure attention to appropriate details in an orderly fashion. Final assignment of responsibilities will be determined by the Crisis Team to reflect the unique circumstances of each incident. All forms are found within this document.

*Implemented 11/222 (Review Annually)*

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# Emergency Response Checklist

1. Verify factual information and contact necessary personnel. Confirm information to be shared with staff and students.
2. Building administrator notifies the crisis response team and sets a meeting time and place. Building administrator notifies any additional staff or community members they would like to include on the crisis response team.
3. Start crisis-planning meeting: Building administrator or designee facilitates the meeting and completes the checklist.
  - Provide written facts to be read to the students and staff to reduce rumors. Provide additional written procedural details for staff use only (*page 7*).
  - Contact parents of affected students as deemed necessary.
  - Designate counseling areas for students experiencing distress and provide escort for affected students:  
\_\_\_\_\_
  - Locate counseling area for staff:  
\_\_\_\_\_
  - Hire subs as necessary.
  - Designate media representative:  
\_\_\_\_\_
  - Designate telephone spokesperson and tell secretaries (*page 6*).  
\_\_\_\_\_
  - Set meeting times for staff at appropriate buildings:  
\_\_\_\_\_
  - Notify staff regarding factual information and meeting time.
  - Identify roles for crisis team members and administrator:  
\_\_\_\_\_

4. Day 1 school plan – staff meeting.

- Share and discuss the *Statement Informing Student Body/Staff of a Crisis (page 7)*. Provide copies to teachers for classroom (*pages 7 & 8*).
- Provide information on counseling areas for students experiencing distress and escorts for affected students.
- Provide information on staff counseling area and sub requests.
- Advise staff against media statements so as not to sensationalize, polarize, or compromise an investigation.
- Phone calls will be handled by:  

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- Request staff to identify students who were close friends or might be most affected due to past/current circumstances.
- Updates throughout the day will be provided by:  

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- Provide hope and a future by announcement of activities and future meetings (this may include normal business, housekeeping information, etc-anything to bring a sense of normalcy).

5. Teacher Debriefing Meeting at the conclusion of Day 1 (*page 11*).

6. Pupil Services Follow-Up/Debriefing Meeting (*page 11*).

- Maintain a log of students seen each day, including name, time in, time out, comment regarding emotional status and recommendations for follow up (*page 9*).
- Review with Crisis Team at Debriefing Meeting.

# Crisis/Trauma Information Form

\_\_\_\_\_  
Name of person(s):

\_\_\_\_\_  
Date of incident:

\_\_\_\_\_  
Time of Incident:

\_\_\_\_\_  
Classroom / area of work:

\_\_\_\_\_  
Parent/Guardian Names (if applicable):

\_\_\_\_\_  
Address:

Brief factual explanation of how incident occurred:

Siblings/Family Members/Close Friends	Building (Check PowerSchool)

# Standard Operating Procedure – Building Office Staff

1. All telephone calls from the media or calls from other official agencies should be referred to who will respond with a written prepared statement.

Name	Phone #

2. General calls for information or parents trying to verify what occurred should be referred to

Name	Phone #

3. Office staff will be informed of all professionals who will be in the building to provide support and their locations.
4. Office staff will collect any Student Logs by outside professionals that may be assisting with the situation and give them to a crisis team member prior to team debriefing meeting.
5. A list of absent students should be given to the crisis team prior to the team debriefing meeting.

# Statement Informing Student Body/Staff of a Crisis

On Saturday morning, September 5th, Bill Johnson died after injuries sustained in a car accident. Please be aware of any students who might have difficulty in dealing with this. Tentative arrangements include visitation on Tuesday afternoon from 3pm until 7pm at Zion Lutheran Church in Galesville with the funeral at Zion Lutheran Church on Wednesday at 11am. Please notify your building principal by this afternoon (Monday, September 3rd) if you plan to attend the funeral.

- Please attempt to continue class as normally as possible after you and your students have had an opportunity to talk about the incident. If some students seem to be upset, and you feel they need to leave your class, a counselor or school psychologist can be made available. \
- Use your professional judgment with respect to release students to speak with a counselor or school psychologist. Provide an escort or notify the counselor or school psychologist that a student is on their way.
- Suggestions for classrooms: shorten and structure assignments and/or postpone/reschedule tests. If the opportunity is appropriate, acknowledge emotions through discussion and involvement in constructive activities.
- If students can't make it through the day, they must act in responsible ways and gain clearance to leave the building from the office. The office will release students from school if they get permission from the student's parent/guardian. Do not inform students about leaving; send them to the main office or school counseling office.
- Remember, ALL media/press contacts are to be referred to administration.
- Any presence you can provide in the hallway between classes or during your prep periods would be greatly appreciated.
- Please review the list provided about student emotional responses and ways you may help.
- If you find yourself struggling, call the office, take a break, and a sub will assist in your class until you are ready to return.

# Emotional responses to death . . . . .

No one knows when someone will die. When death does occur, we have many different feelings. All of these feelings are normal. No matter how well or how little you knew the student; you have a reaction to what happened. Some common feelings and reactions to death include:

- **Anger** – It can be expressed in many ways:  
*“How could this have happened?”*  
*“How could God allow this to happen?”*  
*“This is so unfair.”*  
*“Whose fault is this?”*
- **When we feel shock, we think:**  
*“I feel sort of numb all over.”*  
*“This just can’t be happening.”*
- **Fear is a normal reaction to death. We think:**  
*“Who will this happen to next?”*  
*“What does it feel like to die?”*  
*“I wonder what my own death would be like.”*
- **Our feelings of guilt make us think:**  
*“Maybe I could have done something to help.”*  
*“How can I go on living my normal life, having a good time, when someone like this just died?”*  
*“I don’t feel sad enough; I should be feeling worse.”*
- **When we feel rejected and abandoned, we think:**  
*“He was my friend, and he left me.”*
- **We can also feel hopeless when someone dies:**  
*“Life stinks.”*  
*“What’s the use of going on?”*
- **And losing a friend makes us feel sad:**  
*“I’m very sad and don’t know what to do.”*  
*“I’ll never be able to smile or be happy.”*







## **Staff Debriefing Meeting**

1. Review/discuss events of the day.
2. What went well/what didn't go well from staff's perspective.
3. Further concerns that need to be addressed.
4. Students who need follow-up or further observation.
5. Staff who need follow-up or further observation.

## **Team Debriefing Meeting**

1. Review/discuss events of the day.
  - a. Share staff input from staff debriefing meetings
  - b. What went well/what didn't go well from team perspective
2. Master log of students counseled.
3. High-risk individuals.
4. Determine extent of need for follow-up counseling.
5. Confirm plans for Day 2 or later.
6. Process and dissipate intensity so it is not carried home.

# Self-Injury Procedures

*(If self-injury occurs on school grounds)*

## Staff expectations:

- 1) If you have a report that a student is bleeding, locate the student.
- 2) Contact designated staff member (school counselor or psychologist or secretary) and calmly report self-injury immediately.
- 3) Designated staff member will come to student location.
- 4) Designated staff member will escort student to nurse's office.
- 5) If you receive a report that a student is engaging in self-injurious behaviors but is not in immediate danger to self at school, contact the school counselor and/or school psychologist to report concern and for more guidance.

## Pupil Service expectations:

- 1) Report incident to school nurse and assists in responding per nurse's directions.
- 2) Involve building administrator if object used to injure is in student's possession at school.
- 3) Notify parents of self-injurious behaviors.
- 4) Provide resources to parents (information on self-injury, recommendations for outside agencies for more intensive therapy, etc.).