

CRISIS AND EMERGENCY PROCEDURES

SY 2023-2024



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Crisis Intervention Team: Definition and Function

Definition: A Crisis Intervention Team (CIT) is a group empowered to act in situations that are physically or psychologically dangerous to students or staff. The objectives of this team are:

- To provide for the safety, welfare, and care of the students and staff
- To provide during times of crisis and chaos
- To be prepared and professional
- To minimize liability by having a plan and following it

Function: The CIT may be utilized when the emotional or physical safety of students or staff is threatened.

Possible situations may include:

- Medical emergency or natural emergency
- Violence directly or indirectly affecting a student or staff member
- Homicidal ideations or attempts of a student or staff member
- Death of a student or staff member
- Suicidal ideations or attempts of a student or staff member

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seems to be feeling better. Sometimes, after a suicide method has been selected, the student may appear happy and relaxed. You should stay in communication with the student until help arrives.

Suicidal Threats

The risk of suicide is raised when any peer, teacher, or other school employee identifies someone as potentially suicidal because s/he has directly or indirectly expressed suicidal thoughts (ideation) or demonstrated other clues or warning signs. School staff needs to take any threat of self-harm seriously. An evaluation must be immediate to protect the child and/or others from injury or death.

Take immediate action. Any staff member should contact the Student Resource Coordinator and/or School Counselor(s) without delay

text this number). Once on the line with the National Suicide Hotline, be sure to state the student's name, phone number, address, or location before disconnecting from the call.

Step 4: Document by using the [Incident Report Form](#)

- If necessary, submit an [SRC referral](#)
- Document in TVS use the following template to document referral:

Subject Line: Referral to SRC/Counselor

Body of note:

Employee name who initiated the referral

Date and time of referral

Name of Administrator and Student

Runaway or Missing Students
If

Bullying, intimidation, and harassment include any gestures, written, verbal, or physical acts by an individual student or group of students that inflicts physical, verbal, emotional or mental suffering on another student or group of students. They are any behaviors which use improper power to intimidate, threaten, distress or hurt others. These include any behaviors that take place in New Row, over email, at a testing site, or at a school-sponsored function:

- Are motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or by any other distinguishing characteristic
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Incident Report and SRC Referral Forms

[SY23-24 Incident Report Form](#)

[SY23-24 SRC Referral Form](#)

Crisis Management Plan for On-Site Crises

Natural disasters and man-made disasters are potential hazards for which we must be prepared. We must also prepare for crisis situations—which could include intruders, hostile individuals, weapons, and bomb threats. The objective of a School Crisis Management Plan is to provide a framework by which decisions can be made during such disasters or crises with the goal of safeguarding students, families, and school personnel. To meet this objective, students, families, and staff will be instructed and prepared in the appropriate and safe procedures to follow in the event of a crisis through staff in-service and drills. The occurrence of a crisis will require prompt response from all personnel as they perform their specific assignments from this plan.

This plan is offered to provide a general framework of procedures and administrative structures to be used in the event of a crisis that involves our school. Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the school's plans to be basic, flexible, and subject to modifications as they are needed.

In discussing possible rental or lease of facilities for use in delivering State assessments and social outings, requests for their evacuation plans and presence of emergency plans will be solicited. This request will allow us to ensure that our facility partners have devised and developed plans that we can follow in accordance with their already

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General Emergency 911*
Police/Sheriff/Fire 911*
Poison Control 1-800-222-1222

Call Code Definitions

CODE RED: Evacuate building to assigned evacuation site. Take book bags and purses. Do not use walkie-talkies or cell phones in the immediate vicinity of a suspected device. Check evacuation site for secondary devices, face students away from the building, be prepared to drop and cover in the event of an explosion, take roll and hold up appropriate color card. Do not return until all clear is given.

CODE BLUE: Lock all doors and remain in room until all clear is given

CODE WHITE: Announce: "ERT please report to

CODE GREY: Listen for announcement and follow instructions

CODE BLACK: Students will assume duck and cover positions. Listen for further instructions

CODE ORANGE: Listen for announcement

General Emergency

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phrase that is used prior to giving the all-clear signal that indicates to all staff that the person signaling the all clear is not being forced to do so by an intruder).

Reverse Evacuation Procedures

- personnel arrive on the scene
- Contact the individual's legal guardian to notify them of the emergency, to advise of the decision to transport for emergency care and request the parent/guardian to go to the child's location
- Notify the Executive Director or designee and appropriate Administrator

Student Behavioral Disturbance Procedures

- If the misbehavior is not serious, attempt to have students return to their normal school routine
- Call for law enforcement if the disruption continues or if injury occurs
- If law enforcement is notified, also notify the Executive Director and appropriate Administrator
- If the behavior could result in injury or further disruption, try to get disruptive students or their leaders isolated from the general student body
- Determine what disciplinary action to take, if any
- Notify legal guardian at an appropriate time
- School Crisis Intervention Team members discern the basis for the problem and take action to address those concerns

Student Walkout Procedures

- Assign administrative security
- Advise Law Enforcement
- Activate the School Crisis Intervention Team to discuss the problem and take action to address the situation

Crime Reporting Procedures (Against Person or Property)

These are enforcement procedures which are required by law, 249renfoioc-11.9 (ed (qui)5n.6 (t)2.6 ((e) (qui)5n)9 (s)-1t)14L ace .1 (

- Don't attempt to stop suspect if flight from building/site is attempted
- Allow non-essential persons to flee from area
- Do not allow access to book bags/backpacks without first checking contents
- Avoid confrontation
- Follow-Up: Executive Director or designee will complete an incident report

Weapon Found on Property Procedures

- If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
- Have a staff member stay with the weapon.
- Notify Executive Director or designee.
- Executive Director or designee should call the police (911).
- Cover the weapon from view of the public (cloth, wastebasket, etc.).
- Close off human traffic from the area of the weapon.
- Executive Director or designee should assign someone to meet police to lead to weapon location.
- If there is a need to handle the media, contact K12's Executive Director or designee to complete an incident report.

Fire Procedures

- The fire alarm will be activated
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Guideline for the Release of Students Following an Emergency

In an emergency, students will not be dismissed until the situation is considered safe. Students will be released to an adult whose name appears on school records or dismissed as appropriate.

Evacuation Staging Area for Persons with Disabilities

Individuals with disabilities may need evacuation assistance in an emergency. For example, if the fire alarm is pulled, elevators will likely no longer function. This may hinder the evacuation of individuals that are disabled or use a wheelchair. As a result, it is essential that individuals with disabilities proceed to an emergency Evacuation Staging Area for assistance by emergency responders. This plan must identify the route the individual will take in an emergency,genile1 (w)9.1 (i)9.1 (l)iwrm ier-0.9 (t) emergency.ato.1 (t)2.7 (a)2 (k)2.2 (e)9.1 (b (a)2 (t)2.7 (o)1r)2.6 (s)8.4 (on)-2. autiduancy,hc al(e,-)7 (-9.1 (c) ,)1.9 (.1 (e fi6.1 (a)-)]T0.0e9.2 (a)-7 (n)-9.1 h.1 (ev)-9.8 (a7 (n)-9.1/-9.86.005 Tc -0.)-3.9 (r)p2 (As)-7)- an ebn47 9 47 0 -1Arch6.1(i)-0heioy t1(d4 (31 (n)70 7s)-nTJ0.001 1c 0.004 4)-2.7.9646.1 (.1 ce1 ((f --6 S(g)6.1 (tu)-6.1 e1 (Ad)-1. fi

are on break), the response usually will be one of limited school involvement. In that case, the following steps should be taken:

- Institute phone calls to disseminate information to CIT members and request a meeting of all available members.
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Example Documentation in TVS

SRC Referral

Add Tag:

Type:

Template:

* Subject:

Attachment:

* Content:

Referral to SRC placed using the designated SRC Referral Form and/or Incident R

Name: Mary Blazer

Date (Time): 7/16/22 at 5:25 PM

Notified Kinsey Owen at

Save Cancel

Incident Report

Add Tag:

Type:

Template:

* Subject:

Attachment:

* Content:

Referral to SRC placed using the designated SRC Referral Form and/or Incident Report Form

Name: Mary Blazer

Date (Time): 7/16/22 at 5:25 PM

Notified Kinsey Owen at

Save Cancel

Sample Letters and Memos

Sample Memo to All Staff - Gravely Ill Student

To: All Staff

From:

Date:

Re: Gravely Ill Student

It is with great sadness that we inform you that we have an Online Oregon Schools' student who is gravely ill. As his/her medical status has worsened, it has become important to inform his/her teachers and establish a plan in the event of a medical crisis. In addition, we wish to provide emotional support for both staff and students.

As we are uncertain how students and staff may be impacted, we are providing some information on dealing with illness and loss that you may wish to read. There are also some suggestions on how to discuss the issues with students, should you be in th

Sample Memo to All Staff – Death of a Staff Member

To: All Staff

From:

Date:

RE: Loss of a Beloved School Staff Member

Dear School Staff,

It is with a heavy heart that I write to inform you of the passing of our esteemed school staff member, [Staff Member's Name]. As you may already be aware, [his/her] sudden demise occurred [date of passing].

During [his/her] time at [School Name], [Staff Member's Name] made an immeasurable impact on the lives of countless students and colleagues alike. [His/Her] dedication to our school's mission, unwavering commitment to

Sample Memo to All Staff – Serious Injury Incident

To: All Staff

From:

Date:

Memo: Addressing a Serious Injury at the Face-to-Face Event

Dear School Staff,

I am writing to inform you about a recent unfortunate incident that occurred during our face-to-face event. One of our staff members, [Staff Member's Name], sustained a serious injury during the event. I understand that this news has left many of us deeply concerned, and our thoughts are with [Staff Member's Name] as they receive medical care and support.

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