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**Administrative Regulation:**

**#272.1**

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## **Crisis Team Procedures**

### **Members**

Membership on the team will generally include the following individuals: Principal, Assistant Principal(s), Counselor(s)/Psychologist, School Nurse and other staff members designated by the Building Principal.

### **Team Process**

All actions and decisions of the Crisis Team are subject to the review and approval of the Building Principal.

1. The Team will be convened by the Building Principal. If appropriate, the Superintendent of Schools will be notified.
2. The situation or the reason for the meeting will be presented by the Principal and the referring party. Referral components to include:
  - a. Circumstances
  - b. Involved parties
  - c. How the situation came to the attention of the referring party
  - d. Any noteworthy history associated with this situation
  - e. Special circumstances
3. The team will assess the magnitude of the situation and the potential impact on the school community.
4. Identify the resources to address the situation at the school, district and community level.
5. Develop an action plan. The Principal will identify the primary spokesperson at the school and, if appropriate, the District level. The Plan should include:
  - a. The specific actions
  - b. The responsible parties
  - c. The time line

### **Communication Plan**

The Building Principal in concert with the Superintendent of Schools will implement a communication plan with the involved parties. The scope of the communication plan will depend upon the level of impact caused by the situation.

**Building Level Impact - Spokesperson, Building Principal**

***Involved Parties***

Building Crisis Team  
Superintendent of Schools (who may inform the following)  
    Central Office  
    School Committee  
School Faculty and Staff as appropriate  
Parents, guardians and students if appropriate

**District Level Impact - Spokesperson Superintendent of Schools**

***Involved Parties***

Building Level Crisis Team  
Superintendent of Schools and Central Office  
School Committee  
District Administration, Faculty and Staff  
Parents, guardians and students  
School District Crisis Teams  
Community Resources; e.g., Police, Fire, Building Inspector, Board of Health

**Community Impact - Spokesperson Superintendent of Schools**

***Involved Parties***

All points of contact from the District Level Situation  
Regional and State Resources

**During the Situation**

- Ongoing de-briefing within the crisis team(s)
- Ongoing communication with all involved parties
- Preparation of a written statement by the Building Administrator or the Superintendent of Schools if appropriate
- Development of an after care plan if appropriate

**Designee**

***Building Principal***

In the absence of the Building Principal, the Assistant Principal will be responsible for processing the initial concern and will make immediate contact with the Building Principal and the Superintendent of Schools.

***Superintendent of Schools***

In the absence of the Superintendent of Schools the Central Office Contact person will be the Director of Student Services followed by the Assistant Superintendent for Curriculum, Instruction and Assessment/Director of Curriculum.

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Current Version: 9/11/14

Earlier Version: 4/04, 2/01

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