

## **INTERVENTION PROTOCOL**

### **ALL INFORMATION IS DIRECTED TO AND VERIFIED BY THE PRINCIPAL**

- The principal contacts family (in person, if possible).
  - Offer condolences
  - Obtain information (verify with police dept. when necessary)
  - Discuss with family what information may be shared
- Contact and consult with on site counselors
- Contact the superintendent

### **THE PRINCIPAL REVIEWS SITUATION IN CONSULTATION WITH THE COUNSELORS AND CRISIS TEAM COORDINATOR**

- Team members will be notified
- Notify staff and students, as appropriate, before or upon their arrival at school.
- Team meets early to write announcement and plan the day.
- Counselors or secretary will specify rooms for counseling.
- Hold a faculty meeting to discuss the plan of the team and see if any need support.
- Appoint main secretary where calls about the crisis will be handled.
- Appoint secretary (could be the same one) to route kids to appropriate places.
- Send someone for supplies. (i.e. snacks, paper and pencils, etc.)
- All statements to the media will be coordinated between the principal, crisis team coordinator, and/or superintendent.
- Students who are closest to the deceased will be pulled in for special assistance.
- Identify and alert other affected schools.
- Teachers will make the announcement in classrooms and will identify affected students.

### **INTERVENTION TEAM MEETS WITH GROUPS AND/OR INDIVIDUAL STUDENTS**

- Teachers will notify the office of affected students and request an escort for the students(s) to go to selected room.
- Students can mingle and cry until team and counselors are ready to assist.
- Meet with students as a whole for information group.

- Keep records of all students seen and concerns. (student log)
- Students who are overtly grieving are escorted to one on one counseling.
- Escort students, who are ready to return, back to class. (Not during class break).
- If student(s) are still out of control by lunch, call parent for dismissal (to parent).

## **INTERVENTION TEAM MEETS WITH ADMINISTRATORS AND/OR COUNSELORS**

- Exchange information between team members and administration.
- Discuss those who are identified as vulnerable.
- Make a note of follow up recommendations.
- Contact parents of vulnerable students
- Document interventions.
- Turn in student logs to crisis team coordinator.