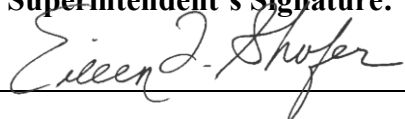


Standard Operating Procedure

Subject: Urgent Crisis Teams	Effective Date: 9/19/19	Pages: 1 of 2
Department: Guidance and Counseling K-12	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish district protocols for the deployment of Urgent Crisis Teams to support crisis' that may arise within the school community.

II. Authority:

Superintendent of Schools

III. Terms and Conditions:

- a. The Urgent Crisis Team shall consist of ten School Counselors, ten members of the Child Study Team and five Student Assistance Coordinators. These members will be separated into five groups consisting of five persons each.
- b. The Building Administrator/Assistant Superintendent will determine if support Services by the Urgent Crisis Team is needed.
- c. If intervention by the Urgent Crisis Team is deemed necessary, the Assistant Superintendent will notify the Director of Guidance and Chief Special Education Officer.
- d. The Director of Guidance and Chief Special Education Officer will deploy one of the Urgent Crisis Teams via email, text and phone call. Attempts will continue until live contact is made to the appropriate number of members. A confirmation/receipt of message will be requested.
- e. Where applicable, the Urgent Crisis Team will be notified the evening before services are needed and instructed to report directly to the school/crisis center the following morning. Urgent Crisis Team members shall report to the school site no later than 9am.
- f. The Director of Guidance or Chief Special Education Officer will notify Cabinet Members and Principals via email which Crisis members are being deployed to which site.
- g. The Urgent Crisis Team will be available for staff, students, and parents/guardians as needed.

- h. Each school building shall prepare a Crisis Toolkit in advance. The kit should contain sign-in sheets, paper, pencils, art materials, tissue and grief resources.
- i. In collaboration with the Building Administrator/Designee, the Urgent Crisis Team shall determine the length of time/number of days that team members remain in the building.
- j. Upon the conclusion of services, the Director of Guidance and/or the Chief Special Education Officer shall provide a status report to the Superintendent's Cabinet.

IV. Reporting Procedures:

Any variations to the above procedures should be discussed and approved by the Director of Guidance and Chief Special Education Officer.

V. Dissemination:

All building administrators, Child Study Team/Supervisors, School Counselors/Supervisors, School Nurses/Supervisor, Student Assistance Coordinators/Supervisor.