

Holbrook Public Schools

HOLBROOK CRISIS INTERVENTION PLAN

I. Definition of Crisis

A crisis is an event that is extraordinary in nature which might not be predicted. It is a traumatic occurrence that directly affects the “community” in which we learn, work, or live”.

II. School Informed of Crisis

- A. Superintendent and Administration assess the crisis to determine the need for the crisis protocol to be implemented and the crisis team to be convened.

III. Principal/Superintendent Gathers Information on the Crisis.

- A. Crisis team is convened (Principal, Assistant Principal, Counselors, Nurse and two designated Faculty Members and one Secretary).
- B. Each building should establish the membership of the team.
- C. The Principal/Assistant Principal notifies other schools and central administration by phone.
- D. The Superintendent, Principal or Assistant Principal will prepare a statement for the media if needed and designate a spokesperson.

IV. Crisis Team Meeting - Discuss Plan of Action

- A. Decide what information should be shared with staff and students and at what time.
- B. Assess need for resources from other parts of the school system and community.
- C. Inform staff of the crisis and how it occurred.
 - 1. If school is in session the A/B method will be utilized, One half of the staff will be assigned to the A group, the other half to the B group in the beginning of September. When one group is called to a designated area, the other group will provide coverage. These roles will then be reversed.
 - 2. If school is not in session the snow/crisis chain will be utilized. This chain will be established and distributed in September.
- D. Review how existing school policy applies to the current crisis.
- E. Formulate a plan of action including procedures for dealing with difficult details of the crisis.
- F. Designate specific roles and responsibilities of each crisis team member.

V. Faculty Meeting

- A. Administration will convene an emergency faculty meeting.
- B. Review plan of action established by crisis team.
- C. Review school policy as established by the crisis team.
- D. Answer any questions.
- E. Establish faculty role.
- F. A week after the crisis, the team will hold a follow-up meeting to assess how well this protocol responded to the needs of the school community and to make any needed changes or additions for future reference.
- G. At his/her earliest convenience, the appropriate administrator will file a brief report with the School Committee concerning the nature of the crisis, its resolution, and measures to be taken to avoid a repeat.

REF: School Crisis Staff Handbook

Adopted: April 9, 2008