

# DIERINGER SCHOOL DISTRICT

## CRISIS MANAGEMENT PLAN

### Crisis Team Members

Superintendent:	Dr. Judy Neumeier-Martinson
Special Education Coordinator:	Mrs. Jody Clough
Building Administrators:	Mr. Nate Salisbury—NTMS Mr. Kevin Anderson—DHES Mr. Pat Webster--LTES Mrs.
School Counselors:	Jennifer Roscoe--NTMS Mrs. Mary Boben—DHES Mrs. Tori Sauerbier--LTES Mrs. Terry
School Nurses:	Woodall Mrs. Mary Aspelund
Technology Coordinator:	Mrs. Martha Bulpin
Transportation/Operations Director:	Mr. Michael Allen

# **District/School Crisis Management Plan**

## **Managing a Crisis on Campus (for employees)**

**A crisis in which the district Crisis Management Team would be mobilized is defined as:**

- 1) Traumatic death of a student, teacher, or other person known by number of students,**
- 2) A suicide attempt or serious threat of suicide or on-campus death,**
- 3) A school bus accident or a explosion (gas line, well, train car),**
- 4) An incident involving violent student behavior,**
- 5) Fire at a school building,**
- 6) Natural disaster (tornado, winter storm, flood),**
- 7) A local traffic accident involving hazardous materials.**

**Each situation that occurs is unique; therefore, the judgment of those involved will determine the most appropriate steps. However, the following steps should be considered:**

**I. The information is to be verified with the police or other responsible parties before it is communicated further. The principal or designee will contact the parents of the victim to obtain factual information and offer support from the school staff.**

## **II. Notification Procedures for District Emergencies**

**A. Superintendent is to be notified first so that contacts with the media can be anticipated and prepared.**

**B. Superintendent is to notify the Principal and Crisis Management Team members to assist the school in the initial stages of crisis plan development.**

**C. The Principal is to notify counselors and staff members so they may be prepared to assist those who call concerning the incident, and so they may be able to assist in whatever ways needed.**

**D. Following a suicide or other traumatic death, students and adults most closely associated with the deceased are notified by school counselors or other sensitive staff members. Adults to contact include, for example, parents of student's friends, parents of team members, and teachers.**

### **III. Notification Procedures for Building Emergencies.**

**A. Notify the school principal or the principal's designee.**

**B. Building principal or designee will call or designate.**

- a. Person to call 911 (if applicable).**
- b. Notify the district counselor and/or district nurse.**
- c. Notify superintendent**
- d. Notify staff.**
- e. Notify other district personnel, as appropriate.**

### **IV. Mobilizing the School Staff:**

**A. Crisis Management Team will meet with the school administrator and designated staff to implement the specifics of the school plan, how others will be informed, any changes in the daily school routine, and availability of support personnel.**

**B. Community support persons are notified to assist when needed.**

### **V. Follow-up/Debrief/Monitor:**

**A. Understand you are dealing with overwhelming emotional response to a situation (i.e. suicide or death of student).**

**1. For many students/faculty this could precipitate a personal crisis or be a trigger about previous experiences.**

**2. For everyone, immediate response and support is essential.**

**3. For many students this may be their first death experience.**

**B. Provide information about community support to parents and inform them of specific agencies to which they can turn for help.**

**C. To the extent possible, a regular school routine is to be followed**

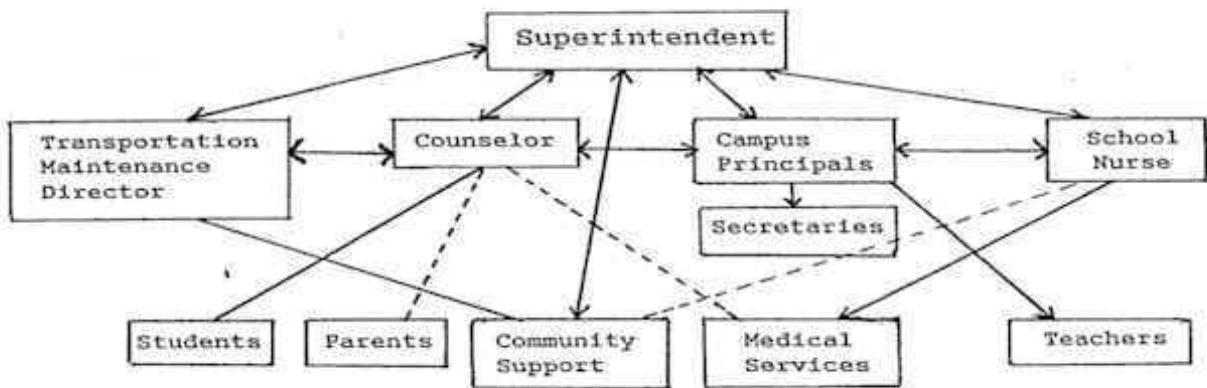
**D. Care must be taken not to glamorize a suicide.**

E. All media communication will be channeled through the district administrative office (Superintendent or designated staff member).

1. Be factual about communications.
2. Work with the media concerning the appropriateness of certain stories.
3. Emphasize positive steps taken.
4. Discourage a write-up disclosing the details of the death.

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### Crisis Management Team Organizational Chart



\_\_\_\_\_ Direct Contact

----- Indirect Contact

## **Crisis Management Team Member Roles**

### **Superintendent**

1. Coordinates with building administrator to implement crisis plan.
2. Appraises the situation by a direct visit to school.
3. Serves as or delegates position as Director of Communications
  - a) Coordinates information from the people directly involved.
  - b) Spokesperson for the district
  - c) Contacts board members
4. Coordinates services needed for vehicle accidents.
5. Appraises situations concerning building or vehicle accidents by a direct visit to scene.

### **Building Administrators**

1. Determines if the situation warrants implementation of the crisis plan.
2. Initiates contact of key personnel.
3. Serves as the campus crisis coordinator and building spokesperson.
4. Assign designee to manage the phone lines.

### **Counselors**

1. Coordinates with building administrator and school nurse.
2. Assists in bringing in additional mental health personnel, as needed.
3. Consults with crisis team, as appropriate.
4. Extends service to the crisis team, as appropriate.
5. Monitors mental health needs of personnel and students.
6. Enacts intervention procedures.
7. Triage at-risk students.
8. Contacts key community support personnel.
9. Maintains record of student contacts.

### **School Nurse**

1. Give emergency medical instructions.
2. Assists in medical triage.
3. Coordinates with outside medical services.

4. Identifies students medically at-risk.
5. Coordinates with campus administrators and counselor.
6. Communicates information with health care provider regarding patient status.

### **Technology Coordinator**

1. Determines if network or technology is involved in crisis or endangering safety of district personnel or students.
2. Maintains fault-tolerant backups of all digital resources for crisis recovery to be minimal.
3. Assist campus administrators with staff training for proper use, care, and maintenance of district technologies.

### **Teachers and Support Staff**

1. Follow directives of School Principal and/or Crisis Management Team.
2. Listen and hear student's concerns. Don't be judgmental or moralizing.
3. Keep school day as near to normal as possible.

### **Students**

1. Follow directives of school administrators and staff.
2. Initiate identification of at-risk students for counselor.

### **Parents**

1. Listen to local media for instructions and updates on information.
2. Don't tie up phone lines.
3. Accept school and community support services when needed.

### **Community Support**

1. Follow directives of Crisis Management Team.
2. Ensure safety and security of building.
3. Coordinate community services as they arrive on campus
4. Maintain record of all contacts/arrivals.