

Crisis Team Call Outs

Support Services Coordinator calls and requests you as a Point Person or Responder

Schools with an LD6 Crisis Team member on site – LD6 CT member becomes Point Person

For all other schools, a coordinator will assign a Point Person and/or Back up

The Point Person in consultation with another LD6 team members complete School Site Readiness Assessment Form – **Team Decision**

Call school regarding Response

Coordinators provide you with:

List of Team Members responding

As many details of event as possible

Name of incident Point Person and a contact person at the school site

Make arrangements for you to get a Map and Bell schedule

Upon arriving at school site, member is to check in with recorder or otherwise sign in and see Point Person for assignment, map and bell schedule

Role Descriptions

Point Person

Determines LD6 Team Response

Coordinates LD6 Team response

Does not provide direct services

Maintains flow of progress

Liaison between LD6 team and school site crisis team

Provides information (including school site map and bell schedule) to responding LD6 members and assigns tasks

Recorder

Ensures all responders LD6 and school site crisis team sign in and have sign in forms for students being counseled

Ensures direct service providers complete log of students counseled and give instructions regarding follow-up

Documents all students seen for counseling

Documents all students needing follow-up counseling and who will provide (school site person/LD6 team member/community agency, etc)

Document names of all responders and role for the day