

School Administrator notifies Operations Coordinator of Crisis Incidents on their campus pursuant to Bulletin 962.1

If school administrator feels Local District Crisis Team (LDCT) is needed, he/she may request the team be sent out. LDCT will respond utilizing the following protocol:

Operations Coordinator will advise Support Service Coordinators of the request.

Support Services Coordinators will assign the LDCT Point Person for the incident.

Note: If an LDCT member is assigned to the impacted school, that LDCT member will automatically become the incident Point Person.

The role of the Point Person is to:

- 1) coordinate LDCT's response to the incident
- 2) Be a liaison between the school site crisis team/or administrative designee and LDCT responders
- 3) Provide information (i.e. facts about the incident, incident logistics, map of school and bell schedule, etc) to the responding LD6 responders
- 4) Assign responders tasks
- 5) Point person will not provide direct counseling services as they are to be available to maintain the flow of response progress

The Point Person will make contact with the school administrator/designee and gather information to complete the "School Readiness Assessment".

Once the information is gathered, the Point Person will consult with another LD6 Team member to determine what the LDCT response will be (i.e. phone consultation, point person on site, additional team responders sent out).

If/when team is sent, all other LD6 Team Responders will take directives from the LD6 Point Person to ensure a coordinated response. Since Point Person will be in constant communication with school site crisis team and/or administrator/designee, the response from all will be coordinated.

All responders to an incident must sign in and await directives as to their role.

No responder outside of the LD6 Crisis Team and/or school site crisis team will provide direct counseling services without prior approval.

Schools wishing to share support services will direct their responders to make contact with the LD6 Point Person and ensure that their intervention falls into place with the LD6 and school site crisis teams' coordinated response.