District Crisis Response Team Planning Checklist

1. **Designate an Emergency Operations Center (EOC).**
The incident command post from which all district-level crisis response activities are coordinated.

   **Location:** ___________________________ DATE ASSIGNED: __________

   1a. **Alternate location to be used if the EOC is not available.** __________________________________________

2. **Designate an Emergency Operations Center Director.**
The Director would be in charge of all district crisis response activities.

   **NAME:** ___________________________ DATE ASSIGNED: __________

   1a. **Designate an alternate to serve in the Director’s absence.** __________________________________________

3. **Designate a District Crisis Management Team.**
This team would assist the EOC Director in all crisis preparedness and response activities.

   i. **Designate a Public Information Officer.**
   Responsible for keeping the public informed about crisis response activities.

      **NAME:** ___________________________ DATE ASSIGNED: __________

      **Designate an alternate to serve in the Officer’s absence.** __________________________________________

   ii. **Designate a Safety Officer.**
   Responsible for establishing safety and secure crisis response environment.

      **NAME:** ___________________________ DATE ASSIGNED: __________

      **Designate an alternate to serve in the Officer’s absence.** __________________________________________

   iii. **Designate a Liaison Officer.**
   Responsible for coordinating with crisis response agencies from outside of the school district.

      **NAME:** ___________________________ DATE ASSIGNED: __________

      **Designate an alternate to serve in the Officer’s absence.** __________________________________________

4. **Designate individuals to fill Incident Command System roles**
This team will include members of the Crisis Management Team and defines leadership roles and responsibilities during the response to a critical incident.

   i. **Designate a District Intelligence Section Chief.**
   Responsible for collecting, documenting and evaluating information about the critical incident and the district’s crisis response.

      **NAME:** ___________________________ DATE ASSIGNED: __________

      **Designate an alternate to serve in the Chief’s absence.** __________________________________________

   ii. **Designate a District Operations Section Chief.**
   Responsible for evaluating district facility safety; search/rescue and student release; emergency medical response; student care and mental health; and if necessary management of a morgue.

      **NAME:** ___________________________ DATE ASSIGNED: __________

      **Designate an alternate to serve in the Chief’s absence.** __________________________________________
iii. **Designate a District Logistics Section Chief.**
Responsible for management and allocation of district facilities; supplies and equipment; staff and volunteer assignment; and district-wide communications.

NAME: ___________________________ DATE ASSIGNED: ________________

Designate an alternate to serve in the Officer’s absence. ________________________________

iv. **Designate a District Finance Section Chief.**
Responsible for authorizing incident related purchases, record keeping and accounting, and crisis responder hours time keeping.

NAME: ___________________________ DATE ASSIGNED: ________________

Designate an alternate to serve in the Officer’s absence. ________________________________

5. **Ensure that each school has a crisis response box.**

6. **Conduct an annual district-level crisis response tabletop drill.**
   
   Date Last conducted: ________________________________
School Crisis Response Team Planning Checklist

1. **Designate an Incident Command Post (CP).**
The incident command post from which all district-level crisis response activities are coordinated.

   Location: __________________________ DATE ASSIGNED:________________________

   1a. Alternate location to be used if the CP is not available. __________________________

2. **Designate a School-Site Critical Incident Commander (IC).**
The Commander would be in charge of all school crisis response activities.

   NAME: __________________________ DATE ASSIGNED:________________________

   1a. Designate an alternate to serve in the Commander’s absence. ____________________

3. **Designate a School Crisis Management Team.**
This team would assist the IC with all crisis preparedness and response activities. These roles may be filled either by the IC him or herself, the respective district-level Officer, and/or appropriate site-based personnel.

   i. **Designate a Public Information Officer.**
   Responsible for keeping the public informed about crisis response activities.

   NAME: __________________________ DATE ASSIGNED:________________________

   Designate an alternate to serve in the Officer’s absence. __________________________

   ii. **Designate a Safety Officer.**
   Responsible for establishing safety and secure crisis response environment.

   NAME: __________________________ DATE ASSIGNED:________________________

   Designate an alternate to serve in the Officer’s absence. __________________________

   iii. **Designate a Liaison Officer.**
   Responsible for coordinating with crisis response agencies from outside of the school district.

   NAME: __________________________ DATE ASSIGNED:________________________

   Designate an alternate to serve in the Officer’s absence. __________________________

5. **Designate individuals to fill Incident Command System roles**
   This team will include members of the Crisis Management Team and defines leadership roles and responsibilities during the response to a critical incident.

   i. **Designate a School Intelligence Section Chief.**
   Responsible for collecting, documenting and evaluating information about the critical incident and the school’s crisis response.

   NAME: __________________________ DATE ASSIGNED:________________________

   Designate an alternate to serve in the Chief’s absence. __________________________

   ii. **Designate a School Operations Section Chief.**
   Responsible for evaluating school facility safety; search/rescue and student release; emergency medical response; student care and mental health; and if necessary management of a morgue.

   NAME: __________________________ DATE ASSIGNED:________________________

   Designate an alternate to serve in the Chief’s absence. __________________________

   iii. **Designate a District Logistics Section Chief.**
   Responsible for management and allocation of school facilities; supplies and equipment; staff and volunteer assignment; and school-wide communications.

   NAME: __________________________ DATE ASSIGNED:________________________
iv. **Designate a District Finance Section Chief.**
Responsible for authorizing incident related purchases, record keeping and accounting, and crisis responder hours time keeping.

NAME: ___________________________ DATE ASSIGNED: ________________

Designate an alternate to serve in the Officer’s absence. ________________________________________________________________

5. **Members of the Crisis Response Team should work cooperatively to complete the and maintain a crisis response box:**
   a. Date completed: _______________________________________
   b. Date last check: _______________________________________
   c. Primary location: _______________________________________
   d. Duplicate location: _______________________________________

6. **Conduct an annual school site crisis response tabletop drill.**

   Date Last conducted: ______________________________________
School Incident Command Flowchart

School Incident Commander
Primary: ____________________________
Secondary: ___________________________

Crisis Management Team
Public Information Officer _________________________
Safety Officer: _____________________________
Liaison Officer: _____________________________

(Thinkers)
School Intelligence Section Chief
__________________________

(Doers)
School Operations Section Chief
__________________________

(Getters)
School Logistics Section Chief
__________________________

(Payers)
School Finance Section Chief
__________________________

School Security and Safety Coordinator
__________________________

School Facilities Coordinator
__________________________

School Student Care Coordinator
__________________________

School Supplies & Equipment Coord.
__________________________

School Emergency Medical Coordinator
__________________________

School & Volunteer Assign. Coordinator
__________________________

School Translation Coordinator
__________________________

School Communicat. Coordinator
__________________________
Operations Section Flowchart

School Security and Safety Coordinator
School Student Care Coordinator
School Emergency Medical Coordinator
School Translation Coordinator

Facilities & Grounds Specialist
Crisis Intervention Specialist
First Aid Specialist

Search, Rescue & Accounting Specialist
Student Assembly & Release Specialist
Morgue Specialist

Crowd Management Specialist
Shelter, Food, Water & Supplies Specialist

Traffic Safety Specialist

Facility and Grounds Specialist: Along with the Safety Officer, ensures that school facilities and grounds are safe.

Search, Rescue, and Accounting Specialist: Looks for, rescues, and accounts for students and staff.

Crowd Management Specialist: Implements procedures designed to manage large crowds (e.g., parents looking for children).

Traffic Safety Specialist: Manages all traffic including emergency response vehicles.

Crisis Intervention Specialist: Addresses mental health needs.

Student Assembly and Release Specialist: Oversees location where students assemble and supervises parent/child reunification.

Shelter, Food, Water, and Supplies Specialist: Maintains and distributes basic needs facilities and supplies.

First Aid Specialist: Maintains and distributes first aid supplies, oversees first aid prior to emergency response personnel arrival, and works with paramedics.

Morgue Specialist: Maintains facilities and supplies to be used to house the deceased until they can be removed.
## Crisis Response Box Elements

<table>
<thead>
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<th>Element</th>
<th>Responsible Team Member</th>
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<tr>
<td>Crisis Management Team phone numbers</td>
<td>Critical Incident Commander</td>
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<td>Crisis Response Team role descriptions</td>
<td>Critical Incident Commander</td>
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<td>Public Information Officer</td>
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<td>Media management policy</td>
<td>Public Information Officer</td>
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<td>Community emergency resources listing*</td>
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<tr>
<td>Emergency response personnel staging area</td>
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<td>Structural engineering resources</td>
<td>Safety Officer</td>
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<tr>
<td>Aerial photos of the campus</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>School community map</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>Campus layout (with staging areas indicated)</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>Blueprints of all school buildings</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>Crisis incident log</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>AM/FM battery operated radio (batteries)</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>Battery operated weather radio (batteries)</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>Battery operated laptop (with AirPort)</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>Site status report forms</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>Damage documentation tools (e.g., cameras)</td>
<td>Intelligence Section</td>
</tr>
<tr>
<td>Keys for all campus facilities</td>
<td>Operations Section (Security &amp; Safety Coord./F&amp;G Sp.)</td>
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<tr>
<td>Fire alarm turn-off procedures</td>
<td>Operations Section (Security &amp; Safety Coord./F&amp;G Sp.)</td>
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<tr>
<td>Sprinkler system turn-off procedures</td>
<td>Operations Section (Security &amp; Safety Coord./F&amp;G Sp.)</td>
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<tr>
<td>Utility shut-off valves/tools</td>
<td>Operations Section (Security &amp; Safety Coord./F&amp;G Sp.)</td>
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<tr>
<td>Gas line and utility layout</td>
<td>Operations Section (Security &amp; Safety Coord./F&amp;G Sp.)</td>
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<tr>
<td>Cable television satellite feed shut-off</td>
<td>Operations Section (Security &amp; Safety Coord./F&amp;G Sp.)</td>
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<tr>
<td>Yellow caution tape</td>
<td>Operations Section (Security &amp; Safety Coord./SRA Sp.)</td>
</tr>
<tr>
<td>Search and rescue supplies/equipment*</td>
<td>Operations Section (Security &amp; Safety Coord./SRA Sp.)</td>
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<tr>
<td>Student photos</td>
<td>Operations Section (Security &amp; Safety Coord./SRA Sp.)</td>
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<tr>
<td>Parent Center location</td>
<td>Operations Section (Security &amp; Safety Coord./CM Sp.)</td>
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<tr>
<td>Evacuation routes and assembly procedures*</td>
<td>Operations Section (Security &amp; Safety Coord./SAR Sp.)</td>
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<tr>
<td>Evacuations sites</td>
<td>Operations Section (Security &amp; Safety Coord./SAR Sp.)</td>
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<tr>
<td>Student disposition/release forms</td>
<td>Operations Section (Security &amp; Safety Coord./SAR Sp.)</td>
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<tr>
<td>Student release procedures</td>
<td>Operations Section (Security &amp; Safety Coord./SAR Sp.)</td>
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<tr>
<td>Student attendance roster</td>
<td>Operations Section (Security &amp; Safety Coord./SAR Sp)</td>
</tr>
<tr>
<td>Traffic management plan</td>
<td>Operations Section (Security &amp; Safety Coord./TS Sp.)</td>
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<tr>
<td>Student emergency cards</td>
<td>Operations Section (Student Care Coord./SFW&amp;S Sp.)</td>
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<tr>
<td>Special needs student listing (e.g., meds)</td>
<td>Operations Section (Student Care Coord./SFW&amp;S Sp.)</td>
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<tr>
<td>Crisis Codes established</td>
<td>Operations Section (Student Care Coord./CI Sp.)</td>
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<tr>
<td>Lockdown procedures</td>
<td>Operations Section (Student Care Coord./CI Sp.)</td>
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<tr>
<td>Crisis intervention resource listing</td>
<td>Operations Section (Student Care Coord./CI Sp.)</td>
</tr>
<tr>
<td>Crisis intervention procedures/resources*</td>
<td>Operations Section (Student Care Coord./CI Sp.)</td>
</tr>
<tr>
<td>Element</td>
<td>Responsible Team Member</td>
</tr>
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<td>----------------------------------------------</td>
<td>---------------------------------------------------------------</td>
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<tr>
<td>First aid supplies list and location*</td>
<td>Operations Section (Emergency Medical Coord.)</td>
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<tr>
<td>First aid procedures</td>
<td>Operations Section (Emergency Medical Coord.)</td>
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<tr>
<td>Morgue procedures and supplies*</td>
<td>Operations Section (Emergency Medical Coord.)</td>
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<tr>
<td>Translator listing</td>
<td>Operations Section (Translation Coord.)</td>
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<tr>
<td>Crisis intervention center/service rooms</td>
<td>Logistics Section (Facilities Coord.)</td>
</tr>
<tr>
<td>Command post/Staging area signs</td>
<td>Logistics Section (Facilities Coord.)</td>
</tr>
<tr>
<td>Care/Shelter resource listing (e.g., water, food)*</td>
<td>Logistics Section (Facilities Coord.)</td>
</tr>
<tr>
<td>Teacher Roster/Assignments</td>
<td>Logistics Section (SCVA Coord.)</td>
</tr>
<tr>
<td>Staff Roster/Assignments/Crisis duties</td>
<td>Logistics Section (SCVA Coord.)</td>
</tr>
<tr>
<td>Staff resources listing/Crisis duties</td>
<td>Logistics Section (SCVA Coord.)</td>
</tr>
<tr>
<td>List of key parent/community volunteers</td>
<td>Logistics Section (SCVA Coord.)</td>
</tr>
<tr>
<td>Crisis Response Team Identification</td>
<td>Logistics Section (SCVA Coord.)</td>
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<tr>
<td>Communication resources listing/locations*</td>
<td>Logistics Section (Communications Coord.)</td>
</tr>
<tr>
<td>Staff phone tree (with cell phone numbers)</td>
<td>Logistics Section (Communication Coord.)</td>
</tr>
<tr>
<td>Phone line use designation listing</td>
<td>Logistics Section (Communications Coord.)</td>
</tr>
<tr>
<td>Office supplies</td>
<td>Logistics Section (Supplies &amp; Equipment Coord.)</td>
</tr>
<tr>
<td>Flashlights (with extra batteries)</td>
<td>Logistics Section (Supplies &amp; Equipment Coord.)</td>
</tr>
<tr>
<td>Emergency resource budget information</td>
<td>Finance Section</td>
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<tr>
<td>Emergency personnel sign-in/sign-out sheet</td>
<td>Finance Section</td>
</tr>
<tr>
<td>Purchase Order forms</td>
<td>Finance Section</td>
</tr>
<tr>
<td>FEMA forms</td>
<td>Finance Section</td>
</tr>
</tbody>
</table>

NOTES: * = Additional description provided below

**Media Staging Area/Resources**

1) School/District/Community maps (with acetate map covers)
2) Marking pens
3) Easel for display of maps
4) Multiple phones and phone lines
5) Electricity
6) Podium with battery powered PA system
7) Ruled pads or steno notebooks
8) Pens and pencils
9) Scotch/Masking tape
10) Laser pointer
11) Telephone contact list
12) Day-Glo Sign “All Media Report Here”
13) Lighting for night operations
14) Tape recorders and tapes (to tape all press conferences)
15) Media sign-in sheet
16) Blank press passes
17) AM/FM portable radio
18) Local telephone book
19) Media contact log
20) Overhead projector and Screening
21) Copy machine
22) Computers
23) Press release templates

**Community Emergency Resources**

1) Emergency Medical Responders
2) Police Department
3) Fire Department
4) Office of Emergency Services
5) Red Cross
6) FEMA
7) Community Mental Health
8) Local hospitals
9) Utilities contacts

**Search and rescue supplies/equipment**

1) Hard hats
2) Gloves
3) Master key
4) First aid supplies
5) 2-way radio

6) School map
7) Goggles
8) Flashlights
9) Dust mask
10) Pry bar
11) Grease pencil
12) Pencils
13) Duct tape
14) Masking tape
15) Utility shut off value location/tools
16) Yellow caution tape

**First aid supplies**

1) Stretchers
2) Staff and student medications
3) Forms (first aid care notice, medical treatment log)
4) Marking pens
5) Blankets
6) Ground cover/tarps
7) Supplies
   a. 4x4 compresses: 1000 per 500 students
   b. 8x10 compresses: 150 per 500 students
   c. Kerlix bandaging: 1 per student
   d. Ace wrap: 2": 12 per campus
      4": 12 per campus
   e. Triangular bandage: 24 per campus
   f. Cardboard splints: 24 each, sm, med., lg.
   g. Steri-strip butterfly bandages: 50 per campus
   h. Aqua-Blox (water) cases: $0.016 x students + staff = # of cases (for flushing wounds)
   i. Neosporin: 144 squeeze packs per campus
   j. Hydrogen peroxide: 10 pints per campus
   k. Bleach: 1 small bottle
   l. Paramedic scissors: 4 per campus
   m. Tweezers: 3 assorted per campus
   n. Triage tags: 50 per 500 students
   o. Latex gloves: 100 per 500 students
   p. Oval eye patch: 50 per campus
   q. Tape: 1" cloth: 50 rolls per campus
   r. Tape 2": 24 per campus
   s. Dust masks: 25 per 100 students
   t. Disposable blanket: 10 per 100 students
   u. Space blankets: 1 per student/staff
   v. First aid books
   w. Heavy duty rubber gloves: 4 pair
Evacuation and assembly
1) Maps with primary and alternate routes indicated
2) Roll sheets
3) Emergency cards

Crisis intervention resources
1) Procedural checklist
2) Referral forms
3) Community resource listings
4) Psycho-educational flyers
5) Triage worksheets
6) Triage summary sheets

Morgue supplies
1) Tags
2) Pens/Pencils
3) Plastic trash bags
4) Duct tape
5) Vicks Vapo Rub
6) Plastic Tarps
7) Stapler
8) 2” cloth tape

Care/Shelter resources
1) Ground cover, tarps
2) Blankets
3) First aid kit
4) Water
5) Food
6) Sanitation supplies
7) Student activities; books games coloring books, etc.
8) Forms: Student accounting, Notice of first aid care
9) Dust masks

Communication resources
1) Bull horn
2) Two way radios
3) Computers with internet access
4) Cell phones
Crisis Intervention Checklist

1. Mitigate crisis damage and minimize crisis exposure
   Crisis intervention begins with an effective emergency crisis management and response.

2. Determine crisis facts.
   Use the crisis intervention fact sheet.

3. Assess degree of impact on the school.
   How many students will be affected and to what degree?
   Can site resources manage the crisis or will district-level assistance be needed?

4. Notify the crisis intervention team and open the crisis intervention center.
   This team works cooperatively with members of the Crisis Management Team.
   (a) Set up a sign-in/sign-out system
   (b) Set up a message board
   (c) Give each crisis team member an ID badge so that the individual is easily identified.

5. If not already done, notify district office of the crisis situation.
   District crisis response team assistance is requested through the district office.

6. Notify other school sites that could be affected by the crisis.

7. Contact the family(ies) of the crisis victim(s).

8. Determine what information is to be shared with
   (a) Students
   (b) Parents/Community
   (c) Staff
   (d) Media
   Remember to keep in mind parental rights to confidentiality.

9. Determine how the information is to be shared.
   (a) Written bulletins and/or letters
   (b) Assemblies
   (c) Phone calls
   (d) Parent/Community meetings
   (e) Classroom presentations/discussions

10. If a crime has occurred, isolate victims/witnesses until law enforcement interviews are completed.

11. Initiate the psychological triage and referral process.
   (a) Make referral forms available to staff
   (b) Designate who will maintain the referral list and where it will be kept
   (c) Designate interview/counseling locations
   (d) Distribute a summary of referrals to support staff
   (e) Establish a procedure for self-referral

12. Identify high-risk students and plan interventions.
   (a) Designate who will maintain the high-risk list and where it will be kept.
   (b) Decide upon interventions (i.e., individual, small group, classroom).

13. Hold a staff meeting.

   Following a student's death, delete the name from computers and attendance registers.
   Be sure that no one calls reporting the student absent.

15. Debriefing held at the end of each day.
   (a) Review the intervention process
   (b) Plan follow-up actions
   (c) Review the status of the referrals
   (d) Provide mutual support
   (e) Prioritize needs

16. Schedule a morning planning session.

17. Plan memorials.

18. Debrief and evaluate the crisis response.