The Comprehensive School Crisis Team: Roles and Responsibilities

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Presented by
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California State University, Sacramento
Presentation Goals

1. Recognize the elements of a comprehensive school crisis response team, including:
   a) The general SCT activities during the different phases of a crisis.
   b) SCT membership according to the Standardized Emergency Management System (SEMS).
   c) The specific responsibilities of SCT members during the different phases of a crisis.

2. Recognize the value and functions of multiple hierarchical SCT.
Presentation Overview

1. School Crisis Teams
   a) SCT activities during the different phases of a crisis.
   b) SCT membership according to the Standardized Emergency Management System (SEMS).
   c) Responsibilities of SCT members during the different phases of a crisis.

2. Multiple Hierarchical SCT.
School Crisis Teams

Presentation Goal:

- Recognize the elements of a comprehensive school crisis response team, including: (a) the general SCT activities during the different phases of a crisis, (b) SCT membership according to the Standardized Emergency Management System (SEMS), and (c) the specific responsibilities of SCT members during the different phases of a crisis.

See Supplemental Handouts page 4
SCT Activities

- **Crisis Prevention**
  - Reduce the incidence of crisis events.

- **Crisis Preparedness**
  - Ensure response readiness for crises that are not, or cannot be, prevented.

- **Crisis Response**
  - After a crisis event minimize crisis damage and restore equilibrium.

- **Crisis Recovery**
  - Repair crisis damage and return to baseline (or pre-crisis) operation/functioning.
SCT activities during the different phases of a crisis.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Prevention</th>
<th>Preparedness</th>
<th>Response</th>
<th>Recovery</th>
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<tbody>
<tr>
<td>Baseline</td>
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<td>Preimpact</td>
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<td>Impact</td>
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<td>Postimpact</td>
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<td>Recovery</td>
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SCT membership and the Standardized Emergency Management System (SEMS)

SCT membership can be defined by making use of the SEMS and the organizational structure of the Incident Command System (ICS).

SEMS is traditionally used to centralize, organize, and coordinate the emergency response to a critical incident, but can also be used to structure other SCT activities (i.e., prevention, preparedness, and recovery).

This is the same system used by most emergency responders (e.g., fire departments, law enforcement, emergency medical technicians, disaster responders).

Thus, use of SEMS helps to ensure that the SCT and other emergency responders are speaking the same language.
According to Lockyer & Eastin (2000):

- “The ICS provides overall direction and set priorities for an emergency. In operation, the ICS has five functions: management, planning/intelligence, operations, logistics, and finance/administration” (p. 12).

- “Under each of these functions, schools should pre-assign specific individuals, based on their job roles and responsibilities, to assist in the management of school site operations” (p. 12).
SCT Membership:
Five Elements of the ICS

1. Emergency Operations Center Director/Incident Commander (the managers)
   - The EOCD/IC may designate “Officers” to assist in the management of the crisis response.
     - Public Information Officer: Responsible for keeping the public informed about crisis activities.
     - Safety Officer: Responsible for establishing safety and secure environment
     - Liaison Officer: Responsible for coordinating with crisis response agencies from outside of the school district.

The nature of the critical incident determines who will be the Incident Commander. Until this individual arrives at school a school administrator (typically the principal) is in charge.
SCT Membership: Five Elements of the ICS

2. Plans/Intelligence Section (the thinkers)
   - Gathers and assesses information.
   - Document needs and status.
   - Writes SCT evaluations.
   - Requires a flexible and reliable communication system.

Individuals filling this role ‘must be able to use communication equipment, gather information in a timely manner and weigh it for significance’ (Lockyer & Eastin, 2000, p. 12).
SCT Membership:
Five Elements of the ICS

3. Operations Section (the doers)
   • Security and Safety Coordinator
     • Search, Rescue, and Accounting (SRA) Specialist
     • Student Assembly and Release (SAR) Specialist
     • Facility and Grounds (F&G) Specialist
     • Crowd Management (CM) Specialist
     • Traffic Safety (TS) Specialist
   • Student Care Coordinator
     • Crisis Intervention (CI) Specialist
     • Shelter, Food, Water and Supplies (SFW&S) Specialist
   • Emergency Medical Coordinator
     • First Aid Specialist
     • Morgue Specialist
   • Translation Coordinator
SCT Membership: Five Elements of the ICS

4. Logistics Section (the getters)

- Obtain resources to support the all ICS functions.
  - Supplies and Equipment Coordinator
  - Facilities Coordinator
  - Staff & Community Volunteer Assign. (SCVA) Coord.
  - Communications Coordinator

- All school staff can assist in this function.
SCT Membership:
Five Elements of the ICS

5. Administration & Finance Section (the payers)
   - Developing a budget
   - Authorizing purchases.
   - Track costs (including personnel costs) associated with the SCT.

   "Individuals responsible for purchasing, paying bills and balancing books are best suited to this function, which involves planning, purchasing emergency supplies and tracking costs following an emergency” (Lockyer & Eastin, 2000, p. 13).
SEMS and the SCT

See Supplemental Handouts page 22
The specific responsibilities of SCT members during the different phases of a crisis.
1. Crisis Management: Prevention

- Delegation, supervision, and evaluation of all crisis prevention efforts.
- Public Information
  - Provide the school community with information that will help to prevent crises.
- Safety
  - Develop school safety plans.
1. Crisis Management: Preparedness

- Delegation, supervision, and evaluation of all crisis preparedness activities.
- Assign SCT membership and maintain 24/7 contact information.
- Public Information Officer
  - Foster media relationships, develop media policy, prepare press release templates, plan for an emergency media center.
- Safety Officer
  - Develop disaster safety resources (e.g., structural engineers, law enforcement).
- Liaison Officer
  - Foster relationships with emergency response personnel, and identify and maintain emergency response listings (e.g., Red Cross, FEMA).
1. Crisis Management: Response

- Delegation, supervision, and evaluation of all crisis response activities.
- Initiate crisis response procedures and evaluate the need for outside assistance.

Public Information Officer
- Provide the community with information about the crisis response and manage the emergency media center.

Safety Officer
- Ensure a safe crisis response environment.

Liaison Officer
- Facilitate communication with community crisis responders.
1. Crisis Management: Recovery

Delegation, supervision, and evaluation of all crisis recovery activities.

Public Information Officer
- Provide the community with information about crisis recovery efforts and resources.

Safety Officer
- Ensure a safe crisis recovery environment.

Liaison Officer
- Facilitate communication with community crisis recovery workers.
2. Intelligence: Prevention

Identify and monitor potential crisis threats.
2. Intelligence: Preparedness

- Acquire and maintain information gathering and reporting materials.
  - Weather radios (battery operated)
  - Cell phones
  - Computers (with Internet access)
  - Two-way radios
  - Maps and floor plans
2. Intelligence: Response

- Collect crisis incident information.
- Document the crisis response.
- Assess crisis response status and needs.
2. Intelligence: Recovery

- Collect crisis recovery information.
- Document crisis recovery efforts.
- Assess crisis recovery status and needs.
3. Operations: Prevention

- Security and Safety
  - Provide safety education.
- Student Care
  - Provide student guidance services.
- Medical
  - Provide health education.
3. Operations: Preparedness

- **Security and Safety**
  - Establish search, rescue, and student accounting procedures.
  - Establish student assembly and release (to parents) procedures.
  - Establish crowd and traffic management procedures.

- **Student Care**
  - Develop the capacity to provide crisis intervention services.
  - Develop the capacity to meet student basic needs (e.g., shelter, water, food).

- **Medical**
  - Develop the capacity to meet emergency medical needs.

- **Translation**
  - Maintain a listing of translators who speak all languages represented in the school community.
3. Operations: Response

Security and Safety
- Conduct search and rescue, and account for all students.
- Evacuate students to a safe student assembly area, and release them to parents in a structured/systematic manner.
- Manage crowds by sending parents to the parent waiting area.
- Manage traffic and ensure emergency response vehicle access to school grounds.

Student Care
- Provide crisis intervention services.
- Provide for student basic needs (e.g., shelter, water, food)

Medical
- Provide for emergency medical needs

Translation
- Ensure all Operations personnel have access to translators.
3. Operations Section Specialists

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

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

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

- **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.
3. Operations Section Specialists

- Crisis Intervention Specialist:
  - Addresses mental health needs.

- 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.
3. Operations: Recovery

- **Student Care**
  - Provide mental health services.
  - Ensure student basic needs (e.g., shelter, water, food) are being met.

- **Medical**
  - Communicate with medical facilities regarding the status of injured students and staff.

- **Translation**
  - Continue to ensure all Operations personnel have access to translators.
4. Logistics: Prevention

- **Supplies and Equipment**
  - Obtain crisis prevention related materials and supplies.

- **Assignments**
  - Assign staff and volunteers to crisis prevention activities.
4. Logistics: Preparedness

- **Supplies and Equipment**
  - Obtain and store all crisis response supplies and equipment.

- **Facilities**
  - Identify and designate crisis response facilities.

- **Assignments**
  - Identify individuals to fill various crisis response roles.

- **Communications**
  - Ensure reliable/redundant communications systems (within, to, and from school and to and from all staff) are available.
4. Logistics: Response

- **Supplies and Equipment**
  - Make available all crisis response supplies and equipment. Obtain additional supplies as indicated

- **Facilities**
  - Operationalize crisis response facilities.

- **Assignments**
  - Direct staff and volunteers to the appropriate crisis response activities.

- **Communications**
  - Maintain communications to and from school and among all school staff members.
4. Logistics: Recovery

- **Supplies and Equipment**
  - Make available all crisis recovery supplies and equipment. Obtain additional supplies as indicated.

- **Facilities**
  - Maintain crisis recovery facilities.

- **Assignments**
  - Direct staff and volunteers to the appropriate crisis recovery activities.

- **Communications**
  - Maintain communications to and from school and among all school staff members.
5. Finance: Prevention

Budget for and authorize all crisis prevention related expenditures.
5. Finance: Preparedness

- Budget for and authorize all crisis preparedness related expenditures
5. Finance: Response

- Authorize all crisis response related expenditures.
- Record all personnel and material costs.
5. Finance: Recovery

- Continue to authorize all recovery related expenditures.
- Obtain emergency financial assistance.
- Request reimbursement.
Multiple Hierarchical School Crisis Teams

Presentation Goal:
Recognize the value and functions of multiple hierarchical SCT.
Regional-Level CRT

Provides crisis response training, consultation & direct intervention to regional all school districts

District-Level CRT 1
Provides crisis response training, consultation & direct intervention to individual schools

District-Level CRT 2
Provides crisis response training, consultation & direct intervention to individual schools

District-Level CRT 3
Provides crisis response training, consultation & direct intervention to individual schools

District-Level CRT 4
Provides crisis response training, consultation & direct intervention to individual schools

School Site-Level CRT 1

School Site-Level CRT 2

School Site-Level CRT 3

School Site-Level CRT 4

School Site-Level CRT 5

School Site-Level CRT 6

School Site-Level CRT 7

School Site-Level CRT 8

School Site-Level CRT 9

School Site-Level CRT 10

School Site-Level CRT 1

School Site-Level CRT 2

School Site-Level CRT 3

School Site-Level CRT 4

School Site-Level CRT 5

School Site-Level CRT 6

School Site-Level CRT 7

School Site-Level CRT 8

School Site-Level CRT 9

School Site-Level CRT 10

School Site-Level CRT 1

School Site-Level CRT 2
District Level Planning Checklist

**District Crisis Response Team Planning Check List**

1. **Designate an Emergency Operations Center (EOC).**
   - The incident command post from which all district-level crisis response activities are coordinated.
   - Location: __________________________ DATE ASSIGNED: __________________________
   - 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: __________________________
   - 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/secure 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: __________________________

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

6. **Conduct an annual district-level crisis response tabletop drill.**
   - Date Last conducted: __________________________

See Supplemental Handouts page 20
District Level SCT Flowchart

- Emergency Operations Center Director
  - Primary:
  - Secondary:

- Crisis Management Team
  - Public Information Officer
  - Safety Officer:
  - Liaison Officer:

- (Thinkers)
  - District Intelligence Section Chief

- (Doers)
  - District Operations Section Chief

- (Getters)
  - District Logistics Section Chief

- (Payers)
  - District Finance Section Chief

- District Security and Safety Coordinator
- Community Facilities Coordinator
- District Student Care Coordinator
- District Supplies & Equipment Coord.
- District Emergency Medical Coordinator
- Staff & Volunteer Assign. Coordinator
- District Translation Coordinator
- Dist. Communications Coordinator

See Supplemental Handouts page 22
School Level Planning Checklist

1. Designate an Incident Command Post (CP).
The incident command post from which all district/critical incident 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 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.

4. Designate individuals to fill Incident Command System roles.
The 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/locate 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 assignments; and school-wide communications.
   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:
   Date completed: ___________________________
   Date last check: ___________________________
   Primary location: ___________________________
   Duplicate location: ___________________________

6. Conduct an annual school site crisis response tabletop drill.
   Date last conducted: ___________________________

See Supplemental Handouts page 23
School Level SCT 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 Student Care Coordinator
- School Emergency Medical Coordinator
- School Translation Coordinator

- School Facilities Coordinator
- School Supplies & Equipment Coord.
- School & Volunteer Assign. Coordinator
- School Communicat. Coordinator

See Supplemental Handouts page 25
Operations Section Flowchart

(Doers)
School Operations Section Chief

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

See Supplemental Handouts page 7
## Crisis Response Box Elements

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<th>Element</th>
<th>Responsible Team Member</th>
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<td>Crisis Management Team phone numbers</td>
<td>Critical Incident Commander</td>
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<tr>
<td>Crisis Response Team role descriptions</td>
<td>Critical Incident Commander</td>
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<tr>
<td>Media staging area/resources</td>
<td>Public Information Officer</td>
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<tr>
<td>Media management policy</td>
<td>Public Information Officer</td>
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<tr>
<td>Community emergency resources listing</td>
<td>Liaison Officer</td>
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<tr>
<td>Emergency response personnel staging area</td>
<td>Safety Officer/Liaison Officer</td>
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<tr>
<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>
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<tr>
<td>AM/FM battery operated radio (extra batteries)</td>
<td>Intelligence Section</td>
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<tr>
<td>Battery operated weather radio (extra batteries)</td>
<td>Intelligence Section</td>
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<tr>
<td>Battery operated laptop (with airport) location</td>
<td>Intelligence Section</td>
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<tr>
<td>Site status report forms</td>
<td>Intelligence Section</td>
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<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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*See Supplemental Handouts page 9*
### Crisis Response Box Elements

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<th>Element</th>
<th>Responsible Team Member</th>
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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>
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<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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<td>Evacuation routes and assembly procedures</td>
<td>Operations Section (Security &amp; Safety Coord./SAR Sp.)</td>
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<td>Evacuations sites</td>
<td>Operations Section (Security &amp; Safety Coord./SAR Sp.)</td>
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<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>
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<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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<td>Special needs student listing (e.g., medications)</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>
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<tr>
<td>Crisis intervention procedures</td>
<td>Operations Section (Student Care Coord./CI Sp.)</td>
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**NOTE:**
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<tr>
<th>Element</th>
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<tbody>
<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</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>
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<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>
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<tr>
<td>List of key parent/community volunteers</td>
<td>Logistics Section (SCVA Coord.)</td>
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<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>
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<tr>
<td>Staff phone tree (with cell phone numbers)</td>
<td>Logistics Section (Communication Coord.)</td>
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<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>
</tr>
<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>

Concluding Discussion & Questions

❖ Further Development of UUSD Crisis Teams
   ❖ See Supplemental Handouts page 33

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