

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

Crisis Response

Upon discovering that a crisis has occurred, the administrator will make an initial assessment to determine if students and/or staff are at risk. If necessary, evacuation or lockdown procedures will be initiated immediately.

Crisis Assessment – Following the initial assessment, the Crisis Response Team will:

- Verify facts,
- Reassess the need for evacuation/lockdown or other appropriate action, and
- Notify appropriate public safety personnel (i.e., police, fire, etc.).

Crisis Management – To determine the need for support services, the Crisis Response Team will:

- Assess the need to modify the day's scheduled assignments and activities,
- Identify and provide assistance to individuals who may require support services (i.e., health and counseling professionals, etc.), and
- Ensure adequate meeting space for the delivery of needed services.

Notification – When deemed necessary, the Crisis Response Team will:

- Alert individual teachers, students and/or classes,
- Notify entire staff,
- Convene a general school assembly,
- Notify individual families,
- Notify the community at large,
- Conduct an end-of-day staff meeting (debriefing),
- Set-up a communication network (Who will do what), and
- Notify the Commissioner of Education within two business days if the crisis involves explosives (bomb or bomb threat).

End-of-Day Evaluation – To assess the status of the crisis, the Crisis Response Team will:

- Conduct an end-of-day staff meeting, if appropriate,
- Plan for the subsequent days,
- Determine to what extent support services are to continue and to what degree,
- Review the need for any disciplinary action,
- Determine the individual(s) who will continue daily monitoring of the crisis recovery process, and
- Review options to schedule make-up time if evacuation was required.

Crisis Follow-up – To assess the effectiveness of response, the Crisis Response Team will:

- Review procedures and practices employed,
- Meet with public safety personnel for their assessment, if they were involved, and
- Modify procedures and practices, if warranted.

Note: The Crisis Response Team will develop specific administrative procedures that will further assist them in carrying out the mandates of the Crisis Response policy and regulations.

Legal Reference: MRSA Title 20-A § 1001 §§16

Cross Reference: KDE Crisis Response

History: Adopted Meeting # 790 December 02, 2003