

# Marin Schools Crisis Intervention Checklist

## 1. Gather the Facts

- Notify the principal/designee
- Principal contacts family or police/fire to verify information
- Clarify information to be shared with school site

## 2. Decide to Call the Team

- Principal meets with Crisis Intervention Team Leader
- Evaluate problem/event and determine degree of impact on school
- Assemble the Crisis Intervention Team
- Determine if additional support is needed
- Request assistance from District, Regional and/or County Crisis Teams
- Use Marin County Crisis Response System of Support if needed
- Request support from State and National resources as needed
- Inform district officials of crisis and level of response
- Update level of response as needed

## 3. Manage the Flow of Information

- Review facts and determine what information is to be shared with:
  - Faculty
  - Students
  - Parents/Community – materials translated as needed
  - Media
- Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
  - Initiate phone tree to staff
  - Schedule faculty meeting ASAP
  - Written memo/fact sheet delivered to classrooms
  - In-person memo/fact sheet delivered to classrooms by admin/counseling staff
  - Loudspeaker/intercom during class time not recommended (except in lock down situations)
  - Assemblies are not recommended
  - Use automated phone calling system as a secondary method

## 4. Manage the Logistics

Identify the Location of Services

### Large Scale Disaster

- Assemble crisis intervention operations near the first aid station

### Mental Health Response

- Determine a central location for counseling services (library, multi-use room)
- Select rooms for individual interviews
- Obtain supplies (letter and poster/butcher paper, markers, paint, food, water, tissues)
- Establish a sign-in and message center for support service personnel on campus

- ❑ Prepare sign-in sheets and documents to record students needing additional support services

## 5. Create a Referral Process

- ❑ Provide a referral process including procedures for self-referral
- ❑ Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

## 6. Provide Interventions

### During the crisis

- ❑ Follow the “immediate assessment” guidelines
- ❑ Refer for first aid and/or psychological first aid as needed

### Following the crisis

- ❑ Conduct psychological triage to identify high-risk students/staff
- ❑ Initiate appropriate interventions
  - Individual interviews (highest risk)
  - Psychological First Aid (medium risk)
  - Psychological Education Groups (all, as willing)
  - Classroom activities, presentations
  - Support groups (as needed)
  - Parent meetings (as needed)
  - Staff meetings (encourage participation by all)
  - Support to staff (as needed)
  - Referrals to community agencies (as needed)
- ❑ Encourage crisis responders to take breaks and maintain self-care

## 7. Document

- ❑ Maintain a log of:
  - All students receiving support services
  - All students needing additional services
  - Crisis responders

## 8. Debrief – On a daily basis

- ❑ Review process, status of referred students
- ❑ Prioritize needs
- ❑ Plan follow-up actions
- ❑ Provide support to team members
- ❑ Provide support to staff
- ❑ Revise the plan as needed

## 9. Consider the Recovery

- ❑ Care for the caregiver
- ❑ Attend to trigger events/anniversaries
- ❑ Revise the plan as needed