

**Crisis Response Policy
Board of Education
Wrightstown Community School District**

The Board of Education is committed to providing a Quality Education for Every Student, which includes creating a school environment that treats all students and citizens with dignity and respect, and a learning environment that is physically and emotionally safe. In the event of a crisis, student safety and creating and reporting clear, consistent communication are instrumental in maintaining that environment. For the purpose of these guidelines a crisis is defined as any incident which may cause serious injury or the death of a member of the Wrightstown Community School staff or student body or an incident which may significantly impact the health and well-being of the school community.

The Crisis Response Team (CRT) will consist of the Superintendent, Building Principals, Counselors, School Psychologist, Director of Pupil Services and Police Liaison Officer. When deemed necessary, local and county law enforcement and emergency service providers will be included on the Crisis Response Team based on the specifics of the crisis. The Board of Education assigns the superintendent to act as the leader of the CRT team in the event of a crisis.

In the event of a crisis and the activation of the CRT team, the superintendent will be the point of contact, unless he/she delegates this responsibility, for all media inquiries. Media will not be allowed access to students on school grounds. All other district staff shall refrain from addressing the media. The response to the media will be a statement formulated by the CRT and given by the superintendent or his/her designee.

Administrative Guidelines and Procedures for Policy Implementation

Notification of a Crisis: Upon receiving notification of a crisis, all members of the CRT will be notified via the phone tree and a meeting time will be set as soon as possible. In the event a meeting is not possible, crisis procedures as outlined in each building / classroom will be followed.

Initial Meeting: At the initial meeting, the CRT team will discuss the facts of the incident and gather current, factual information through law enforcement and or anyone directly involved in the incident. Once information has been gathered and discussed, a decision will be made as how to proceed. The CRT must determine how staff, students, parents, and or media will be informed as well as what information will be shared.

When it is deemed necessary to inform staff, a staff meeting will be called at the earliest opportunity. The Building Principals will report the facts to the staff, as they are known at that time. In the event the crisis occurs during summer, email and phone tree contacts will be made to all staff in order to provide notification of the staff meeting. The Superintendent will contact the Board of Education via phone or email to report the facts.

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When deemed necessary to inform the student body, two options may be employed:

Option One: Faculty will receive a scripted report prepared by the CRT that they will then take to their classrooms and read to the students. It is very important that the staff read only the scripted information in order to stay with factual information and to avoid any rumors or speculation.

Option Two: The building principals and counselors will travel from class to class to share the scripted information with the students.

Staff will be asked to keep an eye out for any students that may need additional help/counseling and will inform school counselor.

In the event the crisis occurs during the summer, counselors will be available at the buildings to support any students who are in need of assistance.

Crisis Procedures: Procedures for building evacuation (fire or bomb threat), potential threat within the building, imminent danger within the building, and tornado safety are posted in each classroom, as well as, outlined in staff handbooks. The procedures are activated via public announcement statements in each building by a Crisis Response Team member. The procedures are reviewed annually and drill and practice occurs in each building based on the crisis procedure.

Follow-up: There shall be a staff meeting at the end of the day in order to update staff and for the CRT to receive updates from the staff.

Adopted: 6/16/04

Reviewed: 12/15/2010

Revised: