

## **CRISIS INTERVENTION PLAN: SAMPLE AND RESOURCES**

**In the event that a “crisis situation” should arise, [School’s Name] professional personnel will strictly adhere to the following:**

### **Talk of Suicide:**

- Ignore no remarks about committing suicide.
- Inform the Principal immediately.
- The parents will be called that same day by a designated person.
- Parents will be offered a list of counseling resources.
- The parents will be contacted additionally as needed.
- The parents will be asked to keep the Principal informed of all recommendations made by the qualified counselor(s).
- The Pastor will be informed of the situation.

### **Child Abuse:**

- The teacher will notify the Principal if abuse is suspected or evident.
- The Principal will meet with the child and when possible with another adult present with whom the child is comfortable.
- This matter will be documented in the office.
- The Principal will call the appropriate agency (if) there is reason to suspect or evidence that abuse has taken place.
- The Pastor will be informed of the situation.
- The reporting teacher will be contacted with follow-up information.

### **In Case of the Sudden Death or Serious Illness of a Staff Member or Student:**

- An emergency faculty meeting may be called.
- Activation of the emergency phone tree (school families) may take place.
- Professional help will be made available to staff and students.
- Staff will be guided by Principal/Pastor as to plans of action—keeping focused on community prayer and as much of a “normal” routine as possible.

### **Intruder Alert:**

- PA announcement: *Just a reminder that the roofers will be here today—please excuse the noise.*
- Clear halls of students/staff.
- Stay put until “all clear” announcement is given.
- Auxiliary Services Staff and Kindergarten will be notified. (2nd building)

### **In Case of a Bomb Threat:**

- PA announcement: *Just a reminder that Simplex will be here today to check the clocks.*
- This is a signal to look around the room for suspicious items.
- Fire alarm will ring shortly (if cold, we’ll go directly to church); Auxiliary Services Staff and Kindergarten will be notified.
- Student Emergency Cards and the cell phone (from main office) will be taken to the gathering site.
- We will then follow directions from Fire Department.

### **Emergency Early Closing:**

- We follow (see handbook) as to CLOSED or DELAYED (listen to your radio station for this information.)
- If we must dismiss early on a school day (bus transportation determines this), our goal is to safely get the children home. We will never just put a child on the bus and hope for the best—that he/she can get into the home or that someone will be there!
- We will follow the instructions on the Early School Closing Teacher Instruction form (see handbook).

### **Web Sites:**

<http://www.ed.gov/emergencyplan>

<http://www.usccb.org/sdwp/peace/index.htm>