

## FORM 2

# Establishing a Crisis Response Team

Each Crisis Response Team (CRT) will be composed of at least three standing members. One of these three standing members will be the designated leader with the other two members serving as back up in case of absence or emergency. The three standing members will be dictated by the school's own resources. Best practices show the team should consist of five to eight members and at minimum the following positions should be represented:

- Principal/Assistant Principal
- School Based Mental Health
- Educator
- SRO or Law Enforcement partner (*this person should not serve as lead team member*)

Lead Team Member responsibilities include:

- Setting a time for meetings
- Receiving a report of concern
- Determining who gathers what information and who conducts interviews
- Presenting the information to the team
- Leading the decision for referrals
- Revisiting the Individual Plan of Support (IPS) and updating the progress the student has made
- Confirming follow up support for victim(s) if necessary
- Updating the Community Resource list (*this should be done annually*)

All members of the Crisis Response Team should be trained in crisis intervention and how to use the CRT protocol.

Standing Members:

NAME	POSITION	EMAIL	PHONE

Other people who may be asked to serve on the CRT on an ad hoc basis are:

NAME	POSITION	EMAIL	PHONE

The CRT meeting will meet regularly \_\_\_\_\_ times per month.

Best practices state the CRT should meet weekly and on an emergency basis as needed.

The meetings will take place on \_\_\_\_\_ (day of week) at \_\_\_\_\_ (time).

In order to ensure all members of the school and local communities are aware of the dates and times of scheduled CRT meetings, the CRT meeting schedule will be posted in the following locations:

- Teachers' lounge
- School/District website
- Teacher and Student Handbooks
- Other locations

The CRT will use the following way(s) to communicate when conducting a crisis assessment:

Suggestions Include:

- Email
- Phone
- App
- Google Docs/Forms