

Chain of Command - SD/DoSL/SW

Reminder: In the event of an emergency or urgent situation you should contact the SD, DoSL or guidance counselor immediately. You should by-pass the CARE behaviors Google form and go directly to someone on the leadership team. After the situation is handled, they will ask you to fill out the Google form for tracking purposes. For behavioral emergencies, you should contact the DoSL; for mental health emergencies you should contact the guidance counselor.

Site Director/co-Site Director/Associate Site Director:

- Something you observe where *another* staff member is breaking a BEAM rule
- If a student has a medical emergency while on camera/audio, contact the SD immediately; all other non-emergency medical issues (e.g., can't see due to lack of glasses) should be referred to the SW
- If you're reaching out to SW first, you should also be reaching out to SD and DoSL to keep them in the loop

Director of Student Life:

- Behavioral things
- Not listening to staff instructions
- DoSL can triage and then send things to guidance counselor or SD if needed (if counselor doesn't know where to go - when in doubt tell the DoSL!)
- Assess situation and then move up the chain if necessary
- Clear behavioral crisis in class or activities
 - Behavioral issue if they're breaking one of the 4 BEAM rules
 - If not, the DoSL passes it on to SD or SW if needed

Guidance Counselor:

- Social-emotional things (a student tells you about abuse or neglect in the home, bullying)
- Clear mental health support need
- Clear mental health crisis in class or activities
- Non-emergency medical needs/concerns