

## **FLOW OF THE SCHOOL DAY DURING A CRITICAL INCIDENT**

1. CRT organizational meeting
2. Teachers' meeting
3. After principal notifies staff of facts of the incident and the agenda for the day, the CRT addresses the group:
  - a. Explain role of CRT:
    - Available to students and staff
    - Will be contacting parents of students counseled and making necessary referrals
    - Will be following-up in the building as long as necessary
  - b. Distribute handouts and address their content.
  - c. Stress the necessity of dealing with the issue in school.
4. Classroom procedure  
Conduct group discussion dealing with all responses and expressions in an accepting manner.  
Refer students needing individual contact to the crisis center.
5. In the crisis center or other designated gathering place:
  - Counsel students as needed.
  - Document all students seen.
  - Initiate contact with at-risk students who do not seek assistance.
  - Determine who will be available to teachers and parents for questions, advice and support.

## **END OF THE DAY**

- a. Team meets and goes over the list of students seen or otherwise identified as at-risk (may include students that were absent from school).
- b. Team member(s) attend end-of-day meeting for district staff to process events of the day and plan for upcoming days.
- b. Personal phone calls need to be made to parents/guardians of students needing or seeking help. These include:
  - High-risk students seeking help.
  - High-risk students who do not seek help.
  - Other students who make use of support services.