

# **PART 3**

**CONCERNS/  
CRISES COVERED  
BY DIOCESAN OR  
LOCAL POLICIES  
OR  
STATE LAW**

**PART 3  
TABLE OF CONTENTS**

**CRISIS MANAGEMENT PLAN**

<b>CHAPTER 1</b>	<b>CHILD ABUSE, NEGLECT MOLESTATION</b>
<b>CHAPTER 2</b>	<b>CONTAGIOUS DISEASES</b>
<b>CHAPTER 3</b>	<b>DEATH OFF CAMPUS NATURAL, ACCIDENT, HOMICIDE OR SUICIDE</b>
<b>CHAPTER 4</b>	<b>DECLARATION OF WAR OR NATIONAL INCIDENT</b>
<b>CHAPTER 5</b>	<b>SUICIDE THREAT/ATTEMPT</b>

## **CHAPTER 1**

### **CHILD ABUSE OR NEGLECT**

1. Oral report made to CHILD PROTECTIVE SERVICE within 24 hours by the person who identifies suspects abuse or neglect.
2. DO NOT ATTEMPT TO VERIFY INFORMATION.
3. DO NOT NOTIFY PARENTS (THEY MAY BE THE ABUSERS).
4. Person who originally suspected abuse or neglect files a confidential written report to Child Protective Service.

### **ABUSE / MOLESTATION ACCUSATION AGAINST SCHOOL PERSONNEL**

1. Remove perpetrator from any child contact immediately.
2. Notify Diocesan office. Follow instructions from Diocesan office.
3. Convene crisis team.
4. Allow time employee to be interviewed by authorities.
5. Provide counseling when, where and with whom it is needed.

## CHAPTER 2

### CONTAGIOUS DISEASES

Although wide spread contagious disease emergencies rarely arise, steps are given for the times, if and when, the occasion may occur.

1. Contact the POLK COUNTY OR STATE OF IOWA HEALTH DEPARTMENTS for recommendations and advice.
2. NOTIFY parents in a memo to be sent home as to the nature of the disease and steps they need to take for the safety of their child.
3. Meeting with concerned parents may be appropriate to dispel rumors and fears and provide information about the disease.
4. Prepare a fact sheet for the school secretary with the help of the school nurse for answering inquiries about the

## **CHAPTER 3**

### **DEATH OFF CAMPUS NATURAL, ACCIDENTAL, HOMICIDE OR SUICIDE**

1. Verify information
2. Convene crisis team.
3. Meet with faculty if possible.
4. Inform students.
5. Provide counseling for friends and at-risk students.
6. Prepare a media statement and fact sheet for telephone inquiries.
7. Send letters to elementary parents about the death, how the school is responding, and what reactions might be expected from their children. Invite them to contact the school counselor if they want assistance or have suggestions about how the counselor may help their child.
8. Appoint someone to coordinate memorials, cards and/or food for the family.
9. Inform students and staff about the funeral arrangements as soon as possible.
10. Debrief with the crisis team.
11. Plan follow-up counseling for students and faculty as needed.
12. Log activities and decisions.

## **CHAPTER 3 (CONTINUED)**

### **DEATH OFF CAMPUS NATURAL, ACCIDENT HOMICIDE OR SUICIDE**

#### **PAGE 2**

1. Contact the family to gather information about the circumstances of the death, funeral arrangements, needs of the child and the siblings.
2. Share information with the student's classmates.
3. Visit the home, if possible.
4. Attend the funeral
5. Prepare the classmates to be supportive when the student returns to school.
6. Provide counseling when the student returns to school.
7. Monitor the student's academic performance throughout the year, noting any difficulties, behavior problems or depression that might related to the family death.

## **CHAPTER 4**

### **DECLARATION OF WAR OR NATIONAL INCIDENT**

1. Verify information.
2. Share facts with faculty via memo or meeting.
3. Discuss what has happened with the students in small groups (i .e. classroom) encouraging them to share their emotional reactions to the tragedy.
4. Consult with the counselor or crisis team representatives about any especially distressed students .
5. Send letters to elementary school parents, describing what the school is doing and how the children may react. Include the phone numbers of the school for questions alerting the counselors about special problems children may have.
6. Hold an after school faculty meeting to discuss how the students are responding and to clarify helpful approaches or further steps in dealing with the tragedy.

## **CHAPTER 5**

### **SUICIDE THREAT/ATTEMPT**

#### **ATTEMPT AT SCHOOL**

1. Request school nurse to administer first aid if she is on campus.
2. If the attempt is a medical emergency, call the paramedics for transportation to the hospital emergency room. Meet parents there.
3. If an ambulance is not needed, ask parents to come to the school to meet with the caregiver or crisis team representatives.
4. Provide crisis counseling for the suicidal student while awaiting arrival of the parents for transportation to a medical facility.
5. Clear witnesses from the area.
6. Help witnesses process their thoughts and feelings about what has happened.
7. Formulate a re-entry plan with the parents, student and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment.

#### **SUICIDE ATTEMPT (OFF CAMPUS)**

1. Meet with the student and his/her parents.
2. If student is hospitalized, visit him/her.
3. Identify friends of the student and provide counseling for them.
4. Formulate a re-entry plan with the parents, student and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment.

## **CHAPTER 5 CONTINUED**

### **SUICIDE THREAT**

1. Make sure that the student is not left alone, is under careful watch in a secure place and does not have any means to attempt suicide.
2. Notify parents or guardians immediately, and call crisis team and counselor for assistance.
3. Follow recommendations made by the crisis team.
4. Any threat, verbalization, or note should be taken seriously.
5. If the student is to be seen for psychiatric emergency services and the parents are unavailable, arrange for hospital or crisis team staff to transport the student accompanied by a primary caregiver or a crisis team representative.
6. Determine if other students need to be involved in follow-up services.
7. Formulate a re-entry plan with parents, student and appropriate staff to address the needs of the students when returning to school after an absence for hospitalization or treatment.