

If a life-threatening emergency or health crisis is a sudden, generally unanticipated event that affects the social and emotional well-being of a significant number of students, staff, or the school community, it may involve serious examples, such as a classroom of students, etc. If your school community has experienced a crisis, the following procedures are recommended:

The Mental Health Crisis Response Team (MHCRT) is a vital component of the school and district crisis response team. Authorized by school district policies and School Safety Plans, the Mental Health Crisis Response Team provides visible support to address psychological well-being of students, teachers, staff, and caregivers.

There are seven distinct phases of a school crisis response with MHCRT Lead, Facilitate Postvention, and Complete Evaluation.

If the crisis involves a possible crime, an ongoing safety concern or threat, contact law enforcement, either the Sacramento Police Department (916-857-1801) or Sacramento Sheriff's Department (916-874-5115) to verify facts."

Notification of Crisis

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MHCRT Administrator will contact your area assistant superintendent and the Chief of Communications, Tara Gallegos, 916-643-9145 (office); 916-752-3705 (cell)"
Chief of Communications will inform the Superintendent and Deputy Superintendent. "

Schedule emergency staff meeting (see [Sample Emergency Staff Meeting Agenda](#))."
Inform staff about the meeting, using the most effective means to reach staff (i.e., texting, email, classroom visits, memo) Include all staff (classified, cafeteria, temporary, yard duty, Student Support Center staff, Expanded Learning School Program, other community partners/volunteers, etc.). "

Work with MHCRT Lead to [prepare script for teachers and staff](#) to use in informing students.



Identify students and/or staff who may need support. "

Provide guidelines for helping students and who are upset.

Encourage staff to dispel rumors whenever possible and discourage any "glorification" of the event (especially in cases of suicide). Remind staff to not comment on any social media speculation.

Allow staff opportunities to share reactions and feelings with one another, taking time for mutual support.

Provide guidelines for helping staff and who are upset. Encourage teachers to allow for expressions of grief, anger, etc. in classes throughout the day. Emphasize the acceptability/normalcy of a range of expressions.

Determine who is unable to inform students and who needs a crisis team member to assist in informing the students.

Announce time and location of follow-up staff meeting.