

Crisis Prevention & Response Plan

Kanawha County Schools					
Ben Franklin Career Center		304-766-0369	304-766-0371		
500 28th Street		Dunbar	WV, 25064		
Law Enforcement Agency Dunbar Police Department			Fire Department Dunbar		
CRISIS RESPONSE PLANNING TEAM (CRPT)					
Title	Name	Office Phone	Home Phone	Cellular	Email
Principal	Jennifer Stowers	307-766-0369	304-756-4295	304-573-3648	jmstowers@mail.kana.k12.wv.us
Assistant Principal	Nicole McCartney	304-766-0369		304-206-4060	nlmccartney@mail.kana.k12.wv.us
Adult Programs Principal	Susan Sweat	304-766-0369		304-415-5385	ssweat@mail.kana.k12.wv.us
School Counselor	Lynn Hunt	304-766-0369		304-552-0407	lparrish-hunt@mail.kana.k12.wv.us
School Nurse	Amanda Jordan	304-766-0353	304-421-5052	304-415-6921	aljordan@mail.kana.k12.wv.us
Teacher #1	Diana Wood	304-766-0369		304-595-3479	dpwood@mail.kana.k12.wv.us
Teacher #2	Stephanie Anderson	304-766-0369	304-346-1494	304-543-1494	sanderson@mail.kana.k12.wv.us
Service Person	Chris Bird	304-766-0369		304-741-5812	cbird@mail.kana.k12.wv.us
Parent #1	Tara Turley			304-553-1591	Turley_td@yahoo.com
Parent #2					
The following are recommended members					
County Board Member	Becky Jordan				
School Based Community Mental Health Professional	Lynn Hunt	304-766-0369		304-552-0407	lparrish-hunt@mail.kana.k12.wv.us
Comprehensive Behavioral Health Disaster Coordinator	Jon Duffy	304-348-7720		304-415-2151	jduffy@mail.kana.k12.wv.us
Local Law Enforcement	Lnt. Lester (Dunbar Police Dept.)			304-395-8260	Dpdmwlester231@gmail.com
Fire/Rescue	Dunbar Fire Dept.	304-766-0215			

Local EMA Director		304-342-1107			
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CRISIS RESPONSE TEAM (CRT)					
Title	Name	Office Phone	Home Phone	Cellular	Email
Principal	Jennifer Stowers	304-766-0369	304-756-4295	304-573-3648	jmstowers@mail.kana.k12.wv.us
Asst. Principal	Nicole McCartney	304-766-0369		304-206-4060	nlmccartney@mail.kana.k12.wv.us
Adult Programs Principal	Sue Sweat	304-766-0369		304-415-5385	ssweat@mail.kana.k12.wv.us
Head Custodian	Chris Bird	304-766-0369		304-741-5812	cbird@mail.kana.k12.wv.us
School Nurse	Amanda Jordan	304-766-0353	304-421-5052	304-415-6921	aljordan@mail.kana.k12.wv.us
School Counselor	Lynn Hunt	307-766-0369		304-552-0407	lparrish-hunt@mail.kana.k12.wv.us
School Resource Officer (SRO) (If applicable)	Lnt. Lester			304-395-8260	Dpdmwlester231@gmail.com
Evacuation Coordinator	Jennifer Stowers	304-766-0369	304-756-4295	304-573-3648	jmstowers@mail.kana.k12.wv.us
Reunification Coordinator	Jennifer Stowers	304-766-0369	304-756-4295	304-573-3648	jmstowers@mail.kana.k12.wv.us

NOTES:

1. For schools with more than one Assistant Principal include all and add as many rows as necessary.
2. For schools that split the student population into more than one Evacuation/Reunification site, there must be a designated Coordinator for EACH site. Add as many rows as necessary.

EVACUATION / REUNIFICATION SITES		
1. PRIMARY: Dunbar Middle School	ADDRESS: 325 27 th Street Dunbar, WV 25064	PHONE: 304-766-0363
ROOMS/AREA LOCATED IN BUILDING:	Gymnasium	Cafeteria and Library if Gymnasium cannot accommodate all students and teachers.
ADMINISTRATOR(s) IN CHARGE	NAME Jennifer Stowers, Principal	PHONE(s) – CELL AND LANDLINE Cell: 304-573-3648 Landline: 304-766-0369
BUSES NEEDED?	REGULAR None needed. Will walk across road to facility	SPECIAL BUSES NEEDED None
If the site is NOT a school (e.g. business, church etc.) complete this row.	Did you list this as a Named Insured with BRIM? Yes/No	Did you create a Memorandum of Understanding (MOU)?
2. SECONDARY Dunbar Primary School	ADDRESS: 2401 Myers Ave. Dunbar, WV 25064	PHONE: 304-766-0367
ROOMS/AREA LOCATED IN BUILDING:	Gymnasium	Cafeteria and Library if Gymnasium cannot accommodate all students and teachers.
ADMINISTRATOR IN CHARGE	NAME Jennifer Stowers	PHONE(s) – CELL AND LANDLINE Cell: 304-573-3648 Landline: 304-766-0369
BUSES NEEDED?	REGULAR None needed. Will walk across road to facility.	SPECIAL BUSES NEEDED None
If the site is NOT a school (e.g. business, church etc.) complete this row.	Did you list this as a Named Insured with BRIM? Yes/No	Did you create a Memorandum of Understanding (MOU)?
EVACUATION / REUNIFICATION SITES (continued)		

3. NON-SCHOOL Dunbar Bingo Hall	ADDRESS 2605 Charles Ave. Dunbar, WV 25064	PHONE 304-766-0219
ROOMS/AREA LOCATED IN BUILDING:	Will meet in the main room	Meet in the main room
ADMINISTRATOR IN CHARGE	NAME Jennifer Stowers	PHONE(s) – CELL AND LANDLINE Cell: 304-573-3648 Landline: 304-766-0369
BUSES NEEDED?	REGULAR None. Will walk across road to facility.	SPECIAL BUSES NEEDED None
Complete this row, as at least one site must not be another school.	Did you list this as a Named Insured with BRIM? Yes/No	Did you create a Memorandum of Understanding (MOU)?

*A Sample MOU can be found in the Appendix.

**Principals should notify parents of Evacuation/Reunification locations and procedures. A sample Parent Evacuation/Reunification Notice can be found in the Appendix.

SCHOOL SPECIFIC INSTRUCTIONS FOR DRILLS:

FIRE DRILL:

Fire alarm will sound, and all occupants will exit the building immediately at the closet exit. All teachers are to take their attendance sheet with student names with them as they exit the building. They are to close the doors and turn off all lights. The teachers are to move to area across the street from the building. They are to take class roll and notify the secretary who is in the front away from the building if there are any problems. At the conclusion of the drill there will be an announcement that will signal the return to the building.

BOMB THREAT:

All bomb threats should be taken seriously, whether deemed valid for evacuation, and must be reported to law enforcement agencies. Determine if the school should be evacuated. Once the situation is evaluated and determined, activate, and initiate the evacuation. Effectively communicate the emergency evacuation message to all staff. Once staff have exited the building to the designated rally point away from the school, they are to take roll and determine if all students are present. At the conclusion of the drill there will be an announcement that will signal the return of the building.

SHELTER IN PLACE:

Should be used to protect school occupants from external threats such as chemical plumes, severe weather and other natural and man-made threats. Once the announcement is made to shelter in place all students/ teachers/ staff pm the second floor of the building will report to the first floor in an orderly and structured fashion. All students are to travel and stay with their current classroom teacher/classmates and sit together with their teacher in an area as he/she so directs.

PRECAUTIONARY LOCKDOWN:

When there is a shooting or otherwise threatening situation in community near the school, the school will go on precautionary lockdown. During a precautionary lockdown door should be locked and no one is to leave or enter the room or building. If lockdown is still occurring when busses are due, they will be held until it is over. Once it has been determined that the threatening situation is over the school will be notified and the "All clear will be given."

LOCKDOWN:

An emergency lock down is declared when, in the opinion of the school administrator a situation exists that threatens the safety of school occupants. During lockdown, all occupants remain in their classrooms. During a lockdown, doors should be locked, and no one is to leave or enter the room or building. Windows should be shut and locked if possible. It is safest to move students away from the doors and windows. The lights are to be turned off in all the rooms and make sure everyone is quiet and remains in a Lockdown unit the "All Clear is given."

ACTIVE SHOOTER/ARMED INTRUDER:

If there is an active shooter/armed intruder, the school moves into a lockdown with a clear message sent throughout the school. During lockdown, all occupants remain in their classrooms. During a lockdown, doors should be locked, and no one is to leave or

enter the room or building. Windows should be shut and locked if possible. It is safest to move students away from the doors and windows. The lights are to be turned off in all the rooms and make sure everyone is quiet and remains in a Lockdown. Depending on where the active shooter or armed intruder is in the building, if teachers and students can make it out of the building safely then they need to evacuate. When evacuating students and teachers need to go to rally points assigned. When it has been determined that the shooter or armed intruder been captured the "All clear will be given."

WV School Mental Health Crisis Team Planning Template

School: Ben Franklin Career Center Team Manager Lynn Hunt
 Contact Phone 304-766-0369 Contact Email lparrish-hunt@mail.kana.k12.wv.us

SCHOOL MENTAL HEALTH CRISIS PLANNING TEAM (SMHCPT) Identify team members - Suggested roles on left

Title	Name	Office Phone	Home Phone	Cellular	Email
School Counselor	Lynn Hunt	304-766-0369		304-552-0401	lparrish-hunt@mail.kana.k12.wv.us
Principal	Jennifer Stowers	304-766-0369		304-573-3648	jmstowers@mail.kana.k12.wv.us
School Nurse	Amanda Jordan	304-766-0369	304-421-5052	304-415-6921	ajordan@mail.kana.k12.wv.us
School-based Mental Health Provider					
Community Mental Health Provider	Jon Duffy	304-348-6570			jduffy@mail.kana.k12.wv.us
Prevention Resource Officer	Lnt. Lester			304-395-8260	Dpdmwlester231@gmail.com
Special Educator	Stephanie Anderson	304-766-0369	304-346-1494	304-543-1494	sanderson@mail.kana.k12.wv.us
Student					

Teacher	Diana Wood			304-595-3479	dpwood@mail.kana.k12.wv.us
Parent	Tara Turley			304-553-1591	Turley_td@yahoo.com
Assistant Principal	Nicole McCartney	304-766-0369		304-206-4060	nlmccartney@mail.kana.k12.wv.us
Adult Program Principal	Sue Sweat	304-766-0369		304-415-5385	ssweat@mail.kana.k12.wv.us

SCHOOL MENTAL HEALTH CRISIS TEAM (SMHCT) In ADDITION to your School Mental Health Crisis Planning Team, list additional persons who will assist with response and recovery.					
Title	Name	Office Phone	Home Phone	Cellular	Email
School Counselors <i>(from other schools)</i>	Richard Tench	304-722-0212			rtench@mail.kana.k12.wv.us
	Mary Stevens	304-766-0352			mstevens@mail.kana.k12.wv.us
	Shanna Casto	304-348-1954			scasto@mail.kana.k12.wv.us
	Beth Watson	304-755-4321			bwatson@mail.kana.k12.wv.us
Social Workers	Caty Culbertson	304-595-4312			cculbertson@mail.kana.k12.wv.us
	Jeanette Bragg	304-744-7892			jbragg@mail.kana.k12.wv.us
	Sonia Ruffin	304-722-0121			sruffin@mail.kana.k12.wv.us
	Sandra Clifford	304-348-1950			sclifford@mail.kana.k12.wv.us
	Dani Crouch	304-348-1965			dcrouch@mail.kana.k12.wv.us

District leaders					
Community Mental Health Representatives	Jon Duffy	304-348-7720			jduffy@mail.kana.k12.wv.us
Faith Based Representatives					
School Counselors <i>(From other counties)</i>					
Others? E.g., Suicide Prevention Center, RESA or WVDE <i>(depending on scale and scope of incident)</i>					

Define Purpose and Goals of the MHCPT		
What is the purpose of the MHCPT?	To create a comprehensive system of school mental health services that aid and support the school to meet mental health needs that assist in crisis.	
What are the goals of the MHCPT?		
<ol style="list-style-type: none"> 1. To encompass entire staff in education, planning and implementation of the plan. 2. Provide students with Substance abuse dangers and resources available to help if student is in need. 3. To eliminate the number of bullying/harassment incidents by having a curriculum to present each year with the students. 4. To be prepared to address the ensuing mental health needs. 5. To eliminate suicide ideations with students by being proactive with this topic. 6. For crises that cannot be prevented, our team will implement recovery plans that support students and provide a safe learning environment that will allow for students to maintain or improve upon their academic success. (i.e., no dramatic grade drops after an incident) 		
How often will the MHCPT meet?	Meet annually in August	
Who will record and distribute meeting Notes?	Lynn Hunt	
Crisis Prevention and Response Plan to Address Mental Health Needs by Incident Type (Refer to Resources in the Appendices of the <i>Addressing Mental Health: A Guide for WV Schools</i>)		
SUICIDE PREVENTION		
Resources/Programs	Action Steps	Person(s) Responsible

<p>Prevent Suicide WV www.preventsuicidewv.org</p> <p>Suicide Prevention Lifeline... https://suicidepreventionlifeline.org www.crisistextline.org www.sprc.org www.Help4WV.com</p> <p>Preventing Suicide: Toolkit for High School https://store.samhsa.gov/shin/content/SMA12-4669/SMA12-4669.pdf</p> <p>After A Suicide: Toolkit for Schools www.sprc.org/sites/default/files/library/AfteraSuicideToolkitforSchools.pdf</p>	<ul style="list-style-type: none"> • Establish protocols for helping students at risk for suicide • Establish protocols for responding to suicide death <ul style="list-style-type: none"> • Student Education: • More Than Sad • Student Screening: If student talks about suicide or shows the signs... Screening will be provided 	<p>Lynn Hunt</p> <p>Lparrish-hunt@mail.kana.k12.wv.us</p> <p>Prevent Suicide WV / ASPEN</p> <p>Barri Faucett Barri.faucett@prestera.org</p> <p>Hope Siler Hope.siler@prestera.org</p> <p>Patrick Tenney Patrick.tenney@prestera.org</p>
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SUICIDE RESPONSE		
Resources/Programs	Action Steps	Person(s) Responsible
<p><u>SUICIDE ATTEMPT SURVIVOR PACKET</u></p> <ul style="list-style-type: none"> • <i>After an Attempt</i> (brochures for self & family) www.samhsa.gov • <i>Journey Toward Health & Hope</i> https://store.samhsa.gov/shin/content/SMA15-4419/SMA15-4419.PDF • <i>Means Matter: Recommendations for Families</i> www.hsph.harvard.edu/means-matter/ 	<p><u>CRISIS RESPONSE TEAM LEADER CHECKLIST</u></p> <ul style="list-style-type: none"> ✓ Inform the school superintendent of the death. ✓ Contact the deceased's family to offer condolences, inquire what the school can do to assist, discuss what students should be told, and inquire about funeral arrangements. ✓ Call an immediate meeting of the Crisis Response Team to assign responsibilities. 	<p>Jennifer Stowers jstowers@mail.kana.k12.wv.us</p> <p>Lynn Hunt Lparrish-hunt@mail.kana.k12.wv.us</p> <p>Diana Wood dpwood@mail.kana.k12.wv.us</p> <p>Barri Faucett Barri.faucett@prestera.org</p>

- ✓ Establish a plan to immediately notify faculty and staff of the death via the school's crisis alert system (usually phone or e-mail).
- ✓ Schedule an **initial all-staff meeting** as soon as possible (ideally before school starts in the morning).
- ✓ **Arrange for students to be notified of the death in small groups such as homerooms or advisories** (NOT by overhead announcement or in a large assembly) AND disseminate a **death notification statement for students** to homeroom teachers, advisors, or others leading those groups.
- ✓ **Draft and disseminate a death notification statement for parents.**
- ✓ Disseminate handouts on **Facts About Suicide and Mental Disorders in Adolescents** and **Talking About Suicide to faculty.**
- ✓ Speak with school superintendent and Crisis Response Team Coordinator throughout the day.
- ✓ Determine whether additional grief counselors, crisis responders, or other resources may be needed from outside the school.

TEAM COORDINATOR'S CHECKLIST

The tasks below may be delegated as appropriate to specific staff or faculty in the school.

- ✓ **Conduct initial all-staff meeting.**
- ✓ **Conduct periodic meetings for the Crisis Response Team members.**
- ✓ Monitor activities throughout school, making sure teachers, staff, and Crisis

Hope Siler
Hope.siler@prestera.org

Patrick Tenney
Patrick.tenney@prestera.org

	<p>Response Team members have adequate support and resources.</p> <ul style="list-style-type: none"> ✓ Plan parent meeting if necessary. ✓ Assign roles and responsibilities to Crisis Response Team members in the areas of Safety, Operations, Community Liaisons, Funeral, Media Relations, and social media. <p><u>SAFETY</u></p> <ul style="list-style-type: none"> ✓ Keep to regular school hours. ✓ Ensure that students follow established dismissal procedures. ✓ Call on school resource officers or plant manager to assist parents and others who may show up at the school and to keep media off school grounds. ✓ Pay attention to students who are having difficulty, including those who may be congregating in hallways and bathrooms, and encourage them to talk with counselors or other appropriate school personnel. 	
SUICIDE RECOVERY		
Resources/Programs	Action Steps	Person(s) Responsible

<p>SEE NEXT PAGE FOR SAMPLE RECOVERY RESOURCES LIST</p>	<p><u>LIFELINE POSTVENTION ROLES</u></p> <p>Students</p> <ul style="list-style-type: none"> • Receive limited information about the death • Receive guidance for responding to rumors • Have designated places for personal reflection • Receive reminders about their role in the competent community • Vulnerable students are identified and receive help • Receive information about school, community and web-based resources • Be prepared for funeral attendance <p>Parents</p> <ul style="list-style-type: none"> • Receive information about the death • Be updated about the school's response • Have access to school support • Receive information to help them prepare for their children's reactions • Be provided with suggestions for handling these reactions • Receive information about community resources <p>Student Screening</p> <ul style="list-style-type: none"> • Safety Plan • Means Restriction Education • Mental Health and other resource referral 	<p>Prevent Suicide WV / ASPEN</p> <p>Jennifer Stowers</p> <p>jstowers@mail.kana.k12.wv.us</p> <p>Lynn Hunt</p> <p>lparrish-hunt@mail.kana.k12.wv.us</p> <p>Diana Wood</p> <p>dpwood@mail.kana.k12.wv.us</p> <p>Barri Faucett</p> <p>Barri.faucett@prestera.org</p> <p>Hope Siler</p> <p>Hope.siler@prestera.org</p> <p>Patrick Tenney</p> <p>Patrick.tenney@prestera.org</p>
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SAMPLE Recovery Resources

School Postvention Packet

- After a Suicide School Toolkit
- Guidelines for Memorialization
- Lifelines Quick Reference Guide
- Talking Points for Students & Staff
- Preventing Suicide: High School Toolkit

Survivor of Suicide Loss Packet

- After a Suicide, AFSP
- Surviving After a Suicide, AAS
- Organizations and Websites for Survivors

Alliance of Hope for Suicide Survivors

<http://www.allianceofhope.org>

Friends for Survival

<http://www.friendsforsurvival.org>

HEARTBEAT: Grief Support Following Suicide

<http://heartbeatsurvivorsaftersuicide.org>

Parents of Suicides and Friends & Families of Suicides (POS-FFOS)

<http://www.pos-ffos.com>

Suicide: Finding Hope

<http://www.suicidefindinghope.com>

KEY SUICIDE PREVENTION ORGANIZATIONS WITH INFORMATION FOR SURVIVORS

American Association of Suicidology (AAS)

<http://www.suicidology.org>

Suicide Loss Survivors

<http://www.suicidology.org/suicide-survivors>

American Foundation for Suicide Prevention (AFSP)

<http://www.afsp.org>

Coping with Suicide

<http://www.afsp.org/survivingsuicideloss>

Suicide Awareness Voices of Education (SAVE)

Coping with Loss

<http://www.save.org/coping>

Suicide Prevention Resource Center (SPRC)

<http://www.sprc.org>

KEY GUIDES FOR SURVIVORS

After a Suicide: Recommendations for Religious Services and Other Public Memorial Observances

<http://www.sprc.org/sites/sprc.org/files/library/aftersuicide.pdf>

SOS: A Handbook for Survivors of Suicide

http://www.suicidology.org/c/document_library/get_file?folderId=229&name=DLFE-73.pdf

Available in Spanish at:

http://www.suicidology.org/c/document_library/get_file?folderId=259&name=DLFE-782.pdf

Suicide: Coping with the Loss of a Friend or Loved One

http://www.save.org/index.cfm?fuseaction=shop.productDetails&product_id=548F7ABC-A30B-FA7B-3375C27BCFB5A265

Surviving a Suicide Loss: A Financial Guide

<https://www.afsp.org/coping-with-suicide/resources/a-financial-guide>

Surviving a Suicide Loss: A Resource and Healing Guide

<https://www.afsp.org/coping-with-suicide/where-do-i-begin/resource-and-healing-guide>

Survivor of Suicide Loss Resources

http://www.sprc.org/search/library/Survivors%20of%20Suicide%20Loss?filters=type%3Alibrary_resource

BULLYING, HARASSMENT AND CYBER-BULLYING

Resources/Programs	Action Steps	Person(s) Responsible
Required County Lessons	Provide Lessons to students during 1 st month of school	Teachers/Counselor
Harassment Team	Contact Title IX Coordinator <ul style="list-style-type: none"> Coordinator will complete the Harassment form Contact Parent Contact Board office if investigation is warranted 	Mr. Kennedy ckennedy@mail.kana.k12.wv.us Lynn Hunt lparrish-hunt@mail.kana.k12.wv.us

SEXTING

Resources/Programs	Action Steps	Person(s) Responsible
Dunbar Police Department	When information is received, Lnt Lester is contacted.	Lynn Hunt Lparrish-hunt@mail.kana.k12.wv.us Diana Wood dpwood@mail.kana.k12.wv.us Lnt Lester
The State Police Dunbar Police Dept.	If issues arise, the State Police and/or Dunbar Police Dept. will be contacted to do a presentation with staff and students.	

SUBSTANCE ABUSE

Resources/Programs	Action Steps	Person(s) Responsible
Operationprevention.com	Educate students on this material	Counselors, Teachers

Help for WV	Have resource available if needed <ul style="list-style-type: none"> • Call with situation and this resource will connect student with this needed program 	Lynn Hunt Lparrish-hunt@mail.kana.k12.wv.us
Highland Hospital	Have resource available if needed <ul style="list-style-type: none"> • Contact Parent 	Lynn Hunt Lparrish-hunt@mail.kana.k12.wv.us
VIOLENCE (Sexual Assault, Domestic Violence, Fighting, Weapons, Gangs, Homicide, Etc.)		
Resources/Programs	Action Steps	Person(s) Responsible
Police YMCA Sojourners Resolve Family Abuse Program	Once information is received the appropriate person/people will be contacted. Continue to train and educate staff and students.	Police Administration Counselor
<i>(List Response Resources)</i>	<i>(Including but not limited to Training)</i>	
<i>(List Recovery Resources)</i>	<i>(Including but not limited to Training)</i>	
MENTAL HEALTH MANAGEMENT (Relationships; effective SAT team; safe, supportive school culture; supporting vulnerable students; see also Safe Supportive School Plan)		
Resources/Programs	Action Steps	Person(s) Responsible
School Counseling Office	Open door policy for students in need of crisis intervention	Lynn Hunt Lparrish-hunt@mail.kana.k12.wv.us
Process Strategies	Refer students for appointment if needed <ul style="list-style-type: none"> • Contact Parent • Make referral 	Lynn Hunt Lparrish-hunt@mail.kana.k12.wv.us

Pretera	Refer students for appointment if needed <ul style="list-style-type: none"> Contact Parent Make Referral 	Lynn Hunt Lparrish-hunt@mail.kana.k12.wv.us
MEDICAL HEALTH MANAGEMENT		
Resources/Programs	Action Steps	Person(s) Responsible
<i>(List Prevention Resources)</i> School Nurse will lead/support the development of this section this section.	<i>(Including but not limited to Training)</i>	
<i>(List Response Resources)</i> See overarching School Crisis Prevention and Response Plan sections 1-10 and 8-1; and Appendix section A-5	<i>(Including but not limited to Training)</i>	
SUDDEN DEATH		
Resources/Programs	Action Steps	Person(s) Responsible
Hospice Mental Health Team	Once notified of death, contact Jon Duffy	Administration Counselor Jon Duffy jduffy@mail.kana.k12.wv.us
(List Response Resources)	(Including but not limited to Training)	
(List Recovery Resources)		

FIRE		
Resources/Programs	Action Steps	Person(s) Responsible
Red Cross	Once notified, contact Jon Duffy and mental health team.	Administration Counselor Jon Duffy
Community Churches		
FLOOD/DISASTER		
Resources/Programs	Action Steps	Person(s) Responsible
Red Cross	Once notified, contact Jon Duffy and mental health team.	Administration Counselor Jon Duffy
Community Churches		

OTHER		
(Insert rows to include additional crises. Ex. homicidal ideation, deployment)		
Resources/Programs	Action Steps	Person(s) Responsible
<i>(List Prevention Resources)</i>	<i>(Including but not limited to Training)</i>	
<i>(List Response Resources)</i> Sample deployment resource Family Assistance WVARNG http://www.wv.ngb.army.mil/contact.aspx	<i>(Including but not limited to Training)</i>	
HOW WILL YOU EVALUATE THE SUCCESS OF YOUR CRISIS PLAN?		
<p>Annual review of the plan</p> <p>After a crisis, all stakeholders will be involved in evaluating the response and recovery efforts.</p> <p>Utilize a post crisis process survey to use in the debriefing of the team</p>		
HOW WILL YOU ANNUALLY UPDATE YOUR MENTAL HEALTH CRISIS PLAN INCLUDING ENGAGING STUDENTS, STAFF, VOLUNTEERS AND FAMILIES?		
<p>Evaluate annually by August 1</p>		

COMMUNICATION PLAN

School Mental Health Crisis Team

- Administrator and School Counselor will direct the Mental Health Crisis Team's response to all persons involved and impacted by the crisis event.
 - Principal will serve as the lead emergency contact and direct the plan for chain of communication in contacting first responders.

How will you share your plan and ensure all stakeholders know what to expect during each phase of a crisis?

STAFF Communication Plan

Staff meetings will be used to communicate the plans when teachers return to their buildings in August.

Staff development during the year will reinforce the plan and keep the staff apprised of any additions and/or changes.

The Response Plan will be posted in every room in the building.

Student Communication Plan

Students will learn of the specifics of the plans during the opening school class meeting. Ongoing changes and reinforcements will take place during Advisor/Advisee sessions during the school year.

FAMILIES

Principal will serve as the lead emergency contact.

Website and/or newsletter will outline the plan.

COMMUNITY

The community mental health provider on the team communicates with and provides trainings for other community mental health providers.

OTHER EMERGENCY CONTACTS				
Board of Education			Local Government Agencies	
Main Number	(304) 348-7770		City Government	(304) 766-0219
Public Information Officer	(304)		County Government	(304) 357-0169
Maintenance	(304)		Health Department	(304)
Transportation	(304)		Emergency Management Agency	(304)
Evacuation Sites			Health & Human Resources Office	(304)
Dunbar Middle School – Primary	(304) 766-0363		County Humane Society	(304)
Dunbar Bingo Hall – Secondary	(304) 766-0219		Comprehensive Behavioral Health Disaster Coordinator	(304)
Law Enforcement			OR	(800)
Police Department	(304) 766-0204		State Government Agencies	
County Sheriff's Office	(304) 357-0169		Division of Highways	(304) 558-9155
West Virginia State Police	(304) 558-7777		Department of Natural Resources (DNR)	(304) 558-2754
First Responders			WV Bureau for Behavioral Health Disaster Coordination	(304) 356-4788
County EMS	(304) 342-1107			
Fire Department	(304) 766-0215		Other	
Fire Department			Railroad	(800) 232-0144
Mental Health Provider			American Red Cross	(304) 340-3657
Local Mental Health Provider	(304) 766-0369		National Weather Service	(304) 746-0180
Utilities			Poison Control Center	(800) 222-1222
Mountaineer Natural Gas	(800) 834-2070		Disaster Hotline	(866) 867-8290

[NAME] Electric Provider	(304)		Suicide Hotline	(800) 273-8255
West Virginia American Water	(800) 685-8660			
Lumos Phone	(800) 320-6144			
Suddenlink Internet (ISP)	(877) 794-2724			

STAFF OR FACULTY WITH MEDICAL OR MENTAL HEALTH TRAINING

Name	Title	Certification	Expiration Date
Erica Collins	PN Instructor	RN	Oct. 31 st of each year
Christina Holston	HMA Instructor	CCMA	July 19 th every 2 years
Tina Nolen	HMA Instructor	CCMA	July 19 th every 2 years
Lynn Hunt	School Counselor	Professional Student Support Certificate for School Counselor LPC	NA
Stephanie Rucker	Therapeutic Services Instructor	RN	Oct. 31 st of each year
Jennifer Morris	School Secretary	CCMA	July 19 th every 2 years
Diana Wood	School Counselor	Professional Student Support Certificate for School Counselor	NA