

### Crisis Prevention & Response Plan 2021-22

Kanawha County School					
<i>Garnet Career Center</i>	<i>304-348-6195</i>	<i>304-348-6198 - fax</i>			
<i>422 Dickinson Street</i>	<i>Charleston, WV</i>	<i>25301</i>			
Law Enforcement Agency: City of Charleston Police Department			Fire Department City of <i>Charleston</i>		
<b>CRISIS RESPONSE PLANNING TEAM (CRPT)</b>					
Title	Name	Office Phone	Home Phone	Cellular	Email
Principal	Susan Sweat	304-348-6195		304-415-4970	<a href="mailto:ssweat@mail.kana.k12.wv.us">ssweat@mail.kana.k12.wv.us</a>
School Counselor	Janice Standish	304-348-6195		304-389-2838	<a href="mailto:jstandish@mail.kana.k12.wv.us">jstandish@mail.kana.k12.wv.us</a>
School Nurse	Emily Moore	304-348-6500		304-415-6792	<a href="mailto:eamoore@mail.kana.k12.wv.us">eamoore@mail.kana.k12.wv.us</a>
Teacher #1	Lisa Shiltz	304-348-6195		304-382-1223	<a href="mailto:ishiltz@mail.kana.k12.wv.us">ishiltz@mail.kana.k12.wv.us</a>
Teacher #2	Teresa Reynolds	304-348-6195		304-419-4429	<a href="mailto:treynolds@mail.kana.k12.wv.us">treynolds@mail.kana.k12.wv.us</a>
Service Person	Gary Kinder	304-348-6195		304-533-1455	<a href="mailto:gkinder@mail.kana.k12.wv.us">gkinder@mail.kana.k12.wv.us</a>
Parent #1 (LPN Student Pres)	To be named in Sept.				
Parent #2 (LPN Student VP)	To be named in Sept.				
The following are recommended members					
County Board Member					
School Based Community Mental Health Professional					
Comprehensive Behavioral Health Disaster Coordinator					
Local Law Enforcement	Charleston Police Dept.	304-357-0191			
Fire/Rescue	Charleston Fire Dept.	304-357-0191			
Local EMA Director		304-357-0191			

CRISIS RESPONSE TEAM (CRT)					
Title	Name	Office Phone	Home Phone	Cellular	Email
Principal	Susan Sweat	304-348-6195		304-415-4970	<a href="mailto:ssweat@mail.kana.k12.wv.us">ssweat@mail.kana.k12.wv.us</a>
Asst. Principal/Head Teacher	Teresa Reynolds	304-348-6195		304-419-4429	<a href="mailto:treynolds@mail.kana.k12.wv.us">treynolds@mail.kana.k12.wv.us</a>
Head Custodian	Gary Kinder	304-348-6195		304-533-1455	<a href="mailto:gkinder@mail.kana.k12.wv.us">gkinder@mail.kana.k12.wv.us</a>
School Nurse	Emily Moore	304-348-6500		304-415-6792	<a href="mailto:eamoore@mail.kana.k12.wv.us">eamoore@mail.kana.k12.wv.us</a>
School Counselor	Janice Standish	304-348-6195		304-389-2838	<a href="mailto:jstandish@mail.kana.k12.wv.us">jstandish@mail.kana.k12.wv.us</a>
School Resource Officer(SRO) (if applicable)	n/a				
Evacuation Coordinator	Susan Sweat	304-348-6195		304-415-4970	<a href="mailto:ssweat@mail.kana.12.wv.us">ssweat@mail.kana.12.wv.us</a>
Reunification Coordinator	Lisa Shiltz	304-348-6195		304-382-1223	<a href="mailto:lshiltz@mail.kana.k12.wv.us">lshiltz@mail.kana.k12.wv.us</a>

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		
<b>1. PRIMARY:</b> <i>First Baptist Church</i>	<b>ADDRESS:</b> 432 Shrewsbury Street Charleston, WV 25301	<b>PHONE:</b> 304-344-4754
<b>ROOMS/AREA LOCATED IN BUILDING:</b>	<i>Outside – Near Interstate – Exit school on Shrewsbury St. side of Garnet proceed behind First Baptist Church right on John Norman; left on Leon Sullivan Way- Under Bridge</i>	
<b>ADMINISTRATOR(s) IN CHARGE</b>	<b>NAME</b> <i>Susan Sweat</i>	<b>PHONE(s) – CELL AND LANDLINE</b> 304-415-5385 304-415-4970 304-348-6195
<b>BUSES NEEDED?</b> No	<b>REGULAR</b> <i>None</i>	<b>SPECIAL BUSES NEEDED</b> <i>None</i>
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 Students are all adult students and would be dismissed to drive themselves home.	Did you create a Memorandum of Understanding (MOU)? No – Students are all adult students and would be dismissed to drive themselves home.
<b>2. SECONDARY: Capitol Market</b>	<b>ADDRESS:</b> 800 Smith St, Charleston, WV 25301	<b>PHONE:</b> (304) 344-1905
<b>ROOMS/AREA LOCATED IN BUILDING:</b>	Main area inside between WV Marketplace and Soho's restaurant	
<b>ADMINISTRATOR IN CHARGE</b>	<b>NAME</b> Susan sweat	<b>PHONE(s) – CELL AND LANDLINE</b> 304-415-5385 304-415-4970 304-348-6195
<b>BUSES NEEDED?</b> No	<b>REGULAR</b> <i>None</i>	<b>SPECIAL BUSES NEEDED</b> 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 Students are all adult students and would be dismissed to drive themselves home.	Did you create a Memorandum of Understanding (MOU)? No – Students are all adult students and would be dismissed to drive themselves home.

EVACUATION / REUNIFICATION SITES (continued)		
<b>3. NON-SCHOOL</b>  None	ADDRESS	PHONE
ROOMS/AREA LOCATED IN BUILDING:		
ADMINISTRATOR IN CHARGE	NAME	PHONE(s) – CELL AND LANDLINE
BUSES NEEDED?	REGULAR	SPECIAL BUSES NEEDED
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:** The fire alarm will sound and all occupants will exit the building immediately at the closest exit. Teachers are to take the safety bag, walkie-talkie and attendance sheets with them as they exit. They are to close the door and turn off the lights. The teachers move to the designated area away from the building. They are to take class attendance and notify the secretary and/or principal who is in the front away from the building if there are any problems. Instructors and students will be notified by walkie-talkie when all clear is determined.

**BOMB THREAT:** Listen to the caller and remember/write down specific threat details. Do not immediately evacuate. Call 911. Call Central Office. Call Keith Vititoe. Assess threat. Search the interior and exterior of the building. Have teachers assess their rooms and check for suspicious items. Do not do anything without the principal's direction.

**SHELTER IN PLACE:** Upon receipt of a message requiring a shelter-in-place, all individuals located inside the building shall proceed to the pre-designated area which is the first floor hallway, unless otherwise directed. If an individual experiences difficulty, an instructor shall attempt to move them to the shelter area. The secondary shelter areas may be designated if the need arises. Once in shelter area, all persons must be accounted for and reported to the command post. Administration will conduct roll call at this time. All windows shall be shut and air conditioners shall be turned off. All doors and vents leading to the designated shelter area shall be taped. Contact will be made with the local emergency office as soon as possible. Everyone shall remain in the designated area until an "all clear" signal is given or evacuation vehicles arrive at the front door.

**PRECAUTIONARY LOCKDOWN:** If there is no immediate threat but the school has to be locked down, the principal will notify building occupants by intercom of the situation. It will be stated it is a "precautionary lockdown" as a preventative measure to safeguard the school. The lockdown button will be pushed; staff will account for all students in their classrooms with doors locked and dead bolted if available; no one will be allowed in the hallways; close all curtains and blinds; cover exposed windows and doors; no one will be permitted in or out of the building; staff will standby for further orders and be prepared to barricade or evacuate; principal will call the superintendent's office and or the security director's office.

**LOCKDOWN:** Notification of a lockdown may come from the intercom, telephone, text message or audible signs of gunfire to lockdown the classrooms and office. If there is an imminent threat, the message will state "Lockdown! Lockdown! There is an intruder..." and will continue with as much information as possible. If a staff member hears gunfire or sees someone with a weapon they do not have to wait for an official "lockdown" message. The following steps will be taken: principal will push the lockdown button to lock exterior doors; all personnel will react immediately by determining to lockdown/barricade in classrooms or evacuate dependent on information received from the principal/command area; lockdown in classrooms includes closing curtains and blinds, turn off lights, stay away from windows and doors, stay quiet, use heavy belts to tie off doors, use furniture to barricade doors; be prepared for breaches of barricades by countering the intruder with noise, distraction, movement, objects to overwhelm the intruder; separate all weapons from intruder; obey all commands from the police ; evacuate with hands up and palms facing away; lockdown is maintained until the principal declares an "all clear" (over the intercom, telephone, text) or the police arrive to escort everyone out of the building.

**ACTIVE SHOOTER/ARMED INTRUDER:** If staff hears gunfire or sees someone with a weapon they do not have to wait for an intercom message to react – start emergency procedures immediately. Those rooms in close proximity to the threat will lockdown and barricade. Windows and doors will be covered to obstruct the view from outside the room. Those personnel in rooms on the other end of the building that have a safe route out will assess the situation and may make their own decision whether to evacuate or stay. If they do not leave they must barricade their door. Be prepared to exit through ground floor windows if necessary. As a last resort if the situation warrants, throw anything at the intruder to distract them. Be prepared to immediately swarm him/her to disarm them. Each staff or student swarming the intruder should grab one limb and then use bodyweight to drag the intruder down to the floor. Continue to restrain the intruder until the police arrives. Do not pick the weapon up! Place a trashcan over the weapon and guard it until the police arrives.

## WV School Mental Health Crisis Team Planning Template

School: \_\_\_\_ Garnet Career Center \_\_\_\_\_ Team Manager \_\_\_\_ Susan Sweat, Principal \_\_\_\_\_

Contact Phone \_\_\_\_ 304-348-6195 \_\_\_\_\_ Contact Email \_\_\_\_ ssweat@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	Janice Standish	304-348-6195		304-389-2838	<a href="mailto:jstandish@mail.kana.k12.wv.us">jstandish@mail.kana.k12.wv.us</a>
Principal	Susan Sweat	304-348-6195		304-415-4970	<a href="mailto:ssweat@mail.kana.k12.wv.us">ssweat@mail.kana.k12.wv.us</a>
School Nurse	Emily Moore	304-348-6500		304-415-6792	<a href="mailto:eamoore@mail.kana.k12.wv.us">eamoore@mail.kana.k12.wv.us</a>
School-based Mental Health Provider	Belinda Chafin	304-348-6195		304-369-3736	bchafin@mail.kana.k12.wv.us
Community Mental Health Provider	Prestera Center	304-344-0511 304-414-3075			<b>Lisa Zappia, Clinical Director Prestera 304-525-7851 877-399-7776 <a href="mailto:Barri.faucett@prestera.org">Barri.faucett@prestera.org</a></b>
Prevention Resource Officer	n/a				
Special Educator	n/a				
Student (LPN Student Pres)	TBD in September				
Teacher	Teresa Reynolds	304-348-6195		304-419-4429	<a href="mailto:treynolds@mail.kana.k12.wv.us">treynolds@mail.kana.k12.wv.us</a>
Parent (LPN Student VP)	TBD in September				
Other					
Other					

### 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>	Jon Duffy	304-348-7720		304-415-6228	<a href="mailto:jmduffy@mail.kana.k12.wv.us">jmduffy@mail.kana.k12.wv.us</a>
	Lisa Johnson	304-348-6544		304-546-8292	<a href="mailto:ejohnson@mail.kana.k12.wv.us">ejohnson@mail.kana.k12.wv.us</a>
Social Workers	Eddie Ivy	304-348-1343			<a href="mailto:eivy@mail.kana.k12.wv.us">eivy@mail.kana.k12.wv.us</a>
District leaders					
Community Mental Health Representatives	Pretera Center	304-344-0511			<b>Lisa Zappia, Clinical Director</b> <b>Pretera</b> <b>304-525-7851</b> <b>877-399-7776</b> <a href="mailto:Barri.faucett@pretera.org">Barri.faucett@pretera.org</a>
Faith Based Representatives	Salvation Army	304-343-4548			
School Counselors					
Others? E.g. Suicide Prevention Center, RESA or WVDE	Suicide Prevention	800-273-8255			
	Pretera Center	304-414-3070			

Define Purpose and Goals of the MHCPT	
What is the purpose of the MHCPT?	To ensure the adult students of Garnet Career Center have a safe and healthy environment in which to attain their chosen professional and career goals.
What are the goals of the MHCPT?	
<p>To educate the students about suicide prevention/post-vention. For example, address both Jaimee's Law and the Jason Flatt ACT.</p> <p>To increase student awareness of the danger and consequences of sexting and social media (legal, emotional, future admission to college, queries by prospective employers, etc.) through online resources and other materials provided by KCS.</p> <p>Substance abuse prevention – LPN students will discuss these issues during pharmacology/medications classes; Automotive and Business during their preparation for OJT.</p> <p>Violence –issues of domestic abuse; how it affects the victim at home, school, and work</p> <p>Mental Health Management – staff will have the resources to identify possible mental health issues of students and have resources for referral.</p> <p>Medical Health Management – Students will provide a medical/emergency card/form during orientation of their program. This card/form will be kept current throughout their tenure. Medications and other procedures may need to be reviewed with administration.</p> <p>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. (no dramatic grade drops after an incident or withdrawal from programs)</p>	
How often will the MHCPT meet?	Two to four times a year, during Professional Development time or after Faculty Senate meetings, as needed.
Who will record and distribute meeting Notes?	The school counselor or safety committee secretary will be responsible for recording the meetings and distributing the notes to the members.



**Crisis Prevention and Response Plan to Address Mental Health Needs by Incident Type**  
**(Refer to Resources in the Appendices of the *Addressing Mental Health: A Guide for WV Schools*)**

**SUICIDE PREVENTION**

**Note:** Our students are adults, however, these resources can be beneficial to them.

Resources/Programs	Action Steps	Person(s) Responsible
<p><b>Prevent Suicide WV</b>  <a href="http://www.preventsuicidewv.org">www.preventsuicidewv.org</a></p> <p><b>Suicide Prevention Lifeline...</b>  <a href="https://suicidepreventionlifeline.org">https://suicidepreventionlifeline.org</a>  <a href="http://www.crisistextline.org">www.crisistextline.org</a>  <a href="http://www.sprc.org">www.sprc.org</a>  <a href="http://www.Help4WV.com">www.Help4WV.com</a></p> <p><b>Preventing Suicide: Toolkit for High School</b>  <a href="https://store.samhsa.gov/shin/content/SMA12-4669/SMA12-4669.pdf">https://store.samhsa.gov/shin/content/SMA12-4669/SMA12-4669.pdf</a></p> <p><b>After A Suicide: Toolkit for Schools</b>  <a href="http://www.sprc.org/sites/default/files/library/AfteraSuicideToolkitforSchools.pdf">www.sprc.org/sites/default/files/library/AfteraSuicideToolkitforSchools.pdf</a></p>	<p><b>Protocols as outlined in “Preventing Suicide a Toolkit for High Schools”</b></p> <ul style="list-style-type: none"> <li>• Establishing protocols for helping students at risk for suicide</li> <li>• Establish protocols for responding to suicide death</li> <li>• Staff / Parent Education and Trainings: <ul style="list-style-type: none"> <li>○ ASAP-20</li> <li>○ QPR: Question Persuade Refer</li> <li>○ RRR: Recognize, Respond, React</li> <li>○ More Than Sad</li> <li>○ Lifeline Postvention</li> <li>○ SafeTALK</li> <li>○ ASIST</li> </ul> </li> <li>• Parent/Guardian Outreach <ul style="list-style-type: none"> <li>○ Student Education:</li> <li>○ More Than Sad</li> <li>○ SOS</li> <li>○ Lifeline</li> <li>○ Good Behavior Game</li> </ul> </li> <li>• Student Screening: <ul style="list-style-type: none"> <li>○ PHQ-9</li> <li>○ Columbia</li> <li>○ ASAP-20</li> </ul> </li> </ul>	<p><b>Prevent Suicide WV / ASPEN</b></p> <p><b>Lisa Zappia, Clinical Director</b>  <b>Pretera</b>  <b>304-525-7851</b>  <b>877-399-7776</b>  <b>Barri Faucett</b>  <a href="mailto:Barri.faucett@pretera.org">Barri.faucett@pretera.org</a></p>

## SUICIDE RESPONSE

Resources/Programs	Action Steps	Person(s) Responsible
<p><b><u>SUICIDE ATTEMPT SURVIVOR PACKET</u></b></p> <ul style="list-style-type: none"> <li>• <i>After an Attempt</i> (brochures for self &amp; family) <a href="http://www.samhsa.gov">www.samhsa.gov</a></li> <li>• <i>Journey Toward Health &amp; Hope</i> <a href="https://store.samhsa.gov/shin/content/SMA15-4419/SMA15-4419.PDF">https://store.samhsa.gov/shin/content/SMA15-4419/SMA15-4419.PDF</a></li> <li>• <i>Means Matter: Recommendations for Families</i> <a href="http://www.hsph.harvard.edu/means-matter/">www.hsph.harvard.edu/means-matter/</a></li> </ul>	<p><b><u>CRISIS RESPONSE TEAM LEADER CHECKLIST</u></b></p> <ul style="list-style-type: none"> <li>✓ <b>Inform the school superintendent of the death.</b></li> <li>✓ 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.</li> <li>✓ <b>Call an immediate meeting of the Crisis Response Team to assign responsibilities.</b></li> <li>✓ Establish a plan to immediately notify faculty and staff of the death via the school's crisis alert system (usually phone or e-mail).</li> <li>✓ Schedule an <b>initial all-staff meeting</b> as soon as possible (ideally before school starts in the morning).</li> <li>✓ <b>Arrange for students to be notified of the death in small groups</b> (NOT by overhead announcement or in a large assembly) AND disseminate a <b><u>death notification statement</u></b> <i>for students</i> to teachers, advisors, or others leading those groups.</li> <li>✓ Disseminate handouts on <b><u>Facts About Suicide and Mental Disorders in Adolescents</u></b> and <b><u>Talking About Suicide</u></b> <i>to faculty</i>.</li> <li>✓ Speak with school superintendent and Crisis Response Team Coordinator throughout the day.</li> <li>✓ Determine whether additional grief counselors, crisis responders, or other resources may be needed from outside the school.</li> </ul>	<p>Lisa Zappia, Clinical Director Pretera 304-525-7851 877-399-7776 Barri Faucett <a href="mailto:Barri.faucett@pretera.org">Barri.faucett@pretera.org</a></p>

### **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 Response Team members have adequate support and resources.
- ✓ Assign roles and responsibilities to Crisis Response Team members in the areas of Safety, Operations, Community Liaisons, Funeral, Media Relations, and Social Media.

### **SAFETY**

- ✓ **Keep to regular school hours.**
- ✓ **Ensure that students follow established dismissal procedures.**
- ✓ Call on school resource officers or plant manager to anyone who may show up at the school and to keep media off of school grounds.
- ✓ Pay attention to students who are having particular 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
See next page:	<p><b><u>LIFELINE POSTVENTION ROLES</u></b></p> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Receive limited information about the death</li> <li>• Receive guidance for responding to rumors</li> <li>• Have designated places for personal reflection</li> <li>• Receive reminders about their role in the competent community</li> <li>• Vulnerable students are identified and receive help</li> <li>• Receive information about school, community and web-based resources</li> <li>• Be prepared for funeral attendance</li> </ul> <p><b>Student Screening</b></p> <ul style="list-style-type: none"> <li>• Safety Plan</li> <li>• Means Restriction Education</li> <li>• Mental Health and other resource referral</li> </ul>	<p><b>Prevent Suicide WV / ASPEN</b></p> <p><b>Lisa Zappia, Clinical Director</b>  <b>Pretera</b>  <b>304-525-7851</b>  <b>877-399-7776</b>  <b>Barri Faucett</b>  <a href="mailto:Barri.faucett@pretera.org">Barri.faucett@pretera.org</a></p>

## 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](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](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&productId=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](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
Safe Schools Online Training	Complete Training in these areas.	All instructors, principal, counselor
Student Code Of Conduct/Garnet Career Center Handbook	Students will read and sign off on Garnet Career Center Handbook	All instructors & All Students
WV Hate Crime Task Force	888-676-5546 – Report action if needed after in-house steps are taken based on KCS Policy C53	Principal, counselor

## SEXTING

Resources/Programs	Action Steps	Person(s) Responsible
Adolescent Health Initiative Child/Abuse Hotline -- WVDHHR	KCS Policy J33A – Telecommunications Network Access	Principal, Counselor
	KCS Policy J25 – Student Code of Conduct	Principal, Counselor

## SUBSTANCE ABUSE

Resources/Programs	Action Steps	Person(s) Responsible
Safe Schools Online Program	KCS Policy J25 – Student Code of Conduct	Principal, Counselor
Student Code Of Conduct/Garnet Career Center Handbook	Students will read and sign off on Garnet Career Center Handbook	All instructors & All Students
Prestera Center	Identify issues; recommend help	<b>Lisa Zappia, Clinical Director Prestera 304-525-7851 877-399-7776 <a href="mailto:Barri.faucett@prestera.org">Barri.faucett@prestera.org</a></b>

Kanawha County CTC Substance Abuse		Agency Director – 304-437-3356
<b>VIOLENCE (Sexual Assault, Domestic Violence, Fighting, Weapons, Gangs, Homicide, Etc.)</b>		
<b>Resources/Programs</b>	<b>Action Steps</b>	<b>Person(s) Responsible</b>
Safe Schools Online Training	KCS Policy J25 – Student Code of Conduct	Principal, Counselor
Student Code Of Conduct/Garnet Career Center Handbook	Students will read and sign off on Garnet Career Center Handbook	All instructors & All Students
Rape/Sexual Assault Services	Refer to Domestic Violence Services Agencies	Principal, Counselor 304-340-3676
YWCA Resolve Family Abuse/Court Advocacy	Refer to Domestic Violence Services Agencies	Principal, Counselor 304-340-3549 & 304-610-1575
<b>MENTAL HEALTH MANAGEMENT</b> <b>(Relationships; effective SAT team; safe, supportive school culture; supporting vulnerable students; see also Safe Supportive School Plan)</b>		
<b>Resources/Programs</b>	<b>Action Steps</b>	<b>Person(s) Responsible</b>

<p>Various agencies available in the Kanawha County area:</p> <p>Addressing special needs/situations</p> <ul style="list-style-type: none"> <li>• Kinship care</li> <li>• Foster care</li> <li>• Homelessness</li> <li>• Loss/grief</li> <li>• Trauma</li> <li>• LGBTQ</li> <li>• Emotional/Behavior Disorders</li> <li>• Depression</li> <li>• Self-Harm</li> </ul>	<p>Refer to Quick Guide to Kanawha County Community Services</p> <p>Students are provided this list courtesy of the United Way of Charleston</p>	Principal, Counselor, School Nurse
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### MEDICAL HEALTH MANAGEMENT

Resources/Programs	Action Steps	Person(s) Responsible
<p>CAMC Resource Center – 304-388-2545</p> <p>FamilyCare – 304-720-4466</p> <p>WV Health Right – 304-343-7000</p> <p>Upper Kanawha Valley Medical Center 304-595-3282</p> <p>Presteria Center – 304-341-0511</p>	<p>Refer to Quick Guide to Kanawha County Community Services</p> <p>Students are provided this list courtesy of the United Way of Charleston</p>	School Nurse, Principal, Counselor

### SUDDEN DEATH

Resources/Programs	Action Steps	Person(s) Responsible
See Resources above for Medical Health	See Action Steps in Medical Health Management	Principal, School Nurse, Counselor



<b>FIRE</b>		
<b>Resources/Programs</b>	<b>Action Steps</b>	<b>Person(s) Responsible</b>
Charleston Fire Department	Drills	Principal
<b>FLOOD/DISASTER</b>		
<b>Resources/Programs</b>	<b>Action Steps</b>	<b>Person(s) Responsible</b>
Charleston Fire Department	Drills to prepare; follow Emergency Services directions	Principal
Kanawha County Sheriff Department	Drills to prepare; follow Emergency Services directions	Principal
Charleston Police Department	Drills to prepare; follow Emergency Services directions	Principal

## OTHER

(Insert rows to include additional crises. Ex. homicidal ideation, deployment)

Resources/Programs	Action Steps	Person(s) Responsible
<i>Sample deployment resource</i> <i>Family Assistance WVARNG</i> <a href="http://www.wv.ngb.army.mil/contact.aspx">http://www.wv.ngb.army.mil/contact.aspx</a>		

### HOW WILL YOU EVALUATE THE SUCCESS OF YOUR CRISIS PLAN?

At the end of the school year, the crisis team will reflect on any issues which may have arrived during the year and the responses for each issue.

The Crisis team will review all goals set for the year to evaluate if they were met. If there were goals not met, identify the issues which may have caused the goal unmet.

Comparisons may include school data such as disciplinary data, attendance and academic performance.

### HOW WILL YOU ANNUALLY UPDATE YOUR MENTAL HEALTH CRISIS PLAN INCLUDING ENGAGING STUDENTS, STAFF, VOLUNTEERS AND FAMILIES?

At the end of the school year, the crisis team will meet to evaluate the goals set for that year. The following questions will be asked:

Were the goals met?

If not met, why not and how can they be met in the future?

Were there issues that arose that our goals did not predict or foresee? Should a goal be set for the upcoming year for this issue?

Were staff trained to handle any and all issues that may have arisen during the year?

## COMMUNICATION PLAN

### *School Mental Health Crisis Team*

#### *How will you activate and communicate with your SCHOOL MENTAL HEALTH CRISIS RESPONSE TEAM?*

The response team will be activated as needed through emails and text messages.

#### *DURING THE YEAR, NOT RELATED TO AN INCIDENT*

- *Who is working toward achieving the goals you established?* The crisis team will work together during set times on Faculty Senate days to work toward achieving the established goals for the school year.
- *Are additions/modifications to the plan considered after attending conferences where new resources, techniques or programs have been introduced that may be helpful to your school in reaching stated goals?* Any new resources brought to the attention of the crisis team will be evaluated and added if applicable to the SMHCT plan.

#### *DURING AN INCIDENT*

- *Who activates the SMHCRT?* The principal or school counselor.
- *How is the SMHCRT activated?* An email or text message will be sent to all members of the team.
- *What is the chain of command?* Principal, school counselor, Head Teacher, LPN Coordinator, Reunification Coordinator
- *What mode/method of communication is used to inform the chain of command? (text, phone, email, other)* Email, text, interschool phone as needed
- *Who decides there is a need for additional resources and these needs are being communicated to the Incident Commander (usually the Principal)?* Any member of the team may decide if additional resources are needed. These resources will be communicated to the principal and other members either at a scheduled meeting or at an emergency meeting if needed.

#### *DURING RECOVERY, AFTER AN INCIDENT*

- *Who/how is it determined if additional resources are needed and who to contact from the expanded SMHCRT members/resources?* Principal and school counselor may determine if additional resources are needed.
- *Who/how is it determined when the school has reached recovery after an incident?* The principal and school counselor will evaluate the school environment. Additional help may be requested of the head counselor for KCS.
- *Who decides there is a need for additional resources and these needs are being communicated to the Incident Commander (usually the Principal)?* Any team member may decide there is a need for additional resources. Other faculty and staff may also communicate such needs if they feel it necessary.

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

**STAFF**

A report from the Crisis Team will be given at each Faculty Senate meeting.

**STUDENTS**

Appropriate information disseminated to students may be communicated through the school newsletter and the school web site. There may also be a school assembly if needed. Students will receive the Campus Safety and Security report by October 1st of each school year. This report is located at the following web address:

Campus Crime Report 2020-21:

Campus Safety and Security Website

<https://ope.ed.gov/campussafety/#/institution/details>

and will be available to each student through their program instructors.

**FAMILIES and COMMUNITY**

Appropriate information disseminated to community members may be communicated through the school newsletter and the school web site.

OTHER EMERGENCY CONTACTS				
<b>Board of Education</b>			<b>Local Government Agencies</b>	
Main Number	(304) 348-7770		City Government - Charleston	(304) 348-8015
Public Information Officer	(304) 348-7770		County Government	(304) 357-0101
Maintenance	(304) 348-6628		Health Department	(304) 344-5243
Transportation	(304) 348-6616		Emergency Management Agency	(304) 348-8130
<b>Evacuation Sites</b>			Health & Human Resources Office	800-642-8589
First Baptist Church -- Primary	(304) 344-4754		County Humane Society	(304) 342-1576
<b>Capitol Market</b>	<b>(304) 344-1905</b>		Comp Behavioral Health Disaster Coordin	(304)
<b>Law Enforcement</b>			OR	(800)
Police Department	(304) 348-8111		<b>State Government Agencies</b>	
County Sheriff's Office	(304) 357-0191		Division of Highways	(304) 558-3005
West Virginia State Police	(304) 558-7777		Department of Natural Resources (DNR)	(304) 558-3315
<b>First Responders</b>			WV Bureau for Behavioral Health Disaster Coordination	(304) 356-4788
County EMS	(304) 357-0191			
Fire Department	(304) 357-0191		<b>Other</b>	
			Railroad – Amtrak CSX	(304) 342-6766 (304) 755-2574
<b>Mental Health Provider</b>			American Red Cross	(304) 340-3657
Local Mental Health Provider – Prestera	(304) 344-0511		National Weather Service	(304) 746-0180
<b>Utilities</b>			Poison Control Center	(800) 222-1222
Natural Gas Provider	800-834-2070		Disaster Hotline	(866) 867-8290
Electric Provider	(304) 346-0456		Suicide Hotline	(800) 273-8255
Water/Sewage Provider	(304) 744-6843			
Phone Service Provider	800-921-8101			
Internet (ISP)	(304) 348-7770			

**STAFF OR FACULTY WITH MEDICAL OR MENTAL HEALTH TRAINING**

<b>Name</b>	<b>Title</b>	<b>Certification</b>	<b>Expiration Date</b>
Teresa Reynolds	PN Prgm Coordinator	RN	Oct 31 <sup>st</sup> of each year
Lisa D. Shiltz	PN Instructor	RN	Oct 31 <sup>st</sup> of each year
Angela Webb	PN Instructor	RN	Oct 31 <sup>st</sup> of each year
Jennifer Toney	PN Instructor	RN	Oct 31 <sup>st</sup> of each year
TBD			
Amber Chafin	PN Instructor	RN	Oct 31 <sup>st</sup> of each year
Belinda Chafin	PN Instructor	RN	Oct 31 <sup>st</sup> of each year
Caren Campbell	Medical Assisting Instructor	CCMA	July 19 <sup>th</sup> every 2 years (2021)
Janice Standish	Adult/School Counselor	Professional Student Support Certificate for School Counselor	N/A


INSERT STUDENT SPECIFIC PLANNING (See Appendix Sections A-5 and A-6)

### Garnet Career Center

is an adult only facility and does not have students with IEP's or 504 plans. We also do not have students with the following:

Mobility issues  
 Respiratory issues  
 Major medical needs  
 Autism  
 Cognitive Developmental issues  
 Vision impairments  
 Service Animals  
 Hearing Impairments  
 Speech Impairments

INSERT CURRENT SCHOOL FLOORPLANS, EVACUATION ROUTES AND FUEL STORAGE (See Appendix Section A-11) (See attached)

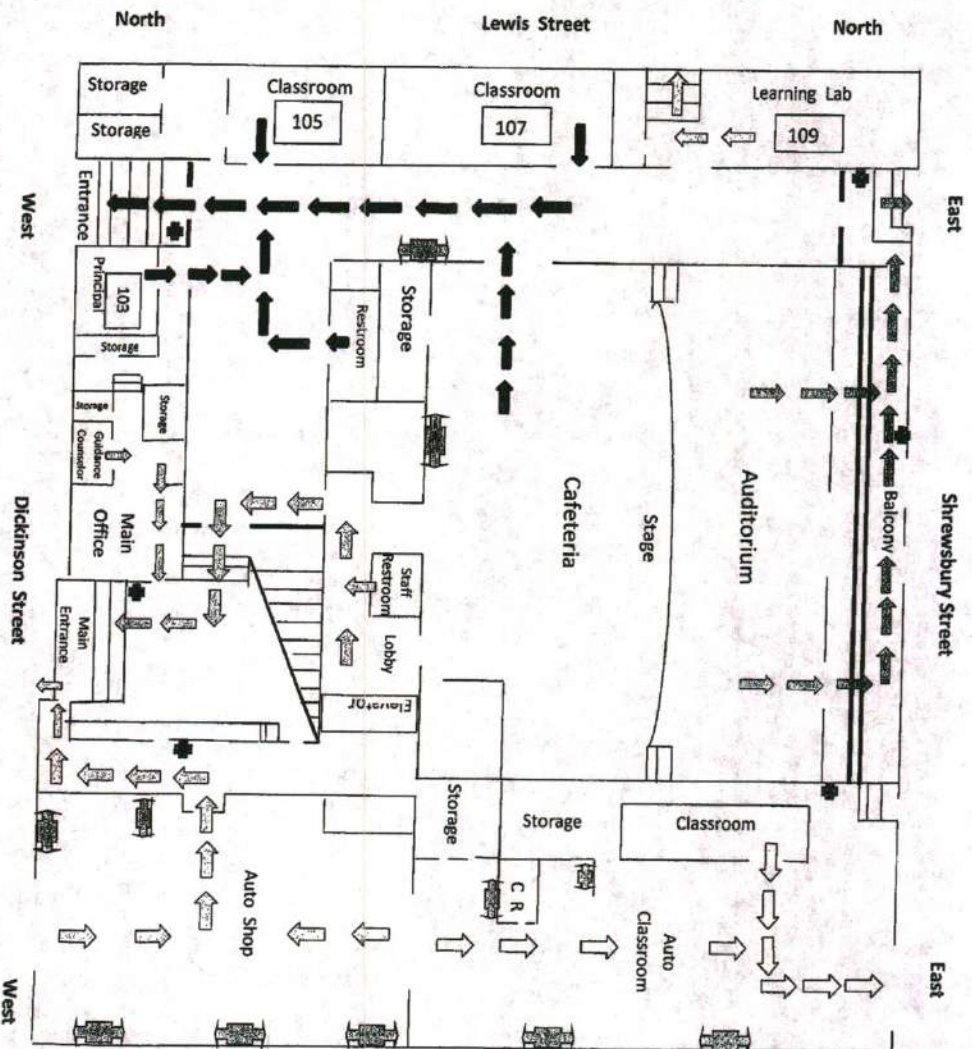
INSERT COPIES OF MEMORANDUMS OF UNDERSTANDING (MOU) FOR NON-SCHOOL EVACUATION SITES(See Appendix Section A-3)  
(N/A)

INSERT COPY OF FIRE MARSHAL SCHOOL FIRE EXIT DRILL SAFETY REPORT (See Appendix Sections A-7 and A-8) (See attached)

INSERT DRILL AND INCIDENT REVIEW REPORTS (See Appendix Sections A-9) (See attached)

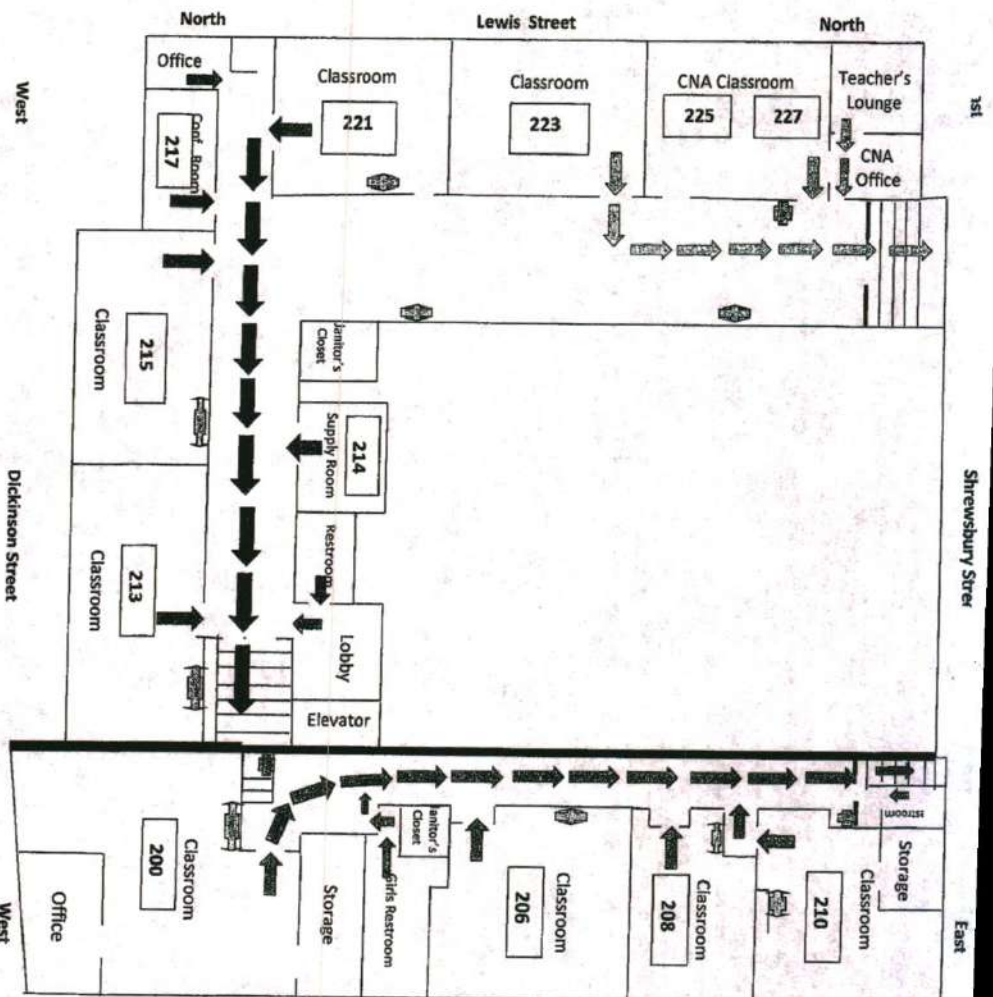






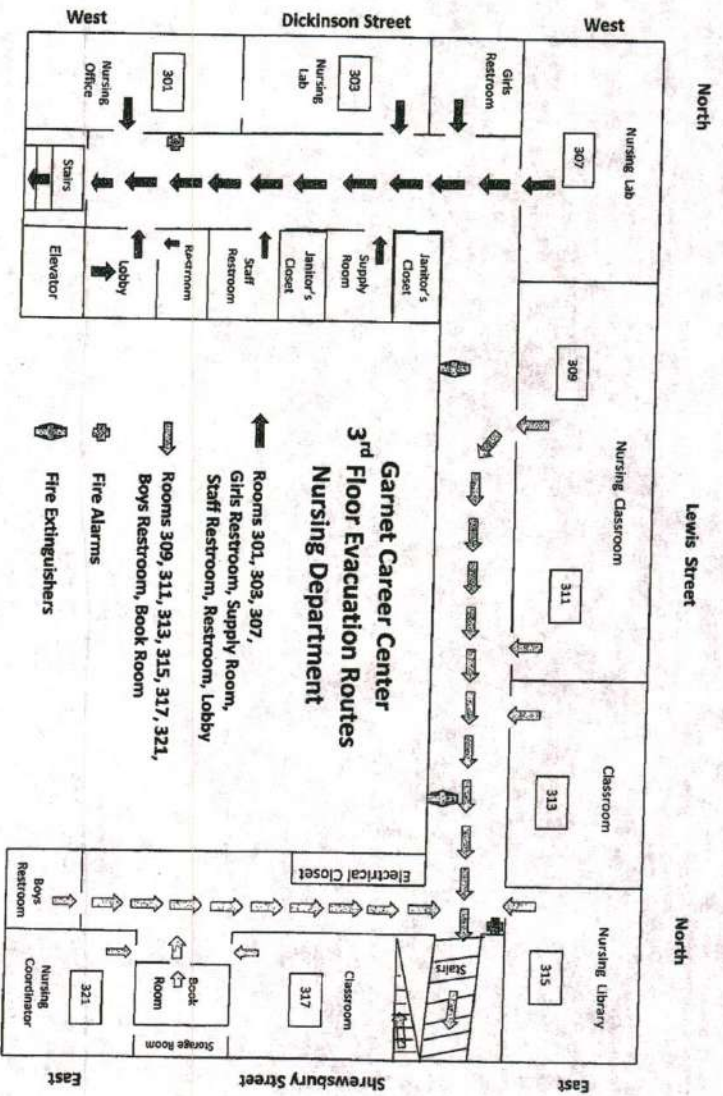
# Garnet Career Center 1<sup>st</sup> Floor Evacuation Routes

- ➡ Rooms: Auditorium
- ➡ Room: 109
- ➡ Rooms: Cafeteria, 107, 105, 103, Restroom
- ➡ Rooms: Staff Restroom Lobby, Main Office, Auto Shop
- ➡ Rooms: Auto Classroom
- 🔊 Fire Alarms
- 🔥 Fire Extinguishers



# **Garnet Career Center** **2<sup>nd</sup> Floor** **Evacuation Routes** **Business Department**

- ➡ Rooms : Teacher's Lounge, CNA Office, 225, 227, 223
- ➡ Rooms: 221, Office, 217, 215, 213, Supply Room, Restroom, Lobby
- ➡ Rooms: 200, 206, 208, 210, Girls Restroom, Restroom
- 🚒 Fire Alarms
- 🧯 Fire Extinguishers







**KANAWHA COUNTY SCHOOLS  
EMERGENCY DRILL CHECKLIST**

School Year: 2020-21

School: Garnet Career Center

This school emergency drill form is to be used to document all Lockdown and Shelter In Place drills conducted during the school year. Lockdown Drills should take place at a minimum of four (4) times during the school year, one of which must be evaluated by Law Enforcement. Shelter In Place Drills must occur once each semester. Actual events will be acceptable in place of practice drills.

**LOCKDOWN DRILL**

MINIMUM OF FOUR (4) DRILLS DURING THE SCHOOL YEAR,  
ONE OF WHICH MUST BE EVALUATED BY LAW ENFORCEMENT.

DATE OF DRILL	TIME OF DAY	SIGNATURE OF PRINCIPAL
10/21/20	9:35 AM	[Signature]
10/21/20	9:35 AM	[Signature]
5/11/21	9:30 AM	[Signature]

**SHELTER IN PLACE DRILL**

MINIMUM OF ONE DRILL EACH SEMESTER

DATE OF DRILL	TIME OF DAY	SIGNATURE OF PRINCIPAL
10/27/20	9:00 AM	[Signature]

This Emergency Drill Checklist form must be turned in to the KCS Safety and Security Office at the end of the school year.



**OFFICE OF THE STATE FIRE MARSHAL  
SCHOOL FIRE EXIT DRILL SAFETY REPORT**

School Year:

20-21

School:

Garret Career Ctr.

Address:

422 Dickerson St. Charleston WV 25301  
County: Kanawha

This school fire exit drill report is published by the West Virginia State Fire Marshal's Office as an aid to school principals and teachers in conducting fire exit drills. Two (2) fire exit drills shall be conducted during the first thirty (30) days of the school term and one (1) additional fire exit drill each month school is in session. During the winter months of December, January & February fire exit drills may be deferred, if there have been at least six (6) fire exit drills conducted before the drills have been deferred. Fire exit drills shall be unannounced and conducted during different hours of the day. Orderly and well executed fire exit drills are a means of saving lives in the event of a fire or other emergency.

**ALL OCCUPANTS OF THE BUILDING SHALL PARTICIPATE IN THE FIRE EXIT DRILL.**

**ALL EXIT DOORS SHALL BE UNLOCKED AND UNFASTENED FROM THE EGRESS SIDE WHENEVER THE BUILDING IS OCCUPIED.**

**WHEN ONLY A CERTAIN AREA OF THE BUILDING IS OCCUPIED ALL EXITS FROM THAT AREA SHALL BE UNLOCKED AND UNFASTENED FROM THE EGRESS SIDE.**

DATE OF DRILL	TIME OF DAY	NUMBER OF PUPILS	EVACUATION TIME	BLOCKED EXITS	SIGNATURE OF PRINCIPAL
10/6/20	10:45 AM	41	1:40	0	[Signature]
10/13/20	9:30 AM	63	2:25	0	[Signature]
11/20/20	8:30 AM	45	2:00	0	[Signature]
12/11/20	9:15 AM	47	2:00	0	[Signature]
2/23/21	1:14 PM	31	3:30	0	[Signature]
3/29/21	12:30 PM	32	2:00	0	[Signature]
4/19/21	12:35 PM	35	3:00	0	[Signature]
6/1/21	12:15 PM	36	2:09	0	[Signature]

**POST IN A CONSPICUOUS PLACE IN THE SCHOOL BUILDING WHERE IT CAN BE SEEN BY TEACHERS, STUDENTS AND VISITORS AT ALL TIMES.**

## Addendum A: Garnet Career Center COVID -19 Protocols and Procedures

Garnet Career Center follows the WVDE and KCS policies and procedures for COVID-19 policies.

<https://wvde.us/covid19/>

[https://kcs.kana.k12.wv.us/news/latest\\_news/k\\_c\\_s\\_coronavirus\\_updates\\_school\\_re-entry](https://kcs.kana.k12.wv.us/news/latest_news/k_c_s_coronavirus_updates_school_re-entry)

In addition Garnet Career Center has instituted these school specific policies and protocols:

### **Garnet Career Center Initial COVID protocols for 2021-22 School Year**

*The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student in the 21<sup>st</sup> Century.*

Kanawha County Schools continues to follow the guidance of Kanawha Charleston Health Department with regard to COVID protocols. As Garnet follows the KCS school calendar, and the k12 schools do not return until early August, the initial protocols for COVID are as follows:

#### **Mask wearing**

Vaccinated- optional

Unvaccinated- required for school children and highly recommended for adults

Not required outside for anyone in general.

#### **Sanitizing:**

Clean high touch surfaces/objects at least once a day/as often as needed, recommend at least 2-3 times depending on the use and how staffing.

#### **Classroom and school safety:**

Continue to reinforce hand hygiene.

Social distance as much as possible with numbers and space (at least three feet is still recommended). Divide class into smaller classes if possible.

#### **Contact tracing**

Contract tracing will be done on a case-by-case basis. Students who are ill must follow the program and KCS policies regarding attendance for financial aid and credentialing. At this point, the attendance policies for each program regarding allowable absences will be followed for any absence regardless of reason. Fortunately, transmission is low and things seem to be improving, so we may be able to keep these protocols. Once the k12 students and staff return, if there are any changes, I will update all students and staff as soon as possible.

Updated 7/7/2021 SES