

## **CRISIS TEAM**

The Ellsworth School Committee (ESC) recognizes that a school or school system crisis, such as the death or serious injury of a student or school staff member, may occur at any time. In order to manage communications and use resources available in the Ellsworth School Department (ESD) and in the Ellsworth community to deal effectively with students, staff and parents, the ESC directs the Superintendent to ensure that a Crisis Team is in place at each ESD school building.

Each team will consist of a guidance counselor, school nurse, two or more instructional staff members and the building administrator (BA). There will be a designated alternate to cover situations where a team member may be absent. Each BA will submit a list of team members to the Superintendent's office.

The Crisis Team will:

- A. In accordance with administrative procedures, develop a plan of action to be implemented in a crisis situation;
- B. Implement the action plan at the direction of the Superintendent or designee;
- C. Receive on-going training in crisis management;
- D. Provide in-service training to staff;
- E. Develop a list of Ellsworth community resources available to assist the team in a time of crisis; and
- F. Evaluate the effectiveness of the action plan on an annual basis and after any crisis in which it has been used.

Only the Superintendent, or the BA as directed by the Superintendent, will serve as spokesperson to the media and the public.

Only the Superintendent or the BA will contact family members to obtain or relay facts and ascertain the wishes of the family.

Adopted: **March 6, 1990**

Revised: **April 16, 2002** (per MSMA revision)  
**November 7, 2006** (formatting, grammar only)