

You are here because of an event that has taken place at the school. It may be a death, accident or other significant event that has the potential to impact students and staff in a negative way. Your help with this process is greatly appreciated. You are a member of this community, know the students and families, and can be of great support, particularly in the days and weeks following.

**School staff from other districts who are part of the SCRT have been invited to the district to provide support to students and faculty. Team members have been trained and have a defined process they will be using to assist students and faculty. The model used is designed to help prevent experiences of post-traumatic stress.**

Each SCRT member has a name tag and can be readily identified in the building. There is one member identified as the Team Leader who works with school/district administration in implementing the response.

The model used is one of 'de-fusing', meaning to share what is known, help students understand what is 'normal' in their reactions, and be watchful for any students who might be having a more difficult time with the situation. It may be a student who is close to the situation, or may be one where the event is triggering other experiences in their life. The intent is not to provide in-depth counseling or grief counseling, but to address the immediate situation and provide a foundation for any follow up by parents and the school.

SCRT members will be meeting at the start of the day with groups of faculty members and students to provide them with the information that is known about what has happened (this may be very straight forward, or continue to change, based on what has happened). It is very important to keep to the facts, and what the family has given permission to be shared.

**Rumors and speculation are not helpful, and can end up adding to the confusion.**

The basic outline for the day is:

1. Faculty are informed of what has happened and the immediate plans for the day. A written 'script' will be developed for consistency. (You will be given a copy of this for your reference)
2. Students are informed, using the scripted information – it may be in the classroom, small groups or other settings, depending on the age of the students and the event that has occurred.
3. Students who have closer connections with the event/student will be identified and met with individually or in small groups.
4. The SCRT meets throughout the day, adding any new information into the communication with students and faculty, following up with students (and their parents) who may be having a more difficult time with the situation, and addressing any issues or situations that arise. The Team meets at the end of the day to de-brief and to make plans for the next day. It would be 'normal' for Team members to be present in the building/district for at least one day after the initial response.

The SCRT would like to make use of your skills in this process. You may be asked to contribute in several ways, including: be present in the Teacher's lounge to meet with faculty; be available in a common area (cafeteria, library) to talk with students you know or have other connections with; and help students get to areas where there is adult support or other places students might be with limited adult support (e.g. in the hallways or bathrooms). We need your observations and feedback regarding any concerns you have seen or heard with students or staff. **Please check in with one of the SCRT members throughout the day.** Depending on the nature of the event, the day can be very emotional and hectic for students and staff, with plans changing during the day.

**If You Are Concerned About A Student:** As you are visiting with students and/or staff and have any concerns about how they are handling the situation, we ask that you bring the name of the student to the attention of one of the SCRT team members. As part of the process, any student that is struggling with the events of the day are followed up with by school/team staff and parents contacted as appropriate. Referrals to outside mental health and other community agencies are part of this process for the SCRT and school staff.

**Sign-In Sheets:** You are asked to sign-in at the office when you arrive and sign-out when you leave. The SCRT team will let you know specifically where they want you to be in the building. Please do not take students into other areas of the building.

**Follow Up:** The SCRT is normally in the building/district for the initial response and one day following. There may be staff from outside the district who come to support students and the school for additional days, depending on the situation. The planning for this will be done with the SCRT and school staff, normally at the end of the second day.

**Your role from this point forward is even more critical.** As a member of the community, you can continue to provide support to students and their families in the weeks and months ahead. You can help connect students to other community and mental health resources as needed and support any community wide efforts to respond to the event.

**Thanks for your help and support.**

**Please direct any questions you have to the SCRT Team Leader:**

**The first team contact is:**

**Lexy Spangrud**

**952-465-2423**

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**If unable to reach Lexy , contact:**

**Tom DeGree**

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