



# San Diego Unified School District

COUNSELING AND GUIDANCE DEPARTMENT  
4350 Mt. Everest Blvd. San Diego, CA 92117

(858) 503-3180  
Fax: (858) 573-8898

Student Services Office  
Counseling and Guidance

## How to Access the District Crisis Response Team

Being proactive, informed and prepared before a crisis in your school occurs is now more important than ever. In general, crisis creates time constraints and pressure on the school and the district's limited resources. Administrative Procedure No. 5135 and the District Crisis Response Team Handbook 2006-2007 contain information that will help prepare your site in the event of a crisis, by giving administrative guidelines and help to determine the possible effect of a crisis on the learning environment.

The Counseling and Guidance Department manages the District Crisis Response Team (DCRT). A crisis is defined as any incident occurring (e.g., plane crash, shooting incident, suicide, death of a faculty member/student, racial disturbance, child abuse, natural disaster) that affects the emotional stability of students/faculty to the extent the educational program is disrupted. The site administrator determines if the situation warrants help from the DCRT and if so, contacts the Counseling and Guidance program manager.

The DCRT provides site support and stabilizes the situation in a crisis and is comprised of district personnel who have received additional training in dealing with disasters and crisis situations. It is important to note that when the team is activated, the DCRT members leave their sites to provide crisis support. Upon request by the site administrator, the DCRT is available, by request, to support the site team.

To be prepared before a crisis the site administrator should:

- Familiarize self with Administrative Procedure No. 5135 and the guidelines in the District Crisis Response Team Handbook to insure appropriate steps are implemented.
- Attend training in Crisis Response procedures presented by the Counseling and Guidance Department through the Professional Development Conference.
- Appoint a Site Crisis Response Team (SCRT) Leader and staff team. The SCRT consists of members at each school site which have received additional training in forming first line support to faculty and staff in the event of a crisis. Site counselors, nurses and school psychologists are familiar with students, families and community and should be used as first responders.

In the event of a crisis the site administrator should:

- Confirm crisis and determines need for response.
- Inform SCRT leader and mobilize site team.
- **Contact the Counseling and Guidance program manager, Earlene Dunbar, at 858-503-3180 to report the crisis situation and request assignment of the DCRT for additional support if necessary. If a crisis occurs on a weekend or during non-work hours, please contact your school improvement officer first to obtain Earlene Dunbar's after hours phone number.**
- Inform the school improvement officer.
- Access SDUSD website: Communication Resources-Loss of a staff member. (*Navigate to: For District Staff> News and Communication Tools>Resources for Staff>Topics>Loss of a Staff Member*).
- Access Employee Assistance Pacific Care 1-888-625-4809, if further help is needed.

If you have a question regarding the guidelines and procedures or would like to receive additional information, please contact Earlene Dunbar, DCRT coordinator, at 858-503-3180.