

SCHOOL SITE CRISIS TEAM CHART

This chart provides examples of crisis team positions, roles and responsibilities at the school site. Additional staff should be identified as backups for each position in the event of an absence. It is suggested that this chart be completed by October each year with a copy to team members and to the Local District Operations Coordinator, if requested.

| POSITION | NAME | RESPONSIBILITY | LOCATION |
|---|---|--|---|
| Incident Commander* (Usually Principal or designee) | Primary: Omar Del Cueto Backup: Rodney Wright | Takes charge of crisis incident, verifies facts & contacts Local District, and coordinates all services below. | Primary: Principal's Conferenc Backup: Boy's PE Office |
| Crisis Team Leader* | Primary: P. Purkhiser Backup: Jan Wilson | Coordinates all crisis team responders. | Primary: Counseling Office Backup: Outdoor Stage |
| Communication/Media* (Administrator and/or designees) | Primary: Omar Del Cueto Backup: Olivia Robledo | Prepares memos and letters; Identifies locations for media and provide regular updates. | Primary: Principal's Conferenc Backup: Boy's PE Office |
| Crisis Counseling (counselors, nurses, psychologists, pupil service and attendance counselors and, psychiatric social workers) | Primary: Jan Wilson Backup: Mojgan Mikail | Provides counseling for traumatized students and staff. Encourages students to return and remain at school. | Primary: Counseling Office Backup: Outdoor Stage |
| First Aid (nurse and assistants) | Primary: Evelyn Borja Backup: Jan Bartlett | Triages and handle medical emergencies. | Primary: Health Office Backup: Outdoor Stage |
| Police (school Police and Security) | Primary: Officer Coleman Backup: Rodney Wright | Secures campus and crime scene. Identifies witnesses for police interviews. | Primary: Admissions Office Backup: Boy's PE Office |
| Plant manager (Plant manager & staff) | Primary: Tim Whitcomb Backup: Richard Stone | Secures school site. | Primary: Plant Mgr. Office Backup: Emergency Bin |
| Parent Relations/Support (Assign administrator/ Designee) | Primary: Olivia Robledo Backup: Darren Baral | Organizes and inform parents of reunification procedures. | Primary: Main office Backup: Boy's PE Office |
| Cafeteria Staff (Cafeteria manager & crew) | Primary: Amy Li Backup: Darren Baral | Adjusts schedules and menus as necessary. | Primary: Cafeteria Backup: Outdoor Eating Area |
| Main Entrance staff (Assign staff to main entrance) | Primary: Elaine Bontempo Backup: Juan Morales | Secures entrance, requires IDs and determine who enters | Primary: Main Entrance Backup: Sepulveda Gate |
| Main Office Staff- Phone Monitoring (School Secretary or staff) | Primary: Heather Fayuant Backup: Mary Kouyoumdjian | Provides scripted message for incoming phone calls, receive calls from district personnel. | Primary: Main Office Backup: Boy's PE Office |

How often does your crisis team meet?

- Once a month
 Every other month
 Once a semester
 Once a year
 Not at all

***Individuals in these positions need to be in constant communication throughout the crisis response.**

School Site Threat Assessment Team Chart

This chart identifies the 3 members of the threat assessment team and their responsibilities at the school site. "Backup" staff should be identified for each team member in the event of an absence. It is suggested that this chart be completed by the principal or the administrative designee by October each year with a copy to team members and to the Local District Operations Coordinator.

| POSITION | NAME | BACKUP | ROLES | RESPONSIBILITIES |
|---|------------------|-----------------|---|--|
| Administrator (principal, assistant principal, designee) | Omar Del Cueto | Rodney Wright | Takes charge of threat incident, convenes the Threat Assessment Team, designates specific roles to team members(interviews, documentation, etc) | Coordinates all information, maintains confidentiality, informs Local District |
| Mental Health Professional (psychiatric social worker, counselor, PSA counselor, psychologist) | Esther Rodriguez | Rodalie Zetino | Brings Expertise in Working with troubled students families and psychological assessment. | Gather and review all records (cum, health, grades, referrals, etc); Interviews students, staff, provides counseling for traumatized students / staff. |
| School Police | Officer Coleman | Officer Noguera | Determines whether threat is a criminal threat or indirect threat. | Responds to situations of imminent risk of violence; arrest, cite, assist with investigative responsibilities. |

LAUSD District Policy: "All threats made against individuals or groups by other identified or unknown individuals or groups must be taken seriously and investigated to determine whether they pose a real danger to students or staff. Threats which may initially appear or ultimately prove to be pranks or hoaxes are also taken seriously due to the severe disruption that false threats often impose on the daily operation of a school."(Organizing for Assessing and Managing" Threats- BUL 1119.1-II, A)