

## Administrator Foundational Crisis Response Training

### **Overview:**

This course includes a series of videos and activities that is best completed when offered as synchronous learning by a district, either in small or large groups. Once all district administrators have been trained, this series can be an orientation for all administrative new hires on an annual basis. Again, it is most effective if all new administrators can take this course as a cohort. For those hired mid-year, it can be completed individually in order to gain the basic understanding, and it would be helpful to join the next cohort to experience the activities.

### **District-wide Implementation:**

The content is coordinated with the crisis response team (“Flight Team”) training for school counselors and mental health staff. When responding to a building in need, team members will only take actions that are approved by the administrator, so building leadership is always in control. In order for teams to respond to crisis effectively, it is imperative that both district and site administrators have a clear understanding of best practices and the theory behind the actions needed to serve students and staff well. Because of the nature of crisis, any administrator could be called upon to assist in a crisis, no matter what administrative position. When a district is training a Flight Team, all administrators need to complete this program during that same time period.

### **Content:**

The training includes videos that range from 5 minutes to 15 minutes in length. Each comes with a small-group activity designed to take knowledge gained from the videos into skills and action steps.

### **Topics include:**

- The Flow Chart of Crisis Day (15 minutes)
- Considerations (A collection of nuggets of wisdom) (15 minutes)
- Tasks of Grief (The tasks of grief and the activities schools need to offer (15 min.)
- What to Do with the Empty Desk and Student Belongings (5 minutes)
- Reading Death Announcements to Students (5 minutes)

### **Cost:**

There is no annual site license fee for this resource. The per-participant fee is \$100 per administrator or participant. Contact CMI for more information by calling 503-585-3484 or using this link: <https://cmionline.com/contact/>

## Introduction to the Videos

This series of videos is drawn from two larger programs; the Flight Team training for crisis response teams and the All Staff Preparedness package for teachers and school staff.

Although we have many courses and additional videos in our library of training materials, these were chosen as the starting point for the administrative/team collaborative effort when crisis strikes. Below is a brief description of each of the videos.

### Contents for this series:

- **Flow Chart for Crisis Day**  
*This gives everyone an overview of how the day will flow, and it makes sure the district administrators and department heads are informed.*
- **Considerations**  
*A collection of insights provides context for decision-making during responses.*
- **Tasks of Grief**  
*Grief has a generally predictable path. If we provide the opportunity for youth and staff to process these steps or "tasks," most will be able to cope and adjust fairly well. Facilitating the grief process efficiently allows a return to the usual academic process.*
- **What to Do With the Empty Desk and Student Belongings**  
*As with the tasks of grief, decisions about the student desk and belongings sets the tone for a healthy process. We need to slow down rather than rush to make the loss invisible. This brief video provides really valuable insights.*
- **Reading Death Announcements**  
*How staff and students receive information and how that message is crafted really sets the tone for the whole response. Communications can be a make-it-or-break-it element of responses. This video helps you predict and prepare for the best possible process.*

Following is a series of worksheets for organizing your thoughts related to each of the videos. This series is best used by viewing the videos in small groups, individually completing the worksheet and then discussing your action steps with the group. This facilitates a comprehensive action plan for putting next steps in place as a district.

## Flow Chart of Crisis Day

What concepts were new or enhanced by the information in this video?

Are there departments who need to be more included in your initial communications?

How might your district improve information to department heads or others?

What were new insights about needs of staff?

What additional information would be helpful for you or for staff in preparing for crisis?

Next steps for your district? Who needs to know?

What action steps will you take?

## Considerations

What new insights did you gain from this segment?

What concept was most surprising?

What changes or additions to your current response plan would be helpful?

Who might benefit from some of these concepts that may not be using this training resource?

Teams need practice. Besides death, what other crises could provide teachable moments?

Next steps for your district?

What action steps will you take?

## Tasks of Grief

A primary reason to be providing crisis response services in the school setting is to facilitate the grief process effectively so students can manage their emotions and return to academics. How well does your current school response plan provide for each of these “tasks” or steps in grief?

	Really well		Pretty well		New concept!	
Provide the truth regarding the death	1	2	3	4	5	
Help students identify their emotions	1	2	3	4	5	
Provide for sharing memories	1	2	3	4	5	
Help students give the death meaning	1	2	3	4	5	
A life tribute	1	2	3	4	5	
Continued compassionate support	1	2	3	4	5	

What new insights does this provide?

What training do teachers need to be able to be supportive to students on crisis day?

What might be helpful for bi-lingual staff, special education teachers and special needs students?

Next steps for your district?

What action steps will you take?

## What to Do with the Empty Desk and Student Belongings

How does it realign your thoughts to recognize that there is no hurry with these steps?

How might teachers need support and insights at a time of crisis?

How could you help facilitate a kind touch in this step for families?

Besides inside desks and lockers, what other places will have student belongings to retrieve?

How can you imagine engaging students as a part of this process?

Next steps for your district?

What action steps will you take?

## Death Announcements

What new insights did you gain about the importance of death notification and announcements?

What other critical information could be included in announcements that would be helpful?

Are there ways you might better assure clear messaging to staff early on?

How might you best prepare and support teachers in this important task?

How will you help teachers be prepared for difficult questions? What can you do ahead of time?

Next steps for your district?

What action steps will you take?

## Additional Resources

This is just the tip of the iceberg for school readiness in crisis response. Here are some suggestions for consideration of next steps, additional resources or training:

### The Crisis Resource Manual

This is the ultimate resource for all school staff when responding to tragedies and crises. What you need on crisis day is the checklist at the front. That is followed by a paragraph providing a brief description of each task's importance with a notation for the chapter and page where additional information can be found. We recommend one for each site administrator and each mental health staff person. That resource is featured here:

<https://cmionline.com/product/crisis-resource-manual/>

### All Staff Preparedness Series

Designed to slip easily into existing staff, department or grade-level meetings, these five-minute videos prepare staff ahead of time. Topics include managing the classroom on crisis day, reading the announcement, the role of the Safe Room, the function of life tributes and much more. This resource has three levels. The basic plan allows the administrator and a counselor to have access to show the videos during meetings, and it provides a handout that recaps the salient points. The mid level package adds a 20-minute skill-building activity for each video. The premium package provides access to the videos for all staff members. They're free to view those of their choice when they know that the school will be responding to a tragedy or crisis. Use this link to learn more:

<https://cmionline.com/all-staff-preparedness/>

### Flight Team Training

If your district hasn't implemented Flight Team (crisis response team) training for your mental health staff, nursing and school administrators, this training provides 20 hours on content and small group work plus guidelines on bringing your current plan up to cutting edge capacity. Crisis response needs to be a living process with continual improvement and integration of lessons learned with each response. More information: < <https://cmionline.com/flight-team-training/> >

### Online Courses

CMI has a number of online on-demand courses that cover a range of topics related to school crisis response. At this time those that focus on COVID crisis response are particularly helpful. A list of those available can be found here: < <https://cmionline.com/shop/> >

### How can we help?

We're always just a phone call away. We'd love to help you clarify next steps and best resources based on your own building and district's unique needs. Our phone is **(503) 585-3484**, or use this link to drop into our website contact page: < <https://cmionline.com/contact/> >