Crisis Training Checklist

Date_____

Trainer_____

Trainee_____

*****What to cover when providing basic crisis training to staff and students***

❏ **School Safety Personnel**
- ❏ Safety Lead
- ❏ Crisis Planning Team
- ❏ Crisis Response Team
- ❏ Review their roles using Crisis Teams One-Pager
- ❏ Review "Right to Initiate" concept & protocol
- ❏ Threat Assessment Team

❏ **Crisis Response One-Pager**
- ❏ A.L.I.C.E.- E Learning & Table Top Training
- ❏ Run, Barricade, Counter: what it means and how to do it
- ❏ Communication and alerting tools
- ❏ Location of emergency supplies
- ❏ *Safety Flipbook should be posted in every classroom*

❏ **Monthly Drills**
- ❏ Expectation of participation: everyone, every drill
- ❏ How staff will be notified
- ❏ How staff can give feedback

❏ **Additional Safety**

Equipment ❏ Crisis Clipboards/ paper attendance & Red/Green cards ❏

Visitor Management process
- ❏ All visitors must sign in at front office and wear a visitor sticker/badge.
- ❏ Please help! Direct all visitors to the front office.

❏ **See Something? Say Something!** If something makes you feel uneasy, report it *immediately* to Administration. ❏ ANYONE can initiate a crisis response