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