

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT MENTAL HEALTH CRISIS RESPONSE PROCEDURES

If a life-threatening emergency, call 911 and refer to the school safety plan. ***A mental health crisis is a sudden, generally unanticipated event that profoundly and negatively affects the social and emotional well-being of a significant segment of the school population and often involves serious injury or death.*** For example, a classroom of students, an activity/athletic team, etc. If your school community has experienced a mental health crisis, follow the procedures below.

The Mental Health Crisis Response Team (MHCRT) is a vital component of the district and school crisis team. Authorized by school district policies and School Safety Plans, the Mental Health Crisis Response Team provides visible support for the psychological well-being of students, teachers, staff, and caregivers immediately following a mental health crisis event.

There are seven distinct phases of a school crisis intervention: Verify Facts, Notify District Staff, Plan Crisis Response with MHCRT Lead, Facilitate Emergency Staff Meeting, Inform Parents, Facilitate Postvention Staff Meeting, and Complete Evaluation of Crisis Response.

1. ■

- If the crisis involves a possible crime, an ongoing safety concern or threat, contact law enforcement, either the Sacramento Police Department (916-857-1801) or Sacramento Sheriff's Department (916-874-5115) to verify facts.
- Notify the Safe Schools Director, Ray Lozada, (916-549-6899), as soon as possible.
- If appropriate, contact family to verify facts and obtain additional information.
 - Ask the family what information they want shared with teachers and students.
 - Ask the family what support they need.

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Flores, Executive Director, Student Support & Health Services; 916-752-3643

CRT administrator with the following information

of incident (violent or non-violent)

imate number of staff and students impacted

vious crisis events in the school or community

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3. ~~MEMORIALS~~

- Schedule emergency staff meeting (see [MHCR Information Staff Meeting Agenda template](#)). Inform staff about the meeting, using the most effective means to reach staff (i.e. texting, email, classroom visits, memo) Include all staff and persons who (classified, cafeteria, temporary, yard duty, Student Support Center staff, Expanded Learning School Program, other community partners/volunteers, etc.).
- Identify all MHCR team members including school counselors, school psychologists, school social workers, and Student Support Center staff who serve at the school. All MHCR Team members will be assigned and provide crisis, social-emotional interventions as needed.
- Work with MHCRT Lead to prepare script for teachers and staff to use in informing students.
- Determine location of Wellness Center/Crisis Counseling spaces and referral procedures. If during Distance Learning, set up Virtual Wellness Center with office hours that can be shared out to school community.
- Do not lead any type of memorialization activities at this time. If a spontaneous memorial begins, consult with MHCRT lead on how to respond. Memorials¹ are best planned several weeks following the crisis event.
- Identify teachers/staff who may be more directly impacted by the crisis event and determine how to support them. It is recommended that substitute teachers are available to support teachers who may need to leave, take a break from their classroom, and/or may need to support students and/or families.
- Assign staff to assist MHCRT in locating supplies (paper, markers, water/food, etc.) and places to store personal items(a)6

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