

Planning

- At the beginning of the school year, faculty should receive a safety and security briefing.
- Prepare agenda of events to test emergency operations throughout the school year.
- Identify Crisis Response Team Members and alternates for each school.
- Identify Crisis Response Planning Team members and meet to review and update the Crisis Prevention and Response Plan at least annually, prior to the start of each school year.
- Meet with local community leaders and emergency first responders regarding Evacuation procedures.
- Establish a Mental Health Crisis Team and develop a crisis plan that addresses mental health considerations in Planning, Prevention/Mitigation, Response and Recovery.
- Revisit Mental Health Crisis Team membership and update plan at least annually.

Training

- The Incident Commander (usually the Principal) should ensure that each teacher and staff member is familiar with the school's Crisis Prevention and Response Plan.
- All school students, faculty and staff should participate in a basic fire/life safety and emergency preparedness training session at the beginning of the school year.
- All cafeteria employees should be trained in basic fire/life safety, emergency preparedness and food safety.
- Faculty and Staff should receive fire extinguisher training.
- Community agencies providing ongoing services in the school (i.e. SBHC, SMH, after-school providers) should be included in training and information related to school crisis.
- Provide training to school staff and school-based community providers on mental health issues relevant to crisis prevention and response (i.e. crisis specific prevention and response, mental health first aid, trauma sensitive schools)
- See Addressing Mental Health in School Crisis Prevention and Response: A Resource Guide for West Virginia Schools to identify evidence-based training programs to address mental health in the Crisis Prevention, Response and Recovery.