



Health and Safety Plan

Scope of Services:

The BCTC Health and Safety Plan seeks to assure the health and safety of the institution's employees, students, and guests. The strategies in the plan are designed to address any event that may occur on school property, from minor injury to major catastrophe. This plan lists stakeholders from Boone County Schools and the community that will coordinate care to ensure that health and safety needs are addressed effectively. Boone County Schools maintains plans for crisis prevention and response along with lists of crisis response teams and contact information. The Boone Career and Technical Center

Budgetary Resources:

Boone Career and Technical Center receives funding from Boone County Schools to make purchases of basic safety equipment and supplies, such as security cameras, cleaning and sanitation supplies, etc. Boone Career and Technical Center has funds allocated by Boone County Schools to purchase health and safety equipment and supplies. Faculty members have written grants to acquire specialty equipment such as automated external defibrillators, and first aid equipment.

Major Activities:

The Boone Career and Technical Center has a safety committee made up of secondary and postsecondary instructors. This committee meets regularly to identify and address safety issues. Information about safety concerns is solicited from all staff members. Safety committee activity is reported to the Boone County Schools safety director after each meeting.

BCTC has monthly drills for all types of emergencies: fires, weather events, lockdown procedures, etc. These drills are mandated by Boone County Schools and compliance is documented and submitted to the safety director. .

The Boone County Schools safety director coordinates the crisis prevention and response plan, crisis response and mental health crisis teams, and interagency communications.

All incidents related to health and safety are reported on the Boone County Schools' Incident Report and submitted to the BCTC principal/director who reviews the incident with those involved. This report is submitted to the safety director of Boone County Schools who may follow-up with BCTC personnel if needed to ensure the safety and well-being of employees, students, and guests.

Rev. March 2026

Evaluation of the Plan/Stakeholders:

Every faculty member of Boone County Schools, along with students and community members are stakeholders in this plan. The plan is evaluated annually and updated to ensure that contacts are current and all members of the team are aware of their role in implementing this plan.

Crisis Prevention & Response Plan

[Boone] County School					
Boone Career and Technical Center		(304) 369-4585	(304) 369-3692		
3505 Daniel Boone Pkwy Suite B		Foster	WV, 25081		
Law Enforcement Agency Boone County Sheriff's Department			Fire Department Danville Volunteer Fire Department		
CRISIS RESPONSE PLANNING TEAM (CRPT)					
Title	Name	Office Phone	Home Phone	Cellular	Email
Principal	Jacob Messer	(304) 369-4585		(304)881-3093	mjmesser@k12.wv.us
School Counselor	Gena Godby	(304) 369-4585		(304)946-1901	ggodby@k12.wv.us
School Nurse	Cindy Collins	(304)369-4564			clcollins@k12.wv.us
Teacher #1	Caspia Sheppard	(304) 369-4585	(304) 524-7604	(304) 553-5998	clsheppa@k12.wv.us
Teacher #2	Dena Wall	(304) 369-4585	(304) 369-0909	(304) 533-6832	dena.wall@k12.wv.us
Service Person	Robby Sontag	(304) 369-4585		(304) 688-1865	robert.sontag@k12.wv.us
Parent #1	Gena Godby	(304) 369-4585		(304) 946-1901	ggodby@k12.wv.us
Parent #2					
The following are recommended members					
County Board Member	Darlene McClure		(304) 369-3027		Djmccclure71@hotmail.com
School-Based Community Mental Health Professional	Krystal Stollings	(304) 369-8272	(304) 369-5223	(304) 553-1060	kstollings@k12.wv.us
Comprehensive Behavioral Health Disaster Coordinator	Prestera	(304) 642-3434			
Local Law Enforcement	Boone Co. Sheriff Chief Deputy (Mark Abbott)	(304) 369-9913	(304) 369-7341		tmabbott@boonecountywv.net
Fire/Rescue	DVFD- Justin Chafin	(304) 369-0232			Dvfdlt106@gmail.com
Local EMA Director	Michael Mayhorn	(304) 369-7273			mmayhorn@boonewv.com

CRISIS RESPONSE TEAM (CRT)					
Title	Name	Office Phone	Home Phone	Cellular	Email
Principal	Jacob Messer	(304) 369-4585		(304)881-3093	mjmesser@k12.wv.us
Head Teacher	Brandon Geer	(304) 369-4585			Brandon.geer@k12.wv.us
Head Custodian	Robby Sontag	(304) 369-4585		304-688-1865	robert.sontag@k12.wv.us
School Nurse	Cynthia Collins	(304) 369-4564			clcollins@k12.wv.us
School Counselor	Gena Godby	(304) 369-4585		(304) 946-1901	ggodby@k12.wv.us
School Resource Officer(SRO) <i>(if applicable)</i>	N/A				
Evacuation Coordinator	Jacob Messer	(304) 369-4585		(304)881-3093	mjmesser@k12.wv.us
Reunification Coordinator	Brandon Geer	(304) 369-4585			Brandon.geer@k12.wv.us

EVACUATION / REUNIFICATION SITES		
1. PRIMARY: <i>Fountain of Youth Church</i>	ADDRESS: <i>301 Daniel Boone Parkway Foster, WV 25081</i>	PHONE: <i>(304) 369-0189</i> <i>(304) 369-8275</i>
ROOMS/AREA LOCATED IN BUILDING:	<i>Sanctuary</i>	
ADMINISTRATOR(s) IN CHARGE	NAME <i>Larry Sterling</i>	PHONE(s) – CELL AND LANDLINE <i>(304) 369-0189</i> <i>(304) 369-8275</i>
BUSES NEEDED? 4	REGULAR 5	SPECIAL BUSES NEEDED 1
If the site is NOT a school (e.g. business, church etc.) complete this row.	Did you list this as a Named Insured with BRIM? Yes/No	Did you create a Memorandum of Understanding (MOU)? No.
2. SECONDARY: <i>Brookview Elementary</i>	ADDRESS: <i>#1 Learning Way Foster, WV 25081</i>	PHONE: <i>(304) 369-1012</i>
ROOMS/AREA LOCATED IN BUILDING:	<i>Gymnasium</i>	<i>Gymnasium</i>
ADMINISTRATOR IN CHARGE	NAME <i>Rae Boyd</i>	PHONE(s) – CELL AND LANDLINE <i>(304) 369-1012</i>
BUSES NEEDED?	REGULAR 5	SPECIAL BUSES NEEDED 1
If the site is NOT a school (e.g. business, church etc.) complete this row.	Did you list this as a Named Insured with BRIM? Yes	Did you create a Memorandum of Understanding (MOU)? No

EVACUATION / REUNIFICATION SITES (continued)		
3. NON-SCHOOL <i>BCS Operations Complex</i>	ADDRESS <i>Daniel Boone Parkway, Foster, WV 25081</i>	PHONE <i>(304) 369-8275</i>
ROOMS/AREA LOCATED IN BUILDING:	<i>Upstairs Meeting Room</i>	
ADMINISTRATOR IN CHARGE <i>Maintenance Director</i>	NAME <i>Jason Hill</i>	PHONE(s) – CELL AND LANDLINE <i>(304) 369-8247</i> <i>(304) 928-9811</i>
BUSES NEEDED?	REGULAR <i>5</i>	SPECIAL BUSES NEEDED <i>1</i>
Complete this row, as at least one site must not be another school.	Did you list this as a Named Insured with BRIM? Yes/No	Did you create a Memorandum of Understanding (MOU)?

SCHOOL SPECIFIC INSTRUCTIONS FOR DRILLS:

FIRE DRILL:

The fire alarm will sound and all occupants will exit the building immediately at the closest exit. Secretary and adult welding instructor are to take the Two Way Radio with them as they exit. They are to close the door and turn off the lights. The teachers move to an area away from the building. They are to take class roll and notify the secretary who is in the front of the building if there are any problems. Staff will reenter the building when notified by radio.

BOMB THREAT:

There will be an announcement and all occupants will exit the building immediately at the closest exit. Secretary and adult welding instructor are to take the Two Way Radio with them as they exit. They are to close the door and turn off the lights. The teachers move to an area away from the building. They are to take class roll and notify the secretary who is in the front of the building if there are any problems. Staff will reenter the building when notified by radio.

SHELTER IN PLACE:

There will be a "Code Yellow" announcement and all occupants will shelter in place. Teachers are to lock the door. They are to take class roll and notify the secretary who is in the office if there are any problems. Staff will resume normal school operations when the "All Clear" announcement is broadcast via the PA system three times.

PRECAUTIONARY LOCKDOWN:

There will be a "Code Yellow" announcement and all occupants will shelter in place. Teachers are to lock the door. They are to take class roll and notify the secretary who is in the office if there are any problems. Staff will resume normal school operations when the "All Clear" announcement is broadcast via the PA system three times.

LOCKDOWN:

There will be a "Code Red" announcement and all occupants will shelter in place. Teachers are to lock the door turn out the lights and turn off computer monitors. They are to take class roll and notify the secretary who is in the office if there are any problems. Staff will resume normal school operations when the "All Clear" announcement is broadcast via the PA system three times.

ACTIVE SHOOTER/ARMED INTRUDER:

There will be a "Code Red" announcement and all occupants will shelter in place. Teachers are to lock the door turn out the lights and turn off computer monitors. They are to take class roll and notify the secretary who is in the office if there are any problems. Staff will resume normal school operations when the "All Clear" announcement is broadcast via the PA system three times.

WV School Mental Health Crisis Team Planning Template

School: Boone Career and Technical Center Team
 Contact Phone (304) 369-4585 Contact Email

SCHOOL MENTAL HEALTH CRISIS PLANNING TEAM (SMHCPT)

Identify team members - Suggested roles on left

Title	Name	Office Phone	Home Phone	Cellular	Email
School Counselor	Gena Godby	(304) 369-4585		(304) 946-1901	ggodby@k12.wv.us
Principal	Jacob Messer	(304) 369-4585		(304) 881-3093	mjmesser@k12.wv.us
School Nurse	Cynthia Collins	(304) 369-4564			clcollins@k12.wv.us
School-based Mental Health Provider	Krystal Stollings	(304) 369-8272	(304) 369-5223	(304) 553-1060	kstollings@k12.wv.us
Community Mental Health Provider	Presteria	(304) 642-3434			
Prevention Resource Officer	N/A				
Special Educator	Brittani Adkins	(304) 369-4585			Brittani.adkins@k12.wv.us
Student	Kyla Wood	(304)369-4585		(304) 687-6201	Knwood1@stu.k12.wv.us
Teacher	Loretta Thompson	(304) 369-4585		(304) 687-6583	lmthompson@k12.wv.us
Parent	Krista Wood	(304) 369-1012		(304) 928-5365	kiwood@k12.wv.us
Other	Misty Carrico	(304)369-7373		(304)784-7773	Misto.carrico@courstww.gov
Other					

SCHOOL MENTAL HEALTH CRISIS TEAM (SMHCT)

In ADDITION to your School Mental Health Crisis Planning Team, list additional persons who will assist with response and recovery.

Title	Name	Office Phone	Home Phone	Cellular	Email
School Counselors <i>(from other schools)</i>	Jessica Carter	(304) 369-3011			Jessica.blankinship@k12.wv.us
Social Workers	Shaa Marcum	(304) 369-7817			Shaa.l.marcum@wv.gov
District leaders	Matthew Riggs	(304) 369-8231		(304) 549-9378	mrriggs@k12.wv.us
Community Mental Health Representatives	Pretera	(304) 642-3434			
Faith-Based Representatives	Larry Sterling	(304) 369-1089			
School Counselors <i>(from other counties)</i>	NA				
Others? E.g. Suicide Prevention Center, RESA or WVDE <i>(depending on scale and scope of incident)</i>	NA				

Define Purpose and Goals of the MHCPT	
What is the purpose of the MHCPT?	
What are the goals of the MHCPT? <i>Use the examples below to start brainstorm and develop your own goals.</i>	
- To have zero suicides at our school during the school year 2025 – 2026 . - Address Jaimee’s Law, Jason Flatt ACT - Plan for both suicide prevention/postvention - To reduce the number of reported bullying/cyber bullying and harassment incidents by one half from the 2024 – 2025 school year in the 2025 – 2026 school year. - To increase student and parent awareness of the danger and consequences of sexting and social media (legal, emotional, future admission to college, employment, etc.) through - Substance abuse prevention (might include MADD, DARE, etc.) - Violence (could have multiple goals here because of the broad nature of the category) - Mental Health Management – perhaps something about identifying and ensuring students in need of referral receive the resources needed in a timely manner and are followed up no less frequently than X or more frequently if needed. - Medical Health Management – To have no medical episodes caused by a failure to monitor a known condition (e.g. diabetes) or take medications as prescribed while at school. - For crises that cannot be prevented, our team will implement recovery plans that support students and provide a safe learning environment that will allow for students to maintain or improve upon their academic success. (ie no dramatic grade drops after an incident)	
How often will the MHCPT meet?	<i>Twice a year.</i>
Who will record and distribute meeting Notes?	<i>Krystal Stollings (BCS School Psychologist)</i>
Crisis Prevention and Response Plan to Address Mental Health Needs by Incident Type (Refer to Resources in the Appendices of the <i>Addressing Mental Health: A Guide for WV Schools</i>)	

SUICIDE PREVENTION		
Resources/Programs	Action Steps	Person(s) Responsible
Prevent Suicide WV www.preventsuicidewv.org Suicide Prevention Lifeline... https://suicidepreventionlifeline.org www.crisistextline.org www.sprc.org www.Help4WV.com Preventing Suicide: Toolkit for High School https://store.samhsa.gov/shin/content/SMA12-4669/SMA12-4669.pdf After A Suicide: Toolkit for Schools www.sprc.org/sites/default/files/library/AfteraSuicideToolkitforSchools.pdf	<i>(Including but not limited to Training)</i> Protocols as outlined in “Preventing Suicide a Toolkit for High Schools” - Establishing protocols for helping students at risk for suicide - Establish protocols for responding to suicide death - Staff / Parent Education and Trainings: - ASAP-20 - QPR: Question Persuade Refer - RRR: Recognize, Respond, React - More Than Sad - Lifeline Postvention - SafeTALK - ASIST - Parent/Guardian Outreach - Student Education: - More Than Sad - SOS - Lifeline - Good Behavior Game - Student Screening: - PHQ-9 - Columbia - ASAP-20	Prevent Suicide WV / ASPEN Barri Faucett Barri.faucett@prestera.org Hope Siler Hope.siler@prestera.org Patrick Tenney Patrick.tenney@prestera.org

SUICIDE RESPONSE		
Resources/Programs	Action Steps	Person(s) Responsible
<u>SUICIDE ATTEMPT SURVIVOR PACKET</u> • <i>After an Attempt</i> (brochures for self & family) www.samhsa.gov • <i>Journey Toward Health & Hope</i> https://store.samhsa.gov/shin/content/SMA15-4419/SMA15-4419.PDF • <i>Means Matter: Recommendations for Families</i> www.hsph.harvard.edu/means-matter/	<u>CRISIS RESPONSE TEAM LEADER CHECKLIST</u> ✓ Inform the school superintendent of the death. ✓ Contact the deceased's family to offer condolences, inquire what the school can do to assist, discuss what students should be told, and inquire about funeral arrangements. ✓ Call an immediate meeting of the Crisis Response Team to assign responsibilities. ✓ Establish a plan to immediately notify faculty and staff of the death via the school's crisis alert system (usually phone or e-mail). ✓ Schedule an initial all-staff meeting as soon as possible (ideally before school starts in the morning). ✓ Arrange for students to be notified of the death in small groups such as homerooms or advisories (NOT by overhead announcement or in a large assembly) AND disseminate a <u>death notification statement</u> for students to homeroom teachers, advisors, or others leading those groups. ✓ Draft and disseminate a <u>death notification statement</u> for parents. ✓ Disseminate handouts on <u>Facts About Suicide and Mental Disorders in Adolescents</u> and <u>Talking About Suicide to faculty</u>. ✓ Speak with school superintendent and Crisis Response Team Coordinator throughout the day. ✓ Determine whether additional grief counselors, crisis responders, or other resources may be needed from outside the school.	<i>Who's Responsible –</i> Barri Faucett Barri.faucett@prestera.org Hope Siler Hope.siler@prestera.org Patrick Tenney Patrick.tenney@prestera.org

TEAM COORDINATOR'S CHECKLIST

The tasks below may be delegated as appropriate to specific staff or faculty in the school.

- ✓ **Conduct initial all-staff meeting.**
- ✓ **Conduct periodic meetings for the Crisis Response Team members.**
- ✓ Monitor activities throughout school, making sure teachers, staff, and Crisis Response Team members have adequate support and resources.
- ✓ **Plan parent meeting if necessary.**
- ✓ Assign roles and responsibilities to Crisis Response Team members in the areas of Safety, Operations, Community Liaisons, Funeral, Media Relations, and Social Media.

SAFETY

- ✓ **Keep to regular school hours.**
- ✓ **Ensure that students follow established dismissal procedures.**
- ✓ Call on school resource officers or plant manager to assist parents and others who may show up at the school and to keep media off of school grounds.
- ✓ Pay attention to students who are having particular difficulty, including those who may be congregating in hallways and bathrooms, and encourage them to talk with counselors or other appropriate school personnel.

SUICIDE RECOVERY

Resources/Programs	Action Steps	Person(s) Responsible
	<u>LIFELINE POSTVENTION ROLES</u> Students • Receive limited information about the death • Receive guidance for responding to rumors • Have designated places for personal reflection • Receive reminders about their role in the competent community • Vulnerable students are identified and receive help • Receive information about school, community and web-based resources • Be prepared for funeral attendance Parents • Receive information about the death • Be updated about the school's response • Have access to school support • Receive information to help them prepare for their children's reactions • Be provided with suggestions for handling these reactions • Receive information about community resources Student Screening • Safety Plan • Means Restriction Education • Mental Health and other resource referral	<i>Who's Responsible</i> –Prevent Suicide WV / ASPEN Barri Faucett Barri.faucett@prestera.org Hope Siler Hope.siler@prestera.org Patrick Tenney Patrick.tenney@prestera.org

Recovery Resources

School Postvention Packet

- After a Suicide School Toolkit
- Guidelines for Memorialization
- Lifelines Quick Reference Guide
- Talking Points for Students & Staff
- Preventing Suicide: High School Toolkit

Survivor of Suicide Loss Packet

- After a Suicide, AFSP
- Surviving After a Suicide, AAS
- Organizations and Websites for Survivors

Alliance of Hope for Suicide Survivors

<http://www.allianceofhope.org>

Friends for Survival

<http://www.friendsforsurvival.org>

HEARTBEAT: Grief Support Following Suicide

<http://heartbeatsurvivorsaftersuicide.org>

Parents of Suicides and Friends & Families of Suicides (POS-FFOS)

<http://www.pos-ffos.com>

Suicide: Finding Hope

<http://www.suicidefindinghope.com>

KEY SUICIDE PREVENTION ORG. w/ INFORMATION FOR SURVIVORS**American Association of Suicidology (AAS)**

<http://www.suicidology.org>

Suicide Loss Survivors

<http://www.suicidology.org/suicide-survivors>

American Foundation for Suicide Prevention (AFSP)

<http://www.afsp.org>

Coping with Suicide

<http://www.afsp.org/survivingsuicideloss>

Suicide Awareness Voices of Education (SAVE)

Coping with Loss

<http://www.save.org/coping>

Suicide Prevention Resource Center (SPRC)

<http://www.sprc.org>

KEY GUIDES FOR SURVIVORS***After a Suicide: Recommendations for Religious Services and Other Public Memorial Observances***

<http://www.sprc.org/sites/sprc.org/files/library/aftersuicide.pdf>

SOS: A Handbook for Survivors of Suicide

http://www.suicidology.org/c/document_library/get_file?folderId=229&name=DLFE-73.pdf

Available in Spanish at:

http://www.suicidology.org/c/document_library/get_file?folderId=259&name=DLFE-782.pdf

Suicide: Coping with the Loss of a Friend or Loved One

http://www.save.org/index.cfm?fuseaction=shop.productDetails&product_id=548F7ABC-A30B-FA7B-3375C27BCFB5A265

Surviving a Suicide Loss: A Financial Guide

<https://www.afsp.org/coping-with-suicide/resources/a-financial-guide>

Surviving a Suicide Loss: A Resource and Healing Guide

<https://www.afsp.org/coping-with-suicide/where-do-i-begin/resource-and-healing-guide>

Survivor of Suicide Loss Resources

http://www.sprc.org/search/library/Survivors%20of%20Suicide%20Loss?filters=type%3Alibrary_resource

BULLYING, HARRASSMENT AND CYBER-BULLYING		
Resources/Programs	Action Steps	Person(s) Responsible
<i>BCS Acceptable Use Policy</i>	<i>Required Staff Training</i>	<i>Principal</i>
<i>BCTC Teacher Handbook</i>	<i>Required Staff Training</i>	<i>Principal</i>
SEXTING		
Resources/Programs	Action Steps	Person(s) Responsible
<i>BCS Acceptable Use Policy</i>	<i>Required Staff Training</i>	<i>Principal</i>
SUBSTANCE ABUSE		
Resources/Programs	Action Steps	Person(s) Responsible
<i>Reasonable Suspicion Training</i>	<i>All Administrators will be trained</i>	<i>Anthony Tagliente (BCS Safe Schools Coordinator)</i>
<i>School Counselor</i>	<i>High School Counselors will be available for BCTC</i>	<i>Krystal Stollings (BCS School Psychologist)</i>
VIOLENCE (Sexual Assault, Domestic Violence, Fighting, Weapons, Gangs, Homicide, Etc.)		
Resources/Programs	Action Steps	Person(s) Responsible
<i>School Counselor</i>	<i>High School Counselors will be available for BCTC</i>	<i>Krystal Stollings (BCS School Psychologist)</i>
<i>Boone County Sheriff's Department</i>	<i>School Presentations</i>	<i>Boone Co. Sheriff Chad Barker Chief Deputy Mark Abbott</i>

MENTAL HEALTH MANAGEMENT

(Relationships; effective SAT team; safe, supportive school culture; supporting vulnerable students;
see also Safe Supportive School Plan)

Resources/Programs	Action Steps	Person(s) Responsible
<i>(List Prevention Resources)</i> <i>Addressing All Student needs</i> • <i>Ex. PBIS, Advisory,</i> <i>Addressing special needs/situations</i> • <i>Kinship care</i> • <i>Foster care</i> • <i>Homelessness</i> • <i>Loss/grief</i> • <i>Trauma</i> • <i>LGBTQ</i> • <i>Emotional/Behavior Disorders</i> • <i>Depression</i> • <i>Self-Harm</i> <i>May refer to ASCA Position Statements</i>	<i>(Including but not limited to Training)</i>	<i>Krystal Stollings (BCS School Psychologist)</i>

MEDICAL HEALTH MANAGEMENT

Resources/Programs	Action Steps	Person(s) Responsible
<i>School Nursing Instructors</i> • <i>Caspia Sheppard</i> • <i>Loretta Thompson</i> • <i>Paula Webb</i> • <i>Kelly Harless</i>	<i>School Nursing Instructors will serve as the BCTC School Nurse in emergency situations.</i>	<i>BCTC Director/Principal</i>

SUDDEN DEATH		
Resources/Programs	Action Steps	Person(s) Responsible
<i>School Counselor</i>	<i>High School Counselors will be available for BCTC (Grief Team)</i>	<i>Krystal Stollings (BCS School Psychologist)</i>
FIRE		
Resources/Programs	Action Steps	Person(s) Responsible
<i>Danville Volunteer Fire Department</i>	<i>Call 911</i>	<i>All Staff Members</i>
<i>Madison Volunteer Fire Department</i>	<i>Call 911</i>	<i>All Staff Members</i>
FLOOD/DISASTER		
Resources/Programs	Action Steps	Person(s) Responsible
<i>Local EMA Director</i>	<i>Call 304-369-7273</i>	<i>Michael Mayhorn</i>
OTHER		
(Insert rows to include additional crises. Ex. homicidal ideation, deployment)		
Resources/Programs	Action Steps	Person(s) Responsible
<i>Danville Volunteer Fire Department</i>	<i>Call 911</i>	<i>All Staff Members</i>
<i>Boone County Sheriff's Department</i>	<i>School Presentations</i>	<i>Chief Deputy Chad Barker</i>
<i>Local EMA Director</i>	<i>Call 304-369-7273</i>	<i>Michael Mayhorn</i>

HOW WILL YOU EVALUATE THE SUCCESS OF YOUR CRISIS PLAN?

Considerations for evaluating and improving the mental health crisis plan

Here, in addition to examining whether the goals were achieved, it could reflect on how well crises were handled.

For goals that were not met, what can be done to address shortcomings?

How can identified challenges from debriefings be addressed?

Comparisons may include the school environment survey, school data such as disciplinary data, attendance and academic performance.

HOW WILL YOU ANNUALLY UPDATE YOUR MENTAL HEALTH CRISIS PLAN INCLUDING ENGAGING STUDENTS, STAFF, VOLUNTEERS AND FAMILIES?

This is a living document. It should be revisited and updated annually. What is your plan to annually revisit and update?

What improvements did you make this year to the mental health portion of the crisis plan that were successes? And/or were considered not successful.

COMMUNICATION PLAN

School Mental Health Crisis Team

How will you activate and communicate with your SCHOOL MENTAL HEALTH CRISIS RESPONSE TEAM?

DURING THE YEAR, NOT RELATED TO AN INCIDENT

- *Who is working toward achieving the goals you established?*
- *Are additions/modifications to the plan considered after attending conferences where new resources, techniques or programs have been introduced that may be helpful to your school in reaching stated goals?*

DURING AN INCIDENT

- *Who activates the SMHCRT?*
- *How is the SMHCRT activated?*
- *What is the chain of command?*
- *What mode/method of communication is used to inform the chain of command? (text, phone, email, other)*
- *Who decides there is a need for additional resources and these needs are being communicated to the Incident Commander (usually the Principal)?*

DURING RECOVERY, AFTER AN INCIDENT

- *Who/how is it determined if additional resources are needed and who to contact from the expanded SMHCRT members/resources?*
- *Who/how is it determined when the school has reached recovery after an incident?*
- *Who decides there is a need for additional resources and these needs are being communicated to the Incident Commander (usually the Principal)?*

How will you share your plan and ensure all stakeholders know what to expect during each phase of a crisis?

STAFF

E.g. Scheduled briefings informing staff of the facts of the incident; how/what to share with their students in an age appropriate manner; what signs/behaviors may mean that students need additional support; what resources are available; activities that teachers can do with their students, etc.

STUDENTS

E.g. Depending on the incident type, there could be an assembly and/or teachers may take the lead in communicating with their students based upon the briefing they were provided.

FAMILIES

E.g. Normally, the Principal will be the “voice” supported and assisted by the Counselor for messaging: letter, newsletter, update on website, press release to media, phone/text/email messaging to parents/guardians, scheduling group forums at the school or appropriate venue, always in coordination with any communications from the Superintendent/County Schools/BOE.

COMMUNITY

E.g. For a community-wide crisis, the Superintendent or Public Information Officer may take the role of communicating available resources to the community, issue press releases and conduct media interviews. However, it would likely be the role of the SMHCRT to make certain all information is accurate and appropriate and that all needed individuals are engaged in developing any communication messaging.

OTHER EMERGENCY CONTACTS				
Board of Education			Local Government Agencies	
Main Number	(304) 369-3131		City Government	Danville
Public Information Officer	(304) 369-8253		County Government	(304) 369-7301
Maintenance	(304) 369-8275		Health Department	(304) 369-7967
Transportation	(304) 369-2468		Emergency Management Agency	(304) 369-9913
Evacuation Sites			Health & Human Resources Office	(304) 369-7802
Primary	Fountain of Youth Church		County Humane Society	(304) 837-3262
Secondary	BCS Operations Complex		Comprehensive Behavioral Health Disaster Coordinator	(304) 642-3434
Law Enforcement				
Police Department	Boone County Sheriff's Office		State Government Agencies	
County Sheriff's Office	(304) 369-9913		Division of Highways	(304) 369-7808
West Virginia State Police	(304) 369-7800		Department of Natural Resources (DNR)	(304) 558-2754
First Responders			WV Bureau for Behavioral Health Disaster Coordination	(304) 356-4788
County EMS	(304) 369-7273			
Fire Department	(304) 369-0232		Other	
Fire Department			Railroad	N/A
Mental Health Provider			American Red Cross	(304) 340-3657
Local Mental Health Provider	(304) 642-3434		National Weather Service	(304) 746-0180
Utilities			Poison Control Center	(800) 222-1222
Dominion Natural Gas Provider	(800) 934-3187		Disaster Hotline	(866) 867-8290
AEP Electric Provider	(800) 982-4237		Suicide Hotline	(800) 273-8255
BCS Water/Sewage Provider	(304) 369-8275			
Frontier Phone Service Provider	(877) 462-4008			

Frontier Internet (ISP)	(304) 369-8232		
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STAFF OR FACULTY WITH MEDICAL OR MENTAL HEALTH TRAINING

Name	Title	Certification	Expiration Date
Robert Miller	Tourism Instructor	CPR: BLS First Aid	2026
Caspia Sheppard	Nursing Instructor	CPR: BLS / ACLS First Aid	2027
Loretta Thompson	Nursing Instructor	CPR: BLS First Aid	2027
Paula Webb	LPN Coordinator	CPR: BLS / ACLS / PALS First Aid	2027
Kelly Harless	Nursing Instructor	CPR: BLS / ACLS / PALS First Aid	2027

This plan is reviewed annually with the BCTC staff.