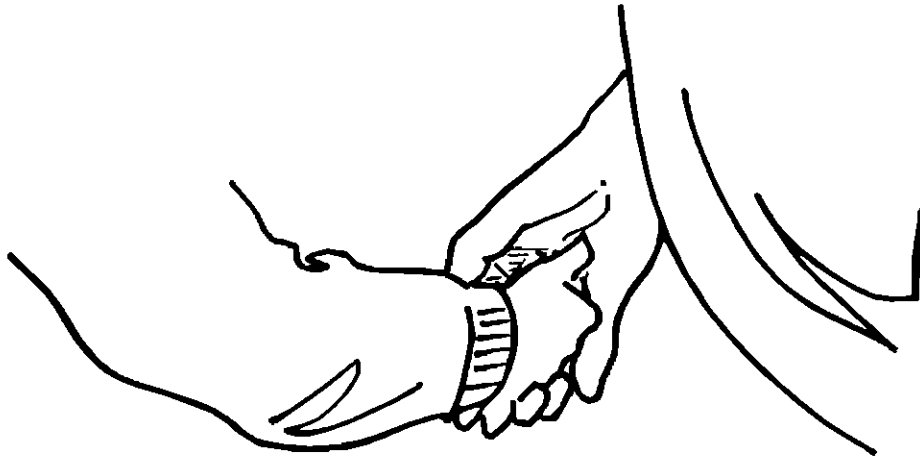


CRISIS INTERVENTION TEAM MODEL



**FOR THE SCHOOLS AND CENTERS
OF THE DIOCESE OF ST. PETERSBURG**

Approved, February 8, 2006
Revised January 2007
Revised April 2009
Revised, January 2010

CRISIS INTERVENTION MODEL

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Sincere appreciation is extended to the members of the Guidance Steering Committee who gave their time, talent and expertise in the development of the Crisis Intervention Team Model. They are especially valued for sharing their skill and compassion in the implementation of this model in the schools and centers as crises occurred throughout the year.

Mrs. Carmen Anderson	Notre Dame/ St. Anthony Catholic Schools
Mr. Dennis Barbeau	St. Cecelia Interparochial School
Mrs. Eileen Charette	Jesuit High School
Mr. John Mayer	Bishop McLaughlin Catholic High School
\\Mrs. Julie Mc Kean	Christ the King / St. Joseph Catholic Schools
Mrs. Karen Moran	Clearwater Central Catholic High School
Mrs. Jackie St. Charles	Most Holy Redeemer Catholic School
Mr. Michael Shemroske	Tampa Catholic High School
Mrs. K. Rizzo, Facilitator	Associate Superintendent Schools/ Centers



February 9, 2006

To: School Pastors and Administrators
From: Bro. John Cummings, FMS,
Superintendent of Schools and Centers
RE: Crisis Intervention Team Model

In the event of a serious situation, severe injury, accident or death of a member of your school/ center community, the Office of Catholic Schools and Centers has established a Crisis Intervention Team Model (CIT). The goal of the model is to assist you in responding to the crisis, to support members of the school community and to assist, arrange and facilitate intervention activities.

The Crisis Intervention Team Model is included with this letter. I suggest that you carefully review this document before such a crisis occurs.

I trust that this service will be of great benefit to your school/center community in time of need.

Should you have any questions do not hesitate to contact me.

CRISIS TEAM INTERVENTION TEAM MODEL

I. Administrative responsibility:

A. At the opening of the school year:

1. Review the Crisis Intervention Plan (CIP)
 - Determine circumstances under which to activate Crisis Intervention Team (CIT)
 - explore possible scenarios for time line for the activation of a team
 - consider appropriate liturgical and para-liturgical celebrations
2. Understand the role of the Crisis Intervention Team

B. In case of a crisis, designated school personnel should:

1. Implement Crisis Intervention Plan
 - Call the Office of Catholic Schools and Centers
2. The Superintendent or Associate Superintendent will
 - Designate a CIT leader who will provide on site assistance in assessing the crisis situation and determine the scope and breath of intervention
 - Contact designated administrators and secure the appropriate number of guidance counselors for the team with consideration to scope of intervention needed, size of school (i.e., number of students, staff, specifics of situation)
 - contact at least two team members/ over and above the team leader
 - seek a commitment from the team member and the member's administrator that he/ she will be available for the duration of the intervention.
 - all responsibilities and schedules have been cleared prior to assignment.
 - CIT members that have scheduling conflicts before or after school hours (i.e., 7:30 – 8:00 AM and after 3:30 PM should inform the

DOSP-OCSC facilitator prior to accepting the assignment.

□ provide information to on-site administrator

- Schedule a CIT visit
- In the case of a serious illness or impending death, the pastor and/or administrator should contact the OCSC to enable the CIT to assess, in advance, the school community and assist them in preparing for the impending crisis.

3. Intervention protocol:

- provide the following:
 - Student roster by grade
 - Staff roster with contact information
 - Master schedule
 - Campus map
- provide simple beverages, sustenance for team

4. Meet separately with the front office staff and address their needs/ questions as they may require all the pertinent (as needed) crisis information, answer related telephone calls/ emails, and assist as hosts to the CIT members.

- provide a short statement to answer questions from parents
- schedule breaks
- schedule time so they too may meet with CIT if needed
- schedule time so they may be of assistance

II. Crisis Team Leader Responsibility:

- A. Be available for the duration of intervention
- B. Review DOSP Crisis Intervention Team Model
- C. Review the school site Crisis Intervention Plan
- D. Review media interaction descriptive
- E. Team leader/ team must respect and follow wishes of the pastor, administrator, religious order and school community
- F. Have access to administration
- G. Consult administration about school community needs
- H. Meet with pastor and administration to
 - 1. Discuss parameters and goals of team intervention
 - 2. Relate to pastor/administration that it is important to understand when tragedy strikes a family or community,

- helping children cope and regain a sense of safety is often the most important and most difficult responsibility for adults.
3. Relate that the administration should be aware that there will be peaks and valleys of intensity as the institution moves through the various phases of the crisis period and there will be need to respond to those phases differently
 - Long range planning will be necessary to repair damage
 - It may be necessary to rebuild the image of the school/center
 4. Obtain information about the parish staff needs, as appropriate, and an indication of the Pastor's agenda for CIT members in regards to care needs for the parish staff.
 5. Schedule a school staff orientation upon arrival as feasible
 6. Determine with school personnel appropriate spaces for counseling sessions for students/ faculty/ staff and others
 7. Plan meetings with faculty, students and /or parents as appropriate
 8. Have access to school counselor
 9. Have access to lead teachers
 10. Have access to children who are in need
 11. Attempt to understand and assess administrative dynamic
 12. Become familiar with religious community procedures, as appropriate
 13. Coordinate team members' areas of responsibility
 14. Receive on-going updates from team members and communicate relevant information to the administration
 15. Schedule two team meetings per day in the agreed upon location
 16. Brief team on all finalized administrative decisions/ arrangements
 17. Collaborate on drafting timely communications to parents
 18. Secure Resource Materials/ Kit from school administrator

III. Responsibility of Team:

- A. As CIT members arrive on site they should sign in, obtain appropriate ID, gather together for consultation and directives.
- B. Be available on campus for the duration of the intervention which could be as few as two days and as long as a week. At the completion of the day's debriefing, the team will determine and consult with the school administration whether CIT members work is complete for the day and may leave the campus.
- C. Review DOSP Crisis Intervention Team Model
- D. Review the school site Crisis Intervention Plan
- E. Review media interaction descriptive
- F. Be available to the entire school community
 - 1. Team must respect and follow wishes of the pastor, administrator, religious order and school community
 - 2. Be observant and notify team leader of staff members who cannot perform routine duties
 - 3. Provide supportive services in classrooms, small groups or to individuals as needed
 - 4. Visit classrooms and areas where students congregate
 - 5. Attend any support prayer services or funeral services as appropriate
- G. Attend team, administration and school staff debriefing sessions
- H. With school counselor (and/or administration and school staff) the team should
 - 1. identify those students, faculty or staff who may be at risk
 - 2. solicit information about recent cases of trauma or loss
 - 3. develop school counselor's schedule
- I. Share appropriate resources with team leader and team members

IV. Second and Subsequent Days of CIT Involvement:

- A. Upon arrival, meet as a team to review any overnight developments and discuss particulars from the previous day
- B. Ask for any parent requests for individual student meetings
- C. Ask for requests for individual parent meetings
- D. Follow-up on students who were counseled the day before
- E. Follow – up on any faculty or staff
- F. Formulate plans for any meetings, contacts, and prayer or support services
- G. Meet with school staff to address needs

V. Follow up:

- A. Meet with OCSC designee within five to seven days to debrief and process the recent intervention
 - 1. Assess the intervention process
 - 2. Assess and monitor the emotional disposition of the team members and provide appropriate support
- B. A representative of the OCSC (and as appropriate, team members) will meet with the pastor and the administration to assess the effectiveness of team intervention activities
 - 1. Determine need for future support at school/center
 - 2. Provide written summary of intervention activities/recommendations for administrator and pastor

Resources and Materials

SCHOOLS/CENTERS CRISIS INTERVENTION KIT

In the event of a crisis situation at your school or center, a team of guidance counselors may be called in to provide assistance and support. The team may need to share appropriate materials, resources and titles with your students, staff and parents. In an effort to provide these materials in a timely fashion, the Guidance Steering Committee recommends that you assemble a kit with the following items and store them where they can be easily accessed by a Crisis Intervention Team.

As these materials will be given to the students, staff or parents, you are urged to maintain a current and complete kit. You may find some of these items may already be housed in your school library or other resource area, consider these items to be duplicates but not part of the kit.

POSSIBLE MATERIALS FOR CRISIS INTERVENTION KIT

- 1) Lifetimes, A Beautiful Way to Explain Death to Children. by Bryan Mellonie and Robert Ingpen – Published by Bantam Books. I purchased this book at Borders. It is my favorite! This is an excellent book.
- 2) Sad Isn't Bad, A Good –Grief Guidebook for Kids Dealing With Loss by Michaelene Mundy – published by Abbey Press. (Available at Borders.)
- 3) And God cried Too by Marc Gellman. Published by Harper Trophy
- 4) What on Earth Do You Do When Someone Dies by Trevor Romain. Published by Marco products 1-800-448-2197

For Elementary school-age:

- 5) Sarah's Grandma Goes To Heaven, Maribeth Boelts (Zonderkidz, c. 2004)
- 6) Charlie Anderson, Barbara Abercrombie (Aladdin paperbacks) c. 1990) – divorce/dual set of parents/blended families
- 7) I promise I'll Find You, Heather Patricia Ward (Firefly Books, c. 1994) – missing children/family member – poetry

- 8) Sometimes I'm Afraid, Maribeth Boelts (Zonderkidz, c.2004) – book about Fear
- 9) Granddad Bill's Song, Jane Yolen (Philomel Books, c.1994) – Loss of a grandparent
- 10) Saying Goodbye, Jim & Joan Boulden (Boulden Publishing, c. 1992 by author) – Bereavement activity book – Award Winner, National Hospice Organization.
- 11) Let's Talk, Jim & Joan Boulden (Boulden Publishing, c. 1993?) – Early Separation and Divorce activity book.
- 12) Mom Is Single, Lena Paris (Children's Press, Chicago, c. 1980) – grief re single parent homelife
- 13) Someone I Love Has Cancer, Catherine McCormick Donald (add'l copies: Catherine McCormick Donald Foundation, P.O. Box 51, Fredonia, WI 53021, or FAX: 414-692-9585)

For Adults:

Bridges. William. *Transitions: Making Sense of Life's Changes*. Reading, MA: Addison-Wesley. 1980

ADDITIONAL RESOURCES

Bibliography for Resources on Death and Dying:

For Children- Death and Dying:

- | | |
|---|-------------------------|
| 1) <u>How Do We Tell Children</u> – (Ages 2 – teen) | Shafer |
| 2) <u>The Saddest Time</u> – (Ages 6-12) | N. Simon |
| 3) <u>How It Feels When A Parent Dies</u> (Ages 7-15) | J. Kremetz |
| 4) <u>Learning to Say Goodbye When A Child's Parent Dies</u> | E. Le Shan |
| 5) <u>The Seasons of Grief</u> | D. Gaffrey |
| 6) <u>Why Did Daddy Die?</u> | M. Alderman |
| 7) <u>When a Friend Dies</u> (Teens) | M. Gootman |
| 8) <u>There's Something in my Attic</u> | Mercer Mayer |
| 9) <u>There's a Nightmare in my Closet</u> | Mercer Mayer |
| 10) <u>When Dinosaurs Die: A Guide to Understanding Death</u> | L. Brown & M. Brown |
| 11) <u>The Fall of Freddie the Leaf: A Story for All Ages</u> | L. Buscaglia |
| 12) <u>Sunshine: More Meditations for Children</u> | M. Garth |
| 13) <u>Sarah's Grandma Goes to Heaven</u> | M. Boelts |
| 14) <u>Granddad Bill's Song</u> | J. Yolen |
| 15) <u>Saying Goodbye</u> | J. Boulden & J. Boulden |
| 16) <u>Lifetime, A Beautiful Way to Explain Death to Children</u> | |

- B. Mellonie & R. Ingpen
- 17) Sad Isn't Bad, A Good – Grief Guidebook for Kids Dealing With Loss
- M. Mundy
- 18) And God Cried Too M. Gellman
- 19) What on Earth Do You Do When Someone Dies? T. Romain

For Children - Cancer:

Someone I Love Has Cancer C. Donald

For Children - Sibling Death:

Losing Someone You Love (Ages 10 – 24) E. Richter

For Children – AIDS:

Losing Uncle Tim M. Jordan

For Children – Divorce:

Mom is Single L. Paris
Let's Talk J. Boulden & J. Boulden
 (Activity Book)

For Children – Lost or Missing:

I Promise I'll Find You H. Ward
Sometimes I'm Afraid M. Boelts

For Adults – Coping with Illness:

- | | |
|---|------------|
| 1) <u>Healing Words</u> | L. Dorsey |
| 2) <u>Remarkable Recoveries</u> | Hirschberg |
| 3) <u>Peace Love & Healing</u> | H. Benson |
| 4) <u>Full Catastrophe Living</u> | B. Moyers |
| 5) <u>Timeless Healing</u> | H. Benson |
| 6) <u>Natural health & Healing</u> | A. Weil |
| 7) <u>Transitions: Making Sense of Life's Changes</u> | W. Bridges |

For Adults – Loss, Death and Dying:

- | | |
|--|-----------|
| 1) <u>The Dying Time</u> | J. Furman |
| 2) <u>Chicken Soup for the Grieving Soul</u> | Canfield |

- | | |
|--|------------------------|
| 3) <u>In Lieu of Flowers</u> | N. Cobb |
| 4) <u>Transcending Loss</u> | Prend |
| 5) <u>Life After Loss</u> | B. Deits |
| 6) <u>The Mourning Handbook</u> | H. Fitzgerald |
| 7) <u>Understanding Your Grief</u> | Wolfeilt |
| 8) <u>How Can I Help?</u> | J. Kolf |
| 9) <u>Facing Death- Care of Dying</u> | C. Longaker |
| 10) <u>Dying At Home (for caregivers)</u> | A. Sankar |
| 11) <u>I Don't Know What to Say (to the dying)</u> | R. Buckman |
| 12) <u>Life is Goodbye and Hello</u> | A. Bozath |
| 13) <u>Safe Passage</u> | M. Fumia |
| 14) <u>True work Dying</u> | Bernanrd and Schneider |
| 15) <u>Healing Into Life and Death</u> | S. Levine |
| 16) <u>One Year to Live</u> | S. Levine |
| 17) <u>How To Go On Living</u> | T. Rando |
| 18) <u>Grief Recovery Handbook</u> | James |
| 19) <u>On Death and Dying</u> | E. Kubler-Ross |
| 20) <u>Surviving Grief</u> | C. Saunders |
| 21) <u>Tibetan Book of Living and Dying</u> | S. Rinpoche |
| 22) <u>The Courage to Grieve</u> | J. Tatelbaum |
| 23) <u>You Can Helpo Someone Who's Grieving</u> | Frigo, Fischer & Cook |
| 24) <u>The Marathon Effect in Leading Transition: A New Model for Change</u> | W. Bridges |
| 25) <u>Meeting God in Our Transition Times</u> | J. Rupp |
| 26) <u>Growing Through Personal Transitions</u> | S. Spencer |

Also:

www.aamc.org
www.eoslifework.co.uk

For Adults – Loss of Parent:

- | | |
|--|-------------|
| 1) <u>Midlife Orphan</u> | J. Brooka |
| 2) <u>Death of a Mother (Daughter's Stories)</u> | R. Ainley |
| 3) <u>Motherless Daughters</u> | Edelman |
| 4) <u>Losing a Parent</u> | F. Marshall |
| 5) <u>Father Loss</u> | E. Wakeman |
| 6) <u>A Necessary End</u> | N. Taylor |
| 7) <u>How to Survive the Loss of a Parent</u> | L. Akner |
| 8) <u>Last Touch</u> | Becker |

For Adults – Pregnancy and Baby Loss:

- | | |
|------------------------------------|----------|
| 1) <u>Surviving Pregnancy Loss</u> | Friedman |
| 2) <u>Empty Cradle</u> | D. Davis |
| 3) <u>When a Baby Dies</u> | J. Lord |

For Adults – Child Death:

- | | |
|--|----------------|
| 1) <u>A Broken heart Still Beats</u> | A. Mc Cracken |
| 2) <u>After the Death of a Child</u> | A. Finkbeiner |
| 3) <u>On Children and Death</u> | E. Kubler-Ross |
| 4) <u>When Bad Things Happen</u> | H. Kushner |
| 5) <u>Finding Hope When a Child Dies</u> | S. Miller |
| 6) <u>How to Survive Loss of a Child</u> | C. Saunders |
| 7) <u>The Bereaved Parent</u> | H. Schiff |
| 8) <u>Living Through Mourning</u> | H. Schiff |
| 9) <u>The Worst Loss</u> | B. Rosof |

For Adults – Sudden Death and Suicide:

- | | |
|----------------------------------|--------------|
| 1) <u>No Time for Goodbyes</u> | J. Lord |
| 2) <u>Silent Grief</u> | Lukas-Seiden |
| 3) <u>Healing After Suicide</u> | Smolin |
| 4) <u>No Time to Say Goodbye</u> | C. Fine |

For Adults – Widowed Persons:

- | | |
|--|-------------|
| 1) <u>Companion Through the Darkness</u> | S. Ericsson |
| 2) <u>When Men Grieve</u> | E. Levang |
| 3) <u>When Your Spouse Dies</u> | C. Curry |
| 4) <u>Widow to Widow</u> | G. Ginsburg |
| 5) <u>I'm Grieving As Fast As I Can</u> | L. Feinberg |
| 6) <u>The Grieving Time</u> | A. Brooks |

HOSPICE Contacts:

Hillsborough County
Lifepath

813 877.2000

Pinellas County
The Hospice of the Florida Suncoast

727 586.4432
www.thehospice.org

Pasco/ Hernando County

800 486.8784
727 863.7971
www.hphospice.org

Citrus County
Hospice of Citrus County

352 527. 2020
www.hospiceofcitruscounty.org

It is recommended that the school maintains a record of the items in the Resource Kit / example:

Title	Author	Publisher	Copyright	Focus / Notes	Number of Copies
Transitions: Making Sense of Life's Changes	Bridges, Wm	Addison - Wesley	1980	Adult	3
<u>Sarah's Grandma Goes To Heaven</u>	Boelts, Maribeth	Zonderkidz,	2004	Elementary	5

Team Support

The following items are provided as tools to support the **Crisis Intervention Team** and provide recommendations to the **Administration** and the **on-site Guidance Counselor**.

Crisis Intervention Team

On –site Guidance Counselor / Information Sheet/ Checklist

The following information sheet has been prepared to assist the on –site Guidance counselor of a school which is in crisis due to an expected death, tragedy or loss of a member of the school community. Please use and/or adapt this information to suit your unique situation.

A “ready to use” CRISIS TEAM FOLDER is helpful to assist the on –site school counselor(s) prepare for the Crisis Intervention Team (CIT) visit and to organize priorities in addressing the needs of the community.

- Provide a copy of the CRISIS INTERVENTION TEAM MODEL (available from the school/center administrator or the Diocesan Office of Catholic Schools)
- Provide a map of the school campus for each team member
- Provide a classroom / teacher course schedule for each grade level, as needed, for the team to organize and plan classroom visits, etc.
- Provide Emergency (Crisis) Management Plan
- Provide Resource Kit

The following checklist may be used in consultation with the principal, as needed, and the CIT to assist the counselor in organizing initial activities and care for the CIT.

1. ____ As the team will ordinarily arrive well before students and staff, arrange for early morning breakfast foods for the team members.
 2. ____ Consult with the CIT leader concerning lunch arrangements for team members.
 3. ____ Consult with CIT Leader concerning site counselor’s role.
 4. ____ Arrange for private meeting spaces for at least 3 team members.
 5. ____ Arrange for snacks, including bottled water, or other beverages.
 6. ____ Determine meeting location for initial CIT, administration, pastor and guidance counselor meeting.
 7. ____ Debrief CIT Leader and team members of known information concerning the crisis event and pertinent information/ history of families, students who may be impacted by the crisis.
 8. ____ Arrange for group meetings with faculty, staff and student groups, as appropriate.
 9. ____ Secure or arrange for communication devices as appropriate (e.g., walkie talkies, etc.)
 10. ____ Consult/ coordinate with administrator on who, as the school representative, should make initial contact with family
 11. ____ **Consult with CIT leader concerning effective closure to the day’s activities.**
 12. ____ Consult with CIT leader concerning next day’s needs/ arrangements
 13. ____ OTHER: _____
-
-

Crisis Intervention Team Leader Checklist

1. ___ Review Crisis Intervention model
2. ___ Review School site CIT/ Emergency Mgt model
 - a. ___ Review school MEDIA descriptive: share with administrator/ pastor as appropriate
3. ___ Consult with the school pastor
 - o invite pastor to be involved in process/ lead prayer service with students/ staff as appropriate
 - o sample prayer services attached***
 - o inquire how the victim's pastor and/ or affiliated school pastors should be contacted
4. ___ Consult with administrator(s) about "school needs."
 - a. ___ Discuss intervention goals
 - b. ___ Remind pastor/administrator that helping the children is the Most important and most DIFFICULT –
 - o ___ Ascertain school protocol - understand if administrator requires adjustment to standard protocol
 - c. ___ Remind pastor/administrator of varying intensities of "healing timeline" through intervention phases
 - o ___ Discuss need for any long range planning?
 - o ___ Discuss need for rebuilding school/center image?
 - d. ___ Discuss role of Guidance Counselor during intervention
 - e. ___ Schedule staff orientation
 - f. ___ establish counseling stations(___ students; ___staff; ___parents)
 - g. ___ Plan meetings with: ___faculty; ___ students: ___ parents)
 - o Discuss coverage for classes/ break time/ lunch time
 - o Discuss role of office staff
 - h. ___ Secure communications equipment/ walkie talkies
5. ___ **Consult with school pastor regarding the needs of parish staff**
 - a. ___ **Discuss intervention strategies**
6. ___ Consult with school counselor
7. ___ Consult with lead teachers
8. ___ Request access to children in need
9. ___ Attempt to understand/discuss with team, and assess administrative dynamic
10. ___ Determine religious community procedures, as appropriate
11. ___ Coordinate team members' areas of responsibility
12. ___ Seek out updates from team members
13. ___ Convey team conversations/insights to administration
14. ___ Schedule team meetings
 - a. ___ First Day: schedule 1st team meeting of the day
 - b. ___ 2nd team meeting of the day
 - c. ___ Second day: schedule 1st mtg.
 - d. ___ schedule 2nd mtg. (See Member's Checklist)
 - e. ___ Third day: schedule 1st mtg.;
 - f. ___ schedule 2nd mtg. (See Member's Checklist)
15. ___ Brief team on all finalized administrative decisions / arrangements
16. ___ Collaborate on drafting timely communications to the parents
 - a. Sample letters attached***
17. ___ Discuss applicable materials from the school's Resource Kit
18. ___ Contact OCSC representative as situation develops or at least at close of each day
19. ___ Collaborate with OCSC representative and team members for date and time of debriefing
20. ___ Team Leader with team jointly makes initial "draft" of important team members' days' activities and submits to OCSC representative at debriefing

CRISIS INTERVENTION TEAM MEMBER'S CHECKLIST

Upon receipt of assignment:

1. ___ Ascertain that notification / permission has been secured from your own school administrator for the duration of the intervention
 - In most cases the OCSC representative will secure permission
2. ___ Postpone/ cancel any and all commitments during the duration of the intervention

First Day:

1. ___ Arrive at the targeted school as soon as possible with pertinent materials/ resource items
2. ___ Sign in, get I.D., gather with Team Leader
3. ___ Review intervention model
4. ___ Review School site CIT/ Emergency Mgt model
5. ___ Review school MEDIA descriptive
6. ___ Be available to entire school community
7. ___ Seek out Leader's information regarding wishes of the pastor, administrator, religious order and school community
8. ___ Observe and inform team leader of school staff members who cannot perform routine duties
9. ___ Provide services as assigned (classrooms, small groups, individuals, etc.)
10. ___ Visit classrooms and other areas where students congregate as assigned
11. ___ Attend support prayer services or funeral services as available and as may be determined with team consultation
12. ___ Attend team debriefings
13. ___ Attend administration/school staff debriefing sessions
14. ___ Meet with school counselor and:
 - a. ___ identify students, faculty or staff who may be at risk
 - b. ___ solicit information about recent cases of trauma or loss
 - c. ___ Meet with school counselor and discuss schedule
15. ___ Share any other resources with team leader
16. ___ Team jointly makes initial "draft" of day's team members' activities

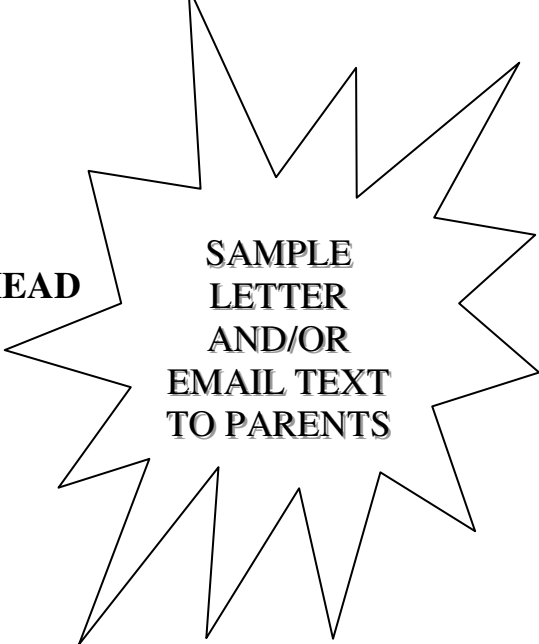
Second/Add'l Day(s):

1. ___ Check for any overnight developments
2. ___ Inquire about any parent requests for individual student meetings
3. ___ Determine need and request individual parent meetings / phone calls
4. ___ Follow up on previous day students who were counseled
5. ___ Follow up on any faculty or staff who needs support
6. ___ Discuss and formulate plans for any meetings, contacts, and prayer or support services
7. ___ Meet together with school staff
8. ___ Team jointly makes initial "draft" of day's important team members' activities

Final Day

1. ___ Check for any overnight developments
2. ___ Inquire of any parent requests for individual student meetings
3. ___ Determine need and request individual parent meetings / phone calls
4. ___ Follow up on previous day students who were counseled
5. ___ Follow up on any faculty or staff who needs support
6. ___ Discuss and formulate plans for any meetings, contacts, and prayer or support services
7. ___ Meet together with school staff
8. ___ Team jointly makes initial "draft" of day's important team members' activities
9. ___ Determine with team the need for future support at school/center
10. ___ Plan with team leader a team debriefing session with OCSC representative within 5 – 7 days, to process intervention
11. ___ Plan with team a debriefing session for team (may be held at same meeting as above) to debrief personal team members' involvement as a CIT member during this specific crisis.

SCHOOL LETTER HEAD



**SAMPLE
LETTER
AND/OR
EMAIL TEXT
TO PARENTS**

School
School Address
City, FL zip

Phone: (727/813/352) ###-####
www. (school email address)

Date, ____

Dear Parents,

It is with great sadness that we learned today that (deceased), (father/mother, etc.) of in (grade), died (when, day, etc.). The Diocese has created a Crisis Team consisting of counselors from various diocesan schools. (Other school-specific or family-specific information can be inserted here, as desired.) I have invited the Diocesan Crisis Intervention Team to meet with our staff today and with students and any parents (when....). We have not yet spoken with the children. I know that as parents you will be best suited to share this information with your child. Tomorrow (or today) at school, counselors will meet with the children in groups to help them. As in any crisis, our students tend to think of others. They want to know how they can help. Counselors will be available with ways to not only alleviate their fears but how to help the White children heal when they return to school.

Meetings today have been held (where) with the faculty. Tomorrow we will also use the (chapel/church/ pastoral center, etc.) as our centering point. Our school pastor, Father XXX XXXX was with the faculty when they met in groups today. We will continue to use our support team tomorrow and possibly the next day if needed.

Please keep the (Family name) and all our community in your prayers during this difficult time.

Sincerely,

(Name of principal)
Principal

Fax: (727/813) ###-#### Email: xxxxxxxxx@school.org

A PRAYER SERVICE FOR HEALING



Prayer To Calm our Fears:

Hear our prayer, O Lord. In time of trouble we call upon You, for You will answer us. When pain and illness are our companions, let there be room in our heart for strength. When the days and nights are filled with darkness, let the light of courage find its place. Help us endure the suffering we are now going through, and calm our fears. Renew within us the calm spirit of trust and peace. We praise you, O God, Healer of the Sick .



PSALM 23: The Good Shepherd

The LORD is my shepherd, I shall not want.

He makes me lie down in green pastures; he leads me beside still waters; he restores my soul. He leads me in right paths for his name's sake.

Even though I walk through the darkest valley, I fear no evil; for you are with me; your rod and your staff— they comfort me.

You prepare a table before me in the presence of my enemies; you anoint my head with oil; my cup overflows.

Surely goodness and mercy shall follow me all the days of my life, and I shall dwell in the house of the LORD my whole life long.

Hymn: Lord, You Raise Me Up

When I am down and, oh my soul, so weary;
When troubles come and my heart burdened be;
Then, I am still and wait here in the silence,
Until You come and sit awhile with me.

You raise me up, so I can stand on mountains;
You raise me up, to walk on stormy seas;
I am strong, when I am on Your shoulders;
You raise me up... To more than I can be.

You raise me up, so I can stand on mountains;
You raise me up, to walk on stormy seas;
I am strong, when I am on Your shoulders;
You raise me up... To more than I can be.

There is no life – no life without its hunger;
Each restless heart beats so imperfectly;
But when you come and I am filled with wonder,
Sometimes, I think I glimpse eternity.

You raise me up, so I can stand on mountains;
You raise me up, to walk on stormy seas;
I am strong, when I am on Your shoulders;
You raise me up... To more than I can be.

You raise me up, so I can stand on mountains;
You raise me up, to walk on stormy seas;
I am strong, when I am on Your shoulders;
You raise me up... To more than I can be.



HEALING PRAYER:

May the God who gives us life, bless Eli, Lauren, Steven and Katie who were injured last night. Grant wisdom and strength to the doctors and nurses who bring healing. Bring courage and faith to our friends who are injured. Grant love and strength to us and to all who love them. God, let your spirit rest upon all who are suffering and comfort them. May they and we soon know a time of complete healing, a healing of the body and a healing of the spirit. Amen.

Prayer Of Acceptance:

Dear Jesus, Divine Physician and Healer of the Sick, we turn to You in this time of trouble. Calm our worry and sorrow with Your gentle love, and grant us the grace and strength to accept this burden. Dear God, we place our fears and anxieties in Your hands. We place our injured friends under Your care , especially our brother, Eli, and humbly ask that You restore Your servants to health again. Above all, grant us the grace to acknowledge Your holy will and know that whatever You do, You do for the love of us. May Your holy will be done. Amen.



The Prayer For Serenity:

God, grant us the serenity to accept the things we cannot change,
Courage to change the things we can, and the wisdom to know the difference.

Living one day at a time; Enjoying one moment at a time;
Accepting hardship as the pathway to peace. Taking, as He did, this
sinful world as it is, not as we would have it.

Trusting that He will make all things right if we surrender to His Will;
That we may be reasonably happy in this life, and supremely
happy with Him forever in the next. Amen

The Lord's Prayer:

Our Father, who art in heaven, hallowed be thy Name.
Thy kingdom come. Thy will be done, On earth as it is in heaven.
Give us this day our daily bread. And forgive us our trespasses,
As we forgive those who trespass against us. And lead us not into temptation,
But deliver us from evil. Amen

Kindness of Tampa Catholic High School

MEMORIAL PRAYER SERVICE



***“If, then, we have died with Christ,
we believe that we shall also live with him.”***

Opening Prayer:

Let us pray: May the good Lord bless and keep you, _____,
May He show His face to you and have mercy.
May He turn His countenance to you and give you peace.
The Lord bless you all days and hold you in the palm of His hand.
When day is done, and gone the sun, from the hills, from the sky.
All is well, safely rest, _____, safely rest, all is well.
Fading light dims the sight, and a star gems the sky,
Gleaming bright from afar, drawing nigh, fills the night.
Dear _____, may you safely rest in the company of the angels.

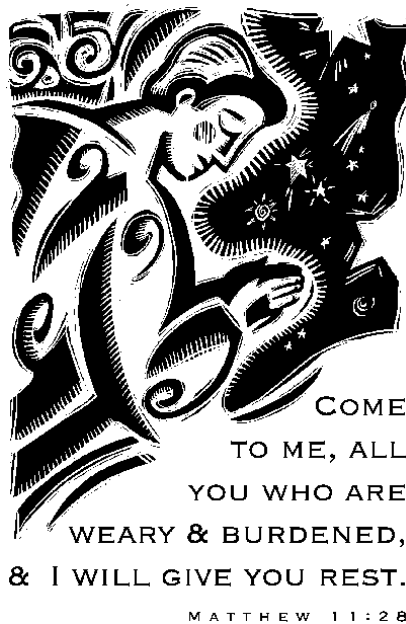
Amen

First Reading:

A reading from the letter of Paul to the Romans

Are you unaware that we who were baptized into Christ Jesus were baptized into his death? We were indeed buried with him through baptism into death, so that, just as Christ was raised from the dead by the glory of the Father, we too might live in newness of life. For if we have grown into union with him through a death like his, we shall also be united with him in the resurrection. We know that our old self was crucified with him, so that our sinful body might be done away with, that we might no longer be in slavery to sin. For a dead person has been absolved from sin. If, then, we have died with Christ, we believe that we shall also live with him. We know that Christ, raised from the dead, dies no more; death no longer has power over him.

The Word of the Lord.
Thanks be to God.



RESPONSORIAL PSALM (Psalm 23)

The Lord is my shepherd

Response: *The Lord is my shepherd, there is nothing I shall want.*

**The Lord is my shepherd; I shall not want.
In verdant pastures he gives me repose.
Beside restful waters he leads me; he refreshes my soul.
(Response)**

**He guides me in right paths for his name's sake.
Even though I walk in the dark valley I fear no evil;
for you are at my side.
With your rod and your staff that give me courage.
(Response)**

**You spread the table before me in the sight of my foes;
You anoint my head with oil; my cup overflows.
Only goodness and kindness follow me all the days of my life;
And I shall dwell in the house of the Lord for years to come.
(Response)**

Prayer of the Faithful:

Brothers and sisters, Jesus Christ is risen from the dead and sits at the right hand of the Father, where he intercedes for his Church. Confident that God hears the voices of those who trust in the Lord Jesus, we join our prayers to his: (Our Response will be "Hear our Prayer")

In baptism, _____ received the light of Christ. Scatter the darkness now and lead him over the waters of death. Lord, in your mercy:

Response: Hear our prayer.

Our brother / sister _____ was nourished at the table of the Savior. Welcome him/her into the halls of the heavenly banquet.

Lord, in your mercy:

Response: Hear our prayer.

Those who trusted in the Lord now sleep in the Lord. Give refreshment, rest, and peace to all whose faith is known to you alone. Lord, in your mercy :

Response: Hear our prayer.

The family and friends of _____ seek comfort and consolation. Heal their pain and dispel the darkness and doubt that come from grief.

Lord, in your mercy:

Response: Hear our prayer.

We are assembled here in faith and confidence to pray for our brother / sister, _____. Strengthen our hope so that we may live in the expectation of your Son's coming. Lord, in your mercy:

Response: Hear our prayer.

Lord God, giver of peace and healer of souls, hear the prayers of the Redeemer, Jesus Christ. Also hear the voices of your people, whose lives were purchased by the blood of the Lamb. Forgive the sins of all who sleep in Christ, and grant them a place in Your kingdom.

We ask this through Christ our Lord.

Response: Amen.

PRAYER OF COMMENDATION:

Into your hands, Father of mercies, we commend our brother /sister, _____ in the sure and certain hope that, together with all who have died in Christ, s/he will rise with him on the last day.

We give you thanks for the blessings which you bestowed upon _____ in this life. They are signs to us of your goodness and of our fellowship with the saints in Christ. Merciful Lord, turn toward us and listen to our prayers: open the gates of paradise to your servant, _____. Help us who remain to comfort one another with assurances of faith, until we all meet in Christ, and are with you and with our brother/sister _____ for ever. We ask this through Christ our Lord.

(Our Response) *Amen!*

Go in peace, with the knowledge and strength that _____ will live with Jesus, and in our hearts forever.

(Our Response) *Thanks be to God.*



Kindness of Tampa Catholic High School

CRISIS INTERVENTION TEAM STUDENT INTERVIEW LOG

SCHOOL _____
COUNSELOR _____

DATE _____

Student's Name	Grade	Parental Contact/ Date			Comments
		Written	Phone	Conference	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

* A copy of this completed form must be submitted to the Office of Catholic Schools and Centers Crisis Intervention Representative. It will be included in the Summary Report which will be provided to the school administrator at the conclusion of the intervention.

SCHOOL COUNSELOR TEAM DEBRIEFING

*** PERSONAL GUIDE ***

(The following is an amalgamation of material taken from “Compassion Fatigue: The Professional Liability of Caring Too Much,” R. Thompson, Ed.D., and Dennis W. Barbeau, M.Div., M.A., NCC.)

The following General Guide is intended to be used only as a framework for group debriefing and personal self-maintenance

The Review Phase for Debriefing Counselors

- What is your general impression of the overall counseling experience?
- How satisfied are you with what you did?
- With what group were you most effective/least effective, and speculate “why?”
- Would you do anything differently, and if so, what or with what group(s)?
- Would you prefer to work with a different group next time, and why?
- What themes emerged (counseling focus)?
- Are you aware of experiencing any transference/counter-transference issues while counseling?
- If so, were you satisfied with how you handled the transference issues?

The Response Phase

- What would you say differently next time?
- What did you say that you wish you hadn’t?
- What do you wish you had said, and to whom?
- Was there any particularly “difficult” time for you before you started “counseling”?
- Was there any particularly “difficult” time for you when you were counseling?
- Was there any particularly “difficult” time after you finished counseling?
- Has your counseling experience in this crisis affected you in a negative way, and if so, how?
- Has your counseling experience in this crisis affected you in a positive way, and if so, how?

The Remind Phase

- Do you have any professional follow up that needs to be done?
- What specifically will you do to take care of yourself after today’s debriefing as a “wind down” and de-escalating of your emotions, and nurturing of your mental health?
- Are you having a difficult time “letting go” of the issues addressed and/or attachments made from your crisis counseling experience?
- What will it take for you to let go?
- Would you like your fellow team members or another counselor to help you, and if so, in what way?
- How can the team members make your counseling experience better next time?
- Do you have anything you wish to say to the team to “sum up” your feelings about your crisis counseling experience?

**CRISIS INTERVENTION TEAM MODEL
PASTOR DEBRIEF**

School _____
 School Pastor _____
 Dates of intervention _____
 On site Counselors _____
 Intervention Team: _____
 Date of Debrief _____

QUESTIONS FOR PASTOR	RESPONSE
1. 1. What was your general impression of the intervention?	
2. How would you rate the effectiveness of the team?	
3. What were the strengths of the intervention?	
4. What would you change?	
5. Did you have an opportunity to debrief with the school/center administrator? a. Were there any concerns/ issues that were discussed? b. Were you able to develop any strategies for future crises? c. What other concerns were levied at this meeting?	
6. Are you familiar with/ do you have a copy of the Crisis Intervention Team Model?	
7. Are you aware I will be debriefing with the intervention team? Do you know what this entails?	
8. Are you aware you will receive a letter of closure which should assist you with any concerns/ issues levied during this intervention?	
9. Closing comments/concerns?	

APPENDIX

OVERVIEW

A power point presentation which provides an overview of the **CRISIS INTERVENTION TEAM MODEL** is available to administrators and guidance counselors for in-service to staff and parents by contacting the Office of Catholic Schools and Centers.

