**Overview of CIRT Roles- District Response**

School CIRT Team

* Meet with the District Team throughout the response
* Phone tree with staff after the critical incident has been confirmed
* Provide expertise on impacted Staff
* Provide expertise on impacted Students
* Help read the script in classrooms and support staff to read it
* Help support families- especially of those students most impacted
* Help support and run the Quiet Room
* Lead planning for the Memory Event
* Continue to support after the District Team leaves the school
* Continue to communicate with the District Team

District CIRT Team

**\*\*\*Team Lead guides the response\*\*\***

* Support Administration and School CIRT members
* Works through the *CIRT Job List* which is shared with the School CIRT team at the time of the response
* Supports or leads Staff Meetings through the incident
* Supports Office Staff with MYED, script, taking calls, checking in
* Supports Staff with script, reading as necessary
* Supports Students by assisting School CIRT members
* Quiet Room- set up, support, triage, work with students
* Empty Desk protocol- help to advise, set up and support
* Memory Event- help to organize and support
* Provide ongoing support and connection to School CIRT team

\*\*\*This is a living document that we adjust the more we learn\*\*\*