

# CRISIS RESPONSE TIP SHEET FOR VIRTUAL LEARNING



CHARLOTTESVILLE CITY SCHOOLS

## A QUICK GUIDE TO SUPPORT TEACHERS

### Before the Year Starts:

- Keep a student log of parent/guardian contact information in an immediately accessible location in the event of an emergency.
- Know the emergency contact number for your administrator.
- Know your school-based mental health (SBMH) colleagues: school counselors, school social workers, and school psychologists (note: some might be shared with another building).

### If you witness a student being abused/harmed:

- Refer to your Child Abuse Training, be familiar with reporting practices, and follow protocols already in place.
- If there is an active danger, call 911. If you call 911, inform administration immediately. Mitigate impact to other students and protect confidentiality as much as possible by ending class for other students if a situation is escalating and/or needs immediate attention. Don't be afraid to ask for help. If in doubt,
- contact administrators, counselors, and social workers for consultation opportunities at any time.

### Important Numbers for Quick Reference:

Child Protective Services: **434-970-3400**

**Region 10 Emergency Services:  
434-972-1800**

School Administrator Contact: \_\_\_\_\_  
School Counselor Contact: \_\_\_\_\_  
School Social Worker Contact: \_\_\_\_\_  
School Psychologist Contact: \_\_\_\_\_

If a student threatens to hurt someone and/or reports suicidal thoughts or intent:

- Remember, threats to harm self or others should be taken seriously every time.
- Access your student contact log for immediate reference.
- Contact your administration and school-based mental health staff (counselor, social worker, or psychologist) immediately.
- If possible, maintain sight/sound supervision of the student until you reach an administrator. **Find out the exact physical location of the student.**
- Ask student to take their computer/device to a parent/guardian
- End class early for others and keep student online.
- If you can reach the guardian/parent, notify them: "I have concerns for the safety of your student and I have reached out to the school administrator and mental health team for assistance. Are you able to stay with your child until someone contacts you?"

Your administrator will:

- Contact the parent/guardian.
- Coordinate with the SBMH team for action and after care support.
- Follow-up with you to support your needs/discuss needs of other impacted students.

Don't panic and use your best judgment. For example, if there is no parent available to supervise or you lose sight/sound supervision, be sure that the administrator or SBMH is aware of this concern. If you cannot reach an administrator or SBMH personnel immediately and the student appears in imminent danger, call 911.