Dealing with Crisis at Richmond High School

In the event of the death of a student, staff member or other members of the RHS family, the following procedure should be employed:

1. The RHS principal shall be notified immediately.
2. The principal shall make the decision as to the need to assemble the RHS Crisis Team. This team shall be comprised of the principal (who will serve as the chair of the team), building administrators, two (2) counselors, school nurse, the secretary to the principal, police liaison, and Environmental Services supervisor.
3. All communications to students, staff, parents, and the community should be channeled through the Crisis Team.
4. The official spokesperson for the team and for the school is the principal.
5. Respect for the privacy of the immediate family is essential. The family has suffered a loss and we must protect their privacy. No information regarding the death should be shared with others until the Crisis Team has verified the death, determined the circumstances of the death, announced the procedure for dealing with the tragedy, and issued an official statement. The circumstances of the death will determine the procedure to be followed.
6. Media representatives should be directed to the principal. No media personnel shall be permitted to interview any student or staff member on school grounds.

Dealing With A Lockdown/Classroom Secure (Having to hold students in class)

If for any reason students need to be held in the classroom when it is time to change classes, an announcement will be made.

Lockdown
Teachers are to hold students in their classroom until further notice and follow lock down procedures. Lock doors and keep students out of sight

Classroom Secure
Students held in classroom; doors locked; instruction may continue.

RHS Crisis Team

Rae Woolpy, Principal
Josh Amyx, Assistant Principal
Stephanie Baker, Assistant
Laura Brazil, Assistant Principal
Rusty Hensley, Assistant Principal
Sally Porter, Counselor
Ellen Shepard, Counselor
Deb Stracener, School Nurse
Mimie Bourassa, Executive Assistant to the Principal
Rick Thalls, Resource Officer
Jerry Urich, Supervisor of Environmental Services