

Suicide Threat

Staff

1. Notify building administrator immediately.
2. Secure student until administrator and counselor arrive.

On - Site Administrator

1. Notify Williamson County Sheriff's Office.
2. Go to scene and assess situation.
3. Notify additional crisis counselor.
4. Isolate witnesses.

Counselor

1. Accompany administrator to scene.
2. Accompany student to office.
3. Contact parent / guardian.

Death of a Student / Staff Member

Staff

1. Notify office personnel immediately.
2. Before disseminating information, wait for instructions from administration.
3. Assist students who need help finding a counselor.
4. If death occurs off district property or outside school hours, contact the on-site administrator.

On - Site Administrator

1. Go to the site of the incident.
2. Call Williamson County Sheriff's Office.
3. Secure area.
4. Notify administrative team.
5. Contact appropriate personnel.
6. Contact Counselor.
7. Ensure family of deceased is notified using established procedures.
9. Determine the most effective method to inform staff, classmates, and community.
10. Relay additional information (funeral arrangements, etc.) as it becomes available.
11. Campus Administration will report the situation to others as necessary.