Homicidal Ideation/Serious Bodily Harm Protocol

1. Take all threats seriously.

2. DO NOT LEAVE THE STUDENT ALONE. Escort the student to the administrator’s office and/or counseling office. Place child under watch of an adult who will maintain CONSTANT supervision.

3. Involve a member of the School Crisis Response Team (counselor and/or clinician) to meet with the student to conduct a brief risk assessment to determine if the student is a danger to him/herself or others. Under no circumstances should an untrained person attempt to assess the severity of the risk.
   a. If the counselor and/or clinician determine that the student is not a risk to him/herself or others, there is no need for further evaluation; however, the student’s parent/guardian should be contacted and informed of the situation.
      i. Determine who will follow up with the student and monitor his/her behavior throughout the school day.
      ii. Make appropriate referrals, if necessary.
   b. If the counselor and/or clinician determine that the student is a risk to him/herself or others proceed to step 4.

4. Contact the Crisis Intervention Unit for guidance and support (773-553-1792).

5. Contact the Student Safety Center at 773-553-3335.

6. Contact parent or guardian and make them aware of the homicidal ideation and the need for a psychological or psychiatric evaluation.
   a. If the child is SASS eligible (the SASS intake worker can determine eligibility):
      i. Alert the parent/guardian that you will be contacting SASS and ask the parent/guardian to come to the school.
      ii. CONTACT SASS (800-345-9049).
      iii. A SASS representative will come to evaluate the student and recommend next steps.
   b. If the child has private insurance:
      i. Assist the parent/guardian in determining where the evaluation will take place. If the parent/guardian does not agree to take the student for an evaluation that day, call the DCFS Hotline (1-800-252-2873) to report medical neglect.
      ii. If the parent takes the child out of school without agreeing to obtain an evaluation that day, call 311 and ask for a Well-Being Check. Give the dispatcher your name and a telephone number where you can be reached. Explain the purpose of the Well-Being Check (for example, the child is expressing suicidal ideation) and advise of any circumstances that might present a danger to the responding police officer. Advise the dispatcher of any disability the child may have that would affect his/her ability to communicate.

NOTE: If the parent/guardian cannot be immediately reached, SASS can be contacted prior to having parent/guardian permission.
iii. If the parent/guardian agrees to take the student for an evaluation, ask him/her to sign a “Verification of Conference: Homicide Ideation” form (found in Crisis Manual).

iv. The next school day follow up with the parent/guardian to ensure that the evaluation occurred. If it did not, call the DCFS Hotline to report medical neglect. If the child does not come to school, call 311 to ask for a Well-Being Check and follow the procedures in subsection (i) above.

6. In the event that a child’s parent/guardian cannot be contacted and the school has attempted to make contact through the numbers listed on the Emergency Contact Card, after a reasonable amount of time has expired, call 911. The police have authority to transport the student to an appropriate mental health facility or the nearest emergency room. If the child is transported to the hospital by the police or ambulance and the parents/guardians are not present, it is best practice for the principal or the principal’s designee to accompany the child to the emergency room or mental health facility until the parent/guardian arrives or the child is admitted to the hospital.

8. If a parent/guardian is uncooperative, medical neglect should be reported to DCFS (800-25-ABUSE).

9. If the student threatened to cause serious bodily harm or death to a particular individual or group of people, then the clinician who conducted the risk assessment has sole discretion to decide whether to warn the potential victim(s). If the clinician decides to warn the potential victim(s), the clinician should:
   a. also warn his/her parents/guardians;
   b. implement a safety plan with Safety & Security; and
   c. meet with the threatened student(s) or staff members to assess their emotionality and coping strategies. This counselor and/or clinician should continue to meet with the individual as needed and make long-term community counseling referrals as needed.

10. As a general rule, staff should encourage students to report any threats of violence from classmates. In many incidents, those perpetrating violence previously told others about their intentions. Staff should instruct students that if they know about a threat but do not report it, they would carry a heavy emotional burden and deep regret if the threat is carried out.

11. Complete an Incident Report in Oracle. If the police were called, note the RD number. If DCFS was called, note the SCR number and attach the Written Confirmation to the Incident Report.

12. Adhere to the policies and procedures under the Uniform Discipline Code.

Homicide Attempt Protocol

First Responder:

1. Assume the victim is alive.
2. Check the scene for safety. First responder should not enter an actively dangerous scene.
3. Direct another person to call 911 and notify administrator in charge of the building (Incident Commander).
4. Direct another person to retrieve the defibrillator.
5. Administer First Aid/CPR/AED.
6. DO NOT LEAVE THE STUDENT ALONE; ensure CONSTANT adult supervision is maintained.

Incident Commander Responsibilities (Principal):

1. Limit access to immediate area until paramedics arrive. Treat the area as a crime scene.
2. If the alleged perpetrator is present, direct security personnel to follow the Search & Seizure Policy. The alleged perpetrator should be taken to a secure location away from the victim and kept under CONSTANT adult supervision until the police arrive.
3. Declare a LOCKDOWN, if necessary.
4. Assign someone to direct EMT responders to the scene upon arrival.
5. Notify appropriate CPS Departments:
   a. Student Safety Center (773-553-3335).
   b. Area Office.
   c. Crisis Intervention (773-553-1792).
   d. Communications (773-553-1620).

Call the parents/guardians and tell them briefly what you know about the incident. Explain that the student has been taken by ambulance to the hospital. Encourage them to get to the hospital safely, asking someone else to drive, if possible. If siblings also attend the school, ask the parent what arrangements should be made for them.

Sample Script: Hello, (insert name of parent/guardian) This is (insert your name and position at the school.) I am calling to let you know that (insert name of student) was [shot outside the school] and is being taken by ambulance to (insert name and address of hospital). Do you have someone who can drive you to the hospital? If not, please drive there carefully or I can ask the police to transport you. The doctors will be able to give you more information.

6. Activate the SCHOOL CRISIS PLAN* and have the school crisis team meet. Team should:
   a. If necessary, determine an appropriate way to disseminate information to staff, students, parents, and community.
   b. Develop interventions.
   c. Determine which students, if any, were witnesses to the incident.
d. Identify family, friends and associates of BOTH the victim and the offender. Ensure safety measures are implemented to separate these two groups of students.

e. Arrange for counselors and clinicians to meet with students, staff, and parents as needed in the previously identified overflow room.

f. If the student has siblings in the school, bring them to a secure area. Tell the siblings that their brother/sister has been hurt and explain the arrangements their parents have made for them. If the parent/guardian has not been reached, explain that their brother/sister has been seriously hurt and has been taken by ambulance to the hospital. Ask if they know how to reach their parents. Explain that they will remain at the school until their parents/guardians can be contacted.

g. The School Crisis Intervention Team should continue meeting with students as necessary in small groups and individual counseling sessions.

7. Do not interact with the media. Refer all media requests to the Communications Department for directions (773-553-1620).

8. Adhere to the policies and procedures according to the Uniform Discipline Code.

9. Complete an Incident Report in Oracle. If the police were called, note the RD number.

10. Direct that personal property of the victim be secured. This includes items in classroom and locker.

11. Hold an emergency staff meeting at the close of school to brief staff, if necessary, and inform them of what physical and psychological supports will be available for students and staff.

12. School Crisis Team should meet again to determine what level of supports will be needed for the following day.

13. The school security officers should meet to prepare for the following school day, such as identifying members of opposing factions and to prepare enhanced screening measures upon student arrival. Work closely with the Chicago Police Officers assigned to the school for arrival and dismissal procedures.


*Each school is required to create a plan to address the psychological and physical safety of students and staff during a traumatic situation.
Homicide Completion Protocol

First Responder:

1. Assume the victim is alive.
2. Check the scene for safety. First responder should not enter an actively dangerous scene.
3. Direct another person to call 911 and notify administrator in charge of the building (Incident Commander).
4. Direct another person to retrieve the defibrillator.
5. Administer First Aid/CPR/AED.
6. DO NOT LEAVE THE STUDENT ALONE; ensure CONSTANT adult supervision is maintained.

Incident Commander Responsibilities (Principal):

1. Limit access to immediate area until paramedics arrive. Treat the area as a crime scene.
2. If the alleged perpetrator is present, direct security personnel to follow the Search & Seizure Policy. The alleged perpetrator should be taken to a secure location away from the victim and kept under CONSTANT adult supervision until the police arrive.
3. Declare a LOCKDOWN, if necessary.
4. Assign someone to direct EMT responders to the scene upon arrival.
5. Notify appropriate CPS Departments:
   a. Student Safety Center (773-553-3335).
   b. Area Office.
   c. Crisis Intervention (773-553-1792).
   d. Communications (773-553-1620).

Call the parents/guardians and tell them briefly what you know about the incident. Explain that the student has been taken by ambulance to the hospital. Do not tell the parents/guardians that the student is deceased unless a physician has confirmed this. Encourage them to get to the hospital safely, asking someone else to drive, if possible. If siblings also attend the school, ask the parent what arrangements should be made for them.

Sample Script: Hello, (insert name of parent/guardian) This is (insert your name and position at the school.) I am calling to let you know that (insert name of student) was shot outside the school and is being taken by ambulance to (insert name and address of hospital). Do you have someone who can drive you to the hospital? If not, please drive there carefully or I can ask the police to transport you. The doctors will be able to give you more information.

You have two other children at the school. What do you want us to tell them?

6. Activate the school CRISIS PLAN* and have the school crisis team meet. Team should:
a. Determine an appropriate way to disseminate information to staff, students, parents, and community.
b. Develop interventions.
c. Determine which students, if any, were witnesses to the incident.
d. Identify friends and associates of BOTH the victim and the offender. Ensure safety measures are implemented to separate these two groups of students.
e. Arrange for counselors and clinicians to meet with students, staff, and parents as needed in the previously identified overflow room.
f. If the student has siblings in the school, bring them to a secure area. Tell the siblings that their brother/sister has been hurt and explain the arrangements their parents have made for them. If the parent/guardian has not been reached, explain that their brother/sister has been seriously hurt and has been taken by ambulance to the hospital. Ask if they know how to reach their parents. Explain that they will remain at the school until their parents/guardians can be contacted.
g. The School Crisis Intervention Team should continue meeting with students as necessary in small groups and individual counseling sessions.

7. Isolate all witnesses for interviews by law enforcement. These students will need immediate psychological/emotional support before and after their interviews.
8. Do not interact with the media. Refer all media requests to the Communications Department for directions (773-553-1620).
9. Declare an ALL CLEAR code when appropriate.
10. Complete an Incident Report in Oracle. If the police were called, note the RD number. If DCFS was called, note the SCR number and attach the Written Confirmation to the Incident Report.
11. Adhere to the policies and procedures under the Uniform Discipline Code.
12. Direct that personal property of the victim be secured. This includes items in classroom and locker.
13. Hold an emergency staff meeting at the close of school to brief staff on facts of the situation and what resources will be available to deal with physical and emotional needs of the students and staff.
14. The School Crisis Team should convene again to determine what level of supports will be needed for the following day. Create a letter to be sent home with the students giving a brief description of what occurred and what supports were made available at the school.
15. The school security officers should meet to prepare for the following school day, such as identifying members of opposing factions and to prepare enhanced screening measures upon student arrival. Work closely with the Chicago Police Officers assigned to the school for arrival and dismissal procedures.

*Each school is required to create a plan to address the psychological and physical safety of students and staff during a traumatic situation.*