

Threat Response System

STAT Typical Level One Sequence:

A Guide for the School Administrator

1. **Investigate incidents** (i.e., initiate interviews, review file, and gather other relevant information). Fire evidence must be inspected by the fire department before any clean up can take place.
2. **Determine an initial course of action** (e.g., discipline consequences, parent contact, notification to parents of targeted student, etc.).
3. **Consult with another trained team member** (e.g., admin, SRO, or counselor) to determine whether to proceed with Level 1 staffing. If indicated, then schedule the staffing (typically within a day or two, depending on lead time and level of concern).
4. **Determine who should attend the Level 1 staffing**. In addition to trained team members, also include others who would be important to gathering information, such as the parents/guardians and teachers who are familiar with the student. (Note: If the student of concern is on an IEP, please include the case manager.) Also include agency case managers as applicable (e.g., juvenile justice, child welfare, etc.). Fire behavior: deputy fire marshal may have verbal input.
5. **If the parent is unable or refuses to attend, schedule a time to complete the parent interview**. This should be conducted by the administrator or other assigned staff and can be done on the phone if necessary. (For fire behavior concerns, use the Level 1 protocol questions to guide the interview with parents/guardians.)
6. **Distribute teacher/staff questionnaires** to any relevant staff who will not be attending the staffing and ask that they be returned to administrator prior to the Level 1 staffing.
7. Begin the staffing by stating that **the purpose of the meeting is to ensure the safety of the student and others involved**, and the agenda; to collect information about the situation of concern, to develop a safety/supervision plan, and to determine if a Level 2 staffing might be warranted.
8. **Complete the Level 1 protocol at the staffing**; determine whether the team's level of concern is reduced, confirmed, or heightened; and decide whether a Level 2 staffing will be requested.
9. **Complete the safety/supervision plan**. Identify a date to review the plan.
10. Sign off on the protocol, submit the protocol to threat assessment lead/security office, flag student information record, and place protocol and accompanying documents in the Confidential folder in the student's cumulative file.