

# **Threat Response System**

## **STAT Typical Level One Sequence:**

### **A Guide for the School Administrator**

1. Investigate incident (i.e., complete 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 a Level 1 and schedule a 30 to 60 minute meeting (typically for that afternoon or the following day, depending on lead time and level of concern).
4. Determine who should attend the Level 1. In addition to trained team members, also include others who would be important to gathering information, such as the parents/guardians and teachers who know the student well. (Note: If the student of concern is on an IEP, please include the case manager.) Also include agency case managers (e.g., juvenile justice, child welfare, etc.). Fire behavior: deputy fire marshal may have verbal input.
5. If the parents can't or won't attend, schedule a time to complete the parent interview (admin or counselor). For fire behavior protocol, use protocol questions to guide the interview with parents/guardians.
6. Send out teacher questionnaires to any relevant staff who will not be attending the meeting, and ask that they be returned to administrator prior to the Level 1 meeting.
7. At the meeting, announce that the purpose of the meeting is for the safety of the student and others involved, and the agenda is: to collect information about the situation of concern, decide whether a safety plan is needed, make the safety plan, and determine whether to request a follow-up Level 2 investigation.
8. As a team, complete the Level 1 protocol; determine whether the team's level of concern is reduced, confirmed, or heightened; and decide whether a Level 2 investigation will be requested.
9. Complete the safety and 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.