

## PROCEDURE FOR ACTIVATING BACK UP SUPPORT

1. The procedure for activating the TIG back up support system will be initiated when a district's Primary Contact calls Cherie Conte, Program Coordinator, TIG. If Cherie is unavailable, she will leave a message with the contact information of the alternate TIG Coordinator.
2. The TIG Coordinator will contact the Primary Contact from the District in Crisis and complete the **Request for Back-Up Support** form.
3. Once the situation requiring back up support is assessed, the TIG Coordinator and district needing support will determine the number of TIG team members required to respond. *The TIG Coordinator will coordinate the backup response by calling districts for support and will keep the requesting district up to date.* The number of team members per TIG district is listed below:

District	# of team members	District	# of team members
Aquinas	4	Honeoye Falls-Lima	22
Brighton	15	Monroe #1 BOCES	11
Brockport	10	Monroe #2 BOCES	13
Churchville-Chili	5	Penfield	44
East Irondequoit	23	Pittsford	7
East Rochester	2	Rochester City	11
Fairport	28	Rush Henrietta	9
Gananda	2	Spencerport	3
Gates-Chili	20	Webster	21
Greece	22	West Irondequoit	7
Hilton	14	Wheatland-Chili	2

4. Use the grid on page 2 to determine which teams should be activated to respond to the District in Crisis. If it is determined that one team is needed, contact the primary team. If two teams are needed call both the primary and secondary team. Contact additional teams as needed per the request.

### RESPONSE CONSIDERATIONS

- Remember, not all team members from a district may be available to respond. Additional teams may need to be activated to meet the request of the District in Crisis.
- Consider putting additional teams on standby if there may be a need for a larger response.
- Consider how the incident may impact other districts (e.g., a youth who has died in one school district may impact other districts through extracurricular activities such as sports).
- Districts may have had recent incidents within district or have been recently been deployed for back up in other crisis situations and therefore are unable to send team members.

## Response Grid

<b>District</b>	<b>Primary</b>	<b>Additional</b>	<b>Additional</b>	<b>Additional</b>	<b>Additional</b>
<b>Aquinas</b>	Spencerport	Rochester	Gates-Chili	Greece	Churchville-Chili
<b>Brighton</b>	Pittsford	BOCES # 1	Rush Henrietta	East Rochester	East Irondequoit
<b>Brockport</b>	Hilton	Spencerport	BOCES #2	Aquinas	Gates-Chili
<b>Churchville-Chili</b>	Gates-Chili	Wheatland-Chili	Greece	BOCES #2	Spencerport
<b>East Irondequoit</b>	Rochester City	West Irondequoit	Penfield	Pittsford	Fairport
<b>East Rochester</b>	Gananda	Fairport	Pittsford	Brighton	Penfield
<b>Fairport</b>	East Rochester	Pittsford	Webster	Honeoye Falls-Lima	Gananda
<b>Gananda</b>	Penfield	East Rochester	Fairport	BOCES # 1	Fairport
<b>Gates-Chili</b>	Wheatland-Chili	Webster	Hilton	Spencerport	Rochester City
<b>Greece</b>	BOCES #2	Brockport	Wheatland-Chili	Hilton	Aquinas
<b>Hilton</b>	Brockport	BOCES #2	Aquinas	Wheatland-Chili	Greece
<b>Honeoye Falls-Lima</b>	Rush Henrietta	Churchville-Chili	Gananda	Fairport	Wheatland-Chili
<b>Monroe #1 BOCES</b>	Webster	Penfield	East Irondequoit	Rush Henrietta	Brighton
<b>Monroe #2 BOCES</b>	Greece	Hilton	Brockport	Churchville-Chili	BOCES #1
<b>Pittsford</b>	Honeoye Falls-Lima	Brighton	BOCES #1	Penfield	West Irondequoit
<b>Penfield</b>	Fairport	Gananda	East Rochester	Webster	Honeoye Falls-Lima
<b>Spencerport</b>	Aquinas	Gates-Chili	Greece	Brockport	Hilton
<b>Rochester City</b>	West Irondequoit	Greece	Brighton	East Irondequoit	Rush Henrietta
<b>Rush Henrietta</b>	Brighton	Honeoye Falls-Lima	Rochester City	West Irondequoit	Pittsford
<b>Webster</b>	BOCES #1	East Irondequoit	West Irondequoit	Gananda	Brockport
<b>West Irondequoit</b>	East Irondequoit	Aquinas	Spencerport	Rochester City	East Rochester
<b>Wheatland Chili</b>	Churchville-Chili	Rush Henrietta	Honeoye Falls-Lima	Gates-Chili	BOCES #2

5. **The TIG Coordinator will call the Designated Contact at the districts required for back-up support.** The Designated Contact is responsible for activating the phone tree for the district TIG team.
  
6. **The TIG Coordinator will be the contact person in the event that additional support is required.** The Primary Contact from the District in Crisis will contact TIG coordinator as needed.