



Appendix A

The Consortium on Trauma, Illness & Grief in Schools Back Up Support Procedure

Please note that Cherie Conte, TIG Coordinator or designee will provide the coordination of any back up support during a crisis. You do not need to call a school district directly in order to obtain support.

1. The Primary or Alternate Contact of the District in Crisis will call Cherie Conte, TIG Coordinator or designee at

(585) 753 - 2694

If the call is not answered immediately by the on call TIG Coordinator or Back Up designee, please leave a message and you receive a return call within a reasonable time.

2. The TIG Coordinator or designee will call the Primary Contact to obtain information regarding the nature of the crisis, the number of personnel required and specific date, time, and location to report. (See **Request for Back Up Support Form** for detailed information).
3. The TIG Coordinator or designee will call the Primary Contact of other participating TIG School Districts to relay the request for back up support and specific needs.
4. The Primary Contact of the Responding TIG School Districts will contact their district TIG team members to activate back up response.
5. The Primary Contact of the Responding TIG School Districts will call the TIG Coordinator or designee to provide the total number of TIG team members that will be responding.
6. Activated TIG team members will report to the given location to receive specific instructions (See **Just in Time** document (i.e., facts, assignment, location, contact person)).
7. An operationalize debriefing for the responding TIG team members will occur at the end of the immediate crisis.