



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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EXECUTIVE DIRECTOR

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SUPERINTENDENT

DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION  
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Contact:  
Pamela R. Tepsic, PX 48630

Action By:  
Information Only

**TO:** All Principals

**FROM:** Ann Killets, Chief Academic Officer *AK*

**SUBJECT: Professional Crisis Management (PCM)**

The Department of Exceptional Student Education supports the use of Professional Crisis Management (PCM) for the purpose of crisis management for behaviors which are a result of the student's disability.

PCM is a complete and fully integrated system designed to manage crisis situations effectively, safely and with dignity. This management is accomplished through four primary strategies and interventions:

1. Crisis prevention strategies
2. Crisis de-escalation strategies
3. Crisis intervention procedures
4. Post-crisis strategies

The purpose of this Bulletin is to remind administrators of guidelines which should be followed when PCM procedures have been implemented:

1. The PCM log (which is in the Appendix section of all PCM practitioner notebooks, Appendix O) must be maintained and kept on file at the school for six years. It is important that the data is clear, complete and accurate.
  - a. A copy of this log needs to be sent to the Department of ESE at the end of each month. It can be faxed to the attention of Jean Firpo, Secretary at 434-8384, PX 48383 or pony to Jean Firpo, FHESC, A -203.
  - b. A copy of the PCM log should be placed in the principal's mailbox at the end of each day.
  - c. It is recommended that only one log be maintained at the school, as opposed to individual staff logs.
  - d. It is critical that staff analyze the data on the logs (frequency and duration of the procedures) to determine if the student's behavior is improving. Staff should look for trends that support the continuation or termination of crisis intervention. If the frequency and the duration of the procedures which are implemented are not declining, staff should contact their Area Behavior or Autism Resource Teacher for assistance.

- e. It is important to remember that crisis intervention is not treatment. If the student is being subjected to more than three crisis intervention procedures over a reasonably short period of time, then consent for a Functional Behavior Assessment (FBA) should be obtained. After the FBA is completed, the team then must develop an individual Behavior Intervention Plan to address the behaviors which are leading to the implementation of crisis management procedures.
2. The student's parents/guardians must be verbally notified by the end of the day if the student has been immobilized. It is not recommended that messages be left on voice mail or answering machines.
3. If a student is in need of PCM immobilization and transportation procedures it must be included on the student's Individualized Education Plan (IEP), under section 12 (Accommodations and Modifications). The statement on the IEP should read "District approved Crisis Management procedures will be used when..." (e.g., the student exhibits continuous aggression, continuous self-injury, or continuous high magnitude disruption.) If the student already has an individual Behavior Intervention Plan, the plan should be attached to the student's IEP.
4. It is recommended that schools with cluster sites for students with the following disabilities have at least four (4) staff members trained in PCM: Emotionally Handicapped, Severely Emotionally Disturbed and/or Autistic.

The ESE Department provides opportunities for PCM training various times throughout the school year, including recertification trainings. Information regarding these trainings is provided on Coursewizard. Additional training can be arranged if there is an interest. Please contact the Area Behavior Resource Teacher or the Autism Resource Teacher for your school, or the Area ESE Coordinator.

Adherence to these guidelines is critical to the safety of both students and teachers. If there are any questions regarding PCM, please contact Pamela R. Tepsic, Program Planner of ESE at PX 48272.

ACJ/AK/BM/RF/PT/jb

Approved by:   
Arthur C. Johnson, Ph.D., Superintendent