

Carbon Career & Technical Institute  
Trauma Informed Action Plan



Goals	Steps Taken	Person(s) Responsible	Timeline
Staff will be Trauma Informed trained a minimum of one (1) time per year, with focus on new staff.	<ol style="list-style-type: none"> <li>1. Vector training will be assigned annually.</li> <li>2. In-house training will be provided to new staff (ex. Trauma Informed/MCV)</li> <li>3. Staff will be assigned scheduled trainings and report back to Threat Assessment Team (TAT) (ex. Prepare training).</li> <li>4. Disseminate information on flight team, as needed (contact information will be provided).</li> </ol>	Principal Homeless Liaison Administration Threat Assessment Team	ongoing
Administration will review and revise policies and procedures annually (ex. Crisis Guide, handbook, policies).	<ol style="list-style-type: none"> <li>1. Administrative Team will meet and discuss policies and procedures periodically.</li> <li>2. Joint Operating Committee (JOC) approval will follow.</li> </ol>	Administration JOC	ongoing
Staff will follow procedures when student is in crisis.	<ol style="list-style-type: none"> <li>1. Staff will notify the point of contact (Guidance Counselor, case manager).</li> <li>2. Staff will complete a referral form as needed (ex. Threat Assessment Team, Student Assistance Program (SAP), Student Success Coordinator).</li> <li>3. Staff will utilize Threat Assessment Team to assist in identifying potential trauma.</li> </ol>	Administration Staff Threat Assessment Team Guidance Counselor	ongoing
Staff will provide accommodations, as needed.	Staff will consult with team to determine needed accommodations.	Administration Staff	ongoing
Practices and procedures will be communicated to stakeholders.	<ol style="list-style-type: none"> <li>1. Plan will be posted on website.</li> <li>2. Parent all-calls and emails will be used, as needed.</li> <li>3. Information can be shared at open house.</li> </ol>	Administration Technology Department	ongoing
CCTI will utilize The Friends of CCTI parent group to increase/enhance family/agency partnerships.	<ol style="list-style-type: none"> <li>1. Administration will meet with parent group representatives to communicate Trauma Informed Action Plan.</li> <li>2. Schedule an event to include stakeholders.</li> </ol>	Administration Student Success Coordinator	ongoing

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CCTI will communicate the plan to parents, guardians.	<ol style="list-style-type: none"> <li>1. Plan will be communicated (presentations and/or written communication).</li> <li>2. Use technology to communicate: all-calls, emails, website.</li> </ol>	Administration Technology Department	ongoing
Educate parents, guardians, families regarding community resources.	<ol style="list-style-type: none"> <li>1. CCTI will host a family services expo (ex. Community Services Expo).</li> </ol>	Guidance Counselor Administration	ongoing expo 1 time per year
CCTI representatives will engage with a variety of agencies.	<ol style="list-style-type: none"> <li>1. Make connections with agencies.</li> <li>2. Identify role agency representatives will play in CCTI's Action Plan.</li> <li>3. CCTI representatives will participate/attend in community partnership meetings, conferences (ex. Rotary Club, county commissioners, Women's Resource Center, homeless liaisons, legislators, Family Promise, Carbon County Systems of Care, Carbon County Collaborative, Carbon County Task Force).</li> <li>4. CCTI's students will interact with agency partners to support agencies.</li> </ol>	Administration Guidance Counselor Club Advisors Homeless Liaison Nurse SAP	ongoing
CCTI will establish a criteria for assessing the plan.	<ol style="list-style-type: none"> <li>1. Successful completion of trainings by staff.</li> <li>2. Elicit staff and stakeholder feedback (ex. survey).</li> <li>3. Observations by administration.</li> <li>4. Monitor staff performance.</li> <li>5. Verify the completion of a scheduled event.</li> <li>6. Monitor student performance to ensure appropriate accommodations are being provided.</li> <li>7. Verify Trauma Informed policies have been approved.</li> <li>8. Identify gaps in plan and address as needed.</li> </ol>	Staff Administration	ongoing
CCTI will elicit feedback from stakeholders.	<ol style="list-style-type: none"> <li>1. Administer a survey to stakeholders.</li> <li>2. Elicit verbal and/or written feedback from stakeholders.</li> </ol>	Administration Technology Department	ongoing
Administrative team will schedule a timeline to review plan.	Administrative team will meet a minimum of two (2) times per year or as needed.	Administration	ongoing