



District _____

School _____

Date _____

Organizing a School Crisis Response

Initial School Preparedness:

- School crisis (ICS) team identified.
- Crisis plan in place with periodic training & review with all staff.
- Any necessary permission for utilizing outside professionals arranged at start of school and MOUs in place.

Upon learning of a crisis the building principal would:

- Verify the information/identify a family liaison**
- Notify district administration (and attorney, if necessary)
- Call together the school crisis team
- Consider consultation with law enforcement in case any interaction could interfere with an ongoing investigation
- Devise a plan of action for the present and next few days:
 - Identify victim(s) and gather all the victim's belongings
 - Decide whether a grief response, trauma response or both are necessary
 - Make initial notification to staff and announcement of before and after school meetings the first day of the crisis response
 - Hold a staff briefing
 - Mobilize media liaison
 - Write statement for phone inquiries
 - Assess security needs
 - Prepare written announcement for staff to relay info to students
 - Assess need for outside help: other district personnel, substitutes, community partners, etc.
- Notify other schools/organizations that might be impacted i.e. feeder schools, clubs, other organizations, etc.
- Compile list of possible at-risk students
- Organize a SafeRoom including those to staff it, supplies, and handouts.
- Initial planning for memory activity
- Have follow-up resources identified and available, include these in notification to parents
- Prepare notification(s) to be sent home to parents/guardians including tips for helping their children cope, policy for attendance at/transportation to funerals, follow up meetings and school and school and community resources.
- Prepare plans for follow up: rest of the week, day of the funeral, interventions necessary beyond the SafeRoom remembering needs of at-risk students, general student population and ALL staff.
- Meet with school staff at the end of the day to update them and identify any other at-risk students
- Meet with SafeRoom staff at the end of the day
- Visit the family