**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