

Administrative Checklist

- Verify the information (e.g., from family members or local authorities).
- Determine what information the family would like to have disclosed (or what information has already been released publicly from a reliable source).
- Notify the faculty and staff members via the telephone tree (if initial notification occurs outside of school hours).
- Have the school counselor make contact with the Intervention Supervisor.
- Meet with all faculty and staff members on the morning following the tragedy before the start of school.
- At this morning meeting:
 - Discuss what is known about the death; review the facts of the death or crisis and any unique circumstances.
 - Allow teachers to ask questions.
 - Provide an overview of the day's game plan.
 - Introduce any additional counselors, youth pastors, central office staff, etc. that may be available to assist during the school day.
 - Identify where the Safe Room will be located for those students who may need to talk one-on-one with a counselor.
 - Provide guidance on what to say and what not to say to students.
 - Provide guidance on how to handle different questions students may ask.
- At the morning meeting, also talk with teachers about what they are expected to do:
 - Share information with students or be in the classroom when staff support does.
 - Lead a discussion and validate feelings or experiences students have or have had.
 - Keep semblance of schedule, but make accommodations in expectations for academics.
 - Send students to the Safe Room as appropriate.
 - Expect confusion, crying, disruptive behavior; act compassionately.

- Discuss impact of the event. (Suspend regular curriculum for a while when students seem to need to talk. This may fluctuate throughout the day.)
- Ask for coverage for a class if you want a break or if you are feeling overwhelmed.
- Contact the office any time you want support. Help is on the way.
- Prepare a written statement for office staff in order to address any incoming phone inquiries from concerned parents and/or community members.
- Prepare a written statement for counselors when they meet with students.
- Notify students of the death or crisis that has occurred. (This is best done in small groups. Either meet with each grade level of students, or have a counselor to go from room to room to talk with the students. Allow limited time for the students to ask questions.)
- Refer students to the Safe Room should they need to discuss any information in detail, or if they need to talk with counselors, youth pastors, social workers, etc. one-on-one.
- Draft a letter to be sent home with students for parents to notify them about the death and what services are being offered to students and families. Assure parents that crisis teams have been mobilized and support services are available.
- Meet with all faculty and staff members at the end of the school day (after the tragic event).
- At this afternoon meeting:
 - Debrief in order to find out what worked well and what areas are in need of improvement.
 - Provide faculty and staff members with updates or news of plans for funeral arrangements, if known.
 - Determine a game plan for the next school day.
 - Ask what is needed for ongoing support—for teachers, students, the school community.
 - Identify those students who may be in need of some additional support or who may need to be referred to an outside community agency.
- Remind faculty and staff members that all media inquiries should be referred to the Director of Communications.