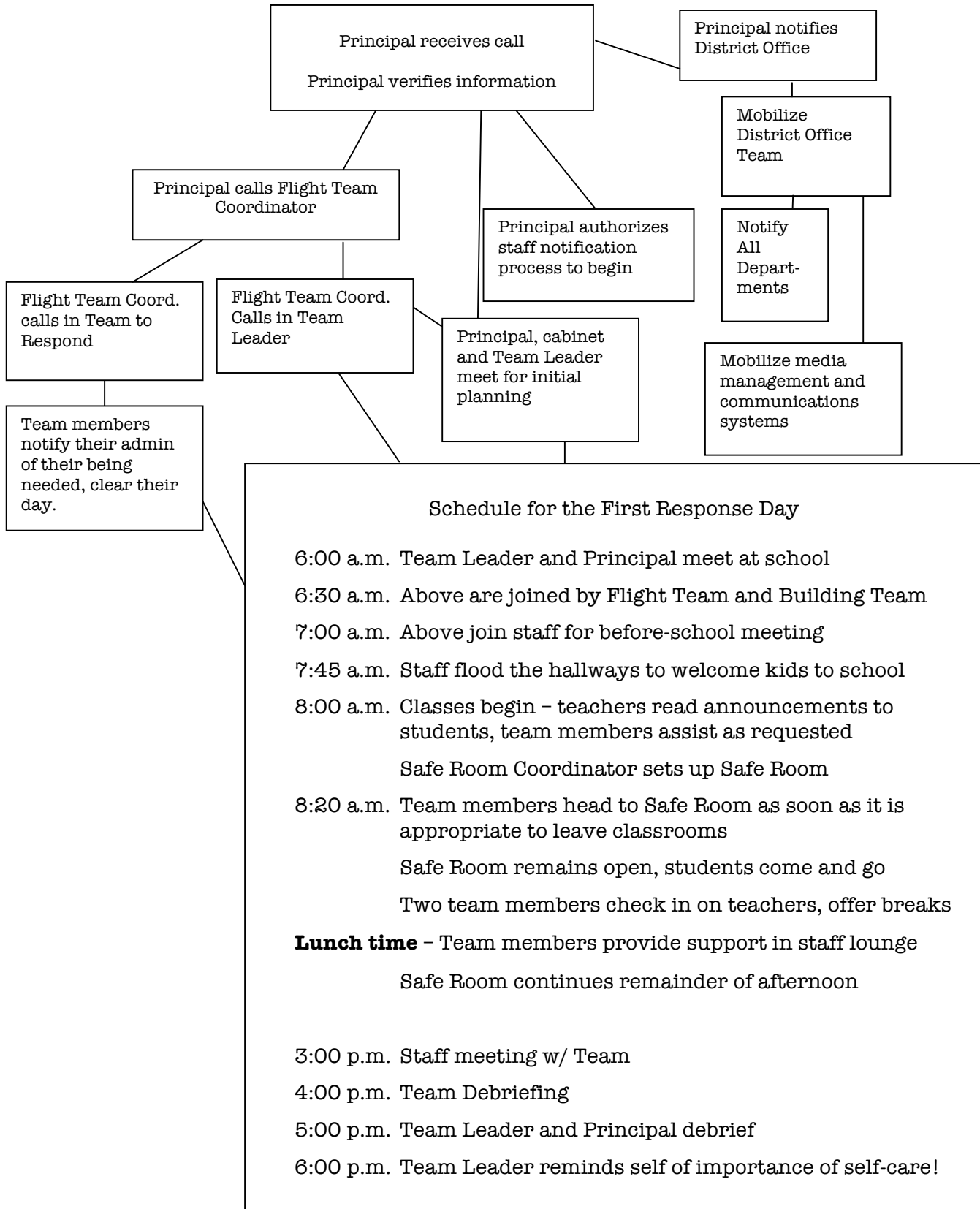


Typical Response to a Crisis with Ample Timelines



Considerations and Team Organizational Options

notes:

Grief - in the environment of loss
Each event is a trigger
Safe Room = "bigger deal" out of it?
Regularly scheduled events
How many team members to call in?
Media!!!
Culturally sensitive always!
Meet with the family
Memory activities
Suicide
Announcements
Administrators remain in control
Using smaller events for practice
Teachable moments
Self-Care

Pragmatics of Getting Through the Day

Checklist of Things to Do...

- Verify facts • Notify District Office • Need for legal counsel?
- Contact Mental Health? • Identify victims • Contact FT Coordinator
- Notify staff • Contact department heads • Family contact
- Initial planning meeting • Identify building security needs
- Notify feeder schools, etc. • Hire subs • Mobilize media liaison
- Designate family liaison • Building response team meeting
- Plan debriefings • Purge computers/automated notification
- Write announcements • Write statements for inquiries
- Organize, lead before-school staff meeting
- Set up Safe Rooms • Support high risk students
- Planning life tributes
- Assemble list of local resources/agencies
- Plan parent flyer/letter home
- Plan parent meeting
- Support for groups to which deceased belonged
- Organize/lead after-school meeting
- Determine/plan follow-up needs

