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