

Crisis Day Checklist

- Confirm victim(s) facts with family, police or coroner
- Assemble key district leaders to respond to crisis
- Notify Leadership Team members
- Notify Board Members by phone
- Consider Legal Counsel
- Contact local school superintendents for guidance counselors, school psychologists, school social workers
- Contact mental health agencies – Northumberland County Health or Union County Health
- Contact local ministerium
- Email All Employee notification
- Identify victims family members, peer associations, extracurricular involvement
 - Contact feeder schools where siblings or staff to determine who else might be impacted.
- Consider family visit
- Identify family liaison
- Identify needs for building security – i.e. SRO, other building administrators
- Consider additional substitute teachers
- Prepare teacher, parent, community and media communications
 - Write announcement for student to be read by teacher or designee
 - Check to make sure each classroom has announcement read
 - Write statement for phone inquiries i.e. secretaries, principals, board of directors
 - Write statement for parents
 - Write press release for media
 - Respond to press regularly
- Consider feed your external and internal supporting staff
 - Breakfast and Lunch
- Create staff memo
 - Inclusive of staff expectations for day 1 of crisis
- Hold emergency Faculty Meetings

- End of day, if learned of death during school day
- Beginning of next day to share staff memo
- Safe Room Setup
 - Markers, crayons, tape, scissors, glue, stickers, paper
 - Create Memory pages
 - My best memory of (student's name) is
 - If I could talk with (students name) one more time, I would tell him/her
 - Consider therapy dogs
 - Offer recess
- Consider student desk(s)
 - Butcher paper on each desk of the student and cafeteria seat
 - Allow desk to remain until class decides it is time to move it or change the classroom
 - Keep student personal effects until requested by the family
- Identify support for high risk students and staff
 - Students' teachers
 - External agencies involved
 - Other staff who experienced tragic loss
- Collate Safe Room artifacts for family pickup or delivery
- Dis-enroll the deceased to remove from automated notifications
- Plan for Debriefing(s)
 - School staff
 - Grief team
 - Police
- Identify support for funeral presence if funeral occurs
- Extend counseling resources to impacted family

Sample All Employees Death Announcement Email

Good Afternoon,

It is with great sadness that we inform our school community of the death of (student's name), an (X) grade student at (schools name). Counseling services will be available to staff and students beginning tomorrow at (schools name). If support is needed, feel free to reach out to your building administrator or counselor. We extend our deepest sympathies to the family of (student's name).

In Sympathy,

(Superintendents Name)

First Morning Teacher Classroom Announcement

It is with great sadness that we inform our school community of the death of John Q Public, a (X) grade student at (schools name). Counseling services are available in D Pod for all staff and students at (schools name) in you need to talk.

Press Release

It is with great sadness that we inform our school community of the untimely death of (students name), a (x) grade student at (building name). Counseling services will be available to staff and students beginning tomorrow. We extend our deepest sympathies to the family of Dante.