

Before School Meeting

People to consider inviting:

- District and building administrator.
- Support classified staff, including bus drivers, cooks, custodians, aides, etc.

Prepare the meeting site:

- Provide muffins, coffee, tea and tissues

Introduce the Flight Team:

- Review facts of the death or crisis and any unique circumstances.
- Summarize the assignments and responsibilities of the team and the staff.
- Review "Right-to-Privacy" Guidelines.
- Go over specifics of SafeRoom.
- Designate staff gathering place; Crisis Support Team can staff rooms.

Talk about what teachers are expected to do:

- Share information with students or be in room when Flight Team member does.
- Discuss/validate feelings, experiences.
- Keep semblance of schedule, but make accommodations.
- Send students to SafeRoom as appropriate.
- Expect confusion, crying, disruptive behavior; act compassionately.
- Respect the wishes and privacy of the family.
- Discuss impact of the event (suspend regular curriculum for a bit).
- Be available as the situation demands.
- DO NOT talk to the press.
- Get coverage for a class if you want a break or are feeling overwhelmed.
- Contact the office if you want support. Help is on the way.

What teachers are not expected to do:

- Solve all problems; take the hurt away, become instant counselors
- Hide their tears/feelings.

Other details:

- Anticipate/ask what staff needs.
- Suggest possible beginning thoughts/phrases.
- Tentative arrangements for memorial.
- What can school and Crisis Response Team do to be greatest support?
- Give time/place of after school or next meeting.
- At some point in the meeting, mention appreciation of staff efforts.

