

CRISIS DAY CHECKLIST

Protect the family's integrity in the process of meeting the students' needs!

<u>YES/NO</u>	<u>ACTIVITY</u>	<u>PERSON RESPONSIBLE</u>
_____	Verify facts	_____
_____	Notify District Office staff	_____
_____	Consider need for legal counsel	_____
_____	Contact Mental Health Supervisor	_____
_____	Identify victims of trauma	_____
_____	Contact Flight Team Coordinator	_____
_____	Begin staff notification	_____
_____	Contact all department heads	_____
_____	Family (of the deceased) visit	_____
_____	Initial planning meeting	_____
_____	Identify needs for building security	_____
_____	Notify "feeder" schools, clubs, other	_____
_____	Hire substitutes	_____
_____	Mobilize media liaison	_____
_____	Designate family liaison	_____
_____	Rapid Response Team meeting	_____
_____	Purge computers of automatic notification	_____
_____	Write announcement to students	_____
_____	Write statement for phone inquiries	_____
_____	Organize / lead before-school staff meeting	_____
_____	Set up Safe Roms	_____
_____	Support for high-risk students	_____
_____	Initial planning for memory activity	_____
_____	Assemble list of local resources / agencies	_____
_____	Plan parent flyer and parent meeting	_____
_____	Support for groups deceased belonged to	_____
_____	Organize / lead after-school meeting	_____
_____	Determine / plan for follow-up needs	_____
_____	<ul style="list-style-type: none"> • School staff & students • High risk students or groups 	_____
_____	Plan for debriefings	_____
_____	<ul style="list-style-type: none"> • School staff • Flight Team • Victims of trauma 	_____