

## Initial Staff Notification

Staff can deal more effectively with a “crisis response day” if they've been notified of a death or crisis before they arrive at the building. As soon as the administrator in charge has made initial decisions relative to the need to organize adequate support and response, *all* school staff should be called. This includes classified as well as certified.

Things to keep in mind:

- As with all parts of crisis planning and response, school staff should all be inserviced on this aspect at the beginning of each school year. The goal of staff notification should be familiar to them.
- Notification is best done by one or a small group of individuals who read a script so the message doesn't change over time. If you cannot arrange for this in this way, see page B 4 for further instructions on using a phone tree.
- The notification of the crisis and of the before-school meeting should be very brief. It should include primarily:
  - An initial statement that you have some sad (or tragic) news to relay.
  - Basic specifics about the event (who died, mode of death if known).
  - Ask the person to get paper and pen to write down what is said.
- Then cover:
  - That there will be a before-school meeting:
    - When
    - Where
    - Attendance is required
    - Details of the death or tragedy/crisis will be discussed further
  - Whether there will be Flight Team members coming in to lend a hand.
  - Remember to tell the next person to remind others that it is not helpful to speculate or say anything which might cause rumors to build over this process of notification - - just pass on this essential information.

