

September Checklist

Now that school is underway, it is time to do the check-up to keep your Flight Team and crisis response plans up-to-date and effective. Here are a few things to consider:

- _____ Are there any new administrators in the building? Check in with them to see what they already know (perhaps they're from another building in your district?) and what is brand new for them in terms of how you are organized to respond to crisis. Educate and support accordingly.

- _____ Are the current administrators up to date on all of this as well?

- _____ Flight Teams (crisis response teams) benefit by having administrators sign a memo of understanding regarding who in their building is a trained team member that would have to be released quickly should the need arise. Those should be signed annually just so the reminder is there.

- _____ Have you identified where the Safe Room would be in your building? If so, does the person who usually uses that space know about this? Is this person new? Often it is the library that is used, so those who work in that space are always impacted. Often they're also asked to help by pulling books and resources for students off the shelves and sometimes in being in the room as "local knowledge" about both the kids and the building for incoming team members. Take some time on this.

- _____ When schools set up a Safe Room, it helps lots to have snacks and drinks ready to roll. Have any new kitchen staff this year? Who prepares that? Who delivers it to the Safe Room?

- _____ Staff need quick refreshers every year about responding to crisis. Think about what you've done in years past and what some next steps might be. If you have the All Staff Preparedness resource from CMI, look at what segments might be most helpful early in the year and ask put that on the staff meeting agendas for the coming weeks.

- _____ New hires all need additional introductions into the specifics of how you manage crises and responses in your building.

- _____ Always always always take time to reinforce with staff the process of and importance of immediately reporting even the faintest concerns about suicide. The CMI website has a free download (double-sided, single sheet) of warning signs, myths and truths and high risk groups. See "Free Resources" for that and many other PDF downloads for your staff.

- _____ Start now reinforcing the importance of self-care, and that includes YOU!

