

CHECKLIST OF ROLES AND RESPONSIBILITIES AS NEEDED

ADMINISTRATOR(S): _____

- _____ Obtain, verify and disseminate facts related to the incident
- _____ Convene Crisis Team meetings as needed
- _____ Prepare all written statements
- _____ Notify faculty of their appropriate roles
- _____ If needed convene faculty meeting (see page 2 for more information)
- _____ Assign locations for student support
- _____ Arrange for support of emotionally impacted staff
- _____ Arrange for additional staff and substitutes as needed
- _____ Notify school(s) that have siblings or other impacted students

MEDIA SPOKESPERSON: _____

- _____ Statement about the event and the school interventions planned and/or implemented
- _____ Establish parameters for media on school property
- _____ Establish time and location for press conference, if needed
- _____ Respond to any inquiries from media

STUDENT SUPPORT PERSONNEL: _____

- _____ Follow involved student's class schedule and lead class discussion as appropriate
- _____ Facilitate crisis bereavement groups
- _____ Provide individual counseling as needed
- _____ Assess students wanting to leave school and access appropriate release procedures
- _____ Notify and engage parents of selected students
- _____ Determine and implement a follow-up plan with individuals and groups as needed

ANCILLARY STAFF: _____

- _____ Maintain an orderly atmosphere (This may need to be specified)
- _____ Provide individual support to students as appropriate with a plan to refer such students to support staff as soon as possible
- _____ Escort distraught students to support personnel
- _____ Record names of students seeking assistance
- _____ Contact parents of students permitted to leave school and arrange for pick up
- _____ Record student's names who have left the building
- _____ Report concerns to the crisis team

LIAISON TO STUDENT'S FAMILY: _____

- _____ Parent contact to offer condolences and support
- _____ Address concerns and needs of siblings
- _____ Obtain and disseminate visitation and funeral information, updated medical information, etc.
- _____ Obtain and return student's belongings
- _____ Respond to special requests

LIAISON(S) TO OTHER CONCERNED PARENTS: _____

- _____ Answer incoming calls (with a script if needed)
- _____ Document names of callers
- _____ Arrange for follow-up contact to callers as needed

Suggested agenda items for a faculty meeting*

- Present information about the death event.
- Give suggestions of what teachers could discuss with their class.
- Present information about behaviors that might be expected in students who are distraught by the news.
- Review the plan for the school day. Stress the need for as routine a day as possible; allowing for opportunities for students to talk about the death and its impact. Allow a free-flowing discussion of the plan for the day and address questions about the plan.
- Address questions and concerns about high risk students. Identify the location and use of a room for students who need additional support throughout the day.
- Allow time for teachers to talk about their own feelings related to the death event.
- Discuss the need for substitute teachers for those teachers who need to be away from students for a time because of their own reactions.
- If applicable, inform teachers of the designated media spokesperson and how they should respond if approached by the media.

*Adapted from: www.dougy.org “When Death Impacts Your School”