

# Crisis Response Guidelines & Checklists

In the event of a crisis\* immediately contact your Administrator of Schools. If you are unable to contact your AOS continue to call until you reach a Cabinet member.

*\*i.e. death, suicide, or other major disruption requiring additional mental health support for the school*

Your Administrator of Schools will then work with the Health and Wellness Specialist McKinley Withers 801-448-1404 (cell), 801-567-8245 (office), to coordinate district support.

## Please keep the following general guidelines in mind throughout a crisis response:

- Don't go it alone. Rely on available support
- Consult with your Administrator of Schools, Communications Director, and the families of any victims prior to communicating with faculty/staff, students, the media, or the community
- Plan on making personal contact with families through a brief visit whenever possible
- Consult with the District office on memorials
- Communicate regularly with your AOS, as well as with the appropriate District support
- Ensure the safety and well-being of each individual and make proactive contact as appropriate
- Ensure the least disruption to the school's regular routine and student experience

## District crisis support will help with:

- Family visit with the principal
- Consultation with written announcements and communication to faculty/staff, students, the community, and the media
- In-person support for faculty meeting and potential parent meetings
- Notifying feeder schools and providing support for family members and friends at other schools
- Rallying necessary crisis team support for individual and group counseling during school day
- Coordinating outside agency support for potential parent meetings
- Providing support to school leadership in outreach and crisis response

**The principal is in charge of building activities and the District provides support.**

## Pre-Crisis Checklist

- Assign chain of command when principal is out of building
- Establish school team and regularly review school crisis plan
- Establish an emergency calling tree or notification plan for school staff
- Establish school memorial guidelines – what is done for one is done for all
- Determine potential space available for crisis team to meet with students and make space available

## Crisis Checklist

- Contact Administrator of Schools and coordinate with Health and Wellness Specialist for crisis support
- Verify facts of the incident with law enforcement whenever possible
- Contact the family (visit whenever possible) to offer condolences, collect names of friends who need outreach, and to receive permission for announcements to the school community
- Determine method for faculty notification and plan a meeting appropriate to the incident's timing
- Determine shared message for student notification and set expectations for those sharing the news with students, preferably in small groups
- Remove student record to ensure NO Skylerts or absence calls are made to home/family
- Determine shared method of communication regarding students who are seen by the crisis team and school-based mental health professionals and ensure shared method for follow-up and parent contact
- Proactively determine any students who may need outreach (team members, friends, classmates, family, etc.) and ensure that school mental health professionals make contact
- Follow the deceased student's class schedule to observe students and teachers and provide support
- Notify all parents of the crisis at the appropriate time to ensure least disruption
- Call or make direct contact with all parents of any student who met with the crisis team or school-based mental health professionals in group or individual meetings
- Debrief with the staff at an appropriate time

## Post-Crisis Checklist

- Follow up with all students of concern, in addition to proactively reaching out and continuing contact with those who may be affected by the crisis
- Retain contact with District crisis team as extra support may be needed in days following the crisis
- Attend funeral and include the appropriate school and District personnel
- Refer parents and students to appropriate resources and continue to communicate with parents as needs are presented
- Handle all students with care and allow proper healing while maintaining consistency and structure

## Additional Activities to Consider – *These may not be possible or appropriate for every situation*

- Hold an evening parent meeting whenever appropriate and coordinate outside mental health service presence at the meeting for parent referrals and community support
- Provide lunch for staff to observe faculty/staff support need and promote communication about students of concern
- Solicit parent communication regarding students who may be absent or in need of additional support when they return to school