

Administration

- Team leader needs to keep communication open with administration
- Share with them what we can do
- We are available for staff
- Call in Subs
- Checklist
- Ask what do they want from us?
- Do they have a website we can use to get information out?
- Develop a script to distribute the information
- Who will be liaison with Family, Media, Law Enforcement, Ministerial
- Give the superintendent the evaluation form

School Crisis Response Team/School Counseling Team

- Educate team how this will work for this event
- Referral forms
- Team Roles – Who is doing what?
 - SCRT people
 - School personnel
- Create a safe place for kids
 - Have resources available
- Create a command central place. It should NOT be the same as the safe place for kids. It needs to be confidential and generally accessed only by the team, administration and mental health professionals of the district
- Create a script to distribute information to staff and students

Staff

- Get the staff the information/facts and a script to use
- Let them know where safe room for them is and how they can access that room
- Let them know what we will be doing
- Provide resources in safe room and lounge
- Provide debriefing as needed
- Assign counselor or SCRT member to talk to certain groups of students
- Encourage to maintain as normal routine as possible

Students

- Designate a place for any kind of cards, signs, etc. and establish a timeline for when those items will be taken down and/or given to the family
- Hear facts/script
- Understand requirements for attending funeral
- Assessing individual students for risk – not counseling, if assessment indicates risk then refer for counseling
- Defusing
- Debriefing

Parents

- Use school website and email to distribute information and resources
- Inform what is being done with students
- Letters home
- Inform of importance of routine and attending school

Community

- Community meeting – CMB
- Fact sheet/script
 - School Representative
 - Law Enforcement
- Crisis Team Representative
- Mental Health Professional – Grief speaker
- Stick around for questions