-For Principals-On the Day of the Crisis

Verify Facts of Crisis



Contact School Crisis Team

If the district team is not needed skip these two steps

Contact your District School
Support Team Specialist.
Jacqueline Whitaker 435-295-1565

Decide with Jacque what supports you need from the District Crisis Team. Things to consider: Water and snacks, rooms for students to meet with counselor, prepared statements for stakeholders.

Meet with crisis team members to develop a crisis "game plan".

Make assignments and a plan to meet at the end of the day for a debrief.

Meet with secretaries to develop a plan to respond to incoming phone calls.

Hold a faculty meeting as soon as possible. Please provide only verifiable information.

School/District Crisis Team will be available to assist teachers who have been impacted by the death of a student and/or students.

Provide a statement for teachers to read in their classes if Crisis warrants this (usually only for a completed suicide).

Provide a place for students to meet with crisis team.

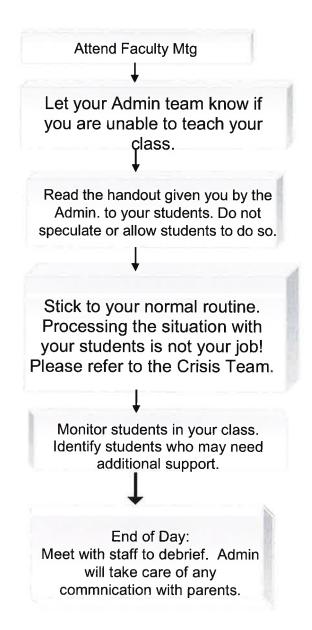
You may want to identify "floaters" to move around the building and see how things are going.

Identify students and staff who may need additional support

Meet with crisis team and/or entire staff to debrief -check the "pulse"

Depending on Crisis
Communicate with parents
concerning Crisis.

-For Teachers-On the Day of the Crisis



Please share this info with any substitute in your hallway/building!

-For Crisis Team Members-On the Day of the Crisis

Crisis Team Call

Verify with Team Lead that you received the communication.

Let your principal know you will be out of the building if you are supporting from outside the school.

It is important to have one person be the 'voice' as to what information will be passed on and to whom the info will be given.

Wait for direction from team lead.

Meet with crisis team members to develop a crisis "gameplan".

Contact feeder schools where siblings may attend as assigned by team lead.

Support the Admin during faculty meeting. Monitor for those faculty who may need additional support.

Support teachers who need help in reading the statement to their classes.

Meet with students either in a small group or 1:1 to process crisis.

Fill out contact log and note the students who need a follow-up.

Provide contact log to 'home' counselor so they can contact parents.

Provide additional support as directed by the team lead.

Identify students and staff who may need additional support

Meet with crisis team and/or entire staff to debrief –check the "pulse"

Track your time