

## Administrator's Checklist For Responding To A School Crisis

### I. When Made Aware of a Crisis

- 1. Verify information regarding crisis.
- 2. **Immediately** contact School Crisis Team and initiate school telephone tree to plan before and after school faculty meetings (if school is not in session). Do not announce the news of a death over the phone.
- 3. **Immediately** notify the County Crisis Coordinator and Area Instructional Director.
- 4. For security related crises, **immediately** contact the Department of Security Services <sup>and/or</sup> 911.

### II. Communication with the Family

- 1. Designate a liaison to communicate with the family.
- 2. Verify (with the legal guardian) what information about the crisis can be released.
- 3. Gather the following information: names of surviving school-age siblings/relatives and their schools as well as funeral information.
- 4. Stop any disciplinary, scholarship, testing, report cards, school newsletters, or special placement notifications that are in the process of being sent to the family.
- 5. Arrange for pick up of any belongings of the decedent <sup>and/or</sup> memorials left by students.

### III. Before the School Day

- 1. Hold a before school faculty meeting to brief crisis coordinator, school crisis team, and school staff about the crisis situation. Emphasize the need to provide facts to minimize rumors.
- 2. Identify and make crisis coordinator aware of faculty who are in need of counseling support services. Arrange for class coverage to relieve teachers as needed.
- 3. Reschedule day's academic activities depending upon the needs of the school.
- 4. Prepare an announcement (refer to Crisis Reference Guide) to be read in all classes at a set time so that all students are given the same information concerning the crisis event.
- 5. Arrange for rooms (large and small) for crisis team members to work with students.
- 6. Prepare a written statement for secretaries to read to parents if they call asking questions (refer to Crisis Reference Guide).

**IV. During the School Day**

- 1. Keep crisis coordinator, crisis responders, and staff updated on events and circumstances.
- 2. Have the teachers read the prepared announcement about the crisis at the designated time. The administrator may want to be in classes most impacted by the crisis.
- 3. Prepare a written statement with facts and suggestions to send home with help of crisis coordinator (refer to Crisis Reference Guide). The administrator should coordinate with the Area Office, Security Services (301-449-7000), <sup>and/or</sup> the Office of Communications (301-952-6001) before the release of any information. A RoboCall, using approved information from the written statement, should be made to families.

**V. After the School Day**

- 1. Hold an after school faculty meeting to debrief school staff about the crisis situation.
- 2. Determine plans for a memorial.
- 3. Determine the need for any follow-up required.
- 4. Debrief with the Crisis Coordinator.
- 5. Provides a brief summary of the crisis to the Area Instructional Director and the Office of Communications.