

## Before-School Meeting

### People to consider inviting:

- District and building administrator.
- Support and classified staff, including bus drivers, cooks, custodians, aides, etc.

**Prepare the meeting site.** Provide muffins, fruit, water, coffee, tea and tissues.

### Structure and facilitate the meeting:

- The building administrator should open and close the meeting to convey leadership, even if others are taking leadership of specific aspects of the response.
- Voice appreciation of the staff; acknowledge the difficulty of the days ahead and confidence in "OUR" meeting the situation with good will and integrity.
- Introduce the Flight Team. The Flight Team leader and counselor may handle remaining parts of the meeting.
- Review facts of the death or crisis and any unique circumstances.
- Summarize the assignments and responsibilities of the team and the staff.
- Review "Right-to-Privacy" Guidelines.
- Go over specifics of Safe Room function and protocols. **(See Sect. D, Safe Rooms)**
- Announce a staff Safe Room and that the Flight Team can give staff breaks.

### Talk about what teachers are expected to do:

- Share info with students or be in the room when a Flight Team member does.
- Discuss and validate the feelings and experiences people have or are likely to have.
- Allow and excuse students to the Safe Room as appropriate.
- Expect confusion, crying and disruptive behavior; try to be compassionate.
- Respect the wishes and privacy of the family as much as feasible.
- Keep a semblance of schedule but make accommodations around academics.
- Discuss with students the potential impacts of the event and allow them to talk as needed (this may call for suspending the regular curriculum periodically).
- Ask for coverage for a class if you want a break or are feeling overwhelmed.
- Contact the office if you want support. Help is on the way.
- DO NOT talk to the media.

### What teachers are not expected to do:

- Solve all problems, take the hurt away, become instant counselors.
- Hide their emotions and feelings.

### Allow ample time for staff to give information back to administration and team:

- Anticipate and also ask what your staff needs.
- Ask what the school and Flight Team can do to be of the most support?
- Ask for staff input; *"What might we be forgetting; what don't we know?"*
- Allow time for thinking. Silence can be uncomfortable but often bears fruit.
- *"What questions from students will be most difficult to answer?"*
- *"What do you most dread about the day?"*
- *"What would you like for support that we have not yet identified?"*

### And before ending the meeting

- Make tentative arrangements for a Life Tribute **(See Section G)**.
- Give the time and place of the next meeting.

