

CRISIS DAY CHECKLIST

Protect the family's integrity in the process of meeting the students' needs!

<u>YES/NO</u>	<u>ACTIVITY</u>	<u>PERSON RESPONSIBLE</u>
_____	Verify facts	_____
_____	Notify District Office staff	_____
_____	Consider need for legal counsel	_____
_____	Contact Mental Health Supervisor	_____
_____	Identify victims of trauma	_____
_____	Contact Flight Team Coordinator	_____
_____	Begin staff notification	_____
_____	Contact all department heads	_____
_____	Family visit (of victims, those most impacted)	_____
_____	Conduct initial planning meeting	_____
_____	Identify needs for building security	_____
_____	Notify "feeder" schools, clubs, etc.	_____
_____	Hire substitute teachers, staff	_____
_____	Mobilize media liaison	_____
_____	Designate staff liaison to impacted families	_____
_____	Building crisis team/flight team meeting	_____
_____	Purge computers of automatic notification	_____
_____	Write announcement to students	_____
_____	Write statement for phone inquiries	_____
_____	Organize and lead before-school staff meeting	_____
_____	Set up Safe Room(s)	_____
_____	Initiate support for high-risk students	_____
_____	Initial planning for memory activity	_____
_____	Assemble list of local resources / agencies	_____
_____	Write parent flyer and plan parent meeting	_____
_____	Plan support for groups victim(s) belonged to	_____
_____	Organize and lead after-school meeting	_____
_____	Determine and plan for follow-up needs:	_____
	• School staff & students	
	• High risk students or groups	
_____	Plan for debriefings	_____
	• School staff	
	• Flight Team	
	• Victims of trauma	