

02 · CHECKLIST

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Principal Prep Checklist

Complete before the Flight Team arrives. One pass should take 15 to 20 minutes.

This assumes your Flight Team request is already submitted. If it is not, do that first: douglassesd.link/FT.

1. Notify key staff

- ☐ Meet with your leadership team and any directly involved staff.
- ☐ Share only what is confirmed; keep details appropriate to each role.
- ☐ Designate a single point of contact for the Flight Team on arrival.
- ☐ Identify any staff who may need support themselves.
- ☐ Connect with ESD for substitute support so teachers can step away from their classrooms, or arrange one or two floating substitutes through EduStaff.

2. Prepare the physical space

- ☐ Reserve a quiet, private room for the team to operate from.
- ☐ Set out tissues, water, and chairs in a circle or small groups (not rows).
- ☐ Identify a private overflow area in case volume is high.
- ☐ Remove the room from the scheduling system for the duration of the visit.

3. Prepare communication

- ☐ Contact ESD Marketing & Communications (Harrison Bent / Heather Villa). Crisis communications support is available to every district at no cost. Recommend looping M&C in early. They can help draft, review, or coordinate messages, or serve as your media point of contact. No obligation.

- ☐ Decide who handles media for your school, and route all media to that one point of contact. Do not respond ad hoc. If a holding statement is needed, use the initial public statement in kit doc 04.
- ☐ Prepare a short statement letting students know Flight Team support is available, either for teachers to read aloud or for the intercom.
- ☐ Brief front office staff on directing students to support and handling family questions.
- ☐ The support space is for students and staff. Families and visitors go to the main office, not the support room.
- ☐ Notify the nurse and counselor so they are ready to collaborate.
- ☐ Draft family/public communication using kit doc 04 (or log a decision to delay).
- ☐ Prepare the Staff Morning Brief (kit doc 03) to distribute the morning of.

4. Logistics

Flight Team arrival time: _____

Point of contact at school: _____

Support room location: _____

Overflow space (if needed): _____

Schedule changes (assemblies, tests rescheduled): _____

REMINDER

The Flight Team will coordinate with you on the day and can support administrators with questions, concerns, and immediate staff or student needs.