

**03 · ALL-STAFF HANDOUT**

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# Staff Morning Brief

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Hand this to every staff member the morning the Flight Team is on campus. One page, one read.

## What is happening today

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- Our Flight Team is on campus to provide emotional support to students and staff.
- They are trained crisis counselors. They will guide the support today.
- Having them on campus is part of how we take care of our people.

## Your role as staff

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- Maintain your normal classroom routine as much as possible.
- If a student asks to speak with someone, send them to the support room with a pass.
- Do not pressure students to talk or share feelings. Let the team guide that process.
- If you are struggling yourself, reach out to the designated contact below. Coverage will be arranged.
- Avoid discussing unconfirmed details about what happened in front of students.

## What students can expect

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- A caring, confidential space to talk if they need it.
- No pressure to participate or share.
- Their normal class schedule continues. Support runs alongside, not instead of, regular school.
- Counselors and support staff will check in on classrooms as appropriate.

## Operational notes

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| Topic              | Guidance                                                                                    |
|--------------------|---------------------------------------------------------------------------------------------|
| Support room       | _____ (Students and staff may walk in or be referred.)                                      |
| Point of contact   | _____ (Coordinating with the Flight Team.)                                                  |
| Media or visitors  | All media and visitor inquiries go to the main office. You are not expected to answer them. |
| Parent calls       | Direct to _____. Student privacy rules mean those details are not ours to share.            |
| End-of-day debrief | _____ (Optional, voluntary.)                                                                |

## Support beyond the Flight Team

**988 Suicide & Crisis Lifeline:** immediate, confidential support available 24/7. Call or text 988.

**Adapt Mental Health Crisis Services:** available 24/7 at 541-440-3532 or 800-866-9780.

**SafeOregon:** to report a tip about a threat to yourself or someone else, text 844-472-3367 or visit SafeOregon.com.

**Employee Assistance Program:** [your district's specific resource].

## If you need to brief students directly

Use this script. Keep it short. The team will lead any deeper conversation.

*Good morning. I want to share something with you before we start.*

*We have a team of counselors and support staff on campus today. They are here in case anyone wants to talk or just be in a quiet space for a while.*

*We will continue with our normal class today. If you would like to step out and visit with the team, raise your hand or come see me. There is no pressure either way.*

*Take care of yourself. Take care of each other.*

*More support: a full staff letter and grade-level talking points for speaking with students are available as addendums.*