

ADMINISTRATION RESPONSIBILITIES

- Gather the facts about the crisis and verify with the police if necessary, then contact your Superintendent/Area Director.
- Contact the Crisis Response Team Director (Pam Jacobsen, 402-5192) to identify needs at the school and provide action plans.
- Notify staff immediately and have secretary arrange for familiar substitutes if necessary; assess the need for extra support staff for main office and common areas (halls, restrooms, etc.).
- Contact family to offer condolences and discuss what they would like to share (personal visit preference and arrange for flowers, etc.).
- Prepare and send out a statement to be read in classrooms to students.
- Contact Chris Williams in Public Relations (402-5260) to prepare a statement for the media regarding the response at the school.
- Conduct a staff meeting before school for information & plan of action & after school for debriefing and follow-up.
- Determine appropriate security and removal of student belongings.
- Prepare a letter to go home to parents with students as appropriate.