Crisis Team Checklist

First 24 Hours	Progress/action	Comments or follow-up
Meet with school administrator to review crisis plan.		
Review role-specific tasks and identify additional needs generated by the circumstances of the death.		
Gather information about the deceased from accurate sources.		
Arrange to remove the student's belongings from his or her locker and desk.		
Make a plan for contacting the family of the deceased.		
Contact other schools in the district about the death to ensure friends, neighbors, and family members who now may be at elevated risk due to the loss are supported.		
Arrange for team members to follow the class schedule of the deceased.		

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First 24 Hours	Progress/action	Comments or follow-up
Begin identification of potentially vulnerable students.		
Contact all absentees to determine if their absence is related to the death.		
Determine the level of information exposure of students and faculty.		
Create scripts for dissemination of information to all members of the school community.		
Determine the number and location of care stations for students.		
With the administrator, set the agenda for a faculty/staff meeting or information to be distributed via electronic communication.		
Contact appropriate community support resources.		
Implement the procedure for responding to impromptu student memorials.		

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First 24 Hours	Progress/action	Comments or follow-up
Schedule optional faculty debriefing(s) at the end of the school day.		
Debrief as a crisis team at the end of the school day.		

48 to 72 Hours	Progress/action	Comments or follow-up
Assess the school's readiness in returning to a regular routine.		
Continue to reach out and provide support to the most affected faculty, staff, and students.		
Contact all students who are absent to determine if their absence is related to the death.		
Continue care stations as needed.		
Monitor student online tributes.		

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48 to 72 Hours	Progress/action	Comments or follow-up
Update faculty/staff on postvention activities.		
Review the process for identifying vulnerable students.		
Prepare the school community for funeral activities.		
Debrief and document.		
Provide extra support for the school population who do not attend the funeral if it is during the school day.		
Schedule a team meeting to discuss the lessons learned and opportunities for change.		

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