Responsibilities of Crisis Team Members

Read the following list of responsibilities and add others if necessary. Assign crisis team members and backups for each position.

Crisis Team Responsibility	Assigned Staff and Backup
Team leader Makes team assignments; schedules team breaks and debriefing meetings; collects relevant data from the team about visits to the care stations, about students identified as vulnerable; leads faculty meetings; functions as the liaison to the school administration. This role can be filled by a school administrator or by the staff person who is assigned as the team coordinator.	Assigned staff: Backup staff:
Information coordinator Gathers information about the deceased, family, friends, circumstances of death, and funeral plans; determines the evolving level of student information exposure; alerts the team to all media coverage and keeps media files. This person may also be assigned to monitor online student tributes and serve as central coordinator for all reports of rumors, whether in person or on social media. (This task is often delegated to a staff member familiar with the social media young people use.)	Assigned staff: Backup staff:
Parent/guardian liaison Responds to parent/guardian inquiries; coordinates student dismissal procedures for parents/guardians who arrive on campus; develops parent/guardian materials for the school web page and take-home letters; assists in setting up parent/guardian informational meetings if necessary. This person may also be in charge of communication with the family of the deceased.	Assigned staff: Backup staff:
Administrative liaison Immediately collects the student's belongings from his or her classroom, locker, etc.; distributes scripts for phone responses and provides support and direction to staff who answer phones; distributes information to faculty; coordinates meeting room and faculty support room assignments. This person can be helpful in removing the name of the deceased from student rosters as quickly as possible to prevent the family from receiving mass mailings from the school.	Assigned staff: Backup staff:

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Crisis Team Responsibility	Assigned Staff and Backup
Coordinator of student care stations Manages the logistics of the locations, staffing, and protocol for dismissing students to care stations; records student attendance at the care stations.	Assigned staff: Backup staff:
Community liaison Informs relevant community agencies of the school's plans; arranges for community volunteers to join the school team if necessary; alerts local mental health resources to potential referrals; reaches out to faith leaders; assists in the management of community-based care stations.	Assigned staff: Backup staff:
Operations coordinator Addresses all issues that affect the physical school building—for example, arranges facility setups for meetings; deals with extended school hours, evening meetings, and so forth. This person can also coordinate communication with school transporters (such as bus drivers). If the death occurs on campus, coordinates with law enforcement to ensure student safety.	Assigned staff: Backup staff:
Faculty support staff Involves at least two members who follow the daily schedule of the deceased and siblings; are available to answer faculty questions; provide support to the faculty.	Assigned staff: Backup staff:
Crisis assessment of "vulnerable students" team Include two or more members of the team who coordinate crisis contacts with vulnerable students.	Assigned staff: Backup staff:

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