

Checklist for crisis communications: Student accidental death or suicide
Updated 9.12.14

- Facts of situation are verified
- Crisis team is notified/meeting time and place determined
- Crisis team meets
- Obtain approval of parents/parties involved to communication information
- Counselors are briefed on the facts of the situation
- Counselors' calendars are cleared for the day
- Statement is prepared for front desk
- Send suggestions for classroom activities to teachers
- Remove parents' names from email list
- Principal prepares and sends statement to faculty and staff
- Principal prepares and communicates statement to student body
- Principal prepares and send communication to parents
- President approves and sends statement to board of directors and alumni board of directors
- Previous schools, parishes are notified
- List of students for "watch list" is prepared
- Assign "high risk" students to specific staff member/counselor for follow up
- List teachers and staff who will need extra support because of their relationship to the deceased
- Youth ministers are notified and called in as required
- Additional counselors called in as required
- Prayer service or liturgy is scheduled
- Web page goes live/information is posted
- Statement to the press is prepared and posted online
- Gathering place in the school is designated
- Gathering place is stocked with chairs, water, and snacks, paper, pens and markers
- Determine if after-school activities will be cancelled/announcement of cancellations, if necessary
- Bring in lunch or dinner for counselors, teachers, staff
- Monitor social media/post information on social media as necessary
- Remove parents' contact information from PowerSchool/Bluebook
- Remove photos, etc. from student locker
- Monitor campus for students out of classrooms
- Assign staff members to help in front office, sub in classrooms
- Call mandatory teacher meeting to debrief/answer questions
- Remove contents of student's locker discretely, before school if possible, to ensure contents are maintained. Hold contents for parents in principal's office.
- Communicate funeral arrangements when available
- Issue "closure statement" on next school day following funeral