

Community Relations

Crisis Response Guidelines

1. Upon notification of the death of a student or staff member, the superintendent, principal or secretary will notify the chairperson of the CRISIS RESPONSE TEAM.
2. The principal will initiate a “call tree” to all faculty and support staff informing them of the death and request their attendance at a special faculty meeting.
3. The chairperson will notify the crisis team members to meet. A meeting with the Principal will follow prior to the special faculty meeting to establish a crisis center in the school building for students.
4. The building chairperson will conduct the meeting in order to:
 - a. review facts and dispel rumors.
 - b. discuss plan for the day and direct faculty on how to proceed with the day.
 - c. direct faculty as to possible student reactions, how to deal with them, and inform faculty of crisis center location and times.
 - d. allow faculty/staff to express feelings and/or concerns.
 - e. hand out announcements to be delivered to all classrooms during the same period.
5. A designated crisis team member will contact officials (clergy, law enforcement, county attorney, or hospital) in order to get accurate information concerning the death.
6. The Superintendent will be in control of all media communications. When the Superintendent is not available; the Principal will take over medial details.
7. A letter from the Principal will be sent home with each student. The letter will notify parents of the death, inform parents regarding stages of grief, list reading materials concerning death that are available within the school system, and inform parents what the school policy is.
8. The crisis team representative will conduct an after school staff meeting to:
 - a. identify possible at risk students.
 - b. review events of the day.
 - c. allow expressions of feelings and support.
 - d. announce funeral arrangements (if available).
 - e. inform staff on school policy to attend the funeral.
9. The Principal will arrange for substitutes needed for crisis team members in order to fulfill their responsibilities.
10. Crisis team members will remain available to deal with student need, parent concerns and staff concerns.

Reviewed: February 12, 2007