

District Staff/Student Death or Suicide Response Checklist

Superintendent	Principal	Crisis Team Leader – Toia Robinson
<p>Superintendent receives notice of staff/student death or suicide</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Superintendent notifies Supervisor of Safety & Security (Bryan Loretz) to verify the death with the police/coroner <input type="checkbox"/> Bryan Loretz will perform the survivor interview with the family when the time is appropriate (See crisis packet) <input type="checkbox"/> If the death is confirmed, the Superintendent will notify: <ul style="list-style-type: none"> • District Leadership (School Board Members, Central Office and Principals) • District Crisis Team Leader (Toia Robinson) <input type="checkbox"/> The Superintendent will call the family and offer condolences on behalf of the School Board and District <input type="checkbox"/> The Superintendent will send a card and flowers to the family <input type="checkbox"/> The Superintendent will visit the family and/or attends the services (memorial/funeral) <input type="checkbox"/> The Superintendent will notify Supervisor of Communications (Cathan Cavanaugh) if an email needs to be sent out to the entire community that there is a death in the district 	<p>Principal receives notice of staff/student death or suicide</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Principal notifies the Superintendent who confirms the death <ul style="list-style-type: none"> • If the death is confirmed, the Principal will notify the staff (Secretaries – Attendance Secretaries) • If after school hours, notify the staff via email and/or phone. Special announcement will be made on the P.A. • If during school hours, have an emergency touch base meeting at the end of the school day <input type="checkbox"/> The principal will announce the staff/students passing on the PA system (if appropriate) <ul style="list-style-type: none"> • Informs staff/students of available Crisis Team support and locations in the school <input type="checkbox"/> The principal will use the Robo Call system to notify families on the same day the staff/students are made aware of the staff/students passing <ul style="list-style-type: none"> • A letter can also be used and sent home with students (see sample in the crisis packet) <input type="checkbox"/> The principal will call the family and offer condolences on behalf of the school (Staff and Students) <input type="checkbox"/> Students attending the memorial or funeral will receive an excused absence <input type="checkbox"/> Staff attending the memorial or funeral will need to report the absence in AESOP and request a sub for the day <p>NOTE: The student's enrollment record is to be closed immediately as a code 52-Death</p>	<p>The Crisis Team Leader receives notice from the Superintendent of a staff/students death or suicide</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Crisis Team Leader will notify (email or phone call) the School Crisis team members (Social Worker, Counselor, Asst., Other) <input type="checkbox"/> The Crisis Team will be available to offer support to students and staff throughout the school day <ul style="list-style-type: none"> • Rapid Assessment guide filled out by team • Determine if additional support is needed (Counselors and/or Social Workers from other schools) or if outside support is needed • Maintain attendance • Issue passes back to class • Pass out available teacher packets • Contact parents as needed (student in crisis) <input type="checkbox"/> Crisis Team Leader will answer questions so the message is consistent across the district <input type="checkbox"/> Crisis Team will have an end of the day closure mtg to determine next steps. The Crisis Team will be available daily until they are notified by the Crisis Team Leader, they are no longer needed <input type="checkbox"/> Crisis Team lanyards so that students can spot support