

Crisis Team Member Contact Numbers
Building Name:
Principal Contact:
Crisis Team Lead Contact:

- 1.
- 2.
- 3.
- 4.
- 5. Custodian

Location of the Safe Room:

Location of Room for Staff:

Crisis Scale Response

Level 1

Situation is confined to an individual or small group.

Level 2

Classroom or entire grade level is affected.

Level 3

Multiple grade levels and potentially the entire building is impacted.

Level 4

Multiple buildings and a sizeable portion of the district is impacted.

Level 5

Catastrophic incident with profound impact on the district and the community.

Intervention Assignments (before the day starts)

Large Group Intervention (Who is assigned and Where)

Classroom Presentations (Which classes and Who is assigned)

Safe Room (Who is assigned, Where, Checklist)

Small Group Discussions (Which groups and Where)

Individual Support (Who is assigned and Where)

Intervention for Staff (Who is assigned and Where)

Survivor Interview

Name of Family Member _____ Phone _____

Person Completing the Form _____ Date/Time _____

1. **Express concern:** We heard what happened and we want to express our condolences. We are very concerned for your well being, I know this must be hard for you.

2. **Ask how the school/district can be of assistance:** We want to help you however we can. Is there anything that we can do at this time? Do you have friends and family close by to support you?

3. **Clarify the facts:** Here is what we know so far, Is there anything that you would like us to know?

4. **Share the school response:** Our building crisis team will meet to develop a plan for our school. We will secure any personal items for you.

5. **Obtain funeral and/or memorial service details (if possible):** Please let us know about the funeral arrangements. Is there anything that we should know at this time?

6. **Reiterate Concern and Availability to be of assistance:** Again, we are saddened by the circumstances. Please let us know if we can do anything to help you.

Safe Room Checklist

- _____ 1. Pads of paper
- _____ 2. Crayons/Markers
- _____ 3. Pens/Pencils
- _____ 4. Water/snack if necessary
- _____ 5. Kleenex
- _____ 6. Butcher Paper
- _____ 7. Picture of deceased smiling
- _____ 8. Books or resources on how to handle death/crisis

Crisis Response Team Debriefing Guide

Debriefing the crisis team members is strongly recommended after students and staff have been released for the day. This will help to minimize negative effects, teach and reinforce skills, and help team members “practice what they preach”.

Move through the questions in the order that they are presented.

1. What were your first thoughts about the incident? Of the thoughts that you had, which one surprised you the most?
2. What was the worst moment for you?
3. Was your response to this difficult moment appropriate at the time? If you felt it was not, why not? What would you do differently?
4. What did this incident make you aware of about your own personal experience, feelings and attitudes? What did it make you aware of about your own professional knowledge and skills?
5. What was the most rewarding aspect of the interventions provided?
6. What do you need to do to take care of yourself (today, tonight, over the next several weeks)?

