

SAMPLE GRIEF PROTOCOL

1. Gather your crisis response team and verify facts.
2. Make initial notifications (anticipate those most highly impacted). Attempt to contact the family to offer condolences and determine their wishes. (To avoid unnecessary anxiety, the name of the deceased, once confirmed by authorities, can be released in an announcement.)
3. Schedule in-person staff meeting prior to school if at all possible.
4. Distribute announcement (to be read in small, naturally occurring groups, preferably by a familiar person, avoiding assemblies or using PA)
5. Distribute fact sheets and/or potential questions with sample responses for teachers. Plan to address rumors.
6. Arrange for a crisis response room for students and a separate room for adults. Determine how students will get to and from this area.
7. Plan for "empty desk" and potential pop-up memorials. Arrange for someone to follow the student schedule.
8. Schedule end-of-day staff meeting to debrief.
9. Keep as normal a schedule as possible. Avoid cancellations or closures. Return students to normal activities as soon as it is healthy to do so.
10. Anticipate for and provide follow-up care as needed.