

Crisis Response Procedural Checklist

_____ **1. Determine crisis facts**

Use the [crisis intervention fact sheet](#).

_____ **2. Assess degree of impact on the school**

- a. How many students will be affected and to what degree?
- b. Can site resources manage the crisis or will district level assistance be needed?

_____ **3. Notify the crisis intervention coordinator; media, security, and medical liaisons; and the crisis intervention team.**

_____ **4. Notify the district office of the crisis situation.**

- a. District crisis response team assistance is requested through the district office.

_____ **5. Notify other school sites that could be affected by the crisis.**

_____ **6. Contact family(ies) of the crisis victim(s).**

_____ **7. Determine what information is to be shared with:**

- a. Students
- b. Parents/Community
- c. Staff
- d. Media

_____ **8. Determine how the information is to be shared.**

- a. Written bulletins and/or letters
- b. Assemblies
- c. Phone calls
- d. Parent/Community Meetings
- e. Classroom presentations/discussions

_____ **9. Initiate the psychological triage and referral process.**

- a. Make referral form available to staff
- b. Designate who will maintain the referral list and where it will be kept.
- c. Designate interview/counseling locations .
- d. Distribute a summary of referrals to support staff.
- e. Establish a procedure for self-referral.

_____ **10. Identify high risk students and plan interventions.**

- a. Designate who will maintain the high-risk list and where it will be kept.
- b. Decide upon interventions (i.e. individual, small group, classroom).

_____ **11. Hold a staff meeting.**

_____ **12. Activate the base of operations.**

- a. Set up a sign-in/sign-out system
- b. Set up a message board.
- c. Give each crisis team member an ID badge so that the individual is easily identified

_____ **13. Computers, attendance registers, and student belongings.**

- a. Following a student's death, delete the name from computers and attendance registers
- b. Be sure that no one calls reporting the student absent
- c. Determine how the deceased's belongings will be dealt with.

_____ **14. Debriefing held at the end of each day.**

- a. Review the intervention process
- b. Plan follow-up actions
- c. Review the status of the referrals
- d. Provide mutual support.
- e. Prioritize needs.

_____ **15. Schedule a morning planning session.**

_____ **16. Plan memorials.**

_____ **17. Debrief and evaluate the crisis response.**