

School Crisis Management Pre-Planning Agenda for Terminal Illness

1. Introductions of team members
2. Current situation/background
3. Current needs of staff and students
4. Future needs and planning:
 - Create a list of students who may be most closely impacted (including those who are close to the individual, those who have had recent losses, and those with mental health needs)
 - Identify staff who may need additional support and plan on how to provide coverage for staff who need it.
 - Communication plans with student, staff, and parents
 - Identify who needs to be informed
 - Develop a plan for notifying staff, parents and students of death if it occurs during the school day, after school hours, or when school is not in session.
 - What resources will be made available (handouts, website links, counselors) and how?
 - Ideas for memorials (following guidelines from [US Department of Education: Emergency Response and Crisis Management \(ERCM\) Technical Assistance Center](#), and district policy)