

Crisis Response Checklist

I. Preparation Phase

Staff/Campus Contact & Information

- Verification of the death/event
- Staff member/s contact family member/s
- Guidance & Counseling/Psych Services Notification
- Guidance & Counseling obtains information
- Psychological Services Director contacts Lead
- Director & Lead discuss response team
- Director contacts Campus Psych
- Psych Supervisor contact intern
- Lead Psych calls staff to create response team
- Director/Lead contacts response team to provide info
- Guidance & Counseling/Psych Services notifies response team of command center

II. Response Phase

Staff Meeting Before School

- Death/Crisis notification
- Plan/Procedures
- Supports for Staff & EAP
- Intervention locations
- Transport system for students
- Who will provide information to students
- Who will provide crisis intervention support
- Check-out procedures for students
- Provide Resource Bins

Intervention

- Notification/Shadow Schedule
- Contact high risk individuals
- Individual Crisis Intervention
- Group Crisis Intervention
- Staff Intervention
- Bilingual services as needed

III. Postvention Phase

Parent Communication

- Information sent home
- Resources
- Follow-up calls for students visited with

Staff Meeting After School

- Discuss how plan went
- Discuss future plans
- Follow-up for students/staff needing additional support

Debrief

- Psych Department
- Guidance & Counseling/Psych Services
- Campus Admin/Staff

IV. Post-Postvention Phase

District Admin Communication

- Guidance & Counseling Director emails campus admin
- Psych Services Director emails psych services staff

Necessary Follow-up at Campus Level

- Call/Check-in by Campus Psych
- Response Team if needed

Trainings

- Crisis Response Trainings
- NOVA CRT
- PREPaRE
- Community trainings