

POSTVENTION RESPONSE CHECKLIST

| STEPS TO TAKE IN THE IMMEDIATE AFTERMATH | STAFF RESPONSIBLE | RELEVANT CONTACTS | TASK COMPLETED? |
|---|-------------------|---|-------------------------|
| NOTIFY KEY INDIVIDUALS | | | |
| <p>1. Notify Superintendent and Verify Death</p> | Lead: Backup: | Superintendent: Parent/Guardian: Law Enforcement: | Initials: Date/Time: |
| <p>2. Convene SMHT and identify roles/responsibilities of each member.</p> <p>Establish a “command center” location.</p> | Lead: Backup: | SMHT Contacts: | Initials: Date/Time: |
| <p>3. Notify schools attended by family members of the deceased.</p> | Lead: Backup: | Relevant schools and contacts for each: | Initials: Date/Time: |
| <p>4. Contact and coordinate as needed with external mental health professionals.</p> | Lead: Backup: | KSPHQ Admin: (785) 841-9900 Community Mental Health Center: | Initials: Date/Time: |
| <p>5. Reach out to and work with the family of the deceased.</p> <p>Contact with the family will happen many times throughout the postvention process, but the school should try to make contact as soon as possible to offer condolences and find out what information is allowed to be shared.</p> <p>Attachment 4.01</p> | Lead: Backup: | Parents/Guardians: | Initials: Date/Time: |

SECTION 4: RESPONDING TO A STAFF OR STUDENT LOSS IN SCHOOLS (POSTVENTION)

| STEPS TO TAKE IN THE IMMEDIATE AFTERMATH | STAFF RESPONSIBLE | RELEVANT CONTACTS | TASK COMPLETED? |
|---|--------------------------|-------------------|---------------------------------|
| <p>6. Determine which subsection the school will be utilizing during this postvention response.</p> <p><input type="checkbox"/> Section 4.1 OR <input type="checkbox"/> Section 4.2</p> | <p>Lead: Backup:</p> | | <p>Initials: Date/Time:</p> |
| <p>7. Ensure that office staff are aware of the Inquiry Response Protocol.</p> <p>Office staff must immediately remove the student from school lists that generate automatic calls for attendance and other correspondence.</p> <p><input type="checkbox"/> Attachment 4.11 OR <input type="checkbox"/> Attachment 4.21</p> | <p>Lead: Backup:</p> | | <p>Initials: Date/Time:</p> |

SECTION 4: RESPONDING TO A STAFF OR STUDENT LOSS IN SCHOOLS (POSTVENTION)

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|---|-----------------------------|-------------------|------------------------------------|
| NOTIFY SCHOOL COMMUNITY | | | |
| <p>8. Notify all faculty and staff. Advise staff not to mark the deceased student as absent if office staff cannot override this on the attendance system.</p> <p><input type="checkbox"/> Attachment 4.12 OR <input type="checkbox"/> Attachment 4.22</p> | <p>Lead:</p> <p>Backup:</p> | | <p>Initials:</p> <p>Date/Time:</p> |
| <p>9. Prepare teachers to notify students and ensure they have tangible copies of the script and talking points to support students.</p> <p><input type="checkbox"/> Attachment 4.13 <input type="checkbox"/> Attachment 4.14 OR <input type="checkbox"/> Attachment 4.23 <input type="checkbox"/> Attachment 4.24</p> | <p>Lead:</p> <p>Backup:</p> | | <p>Initials:</p> <p>Date/Time:</p> |
| <p>10. 10. Communicate with students and their families about the death at the same time.</p> <p><input type="checkbox"/> Attachment 4.15 <input type="checkbox"/> Attachment 4.16 OR <input type="checkbox"/> Attachment 4.25 <input type="checkbox"/> Attachment 4.26</p> | <p>Lead:</p> <p>Backup:</p> | | <p>Initials:</p> <p>Date/Time:</p> |

SECTION 4: RESPONDING TO A STAFF OR STUDENT LOSS IN SCHOOLS (POSTVENTION)

| STEPS TO TAKE IN THE IMMEDIATE AFTERMATH | STAFF RESPONSIBLE | RELEVANT CONTACTS | TASK COMPLETED? |
|---|--------------------------|---|--------------------------------------|
| SUPPORT STUDENTS AND STAFF | | | |
| <p>11. Provide periodic check-ins and continued support for staff.</p> | <p>Lead: Backup:</p> | <p>KSPHQ Hotline: (785) 841-2345 Community Mental Health Center:</p> | <p>Initials: Date/Time:</p> |
| <p>12. Identify, monitor, and support students who may be at risk.</p> | <p>Lead: Backup:</p> | | <p>Initials: Date/Time:</p> |
| <p>13. Implement steps to help students cope and regulate their emotions.</p> <p><i>Stanley Brown Safety Plan Attachment 2.07</i></p> | <p>Lead: Backup:</p> | | <p>Initials: Date/Time:</p> |
| <p>14. Participate in and/or advise on appropriate memorialization in the immediate aftermath.</p> <p><i>Attachment 4.02</i></p> | <p>Lead: Backup:</p> | | <p>Initials: Date/Time:</p> |
| <p>15. Work with press/media and monitor social media.</p> <p><input type="checkbox"/> <i>Attachment 4.17</i> <input type="checkbox"/> <i>Attachment 4.18</i> OR <input type="checkbox"/> <i>Attachment 4.27</i> <input type="checkbox"/> <i>Attachment 4.28</i></p> | <p>Lead: Backup:</p> | <p>Local media requests:</p> | <p>Initials: Date/Time:</p> |

SECTION 4: RESPONDING TO A STAFF OR STUDENT LOSS IN SCHOOLS (POSTVENTION)

| STEPS TO TAKE IN THE LONG TERM AFTERMATH | STAFF RESPONSIBLE | RELEVANT CONTACTS | TASK COMPLETED? |
|--|-----------------------------|---|------------------------------------|
| <p>1. Coordinate implementation of long-term response protocol.</p> <p><i>Attachment 4.03</i></p> | <p>Lead:</p> <p>Backup:</p> | <p>KSPHQ Hotline: (785) 841-2345</p> <p>Community Mental Health Center:</p> | <p>Initials:</p> <p>Date/Time:</p> |
| <p>2. Identify, monitor, and assist vulnerable students.</p> | <p>Lead:</p> <p>Backup:</p> | | <p>Initials:</p> <p>Date/Time:</p> |
| <p>3. Prepare for anniversaries of the death.</p> <p><i>Attachment 4.04</i></p> | <p>Lead:</p> <p>Backup:</p> | | <p>Initials:</p> <p>Date/Time:</p> |
| <p>4. Prepare to provide support to siblings of the deceased who may be enrolling in your school.</p> | <p>Lead:</p> <p>Backup:</p> | | <p>Initials:</p> <p>Date/Time:</p> |