RESPONSE TO A Tragedy

Things to Consider...

- Consider... Contacting janitorial service (not your staff) to clean up crime scene if it is necessary
- Consider... Scheduling a time for teacher/staff to go back into the school after it is released from law enforcement (Have counselors available)
- Consider... Logging each student requesting counseling with the professional who provides that service
- Consider... Counseling services being provided by trained professionals only on school property (Beware of non-school people who will offer their services, but are not trained or certified)
- Consider... Holding after-school counseling sessions for students who want/need them
- Consider... Going off line with District/School Website, Facebook, and Twitter (All Web presence)
- Consider... Assigning an administrator from the central office/school to each injured student/victim's family as a liaison for communicating with the school system
- Consider... Having teachers and staff debriefing sessions after school every day for a week or two
- Consider... Providing additional counseling for your staff members outside of school
- Consider... Establishing a fund at a local bank for donations or scholarships (Beware of creating donation accounts in your districts)
- Consider... Hiring substitute teachers to relieve teachers from class duties when they need counseling or to team-teach with those who feel uncomfortable with questions or material relating to the tragedy
- Consider... Creating a perimeter and protocol for the media when the students return
- Consider... Preparing for the lockers and desk of students not returning
- Consider... Banning balloons and any noise makers that will frighten the students/staff
- Consider... Using a press release or prepared script for your secretaries/teachers and staff when referring to the tragedy (Remember this is an ongoing police investigation)
- Consider... Keeping a list of volunteers and those who are willing to donate goods/services (Thank-you notes can be written by students in classes or by other volunteer groups)
- Consider... Informing parents/guardians to be aware of the media wanting interviews with their children. (Students need to process their emotions with responsible adults, not the media)
- Consider... Having a flexible schedule where the bells are disabled (Designate someone to use PA, example... "Pass to second period now")