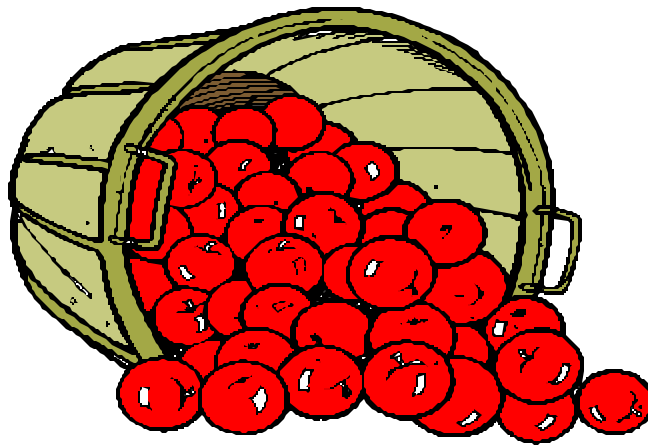


School Board of Alachua County
Loss of Life
Crisis Procedures



School Board of Alachua County
Guidance/Student Support Services

Administrator's Checklist for Addressing A Loss of Life School Crisis

Immediate Plan of Action

Coordinator: _____

- _____ 1. Call 911, if police or fire rescue is necessary.
- _____ 2. Secure the site of the event.
- _____ 3. Notify the Public Information Officer, 955-7530.
- _____ 4. Notify the Superintendent or designee, 955-7527.
- _____ 5. Call the Director of Student Support Services, 955-7691, for notification and crisis or the Supervisor of Guidance at 955-7668.
- _____ 6. Notify Alachua County Sheriff's Office or other appropriate law enforcement agency,

- _____ 7. Principal convenes Crisis Care Core Team.
- _____ 8. Make sure that a responsible administrator or designee remains visibly on site.

Media and Parental Concerns

Coordinator: _____

- _____ 1. Develop a written statement for news release and public address announcement.
- _____ 2. Identify a spokesperson and have him/her remain in a specified area for easy access. Set limits for media time.
- _____ 3. Divert calls of concern and questions to a specific location and person(s).
- _____ 4. Provide a meeting for concerned parents, to provide input or suggestions that will help students.

Student & Staff Concerns

Coordinator: _____

- _____ 1. Emphasize the need to provide hard facts to curtail rumors.
- _____ 2. Make arrangements for excused absences for students wishing to attend funeral.
- _____ 3. Intercept any notifications that may inadvertently be sent to the family, such as: disciplinary, scholarship, testing, or special placement notifications.
- _____ 4. Change the student computer code in CICS if necessary.
- _____ 5. Identify staff who are in need of mental health support services; contact

- _____ 6. Prepare and update staff telephone tree each semester.

Announcement of Death to School

Coordinator: _____

- _____ 1. Use telephone tree to notify faculty before return to school, or place information in mailboxes at beginning of day, with resource person stationed nearby to answer questions.
- _____ 2. Gather faculty or department chairpersons together before school for special meeting. Provide handout covering recommendations for dealing with a loss in the classroom.

- _____ 3. Announce loss to entire school via intercom or have classroom teachers provide facts to reduce rumors and fantasies. Take precautions when announcing a death by suicide over the intercom to avoid glorification of the event.
- _____ 4. Make arrangements to visit selected classes to speak to the students.
- _____ 5. Follow up with short faculty meetings, planning-period meetings, or an after-school meeting to review facts of incident and role of faculty in assisting with the loss. Allow faculty an opportunity to share their experiences and suggestions. Update staff of any changes in plan of action.

Faculty Responsibilities

Coordinator: _____

- _____ 1. Identify students who were close friends or students who would like an opportunity to attend a group or individual meeting.
- _____ 2. Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
- _____ 3. Provide an opportunity (generally during homeroom/first period) for students to discuss the loss.
- _____ 4. If the students are restless, get them active and focused on a project for the family (book of letters, pictures, ideas for a memorial service). Encourage support network in school (peer counselors, club members).
- _____ 5. Acknowledge emotions through discussion and involvement in constructive activities in classroom. Use assignments to ventilate/steer emotions.
- _____ 6. Postpone and reschedule tests as needed.

Student Services Staff Responsibilities

Coordinator: _____

- _____ 1. Establish a location(s) in the school for grief counseling (individual and group).
- _____ 2. Identify people who can work with groups or individuals. Network with other student services personnel.
- _____ 3. Maintain crisis counseling logs for all students receiving crisis counseling.
- _____ 4. Make follow-up calls to parents of students in distress and make recommendations so the parents can provide support.
- _____ 5. Review school crisis response plans and update them as necessary.

Memorial Services/Special Activities

Coordinator: _____

- _____ 1. Encourage staff and students to get involved in the planning of memorial activities.
- _____ 2. Provide scholarships, letters to family, album to parents or family, or other memorial events.

Family of Student

Coordinator: _____

- _____ 1. Contact family personally and offer support.
- _____ 2. Follow-up on funeral visitation, home visits, food/flowers.
- _____ 3. Obtain names of surviving siblings and schools they attend.
- _____ 4. Notify principals of siblings' schools.

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