**CRISIS RESPONSE SHEET HOMICIDE**

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| **Immediate Action Steps** | | | | | |
| **Facts** | Take a minute to write down what has been verified as true. What still needs to be verified? | | | | |
| **Impacts** | Create a list of impacts. How many students and staff will be impacted and to what degree? Are there related safety concerns? How intense do you expect media interest will be? | | | | |
| **Resources** | Will you need additional resources to respond to this crisis? (Mental health, subs, security, media relations, etc.) | | | | |
| **District Office** | Share the facts, discuss likely impacts and ask for help. | | | | |
| **Activate Support** | Alert site/district mental health staff. Set aside multiple locations for crisis counseling. | | | | |
| **Safety** | Prepare staff with procedures for managing and screening visitors to the campus. Create a plan to counter any threats to campus safety. | | | | |
| **Media** | Designate a Public Information Officer to respond to media inquiries. Use your talking points. | | | | |
| **Talking Points** | Create a list of talking points. Emphasize the schools’ crisis response. Address steps taken to increase student safety. Avoid discussion of details related to the death. Avoid speculation. Sample talking points are included as a resource. | | | | |
| **Staff** | Schedule a staff meeting ASAP to review crisis response and campus safety procedures. (A sample meeting agenda is included as a resource.) Have an administrator contact staff members who were closest to the deceased to check on how they’re doing and to offer support. | | | | |
| **Students** | Identify and respond to students closest to the deceased. Have counselors visit classes of the deceased. Inform students (as needed) through discussion in classrooms and smaller venues, not assemblies or schoolwide announcements. (Death notification resources are included.) | | | | |
| **Parents** | Prepare phone staff with talking points. Designate administrative staff to respond to parent inquiries. Schedule parent meeting to share the school’s crisis and school safety response. Include law enforcement and community mental health resources. | | | | |
| **Family** | Contact the victim’s family to offer support and determine their preferences for student outreach, expressions of grief, and funeral arrangements/attendance. | | | | |
| **Operations** | Consider bringing in several substitutes to cover staff in crisis on an as needed basis. | | | | |
| **Audiences** | **Resource Attachments** | | | | **Type** |
| **All** | Example Talking Points – Homicide | | | | MS Word |
| **Admin & Counselors** | “Dealing with Death at School” | | | | PDF |
| “Memorials & Activities: A List of Do’s and Don’ts” | | | | PDF |
| “Death Notification in Classrooms” | | | | MS Word |
| “Helping Kids Cope with Loss, Death & Grief” (The introduction of this document references the war in Iraq, but the content is appropriate.) | | | | PDF |
| **Parents & Staff** | “Preparing Your Child to Attend the Funeral of a Friend” | | | | PDF |
| “Grieving after the Death of a Loved One | | | | PDF |
| “Grief in the Wake of a Violent Death” | | | | PDF |
| “Coping with Grief After a Sudden Death” | | | | PDF |
| **STAFF** | Example Staff Meeting Agenda – Murder | | | | MS Word |
| Example Staff Handout – Murder | | | | MS Word |
| **Crisis Support Contacts at SDCOE** | | | | | |
| Don Buchheit  Senior Director  Student Support Services  Office: (858) 292-3819  Cell: (619) 770-9611 | | Bob Mueller  Director  Attendance, Safety & Wellbeing  Office: (858) 292-3786  Cell: (760) 458-3729 | Music Watson  Public Information Officer  (858) 292-3719 | Tim Glover  Assistant Superintendent  Student Services Division  (858) 292-3637 | |