**SDCOE Crisis Resource DEATH – Accident or Illness (Cause Unrelated to a School Activity)**

**Sample Agenda for Initial Staff Meeting**

This meeting is typically conducted by the Principal and should be held as soon as possible, ideally before school starts in the morning.

Depending on when the death occurs, there may not be enough time to hold the meeting before students have begun to hear the news through word of mouth, text messaging, or other means. If this happens, the Crisis Response Team Leader should first verify the accuracy of the reports and then notify staff of the death through the school’s predetermined crisis alert system, such as e-mail or calls to classroom phones.

**Goals of Initial Meeting**

Allow sufficient time to address the following goals:

• Introduce the Crisis Response Team members.

• Share factual information about the death. Do not speculate.

• Allow staff an opportunity to express their own reactions and grief. Identify anyone who may need additional support and refer them to appropriate resources.

• Provide appropriate faculty (e.g., administrators, counselors, homeroom teachers or advisors) with a scripted death notification statement for use in the classes the deceased belonged to. Arrange coverage for any staff who are unable to manage reading the statement.

* Remember to provide the same support for teams or clubs the deceased belonged to.

• Prepare for student reactions and questions by providing handouts to staff outlining classroom procedures for your crisis response. An example staff handout is included as a resource.

* Signs staff should look for that would indicate a student needs support.
* How to respond to student questions, comments and concerns when they come up.
* How to get help for students in crisis.

• Explain plans for the day, including locations of crisis counseling rooms.

• Apprise staff of any outside crisis responders or others who will be assisting.

• Remind staff of student dismissal protocol for funeral.

• Identify which Crisis Response Team member has been designated as the media spokesperson and instruct staff to refer all media inquiries to him or her.

**End of the First Day**

It can also be helpful for the Crisis Response Team Leader and/or the Team Coordinator to have an all-staff meeting at the end of the first day. This meeting provides an opportunity to take the following steps:

• Offer verbal appreciation of the staff.

• Review the day’s challenges and successes.

• Debrief, share experiences, express concerns, and ask questions.

• Check in with staff to assess whether any of them need additional support, and refer accordingly.

• Disseminate information regarding the death and/or funeral arrangements.

• Discuss plans for the next day.

• Remind staff of the importance of self-care.

• Remind staff of the importance of documenting crisis response efforts for future planning and understanding.