



# Crisis Plan

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## Section 2

### *Forms*

# Collection and Verification of Information

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Information gathered by: \_\_\_\_\_

**VERIFICATION SOURCE**

- \*Parent(s) or Guardian(s)
- \*Family member
- \*Police
- \*Friend of family

**PERMISSION REQUESTED FROM PARENT/GUARDIAN FOR THE RELEASE OF INFORMATION**

\_\_\_\_\_ not granted

\_\_\_\_\_ granted...restrictions

\_\_\_\_\_ granted

CHILD'S NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARENT(S)/GUARDIAN(S): \_\_\_\_\_

EMERGENCY CONTACT PERSON: \_\_\_\_\_

DATE OF OCCURRENCE: \_\_\_\_\_

TIME OF OCCURRENCE: \_\_\_\_\_

PERSON(S) PRESENT AT TIME OF OCCURRENCE: \_\_\_\_\_

LOCATION OF OCCURRENCE: \_\_\_\_\_

DETAILS OF OCCURRENCE: \_\_\_\_\_

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# Critical Incident Report

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Date Of Incident: \_\_\_\_\_

School/Class: \_\_\_\_\_

Details of the incident: \_\_\_\_\_

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Those involved in incident and nature of their involvement (staff, students, outside agencies, etc.)

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School Safety Team Intervention \_\_\_\_\_

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Debriefing Summary \_\_\_\_\_

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Recommendations \_\_\_\_\_

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Report completed by: \_\_\_\_\_

Position: \_\_\_\_\_



# Crisis Management Checklist

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## 1. GATHERING CRISIS TEAM TOGETHER

Crisis team members:	Phone number	Alternate phone number
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 2. CHECKING THE FACTS OF THE CRISIS

Some necessary phone numbers:

Police contact person: \_\_\_\_\_

Fire department contact person: \_\_\_\_\_

School board contact person: \_\_\_\_\_

### 3. ADAPTING THE PLAN TO FIT THE CRISIS

Review the following procedures to accommodate current incident. Make a copy of the announcement and faculty responsibilities to give to the staff.

### 4. ANNOUNCING THE EVENT TO THE SCHOOL

#### *How will you tell the staff?*

Place \_\_\_\_\_

Time \_\_\_\_\_

Method of Contact (include telephone tree)  
\_\_\_\_\_

Person presiding \_\_\_\_\_

#### *Who on staff should be told?*

Teachers \_\_\_\_\_ Bus drivers \_\_\_\_\_

Guidance counsellors \_\_\_\_\_ Cafeteria workers \_\_\_\_\_

Assistants & interns \_\_\_\_\_ Maintenance workers \_\_\_\_\_

Secretarial staff \_\_\_\_\_ Staff absent \_\_\_\_\_

#### *How will you announce the event to students?*

Method of contact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person(s) announcing \_\_\_\_\_

Place \_\_\_\_\_

Time \_\_\_\_\_

Written announcement: \_\_\_\_\_  
\_\_\_\_\_

### 5. FACULTY RESPONSIBILITIES

Check off what you want the faculty to do during the crisis

- Announce event in classroom
- Identify students in need of counselling
- Notify counsellor of number of students wanting counselling services
- Remove very distraught students from the class by having them escorted to Guidance area or office
- Discuss the crisis
- Postpone testing
- Involve class in constructive activities relating to the event
- Eliminate, shorten and structure assignments for a few days
- Discuss with and prepare students for funeral attendance

### 6. GUIDANCE OFFICE RESPONSIBILITIES

- Reschedule the following activities

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- Identify individuals who can work with students

name \_\_\_\_\_ phone # \_\_\_\_\_

name \_\_\_\_\_ phone # \_\_\_\_\_

name \_\_\_\_\_ phone # \_\_\_\_\_

name \_\_\_\_\_ phone # \_\_\_\_\_

- Decide whether to use Peer Helper Support
- Inform feeder schools and area schools so they can provide support for students affected in their schools
- Maintain a list of students counseled
- Call parents of students counseled to provide continued support for the students who are very distressed.

**7. ADMINISTRATOR RESPONSIBILITIES**

Select and inform those students who should participate in the Memorial Service in either an active or advisory capacity

Assign extra secretarial help to deal with incident

\_\_\_\_\_ (person & phone)

Contact divisional personnel for support

name \_\_\_\_\_ phone # \_\_\_\_\_

name \_\_\_\_\_ phone # \_\_\_\_\_

name \_\_\_\_\_ phone # \_\_\_\_\_

Stop notifications on student activity (scholarship reports, testing, placement, attendance) from being sent to the home of a family whose child has died.

Remove personal items from desks and lockers to save for parents

Rearrange seating, classes, programs, etc. as indicated by crisis. Changes to be made are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Establish areas and locations for counselling: assign locations:

name \_\_\_\_\_ location \_\_\_\_\_

name \_\_\_\_\_ location \_\_\_\_\_

name \_\_\_\_\_ location \_\_\_\_\_

name \_\_\_\_\_ location \_\_\_\_\_

Keep staff updated

Identify faculty and staff in need of counselling

Emphasize facts and squelch rumors



- Remain highly visible
- Arrange for excused absences and transportation for students attending off-premises funeral
- Arrange for staff debriefing

Where \_\_\_\_\_

When \_\_\_\_\_

Who will preside? \_\_\_\_\_

- Contact parents of students who have died \_\_\_\_\_

\_\_\_\_\_

### 8. HANDLING THE MEDIA

- Spokesperson appointed \_\_\_\_\_

- Alternate appointed \_\_\_\_\_

- School board contact person \_\_\_\_\_

- People to handle the telephone \_\_\_\_\_

\_\_\_\_\_

Message to be given over the telephone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- News Release developed

- Establish time and location to meet media \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Identify person to speak to concerned parents \_\_\_\_\_

\_\_\_\_\_

**9. MEMORIAL SERVICE**

Is a memorial service indicated in this crisis? \_\_\_\_\_

How many students will be attending? \_\_\_\_\_

Location? \_\_\_\_\_

Presiding person \_\_\_\_\_

Speakers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Coordinator \_\_\_\_\_

Student involvement (student names and roles) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area for staff and students not wishing to participate \_\_\_\_\_

\_\_\_\_\_

Community people who should be invited \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Sample Language for Call to Family

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### *Death of Student or Staff*

This call needs to center on caring for family and their needs.

“I wondered what we could do to help you during this difficult time...”

“It is not easy for me to call you but I wanted you to know that we at the school are thinking about you.”

“We’ve been thinking about you and wondered what we here at school can do to help...”

“Perhaps if we give the students some information that may stop some of them from calling you directly unless you want to hear from them.”

### *Rumours, Verification of Death or Accident*

“Some of the students arrived at school with some rumours about Sally and we wanted to check them with you...”

“We wondered how you would like us to handle this with staff and students and what information you would be comfortable having us share...”

“We’d like to be supportive of you and we don’t want to do anything to upset the family...”

## Script For Teachers – Informing Students about a Death or Other Tragic Event

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*Dear Staff:*

Your students need to know that a (death/loss/accident) has occurred.

Please be aware that you have the choice as to whether you want to be the one to tell your students. If you don't feel comfortable in doing so, please let your administrator or a member of your School Crisis Response Team know. Arrangements can be made for someone else to take your class, while you get the support you need. If you feel that you can lead the discussion, here are the facts and some guidelines for discussion:

Share only the facts that have been scripted for you. Additional information will be provided to you and the students, as soon as possible. You can begin with, "I have something sad to share with you."

Then share the scripted information provided by the school Crisis Response Team that is listed below.

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In leading the discussion, you can say, **"I am feeling very sad about what has happened. I would like to spend some time talking about the (death/crisis/accident)"**

Take some time for informal discussion, and let the students know there is counselling available, if they need further discussion. Often it is helpful to have the discussion in a circle or with younger children, on the carpet. After the discussion and depending upon the age of the students, you may want to modify your curriculum plans for today, but try to end the day with some form of routine activity. Some students benefit from drawing or writing about their feelings, but all expressions of grief/loss should be accepted. The Crisis Response Team will be sharing other ideas for appropriate classroom activities, as more factual information surrounding this tragedy becomes available. Please identify any students that you feel are experiencing a severe emotional reaction, and pass their names to the Crisis Response Team within the next two hours (or recess). A counselling area has been set up in the following area of the school: (list place – e.g. in the resource room)

The following activities have been cancelled for today: (list below – e.g. guidance, physical education, resource)

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If you need any support, please let the office or the Crisis Response Team know.  
Thank you in advance for supporting your students and fellow colleagues.

**(Please feel free to reprint this page for staff)**

