

CHECKLIST FOR SCHOOL ADMINISTRATOR

1. _____ Verify facts of the crisis/death, respecting the family's privacy.
2. _____ Contact your superintendent and your school's crisis lead person.
3. _____ Contact Michael Conn at Willamette ESD to activate the Flight Team.
WESD: (503) 385-4563 Michael's home: (503) 590-6566 Michael's Cell: (503) 805-8029
Backup Contact: Stacey Sibley *WESD: (503) 385-4568 Stacey's home: (503) 724-8514*
Stacey's Cell: (503) 724-8514.
4. _____ Arrange for a before-school staff meeting—preferably 10 minutes before regularly scheduled reporting time.
5. _____ Activate your school's phone tree to notify all personnel (licensed and classified staff) of the tragedy and of the time and location of the before school staff meeting.
6. _____ Consider arranging for one or more substitutes to be on call within the building should staff members require "breaks."
7. _____ Schedule an initial planning meeting 30 to 45 minutes prior to the general staff meeting. (See page C-4 for suggested agenda items.)
8. _____ Gather information to be used in the morning's explanatory statement and, if necessary, the press briefing.
9. _____ Arrange for a secure room to be used as a student support room.
10. _____ Consider arranging a support room for affected staff members.
11. _____ Notify the bus drivers or school bus service for your district.
12. _____ Plan for an after-school/follow-up meeting.
13. _____ Consider the need for legal counsel and for building security.
14. _____ Make preparations for a "regular" day and scheduled events.
15. _____ Make arrangements with the family for a home visit and the eventual returning of their child's belongings.
16. _____ Identify a central rumor control and information person.