

ADMINISTRATOR'S CRISIS INTERVENTION CHECKLIST

- 1. Determine the facts surrounding the crisis. (Critical Incident Fact Sheet, CKCD-E2.)
- 2. Determine the level of crisis and response required:
 - A. Minor Crisis and Response. Only one or a few individuals will be affected. Life is not immediately in danger. The site team or a mini-team can manage the situation.
 - B. Major Crisis and Response: A large number of students and staff will be affected. The psychological and emotional impact will be moderate to severe. Assistance will be needed from the district team and/or other schools in the district. Professionals may also be needed from outside the school district.
- 3. Notify the following:
 - A. Superintendent (if a major crisis, the superintendent will contact board members)
 - B. Site Intervention Team (Crisis Intervention Team Members, CKCD-E3)
 - C. District Team Coordinator (if a major crisis, the coordinator will contact the district team members)
 - D. Faculty and staff (staff will be assigned to make calls or use the telephone tree)
- 4. Assemble the Crisis Intervention Team to plan intervention activities. (Crisis Team Meeting, CKCD-E4)
 - A. Determine what information is to be shared with: (Remember parental rights to confidentiality.)
 - Students (Sample Student Announcement, CKCD-E5)
 - Staff (Classroom Management, CKCD-E6)
 - Parents/Community
 - Media (Press Release Format, CKCD-E7)
 - B. Determine how the information is to be shared:
 - Written bulletins and/or letters
 - Phone calls
 - Classroom announcements/discussions led by the teachers
 - Classroom announcements/discussions led by crisis team members
 - Assemblies
 - Parent/Community meetings

ADMINISTRATOR'S CRISIS INTERVENTION CHECKLIST (Cont.)

- 5. Hold faculty meeting to review facts and discuss intervention plans. (Faculty/Staff Meeting, CKCD-E8)
- 6. Make announcement. (If needed, crisis team members can visit assigned classrooms prior to any general announcement concerning the crisis.)
- 7. Provide counseling and support services.
 - A. Designate interview/counseling locations.
 - B. Establish a procedure for self-referral.
 - C. Make referral forms available. (Referral Form, CKCD-E9)
 - D. Identify at-risk students and staff. (Screening for High Risk/At Risk, CKCD-E10)
 - E. Maintain a master list of referrals.
- 8. Debrief with faculty and crisis intervention team at the end of the day.
 - A. Review the intervention process and events of the day.
 - B. Review the status of the referred students and needed follow-up.
 - C. Prioritize needs.
 - D. Plan activities for the next day.
 - E. Provide mutual support.
 - F. Announce funeral arrangements and determine who will attend.
- 9. Write a detailed summary report. (Report Guidelines, CKCD-E11)
- 10. When appropriate, contact the victim's family at home. (Family Support Checklist, CKCD-E12)