

CRISIS PREVENTION AND RESPONSE

Appendix A: Response Guide

1. Gather and Summarize Information:

Speak to Law Enforcement, Douglas County coroner at 745-8535, and/or family.

Who? _____

What? _____

When? _____

Where? _____

What are the families wishes regarding disclosure?* _____

*A response must be carried-out regardless, but might be more vague based on issues of confidentiality.

Summary Statement of all information gathered _____

2. Notify Superintendent/Designee

3. Identify and Notify Crisis Team:

Principal, Counselors, School Psychologist, Office Manager, Others?

Designate Single Point of Contact with Family _____

Designate Counseling Coordinator _____

Consider the level of impact, including:

Where and how did the death occur?

Did others see it and what is their level of expected trauma?

How long has the student/staff been in the community?

How many student/staff connections did the person have?

Review and revise action items with Crisis Team

4. Notification and Notification Planning:

Notify all Principals

Identify (and then notify) all staff who would be sensitive to the news in advance.

Don't forget bus drivers, lunch staff, paras, and prior schools student attended.)

Identify all students who would be sensitive to the information, including

Those who were close to the person

Relatives in your building or others?

Those who have recently experienced loss

Those who are already showing some warning signs or have existing stressors.

Who will need to be on campus for the Day 1 response?

Other Eastmont counselors?

Out-of-District Counselors

Law Enforcement? (depending on the event)

5. Plan Day 1 Response:

Emergency Staff Meeting?

Where and when will individual students be told? (Avoid PA systems or assemblies)

Set-up grief rooms.

Set-up class-by-class notification, as needed.

Will substitutes be needed?

Will any extra transportation be needed?

6. Principal and Counselor Prepare Communications:

- Draft information template for the District Office.
- Draft informational template for other schools to use, if they get calls.
- Draft information template for building’s staff announcement.
- Draft information template for building office staff.
- Draft information template for class-to-class announcement.
- Draft letter of condolence to family.

Sample Statement:

“School personnel were informed by family that a [__]year-old student at _____ school has died. The cause of death was _____. Our thoughts and support go out to [his/her] family and friends at this difficult time. Members of the school’s Crisis Response Team or mental health professionals will be present to provide information about common reactions following a suicide and how adults can help youths cope. They will also provide information about suicide and mental illness in adolescents, including risk factors and warning signs of suicide, and will address questions and concerns. Trained crisis counselors will be available to meet with students and staff starting tomorrow and continuing over the next few weeks as needed.

7. Additional Principal Duties

- Remove items from desk/locker/classroom.
- Remove name from mailing lists.
- Remove name from attendance roster.
- Remove name from automated attendance calling system.

8. Following Day 1:

- Conduct after school check-in to plan for services the following day and re-assess level of impact.

9. Resources: Call 911, if anyone is acutely suicidal

<p>CVCH Behavioral Medicine 600 Orondo Ave, Wenatchee 662-6000 Ext. 1073 Children & Adult Walk-In, if in crisis</p>	<p>CVCH Children’s Behavioral Health 140 Easy Way, Wenatchee 662-4296; 662-6000 Ext. 1333</p>
<p>Catholic Charities 145 S Worthen St, Wenatchee 662-6761</p>	<p>24 Hour Wenatchee Crisis Line 662-7105</p>
<p>North Central WA Crisis Line (800) 852-2923</p>	<p>National Crisis Line 988</p>
<p>Washington Youth Suicide Prevention Program www.crisisclinic.org (206) 297-5922 or (866) 427-4747</p>	<p>National Alliance on Mental Health, Chelan/Douglas County www.namicd.com (509) 663-8282</p>