ATTACHMENT 1: POSTVENTION ACTION STEPS

CRISIS TEAM MEMBERS

NAME	ROLE	CONTACT INFORMATION (OFFICE/CELL/EMAIL)

ACTION STEP CHECKLIST

Note: The roles identified in the chart below may vary according to available resources and personnel within each school district/building.

Date	Time	Initials	Responsibility
_____ _____ _____	_____ _____ _____	_____ _____ _____	1. The school is informed of the death ❑ Postvention coordinator is notified ❑ Superintendent is notified ❑ Building administration is notified
_____ _____	_____ _____	_____ _____	2. Factual information is gathered ❑ Postvention coordinator or school official contacts Coroner or law enforcement agency to confirm the death and identity of the deceased ❑ Postvention coordinator completes the Coroner's/Law Enforcement Agency's Report (see Attachment 4)
_____ _____ _____	_____ _____ _____	_____ _____ _____	3. Postvention coordinator contacts mental health agency/other community resources for on-site support and/or consultation ❑ Mental health agency states what services will be provided ❑ Superintendent approves use of mental health services ❑ Postvention coordinator reviews district's policy regarding outside school personnel who screen students and the need for signed consent

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			4. Meeting is scheduled for Postvention/Crisis/SAP team and building administration ❑ Administrator/team designee prepares the announcement that is to be read by teachers ❑ Administrator prepares letter to inform parents of the death, as well as the school's postvention activities ❑ Postvention coordinator locates deceased's personal belongings and puts them into safekeeping for the family ❑ Postvention coordinator removes deceased's name from individual class rosters, school mailing lists, and automated attendance call lists ❑ Crisis Team designates rooms for screening students ❑ Crisis Team confirms designated media spokesperson with the Superintendent
			5. If death was a suicide, Crisis Team evaluates the risk of contagion ❑ Postvention coordinator identifies and contacts feeder schools and/or adjacent school districts where students may be affected ❑ Mental health consultant contacts neighboring mental health providers
			6. Faculty and school staff are notified of the death through phone/email chain ❑ Teachers are informed of faculty and staff meeting to take place as soon as possible (i.e., an early morning meeting)
			7. Crisis team begins to compile a list of at-risk students to be individually screened ❑ Friends of the deceased ❑ Siblings of the deceased ❑ Students with a personal or family history of mental health problems ❑ Students with a past history of suicide attempt(s) ❑ Students who are currently in mental health or drug and alcohol abuse treatment ❑ Students who may be vulnerable due to concerns shared by parents and/or teachers ❑ Classmates /teammates /fellow club members of the deceased
			8. Postvention coordinator contacts the deceased's family ❑ Conveys the school's condolences ❑ Asks parents/guardians about funeral arrangements ❑ Determines how parents/guardians would like the school to participate in the funeral

Date	Time	Initials	Responsibility
_____	_____	_____	❑ Reassures parents/guardians that school will safeguard and return deceased's personal belongings ❑ Informs parents that the school is providing postvention activities for students and staff
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	9. Postvention coordinator and/or principal hold faculty meeting before school or as soon as possible (see Attachment 7a) ❑ Expresses condolences to the staff ❑ Acknowledges the efforts of the Postvention/Crisis/SAP team ❑ Reviews the facts of the death as known and reminds faculty and staff to only share facts ❑ Announces funeral arrangements if known ❑ Makes sure that interested staff members may attend the funeral ❑ Introduces all outside professionals ❑ Gives an overview of the postvention activities ❑ Advises teachers to send visibly distressed students to the guidance office or designated area with a hall monitor or escort ❑ Encourages staff to monitor students, especially those that may be grieving (e.g., journal entries, comments written in margins, off-handed comments, etc.) ❑ Describes the school's policy on what to do with gifts/memorials that students leave for the deceased ❑ Distributes the announcement that is to be read to the students ❑ Encourages any staff member who needs assistance reading the announcement to contact the postvention coordinator ❑ Reminds staff about self-care and the importance of seeking their own support if needed (e.g., EAP) ❑ Announces follow-up meeting to be held ideally at the end of the school day
_____ _____	_____ _____	_____ _____	10. Postvention coordinator contacts the funeral home (no release of information is needed) ❑ Reviews specific funeral arrangements and family's wishes ❑ Informs the funeral director that students might visit the funeral home
_____	_____	_____	11. Superintendent approves letter to be sent to parents (see Attachment 8a/8b) ❑ Letter describing the tragedy and the postvention activities is distributed to students at the end of the day and/or sent to parents

Date	Time	Initials	Responsibility
			12. The schedule of the deceased is followed by a school mental health professional and/or postvention team member ❑ Expresses condolences ❑ Responds to students' questions about the death ❑ Explains funeral arrangements and procedures if any are known ❑ Discusses the subject of memorials ❑ Explains that counselors are available to see students ❑ Reviews various stress reactions and the necessity of exhibiting tolerance and understanding
			13. A member of the postvention team and/or agency staff may conduct an educational support group ❑ Asks how each student learned about the death ❑ Explores each student's reaction to the death ❑ Reviews aspects of grief ❑ Discusses ways to deal with tragic loss ❑ Encourages student discussion and questions ❑ Distributes crisis resource and numbers, encouraging students to put these directly in their mobile devices ❑ Urges students to self-refer or refer a friend if they are concerned ❑ Emphasizes the need to contact an adult if students have concerns about suicidality ❑ Asks for and respond to students' questions
			14. Postvention coordinator or mental health consultant coordinates individual screenings and keeps a confidential roster of all students referred and screened (Ideally all records are maintained in accordance with pre-established letter of agreement between school district and agency/community providers prior to crisis response) ❑ Contacts the parents/guardians of each student referred for screening ❑ Communicates to student that interview is voluntary and review confidentiality ❑ Makes appropriate referrals for in or out of school support ❑ Contacts therapists of students who are in treatment if releases are signed and on file ❑ Provides additional resources to students, as needed ❑ Immediate follow-up with students' parents/guardians, documenting recommendations ❑ Follow-up for all students screened by crisis team member

Date	Time	Initials	Responsibility
_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	15. Postvention coordinator and/or principal facilitates follow-up faculty meeting at the end of the first day, if possible (see Attachment 7b) ❑ Thanks faculty and staff and acknowledges their hard work ❑ Provides updates on any new developments of the death and/or funeral arrangements ❑ Reminds staff to refer all media inquiries to the District's designated media spokesperson ❑ If not already reviewed at morning faculty meeting, distribute and review the letter that goes home to parents ❑ Encourages faculty and staff to continue to monitor students ❑ Explains that students may have a resurgence of feelings after the funeral and in the weeks and months to come, as there is no timeframe for grieving ❑ Emphasizes that through natural supports, staff and students will get through this difficult time and that resources are available for those needing additional support
_____ _____	_____ _____	_____ _____	16. Postvention coordinator holds a follow-up meeting for Postvention/Crisis team and building administration at the end of the first day ❑ Reviews all students who were seen (including those that were screened) ❑ Identifies plan for the following days, especially the day after the funeral
_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	17. Postvention coordinator or principal holds optional parent meeting, typically a week or two after the funeral ❑ Reviews school's postvention activities ❑ Discusses typical child and adolescent responses to sudden death ❑ Identifies risk factors that may indicate a concern ❑ Reviews symptoms of depression and suicidal behavior ❑ Identifies national and local resources available in the community
_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	18. Postvention coordinator and/or principal holds meeting with Postvention/Crisis/SAP team and building administration (ideally within a week) ❑ Evaluates the postvention ❑ Plans for anniversary dates and special events ❑ Reviews student screenings ❑ Emphasizes that faculty and staff need to stay alert to upcoming events or lessons that may be reminders of

Date	Time	Initials	Responsibility
_____ _____	_____ _____	_____ _____	the tragedy (e.g., fire safety week; bicycle safety week; literature about suicide, accidents or death) ❑ Makes recommendations for other interventions ❑ Emphasizes the need to for self-care (e.g., fluids, rest, exercise, etc.)