

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.
 - A. Determine what information is to be shared with: (Remember parental rights to confidentiality.)
 - Student-Staff
 - Parents/Community
 - Media
 - B. Determine how the information is to be shared:
 - Written bulletins and/or letters
 - Phone calls
 - Classroom announcements⁷ discussions led by the teachers
 - Classroom announcements/discussions led by crisis team members
 - Assemblies
 - Parent/Community meetings
5. Hold faculty meeting to review facts and discuss intervention plans.
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.

- D. Identify at-risk students and staff.
 - 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.
10. When appropriate, contact the victim's family at home.