

Steps to Take in Immediate Aftermath	Staff Responsible	External Contacts (Phone Numbers)	Tools
<b>Notify key individuals</b>			
1. Verify death	Lead:  Backup:	Police:  Medical examiner:	
2. Ensure that staff know how to respond to inquiries and manage the campus for safety	Lead:  Backup:		Tool 3.A.1: Sample Script for Office Staff
3. Notify superintendent's office	Lead:  Backup:	Superintendent :  .  Backup/weekends:	
4. Notify district crisis team*	Lead:  Backup:	District crisis team:   Weekend/vacation/late night contacts:	
5. Notify schools attended by family members of the deceased	Lead:  Backup:	Other schools in district:  .	
6. Contact and coordinate with external mental health professionals	Lead:  Backup:	Community mental health providers:   External crisis response professionals:	Tool 3.A.2: Sources of Postvention Consultation
7. Reach out to and work with the family of the deceased	Lead:  Backup:		Tool 3.A.3: Guidelines for Working with the Family
<i>*In tribal communities, Bureau of Indian Education schools notify the main office and tribal schools notify the principal.</i>			

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<b>Notify school community</b>			
8. Notify all faculty and staff	Lead: Backup:		Tool 3.A.4: Guidelines for Notifying Staff
9. Coordinate notifying students about the deaths	Lead: Backup:		Tool 3.A.5: Sample Announcements
10. Notify families of students about the death and the school's response	Lead: Backup:		Tool 3.A.6: Sample Letter to Families
<b>Support students and staff</b>			
11. Provide staff with guidance in talking to students	Lead: Backup:		Tool 3.A.7: Talking Points for Students and Staff After a Suicide
12. Provide support to staff	Lead: Backup:	Community mental health professionals:	
13. Identify, monitor, and support students who may be at risk	Lead: Backup:		
14. Implement steps to help students with emotional regulation	Lead: Backup:		
15. Participate in and/or advise on appropriate memorialization in the immediate aftermath	Lead: Backup:		Tool 3.A.8: Guidelines for Memorialization
<b>Minimize risk of contagion through the media</b>			
16. Work with press/media	Lead: Backup:	Local media contact(s):	Tool 3.A.9: Guidelines for Working with the Media
17. Monitor social media	Lead: Backup:		