

Death of Student/Staff Member

Information on the death of a student or staff member should be verified with appropriate public officials (police department, hospital, etc.) prior to disseminating any information.

- Prepare a fact sheet giving accurate up to date information
- Teachers should be informed as soon as possible and should be provide the information regarding what happened, how to deal with grieving students, and how students or staff can get support
- If teachers feel they cannot discuss the situation with their class, a CRT member should be assigned to that classroom
- Substitute teachers should be called in to assist with teachers who were close to the student or staff member
- Funeral arrangement information should be collected and provided to the school along with information on how students or staff can be excused from school to attend
- A letter should be prepared and sent to all parents/guardians informing them of the death
- Staff members should not talk with the media concerning the death; all information should be provided through the Superintendent or designee (i.e. the PIO).
- A support center should be set up within the school where students or staff can go to talk with counselors
- BOE/Superintendent's office should contact other schools the student attended to notify them, as well as any school the student's siblings attend
- Contents of a deceased student's locker or personal belongings from a deceased staff member's classroom or office should be removed discreetly; it is recommended this be done by two people to verify and prepare an inventory of items removed for the deceased persons family

Incident Commander	<ul style="list-style-type: none"> • Notify staff • Advise BOE/Superintendent • IC should refer all media inquiries to the county or school's PIO • If media arrives on school grounds they should not be allowed into the school unless approved by the PIO • Activate school CRT • Notify school staff before normal operating hours, if possible • Determine best method of notifying students and parents • Announce availability of counseling services for those who need assistance
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for instructions
School Nurse	<ul style="list-style-type: none"> • Report to the IC for instructions
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students. • Support affected students/staff to stay calm. • Educate students and staff about the grief process. • Provide evidence-based practices to support the grieving process. • Engage Mental Health Crisis Response Team, as needed.
School Resource Officer	<ul style="list-style-type: none"> • Report to the IC for instructions
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC for further instructions
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC for further instructions

DEATH OF STUDENT/STAFF MEMBER - FLOW CHART

