

DEATH OF STUDENT

“Clear the Halls”

DATE / /

The death of a student or staff member on school grounds or while traveling to or from the school.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Avoid disturbing the scene		
		Contact 911		
		Notify the Principal/Designee		
		Notify school nurse and school counselor(s)		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Contact superintendent		
		Convene school crisis team		
		Ensure family of deceased is notified through pre-established method; alert counselors and nurse at schools where any siblings are enrolled		
		Hold a faculty meeting as soon as possible to communicate next steps to staff		
		Permit students to leave school only with parental permission. Carefully track attendance. Consult with police officials involved with the death investigation in case they need to identify witnesses		
		Assess instructional and support needs. Call in substitute teachers as needed		
		Keep time and procedures log of crisis response activities		
		Make home visits to affected families with counselors or crisis team members		
		Hold community support meeting(s) if appropriate		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
		Debrief with school crisis team and staff		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Meet and arrange for notification of teachers and staff as soon as possible if school is in session		
		Use telephone chain if school is not in session		
		Determine and notify additional support as needed after consultation with principal or designee		
		Provide ongoing support for students, faculty, and staff		
		Discuss how teachers can deal with crisis in the classroom		
		Hold ongoing “working team” meetings		
		Assign school counselors and other team members to visit the classes of those involved in incident		
		Provide a formal debriefing opportunity for the School Crisis Team members		

DEATH OF STUDENT (CONTINUED)

√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Gather records of students involved in the incident and prevent unauthorized access		
		Determine extent and nature of counseling services needed and coordinate support systems		
		Determine and notify additional support as needed after consultation with principal or designee		
		Request teachers refer names of at-risk students to you		
		Establish format to monitor at-risk students and include parent/guardian referrals		
		Establish long-range plans for at-risk students		
		Inform student records staff to update deceased student file		
		Plan long-term response and follow-up counseling		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Continue informal support for affected students and staff		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Assist police department with investigation		
		Work closely with counselor to ID at-risk students		
√	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Call main office and bus company		
		Forward phones to secondary answering site		
		Direct transport of students to secondary site		
		Contact secondary site staff		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Be prepared to appropriately clean the affected area, if needed, after cleared to do so by investigators		
√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Assemble all students at a predetermined site at least 300 feet from the school		
		Determine order of students to load into buses and/or direct students and staff who are walking		
√	TIME	INFORMATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		