

Traumatic Event Management Check Sheet

Incident _____

Date: _____

Establish Awareness of Incident

- ___ 1. Principal has been contacted regarding incident.
- ___ 2. Superintendant contacted.
- ___ 3. Team notified and time set for Team meeting.
- ___ 4. Team leader or designee attempts to contact family (survivor interview).
- ___ 5. Staff notified by team members. Staff notified of time of Traumatic Event Briefing for all staff.

Develop Plan

- ___ 1. Team meets, completes rapid assessment guide, and determines scale of response.
- ___ 2. Locations identified and specific duties assigned.
- ___ 3. Identify required outside support. Contact.
- ___ 4. Plan and conduct Traumatic Event Briefing. Have extra Teacher packets available.
- ___ 5. Prepare student announcement (if appropriate).

Implement Plan

- ___ 1. Dispatch team members to designated locations.
- ___ 2. Make student announcement (if appropriate).
- ___ 3. Implement other services outlined in the plan, based on scale of response (Safe Room, classroom presentations, small group discussions, one-on-one interventions.)
- ___ 4. Mid-day team meeting to monitor and adjust plan, and to set agenda for end-of-day meeting.

Bring About Closure

- ___ 1. Conduct end-of-day staff meeting.
- ___ 2. Distribute staff assessment.
- ___ 3. Develop Day Two Plan with Team Members. Include plan for follow-up for any at-risk students.
- ___ 4. Team members debrief.