## **Appendix W On-Site Off-Site** School Crisis Response Flowchart **Call 911** Principal: **Contact Principal &** · Verifies death: Superintendent Contacts family; and **Protect confidentiality and family wishes** Secure Area: **Notifies Superintendent and** other key school personnel Do not move body or disturb evidence: Clear area of students and staff: and Document names of Administrator Notifies: Staff and schools attended by witnesses siblinas: CRT Leader Activates Crisis Response Team All parents/quardians; Administrator Notifies Staff · Community supports and resources; and MCOE Crisis Response Team Lead Communicate with All Parents Media **Notify and Support Staff Notify and Support Students** · Do not allow on Staff meeting before • Inform during first • Provide area for parents campus; and school to review period: to get information Direct requests to postvention protocols; · Identify vulnerable Provide warning signs, media spokesperson Send follow-up email students: risk factors, protective with information; Review self-care, help factors: and · Offer after school seeking; • Provide funeral meeting; and Advise regarding arrangements as Give resources, memorials: and available per family's emphasize self-care Provide support stations wishes Documentation Long-Term Aftermath · Document all actions Review long-term response protocol; taken: Enhance identification and support for vulnerable students; · Create and maintain a Prepare for anniversaries and special events, incorporating family database of at-risk wishes as possible: and students: and Provide educational resources for families to enhance their · Review what worked and understanding of adolescent suicide and its prevention what could be improved