

Crisis Script: Staff Notification

This can be used to notify all staff of a death to their campus community:

The recent death of [INSERT NAME] (*has made OR is expected to make*) a significant impact on our entire school community. [OUR/A] crisis team has been mobilized to respond to this tragic event.

On [DATE], [NAME OF DECEASED] [INSERT BRIEF FACTS ABOUT THE DEATH].. We expect a variety of reactions to this loss from our students, parents, and members of our staff. Some of these reactions may be mild, others may be more intense.

To effectively assist all members of our school community, an emergency staff meeting will be held at [TIME] on [DATE] in the [INSERT PLACE (SUCH AS THE CAFETERIA OR OTHER LARGE AREA)]. At that time, our crisis team will provide further details and answer questions. We will also discuss how to present the information to our students. In the meantime, please refer all inquiries from outside sources to [NAME OF THE MEDIA OR COMMUNICATION COORDINATOR].

With students, you can acknowledge that this death has occurred. However, please avoid discussion of any details; simply tell students that the school staff will provide information to everyone shortly. Please refer any student who appears to be in crisis or having significant difficulty to [NAME OF COUNSELING SERVICES COORDINATOR]. As this tragedy has also affected our staff, we encourage you to also seek assistance from [NAME OF COUNSELING SERVICES COORDINATOR], if desired.

If you have any questions or concerns before the meeting, please contact [NAME OF CRISIS TEAM COORDINATOR].

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Resource adapted from the National Center for School Crisis and Bereavement

<https://www.schoolcrisiscenter.org/resources/samples-templates/>

EXAMPLES OF INFORMATION TO INSERT IN THE OPENING PARAGRAPH:

*John Smith, one of our 9th grade students
Mrs. Jones, who taught 7th grade English
was killed in an automobile accident
died after a long-illness
died suddenly or unexpectedly*

***It is important to give as much information as you have and that is appropriate in order to dispel rumors. Seek guidance from other officials before disclosing a suicide. Generally, that information should not be revealed. However, each situation should be assessed individually.*

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