

PLANNING TEAM

WHO	WHAT	INITIAL WHEN COMPLETE
	Implement procedure for responding to impromptu student memorials.	
	Plan for recovery from the crisis.	
	Identify long-term needs of the school or district, which may include a Continuity of Operations Plan and a Recovery Plan.	

LOGISTICS TEAM

WHO	WHAT	INITIAL WHEN COMPLETE
	Set up Hospitality room with bottle water, tissues, snacks, etc. <i>This could be in the teacher's lounge or in an empty classroom or other appropriate space.</i>	
	Manages logistics of locations, staffing, protocol for dismissing students to care stations	

FINANCE AND ADMINISTRATION TEAM

WHO	WHAT	INITIAL WHEN COMPLETE
	Notify district administrators and principals if siblings are in another school. Notify past schools attended.	
	Remove student from school rosters.	

ALL

WHO	WHAT	INITIAL WHEN COMPLETE
	Be knowledgeable about where and how to send students to care stations.	
	Be knowledgeable with guidance and talking points for students and staff. How to answer questions, rumors.	
	Know to direct all media calls to the District Public Relations Office.	
	Be knowledgeable about where and how to send students to care stations.	