



Tragic Event Response Team Action Checklist

ACTION	NOTES/DATES (Attach additional details separately)
1. Confirm information	
Verify the facts & ensure documentation	
Advise the Superintendent of Education responsible for your school and the Communications Officer	
Meet with Tragic Events Response Team (TERT)	
Invite the Mental Health Lead for planning response	
Designate one person to be the family contact and obtain permission to communicate facts associated with the tragic event	
2. Provide information	
TO STAFF	
Arrange for a staff meeting (notice, scripts, photo, facts)	
Written statement (attach)	
School routine (reassign classroom duties if necessary, altered day)	
Classroom strategies (grief books, support literature, links, circles)	
Identify “at risk” students and staff (names to TERT)	
TO STUDENTS	
Advise how information will be shared – attach scripts	
Support information, e.g. counsellors	
TO PARENTS	
Letter if required (attach copy)	
3. Counselling Resources	
Interview rooms as required	
Telephone	
Classroom visits	
Safe room	
Support for students and staff as determined by TERT and Mental Health Lead	

4. Inquiries	
School spokesperson (principal, superintendent or designate)	
News release and media contact handled by the Communications Officer	
Telephone assistance (notice to secretaries)	
Grounds patrol, if required – to monitor media; other guests	
5. Family of Deceased	
Contact person	
Determine wishes	
Offer condolences: card/flowers/donation	
Deceased's property (gathered and returned to family)	
In some cases police may request access to locker/desk for investigation purposes	
6. Commemoration	
Funeral attendance	
Lowering flag, etc.	
School memorial if appropriate (planned after crisis period has passed)	
7. Staff Debriefing	
FIRST DAY	
After school meeting to assess situation	
Request Mental Health Team to return for second day, if required	
SECOND DAY – Mental Health Team	
Continue support groups and individual interviews for the time required in consultation with the Mental Health team	
Follow-up on “at risk” individuals, contact parents if necessary	
WITHIN 2 WEEKS of the tragedy:	
Identify students/staff who require extra/continued support	
Debrief with TERT and entire staff on how the plan was implemented and gather recommendations. Use the Tragic Event Response Evaluation form – Appendix J and forward a copy to the Mental Health Lead	