

**Ocean Traumatic Loss Coalition (TLC)
Crisis Plan Development Guiding Questions**

Crisis Response:

1. What qualifies as a crisis? Define in your own mind what mandates a traumatic incident.
2. Who is on the crisis team? Are they trained counselors, social workers, nurses, administrators, mental health clinicians?
3. Have you met as a team? Have you practiced a variety of trauma scenarios?
4. How do you reach each other off-hours? Is there a phone chain? Does each person know who is his/her contact person?
5. Who contacts the parents in the case of a deceased to make sure that their wishes are being considered? Are you familiar with ethno-cultural belief systems within your community?
6. Does each person know what his/her role will be in response?
7. Who will lead the response? Who will be the "incident commander"?
8. Who will handle the media and outside inquires regarding the incident?
9. What is your team plan for after the response? What is your immediate self-care component? long range plan?
10. What do you do if you are not able to respond whether due to obligations or having the right to "pass"? Are you aware of your own issues which would not allow you to respond? What are you incapable of handling?
11. How do you handle difficult questions from students regarding sudden violent death or suicide?
12. What about funerals? Is there a proven process that works?

In the event of a death:

1. Do you have a sample letters drafted for staff and/or parents? What resources for survivors will you provide in he letters?
2. Do you have copies ready of any handouts that will be needed?
3. How can the TLC help? When calling in outside agencies how will they be utilized? Are the agencies expectations of their roles the same as yours?
4. What training is beneficial for your team prior to a response?