

Task Checklist

This checklist is not mandatory and may vary depending on the situation.

- | | | |
|-----|--|--------------------------|
| 1. | Contact the police to obtain accurate information about the situation | ☐ |
| 2. | Contact the family (days 1 and 4) | ☐ |
| 3. | Contact the required internal and external resources | ☐ |
| 4. | Monitor social media (rumours, information being shared, etc.) | ☐ |
| 5. | Prepare the media statement | ☐ |
| 6. | Select the locations to be used (command centre, staff meeting room, reflection room, and intervention space) | ☐ |
| 7. | Designate areas accessible to the media (if the event receives media coverage) | ☐ |
| 8. | Prepare the announcement script and the email to be sent to parents | ☐ |
| 9. | Communicate with teachers | ☐ |
| 10. | Determine the time at which the announcement will be made | ☐ |
| 11. | Meet with staff | ☐ |
| 12. | Inform administrative staff of the information to provide in response to questions | ☐ |
| 13. | Notify the Employee Assistance Program (EAP) | ☐ |
| 14. | Determine who will welcome students | ☐ |
| 15. | Determine who will be present throughout the school to help ensure safety and the smooth running of activities | ☐ |
| 16. | Welcome students | ☐ |
| 17. | Communicate information with absent or late students | ☐ |
| 18. | Be present in the reflection room | ☐ |
| 19. | Prepare communication for parents (elementary and secondary schools) | ☐ |
| 20. | Support staff well-being (before, during, and after the event) | ☐ |
| 21. | Support the emergency response team (before, during, and after the event) | ☐ |
| 22. | Coordinate the memorial activity and location | ☐ |
| 23. | Manage memorialization within the school (items or tributes left on site) | ☐ |
| 24. | Manage surveys (1 and 2) | ☐ |
| 25. | Schedule a reminder for Survey 2 | ☐ |
| 26. | Close the memorial spaces | ☐ |
| 27. | Facilitate and prepare the post-event staff meeting | ☐ |
| 28. | | ☐ |
| 29. | | ☐ |
| 30. | | ☐ |