

RESPONSE – Updated 12/14/2012

Resources for School Officials to Use in Communicating about Violence and Traumatic Events

School administrators and pupil services staff must communicate effectively with students, parents, and community members following a violent or other traumatic event. The resources provided here include sample letters that may be modified to fit the circumstances of the local crisis, and inform concerned parties of the details of the incident and plans for response. Also included is a set of guidelines with steps up to, and including, the provision of grief counseling for individuals affected by the events.

- [School Response to the Death of a Student, Faculty Member or Staff Person](#)
- [Death by Violence](#)
- [Writing a Condolence Letter](#)
- [Sample Letter to Parents](#)
- [Sample Letter](#)
- [Oconomowoc Crisis Response Manual](#) (Note: User must have a pdf reader installed and configured on their web browser to read this file. The Acrobat reader is available free at [Adobe's web site](#).)
- [Responding to Hate at School - - A teaching tolerance publication.](#)
- [Tips for Talking to Children After a Disaster: A Guide for Parents and Teachers](#)
- [Helping Children Cope With Fear & Anxiety](#)
- [After Disaster: What Teens Can Do](#)
- [Tips for Talking to Children in Trauma: Interventions at Home for Preschool to Adolescence](#)
- [Helping Children and Adolescents Cope with Violence and Disasters](#)
- [Effective emergency Response Requires Forethought](#) from [www.thechallenge.org](#)
- "Responding to School Walkout Demonstrations;
http://rems.ed.gov/views/documents/LL_Vol3Issue1.pdf
- "Communication and Collaboration During Natural Disasters: The Lessons Learned from Past Experience"; http://rems.ed.gov/views/documents/LL_Vol3Issue2.pdf
- Responding to a Crisis: <http://smhp.psych.ucla.edu/crisisresp.htm>
- "Responding to a Crisis"; <http://www.safeyouth.org/scripts/pros/index.asp>

- "Psychological First Aid (PFA) For Students and Teachers: Listen, Protect, Connect—Model & Teach"; http://rems.ed.gov/views/documents/HH_Vol3Issue3.pdf
- Training Program to Help Schools Deal with Bomb Threats; <http://www.threatplan.org/>
- School Crisis Guide; www.neahin.org/crisisguide
- Crisis Response in Our Schools: A Practical Checklist: www.SchoolCrisisResponse.com
- Schools Helping Students Deal with Loss, <http://smhp.psych.ucla.edu/pdfdocs/loss.pdf>
- Coping with a Traumatic Event: <http://www.bt.cdc.gov/masscasualties/copingpro.asp>