

General Strategies for Follow-up to Emergencies / Critical Incidents

The following information may be useful in the days and weeks following an emergency. Long-term follow-up procedures are also listed.

The Day After: Workday Two of Emergency Management

Convene Emergency Response Team and faculty/staff members to update them on any additional information/procedures.

1. In case of death, provide funeral/visitation information.
2. Identify students and staff in need of follow-up support and assign staff members to monitor vulnerable students:
 - Coordinate counseling opportunities for students
 - Announce ongoing support for students with place, time, and staff facilitator
 - Provide parents with a list of community resources available to students and their families
3. Convene District Support Team to assist with debriefing.
 - Assess system-wide support needs, and develop planned intervention strategies
 - Discuss successes and problems
 - Discuss actions to improve the response (After Action Reporting)
4. Allow staff the opportunity to discuss their feelings and reactions to the incident. The Emergency Response Team should provide a list of suggested readings to teachers, parents and students.
5. Develop a process for screening and registering volunteers.
6. Develop a process for inventorying district and donated supplies.
7. Continue to communicate with parents/guardians and community stakeholders.

Long-Term Follow-up and Evaluation

1. Amend Emergency Response Protocols if needed. The After Action Reporting process is very helpful in this area. This strategy is designed to identify and record perceived strengths and weaknesses in the overall activities that were offered.
2. Write thank-you notes to people who provided support during the emergency.
3. Be alert to anniversaries and holidays. Often students and staff will experience an “anniversary” trigger reaction the following month(s) or year(s) on the date of the emergency, or when similar crises occur.
4. Be alert to post-event activities that may trigger reactions following month(s) or year(s) on the date of the emergency, or when similar crises occur.