

## Sample Letter to Staff

Date:  
To: All Staff  
From: INSERT NAME OF SCHOOL Crisis Team  
Re: INSERT NAME OF DECEASED

The recent death of (Insert Name) (has OR is expected to make) a significant impact on our entire school community. Our crisis team has been mobilized to respond to this tragic event.

On (insert date), (Insert name of deceased)<sup>1</sup> (INSERT brief facts about the death)<sup>2</sup>. We expect a variety of reactions to this loss from our students, parents, and members of our staff. Some of these reactions may be mild, others may be more intense.

To effectively assist all members of our school community, an emergency staff meeting will be held at (Insert time) on (Insert date) in the (Insert place such as the cafeteria or other large area). At that time, our crisis team will provide further details and answer questions. We will also discuss how to present the information to our students. In the meantime, please refer all inquiries from outside sources to (Insert name of the Media or Communication Coordinator).

With students, you can acknowledge that this death has occurred. However, please avoid discussion of any details; simply tell students that the school staff will provide information to everyone shortly. Please refer any student who appears to be in crisis or having significant difficulty to (Insert name of Counseling Services Coordinator). As this tragedy has also effected our staff, we encourage you to also seek assistance from (Insert name of Counseling Services Coordinator), if desired.

Emergency Staff Meeting  
Time:  
Date:  
Location:

If you have any questions or concerns before the meeting, please contact (Insert name of Crisis Team Coordinator).

Examples of information to insert in the opening paragraph:

<sup>1</sup>John Smith, one of our 9<sup>th</sup> grade students  
Mrs. Jones, who taught 7<sup>th</sup> grade English

<sup>2</sup>was killed in an automobile accident  
died after a long-illness  
died suddenly  
committed suicide (*before inserting this information, be sure the immediate family is fine with this information being released*)