Crisis Response Checklist

1. Specific information to be gathered from the site
   a. What happened?
   b. Where did it happen?
   c. When did it happen?
   d. Who was involved?
   e. Who are the witnesses?
   f. Who has been contacted?
   g. What action, if any, has been suggested by authorities at the site?

2. It is critical to get detailed information regarding names, times, places, witnesses, etc.
   a. Status of participants
   b. Where are the participants?
   c. What is the physical condition of the participants?
   d. What is the mental health of the participants?
   e. What communication system has been established among the participants?
   f. What information needs to be communicated to the participants?
   g. Do the participants have any immediate needs?

3. Specific contact information
   a. Who contacted the home university/organization?
   b. When did the contact occur?
   c. How was the contact made?
   d. What was discussed?
   e. What plan was developed?
   f. Who was to take what action?

4. Double-checking facts
   a. What agencies/organizations need to be contacted?
   b. Who will contact each agency/organization?
   c. When will the agency/organization be contacted?
   d. How will the gathered information be communicated?
   e. Who will collate information?
   f. How will the Crisis Team receive the information?

5. Action Plan
   a. What action needs to be taken?
   b. What are the legal issues to be considered?
   c. Who needs to be contacted?
   d. What financial arrangements need to be made?
   e. What legal action needs to be taken?

6. Post-crisis follow-up
   a. What debriefing is needed and who should be included?
   b. What post-trauma counseling is needed?

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