

**For Teachers**  
on the Day of the Crisis.

1. Attend Faculty Meeting
  - a. Let your Admin team know if you are unable to teach your class.
2. Read the handout given you by the Admin to your students. Do not speculate or allow students to do so.
3. Stick to your routine.
4. Monitor students in your class. Identify students who may need additional support.
5. End of day: Meet with staff to debrief. Admin will take care of any communication with parents.

**PLEASE SHARE THIS INFO WITH ANY SUBSTITUTE  
IN YOUR HALLWAY/BUILDING!**