**Assign responsibilities to your Crisis Management Team or other identified individuals to aid in crisis preparation and response.**

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| **Steps** | **Responsible Party** | **Relevant Resources**  | **Target Date** |
| Before a Crisis |
| Build Organizational Resilience |
| Develop relationships with local mental health professionals | Lead:Backup: |  |  |
| Provide trainings on life skills and mental wellness | Lead:Backup: |  |  |
| Review signs of mental health problems and resources | Lead:Lead:Lead:Lead:Lead:Lead: |  |  |
| Cultivate peer supports | Lead:Backup: |  |  |

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| **Steps** | **Responsible Party** | **Relevant Resources**  | **Target Date** |
| Develop and Maintain Crisis Management Team |
| Create Crisis Management Team | Lead:Backup: |  |  |
| Hold regular meetings and revise crisis plans | Lead:Backup: |  |  |
| Practice crisis drills | Lead:Backup: |  |  |
| Create and revise protocols for emotional crises | Lead:Backup: |  |  |
| Form a self-care plan | All Members | Self-Care for Members of the Crisis Management Team |  |
| Maintain lists of internal and external contacts | Lead:Backup: |  |  |
| Adopt memorialization policies | Lead:Backup: |  |  |

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| **Steps** | **Responsible Party** | **Relevant Resources**  | **Target Date** |
| After a Crisis |
| Activate the Crisis Management Team |
| Verify the death and/or facts of the case  | Lead:Backup: |  |  |
| Notify members of Crisis Management Team  | Lead:Backup: |  |  |
| Hold immediate Crisis Management Team meeting | Lead:Backup: | Sample Agenda for Activated Crisis Management Team Meeting |  |
| Schedule crisis response services (e.g., counselors on scene, staff briefings)  | Lead:Backup: |  |  |
| Internal Communication |
| Reach out to next of kin | Lead:Backup: | List of Grief and Bereavement Resources |  |
| Notify players, former players, and staff | Lead:Backup: | Sample Talking Points for Notifying Players and Staff, in Person, of a DeathSample Internal Memo for Notifying Staff of a Suicide or Homicide |  |
| Distribute printed resources | Lead:Backup: |  |  |

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| **Steps** | **Responsible Party** | **Relevant Resources**  | **Target Date** |
| External Communication |
| Notify NFL Player Engagement and NFL Life Line  | Lead:Backup: |  |  |
| Notify other teams, if necessary | Lead:Backup: |  |  |
| Provide statement to the media | Lead:Backup: | Sample News Release for Notifying the Media of a High-Profile SuicideSample News Release for Notifying the Media of a High-Profile Death, Manner UndeterminedSample News Release for Notifying the Media of a High-Profile Death by Other Manner, Including Natural, Accident, HomicideSample Talking Points for Working With the Media |  |

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| **Steps** | **Responsible Party** | **Relevant Resources**  | **Target Date** |
| Ongoing Support and Follow-Up |
| Identify high-risk individuals  | Lead:Backup: | High-Risk Identification Form |  |
| Hold end-of-season team meeting | Lead:Backup: | Sample Talking Points for End-of-Season MeetingSample Internal Memo for End-of-Season Support |  |
| Distribute printed resources | Lead:Backup: |  |  |
| Conduct Crisis Response Review | Lead:Backup: |  |  |
| Follow high-risk individuals through off-season | Lead:Backup: |  |  |