

Crisis Responsibilities Matrix

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

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:		
Cultivate peer supports	Lead: Backup:		

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:		

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 Death Sample Internal Memo for Notifying Staff of a Suicide or Homicide	
Distribute printed resources	Lead: Backup:		



Independent Confidential Support
for the entire NFL Family

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:	<p>Sample News Release for Notifying the Media of a High-Profile Suicide</p> <p>Sample News Release for Notifying the Media of a High-Profile Death, Manner Undetermined</p> <p>Sample News Release for Notifying the Media of a High-Profile Death by Other Manner, Including Natural, Accident, Homicide</p> <p>Sample Talking Points for Working With the Media</p>	



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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 Meeting Sample Internal Memo for End-of-Season Support	
Distribute printed resources	Lead: Backup:		
Conduct player survey	Lead: Backup:	Crisis Response Player Feedback Survey	
Conduct Crisis Response Review	Lead: Backup:		
Follow high-risk individuals through off-season	Lead: Backup:		