

Professor/Teacher First 24 Hours Response Checklist

Support students with clarity, compassion, and steady structure in the first 24 hours.



STEP 1 — Prepare Yourself Before Class

- Review official communication and guidance from administration
- Be clear on what is confirmed and what should not be shared
- Take a moment to center yourself before engaging with students
- Remember: you do not need to have all the answers



STEP 2 — Acknowledge the Loss in Class

- Briefly acknowledge the loss in a calm and compassionate way
- Use simple, clear language
- Allow space for silence or emotion
- Reassure students that support is available



STEP 3 — Support Students in the Moment

- Recognize that students will respond in different ways
- Do not force students to participate or share
- Offer flexibility while maintaining a sense of routine
- Create a respectful and supportive classroom environment



STEP 4 — Watch for Students Who May Need More Support

- Notice students who seem withdrawn, overwhelmed, or distressed
- Privately check in when appropriate
- Refer students to counseling or support services
- Share concerns with appropriate school staff



STEP 5 — Adjust Academic Expectations

- Offer flexibility with assignments or participation
- Communicate expectations clearly and compassionately
- Balance structure with sensitivity to grief
- Coordinate with administration if additional accommodations are needed



CRITICAL REMINDERS

- Do not speculate about the situation
- Do not share unverified information
- Do not pressure students to talk or process publicly
- Do not ignore the loss—brief acknowledgment matters

Small, consistent actions by caring adults can have a lasting impact on how students begin to heal.