Sample Announcement to Students and Staff

“You may have noticed that our flag is flying at half-mast. Last night, two of our students were involved in an automobile accident on [location]. [names of students], who were driving together, both died as a result of their injuries. As more information becomes available, including funeral arrangements, I will speak to you again. This is a terrible tragedy for the [name of] High School community and our thoughts are with the [names of ] families.

We need to be here for each other at this difficult time. Anyone who feels the need to talk should report to our school library, where you can speak with our school psychologists, social workers and guidance counselors. Please sign out of your assigned class and in at the library. Should you need to speak with someone after school hours, you can contact the [community mental health/counseling center] at [phone number]. Their services are confidential and free of charge.

I am requesting that seniors who have driven to school remain on campus for the next few days so that we can all be here to help each other. If you see someone in need, please reach out to support and comfort them – and encourage them to speak with someone in the library.”