Evans River K-12 School
SUICIDE CRISIS MANAGEMENT

1. **Assemble school crisis management team. Allocate roles and responsibilities and hand out script.**

Senior Executive, SAM, Head Techer Special Education, School Counsellor, Senior Psychologist Education (SPE), AEO (optional)

Principal & Senior Executive

- ➢ Document actions using Response Plan proforma
- ➢ Gather factual information: *parents*, *police, community*
- ➢ Gather and protect student belongings, YA or executive
- ➢ Identify peer group and/or specific individuals affected
- ➢ Inform DEL & relevant schools
- ➢ Contact & organise relief staff.

School Counsellor & Executive Staff

- ➢ Contact SPE and relevant community contacts
- ➢ Organise support of counselling team & resources
- ➢ Identify rooms & relevant resources (eg Library, Learning Support & Senior study for support staff)

SAM

- ➢ Provide script for office staff to use for phone calls/communication (inform SASS staff)
- ➢ Switch bell off
- ➢ Send email/letter (provided proforma)
- ➢ Identify absent students (inform senior exec) make contact.

2. Assemble all staff ⇨ students ⇨inform parents

Inform staff

- ➢ Senior executive (library)
- ➢ Meet as whole staff
- ➢ Deliver script (senior executive)
- ➢ Provide information & support (EAPS, counsellor or other)
- ➢ Identify liaison person (Senior executive)

Inform students

- ➢ Year groups in designated locations (script provided) Year Advisor mentored (supported) by executive or counsellor or counselling team
- ➢ Refer to social media (role it plays)

Identified peer group

- ➢ Informed and supported to identified staff member and support staff

Inform parents

- ➢ Contact by phone parents of identified peer group (Principal)
- ➢ General letter/email to be sent (SAM)

3. MANAGE!!! & Review

- ➢ Debrief at end of each day for relevant time based on professional judgement (senior executive)
- ➢ If social media issues arise make contact with administration of the site (Police Liaison, Legal Branch DET and Media Unit)
- ➢ Students at risk "follow up" – identified by staff but referred to welfare team.