

**CRITICAL INCIDENT CHECKLIST****X****IMMEDIATE TASKS**

- Find out the facts
- Refer to School's Critical Incident Plan. Establish specific plan.
- Inform next of kin if necessary.
- Inform all Staff. Inform all Students.
- Set-up a recovery room in the School.
- Liaise with the media.

**SHORT TERM TASKS (2 OR 3 DAYS)**

- Restore the School to regular routine.
- Encourage teachers to allow students opportunities in class to talk about the incident and about their reaction. Provide debriefing and counselling for students.
- Keep parents informed. Letter to be sent home.
- Be alert for students (or teachers) showing persisting extreme reactions.
- Debrief staff. Monitor the welfare of those in caregiver roles.
- Liaise with the media.

**TASKS TO ADDRESS DURING FIRST MONTH**

- Private counselling for students.
- Provide opportunities, where a death has occurred, for those affected to be involved in a public expression of farewell. In other circumstances provide appropriate closure.
- Monitor the progress of any hospitalised students or staff and ensure they have counselling support. Remain in contact with families.
- Inform all Staff. Inform all Students.
- Be alert for significant and persistent changes in the behaviour of those affected by the incident. Media reports may cause additional stress.
- In the case of a serious incident where a number of students are directly involved, call a meeting of parents of those students involved after three or four weeks.

**LONG TERM ISSUES**

- Continue to monitor the emotional and physical welfare of both staff and students.
- Be alert for the potentially disturbing influences of inquests and legal proceedings and of special occasions such as Christmas, the birthdays of those killed and the anniversaries of the incident.