



Kalbarri DHS

EMERGENCY MANAGEMENT PLAN

(as at February 2015)



EMERGENCY MANAGEMENT PHONE NUMBERS

(As at Term 1, 2013)

AMBULANCE	000 (or 9937 0100)
FIRE	000 (or 9937 2111)
POLICE	000 (or 9936 3000) 0429576285
WESTERN POWER	13 13 51 (or 9921 0315)
DOCTOR	9937 1159 (or 9937 0100)
HEALTH CENTRE	9937 0100
PRINCIPAL	0438 371 051 (School mobile) 0428351001 (Personal mobile) 0428351136 (Joe's mobile) 9937 2778 (Home)
School Sat Phone	0147 148 854
DISTRICT DIRECTOR	9956 1600
MANAGER DISTRICT OPERATIONS	9956 1600
MANAGER STUDENT SERVICES	9956 1600
EXECUTIVE DIRECTOR SCHOOLS	9264 4111
PUBLIC REL. & MEDIA	9264 5821
EMPLOYEE SUPPORT SERVICES	1800674188
KIDS HELPLINE	1800 551 800
MENTAL HEALTH SERVICE – EMERGENCY RURAL	1800 552 002
CRISIS LINE -SAMARITANS	1800 198 313
DEPT CHILD PROTECTION – CRISIS CARE UNIT	1800 199 008
SARC {sexual assault referral centre}	1800 199 888

KALBARRI DISTRICT HIGH SCHOOL

EMERGENCY MANAGEMENT PLAN

(2013)

Action to be taken when news is received of a tragic or traumatic event of importance to the school community.

A tragic or traumatic event is defined for the purpose of this crisis response plan as an attempted suicide, a completed suicide, a death by other means, or any event that has a negative emotional effect on the school community at large. The degree to which this plan is put into operation should such an event occur will depend on the circumstances at the time.

COORDINATING RESPONSE TEAM

**Principal
Deputy Principals
Relevant Class/Form Teacher
School Psychologist**

Should a circumstance arise where key players are incapacitated the Regional Director of Education Mid-West, should be contacted immediately.

**Mid West District Education Office 9956 1600
Regional Director 9956 1600**

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CRISIS RESPONSE PLAN

OVERVIEW

Principal notified of sudden death

Co-ordinating team meeting

Meeting - Relevant People e.g. Staff Meeting

Dissemination of information to relevant School Population e.g. Students

Counselling

**One week follow up meeting - response team
(review)**

**One month follow up meeting - response team
(evaluation)**

TEAM ROLES - SUMMARY

PRINCIPAL (COORDINATOR)

- * Arrange Coordinating Team Meeting.
- * Contact appropriate DET Personnel (refer Appendix 11).
- * Contact appropriate agencies - and ask for guidance regarding information that can be released - e.g. police?
- * Consider media liaison - instruct office staff (where appropriate).
- * Contact family to obtain consent to release information.
- * Organise whole staff meeting (where appropriate). School Psychologist involvement needed. (maybe via teleconference).
- * Prepare statement for staff meeting.
- * Respond to enquiries by parents - Delegate?
- * Prepare sympathy notice in next school newsletter, Geraldton Guardian and West Australian newspaper - Delegate?

DEPUTY PRINCIPAL

- * Prepare photocopies of formal statement for each class teacher.
- * Cover yard duties during staff meeting.
- * Arrange relief for coordinating team members as required.
- * Prepare flyer to be sent out to parents.
- * Contact Principals of schools where siblings attend.
- * Keep detailed written notes of events.
- * Monitor student progress and ensure that report comments are appropriate.
- * Ensure that appropriate allowances are made for assessment.
- * Organise one-week and one-month follow-up meetings with staff.

SCHOOL PSYCHOLOGIST (COUNSELLING COORDINATOR)

- * Assist Coordinating Team to make decisions at initial meeting.
- * During staff meeting inform staff of referral procedure.
- * Explain likely effects of trauma on students.
- * Conduct one-week and one-month follow up for students and staff.
- * Be available for counselling.
- * Determine need for support counsellors.
- * Contact Senior School Psychologist.
- * Contact D.C.D. for support in dealing with the crisis.
- * Co-ordinate extra supporting personnel.
- * Debrief Response Team at end of Day One.
- * Confirm responsibilities of members.
- * Prepare formal statement for form teachers (Appendix 1).
- * Determine school population to be informed.
- * Prepare time frame for dissemination of information.
- * Determine referral procedure for counselling for affected individuals.
- * Contact parents of students who were close to the victim.
- * Review Crisis Response Plan - effectiveness?

CLASS TEACHERS

- * Present prepared statement to class group
- * Monitor the reaction of the class and respond accordingly (see Appendix 2).
- * Observe and provide feedback to the counselling team.
- * Take note of others possibly at risk.

OFFICE STAFF

- * Respond to enquiries as directed by Principal.
- * Type statements etc from Appendix already on disk.
- * Be available to photocopy handouts for teachers as directed by coordinating team.
- * Contact parents to collect students as required by counselling team.

PRINCIPAL'S ROLE

TASKS

24 HRS <1 WEEK <1 MONTH

1. **Contact appropriate DET personnel, eg. District Director, as per DET policy (District Director will notify relevant DET agencies.) Refer to list of phone numbers at the beginning of this document.**
2. **Contact the family (and police if appropriate).**
 - (a) **Offer support and sympathy.**
 - (b) **Obtain facts.**
 - (c) **Ask for permission to disseminate information.**
3. **Determine the time and venue for response team meetings and inform all response team members.**
4. **Present relevant information to the response team and folders to individual team members.**
5. **Consider media liaison if appropriate and instruct office staff regarding all enquiries. Deal up-front with reporters, do not try to block them. Set ground rules for media interaction in terms of who can (and cannot) be spoken to, when and how the school can be contacted, whether the school grounds can be entered, and reading over of news items before they are released to the public.**
6. **Principal needs to instruct office staff of the above procedure. Provide office staff with written statement to be read to all enquirers. (See Appendix 7)**
7. **Organise a whole school staff meeting to present, verbally, relevant information to all staff. Advise staff of media procedure. Stress the importance to all staff to attend school. If they are unable to cope with the situation they should inform deputies now so as relief can be organised.**
8. **Prepare statement to read to staff at meeting with details that are not confidential.**
9. **Contact appropriate agencies. e.g. Police/MDO to provide advice on legal procedures.**
10. **Respond to enquiries by parents.**
11. **Prepare sympathy notice for:**
 - (a) **Next school newsletter**
 - (b) **West Australian newspaper**
 - (c) **Geraldton Guardian**
 - (d) **Local Town Talk**
12. **Delegate a staff member (office) to organise afternoon tea.**

DEPUTY PRINCIPALS' ROLE

TASKS

24 HRS <1 WEEK <1 MONTH

1. Prepare a formal statement for staff to read to students, based on facts presented at response team meeting. This should be brief, factual and aim to stop gossip. (See Appendix 1 and/or 5).
2. Prepare sufficient copies for distribution to staff members.
3. Ensure that appropriate response team covers yard duties members during the whole staff meeting or by relief teachers.
4. Organise relief for coordinating team members as required i.e. Deputies.
5. Contact Principals of schools where siblings attend.
6. Prepare flyer to be sent to parents - posted or hand delivered by students?
7. Respond to enquiries by parents.
8. Keep detailed written notes of events.
9. Prepare sympathy notice for next school letter.
10. Monitor student progress and ensure that report comments are appropriate.
11. Ensure that appropriate allowances are made for assessment.
12. Organise one-week and one-month follow-up with class teachers in small groups in conjunction with School Psychologist.
13. Leave copies of permission slip for funeral in front office.

SCHOOL PSYCHOLOGIST'S ROLE

TASKS

24 HRS <1 WEEK <1 MONTH

1. **Assist Coordinating Team to make decisions at initial meeting.**
2. **During staff meeting inform teachers of referral procedure and the availability of counselling team members. (This would be determined at response team meeting).**
3. **Give indications as to the likely effects at the school level. Photocopies for teachers to be made available. (See Appendix 2).**
4. **Conduct counselling.**
5. **Coordinate counselling team and extra support personnel.**
6. **Contact Senior School Psychologist.**
7. **Establish a strategy for ongoing counselling.**
8. **Conduct one-week and one-month follow up with teachers in small groups, with Deputies to identify students in need of in-depth counselling.**
9. **Conduct one-week and one-month follow up with students.**
10. **De-brief team at meeting on Day One.**
11. **Discuss Grief Curve with staff.**
12. **Monitor staff reaction and provide support for those who wish it.**

OFFICE STAFF'S ROLE

TASKS	24 HRS	<1 WEEK	<1 MONTH
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1. Respond to enquiries as directed by Principal.
2. Type statements etc from Appendix already on disk/file.
3. Be available to photocopy multiples of handouts for teachers as directed by co-ordinating team.
4. Contact parents to collect students as required by counselling team.
5. Arrange afternoon tea.

CLASS TEACHER'S ROLE

TASKS	24 HRS	<1 WEEK	<1 MONTH
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1. Present prepared statement to students in form groups. (See Appendix 1 or 5).
2. Take note of students likely to be at risk.
3. Monitor the reaction of the students and respond accordingly (see Appendix 2).
4. Observe and provide feedback to counselling team.
5. **BE SENSITIVE TO CURRICULUM CONTENT** (current and subsequent).
6. Inform Deputy if close friends of the victim don't arrive at school so deputies can follow up with contact to their parents.

CO-ORDINATING TEAM ~ PROCEDURE

- 1. Confirm the responsibilities of each team member.**
- 2. Prepare a formal statement for form teachers using Appendix 1 or 5 (if necessary/appropriate).**
- 3. Prepare a time frame for dissemination of information using procedure overview (if appropriate).**
- 4. Determine the referral procedure for counselling of students.**
 - 4.1 Venue where students will be counselled.**
 - 4.2 Timetable and sequence of available counsellors.**
- 5. Determine the school population to be informed.**
- 6. Determine who will offer support to teachers requiring it in informing students.**
- 7. Determine who will contact parents of students close to the victim.**
- 8. Determine who will organise afternoon tea for staff.**
- 9. Review at one week.**
- 10. Evaluate at one month.**
- 11. Prepare a long-term management program (if necessary)**
- 12. Organise to inform all staff not presently in school eg. Camp, absent, etc.**

MORNING STAFF MEETING ~ PROCEDURE

Principal

- Let staff know details of the event that are not confidential.
- Inform staff of what information they can give out.
- Identify staff who need support in informing students.
- Offer afternoon tea on close of school for staff.

Deputy Principal

- Hand out memo to be read to students. (See Appendix 1 or 5).
- Discuss memo point by point.
- Re-iterate Samaritan Youth Line available for 24 hour support 1800 198 313 or Kids Helpline on 1800 551 800.
- Give out copies of staff responsibilities and discuss.
- Discuss effects and give out copies. (See Appendix 2).
- Inform staff of referral procedure.
- Allow discussion - take time.

PROCEDURE ~ DAY ONE

- Initial Meeting (see above).
- Counsel close friends and others as nominated by teachers. Consider teachers most likely to be affected.
- Team to meet formally - correlate the day's events at an appropriate time – following afternoon recess?
- Document day's events - Psychologist to de-brief team.
- Arrange daily meetings for one week.
- Attend afternoon tea.
 - De-brief staff.
 - Allow staff to air feelings.
 - Re-iterate support for staff who want to talk about it.

PROCEDURE ~ DAY TWO AND ONWARDS

- Principal to offer support to family and obtain permission to update information.
- At commencement of school day - update memo including funeral arrangements if available.
- Inform students of permission slips to attend funeral available at front office.
- Funeral:
 - school representative e.g. Principal or Deputy
 - class teacher if necessary, may need relief
 - students, close friends etc - with or without parents.
 - own decision if attend
- Staff meeting to further debrief, update information, discuss grief curve.
- Counsel friends of victim and at risk students after 10 days - 2 weeks, individually or as a group.
- Debriefing for counsellors.
- Outside support for co-ordinating team and other staff who may need support (i.e. other Psychologists, other nurses, DCD staff, EASE).
- Memorial Service? - staff decision. Can lead to closure of event. Depends on student, parent wishes etc. Students could send messages to family.
- Need to look out for close friends needing help as cycles of grief may occur
- Anniversary date - watch for troubled students and remind staff in advance.
- Any ongoing intervention required?

PROCEDURE FOR DEATH OF SIBLING OR PARENT OF A STUDENT

- 1. Following advice of death of sibling or parent please notify the following people.**
Class Teacher
Coordinator
Principal
School Psychologist
- 2. Action to be determined at Coordinating Team Meeting.**
- 3. Staff to be informed via memo, see Appendix 6.**
- 4. Principal to send sympathy letter to family on behalf of teachers and students.**
- 5. Principal to send sympathy card to student?**
- 6. Deputy to ask office staff to make appropriate changes to school register i.e. remove deceased's name.**
- 7. Deputy to inform staff not presently at school, eg. on camp.**
- 8. Teachers close to student to be offered support by Psychologist and INDRAD. Ph 9225 4522 / 1800 198 191.**
- 9. Principal to inform Registrar of information to be released and situation occurring.**

PROCEDURE FOR DEATH OF STAFF MEMBER

- 1. Following advice of death of staff member, please notify the Principal.**
- 2. Principal to notify staff eg at home if possible.**
- 3. Action to inform students to be determined at Coordinating Team Meeting.**
- 4. Principal to send sympathy card to family on behalf of teachers and students.**
- 5. Deputy to ask office staff to make appropriate changes to school lists for the beginning of next term.**
- 6. Principal to inform staff not presently at school, eg. on camp, sick....**
- 7. Teachers to be offered support by Psychologist and INDRAD. Ph 9225 4522 / 1800 198 191.**

APPENDIX ONE

Formal statement for Class Teacher to read to students in the case of a SUICIDE.

I have some sad news to tell you.

The school has been informed that _____ has died. We understand that he/she took his/her own life. This is all the information we have at this time.

AND

Other facts may be supplied if thought appropriate.

1. It is normal to feel upset even if you do not know _____. What you are feeling is grief.
2. Grief is normal. You need time to work through it. It will last for different times for different people but it won't last forever.
3. You might feel a whole range of feelings from sadness through to anger.
4. Be aware that while you are going through these feelings so will others be. You might need to help each other.
5. It is really important that you discuss how you are feeling with your parents.
6. There are people in the school who are available to help you.

They are _____

Ways of getting to talk with them are:

Further information for Teachers (not to be read out)

- * Dispel rumours and correct any misinformation. Do not romanticise or glorify the death. Help students separate fantasy from reality.
- * Allow classroom discussion to take place but don't force it if they don't want to talk.
- * Be prepared to listen attentively.
- * Be aware that students may feel guilty or responsible for the death.
- * Do not normalise suicide. There are other more appropriate ways to deal with pain.
- * Be understanding with all students. We don't always know who has a connection with the family or who has previous experiences with suicide or who has other problems.
- * Be aware and sensitive of current syllabus issues
- * Emphasis that a person who suicides is usually, at the time, not in their normal state of mind.

APPENDIX TWO

GUIDELINES FOR TEACHERS: Recognising students at risk following a sudden death/suicide

— **Students will be affected by a sudden death/suicide in different ways. Reactions will vary from no apparent reaction to crying to anger and variations in between.**

— **The following should be considered as indicators of students who need to be brought to the attention of the Response Team:**

- 1. Students who are unable to control their crying by the time of the next recess break.**
- 2. Students known to be close to the deceased yet showing no overt reaction to news of the death.**
- 3. Students who exhibit strong anger reactions. The anger may be directed inwards at others or be non-directed and free floating.**

— **If any students are particularly upset take them out of the classroom and refer them for counselling. This could be due to:**

- (a) Close involvement with the deceased.**
- (b) Previous experience suicide.**
- (c) Other concurrent stress or recent trauma.**

— **Please be aware that some people may not react for a period of time.**

APPENDIX THREE - SYMPATHY LETTER



KALBARRI DISTRICT HIGH SCHOOL

PO Box 584, Kalbarri, WA, 6536

☎ (08) 9937 0300

☎ (08) 9937 1389

✉ Kalbarri.DHS@det.wa.edu.au

🌐 www.kalbarridhs.wa.edu.au

(DATE)

(NAME)
(ADDRESS)

Dear (NAME)

Please accept condolences from the staff and students at Kalbarri District High School regarding your recent bereavement.

I also wish to let you know that there are staff available who can provide support for (NAME OF OTHER SIBLINGS).

If you feel this may be helpful, please phone the school and seek assistance from either of the following:

SCHOOL PSYCHOLOGIST: _____ (name)

SCHOOL NURSE: _____ (name)

Yours sincerely

PRINCIPAL

APPENDIX FOUR - FUNERAL PERMISSION SLIP

I give my permission for my child _____ to attend the funeral for

_____ **at** _____

(date) as a representative of the school.

I understand that they will be in the company of school staff and will be transported by

_____.

Signature _____

Date _____

Please return by _____ **by** _____

APPENDIX FIVE

Formal statement to be read to students: The death of a student or staff member.

I have some sad news to tell you.

The school has been informed that _____ has died.

We understand that he/she died as a result of

- 1. It is normal to feel upset even if you do not know _____. What you are feeling is grief.**
- 2. Grief is normal. You need time to work through it. It will last for different times for different people but it won't last forever.**
- 3. You might feel a whole range of feelings from sadness through to anger.**
- 4. Be aware that while you are going through these feelings so will others be. You might need to help each other.**
- 5. It is really important that you discuss how you are feeling with your parents.**
- 6. There are people in the school who are available to help you, they are:**

Ways of getting to see them are

APPENDIX SIX

To be used to inform staff of a death of a student's relative, e.g. parents, siblings.

CONFIDENTIAL

MEMO TO ALL STAFF

This is to inform you of the death of _____

(Name of student) is away at present but when he/she returns, please keep an eye on him/her.

Other students close to the family are:

(NAME) (YEAR)

and are also absent because of this situation.

Other students may be upset, so please be prepared and if assistance is needed notify a Deputy.

APPENDIX 7

STATEMENT OF RELEASE OF INFORMATION

NAME: _____

DATE: _____

DETAILS TO BE RELEASED TO: _____

STATEMENT TO BE READ:

PEOPLE CURRENTLY INVOLVED: _____

_____ **PRINCIPAL'S SIGNATURE**