

Suicide Response Plan

This plan outlines the essential tasks for the first 24 hours and should be used by the Emergency Response Team (ERT) to guide their roles and responsibilities.

This plan should always be used in conjunction with the Suicide Postvention Toolkit.



Inform

Staff	Who:
Inform staff ASAP and keep them well-informed about all available information regarding the suicide and the response plan (inclusive of staff on leave)	
Inform staff of the option of not being involved if their own wellbeing is at risk	
Inform staff of support they can access (Employee Assistance Program)	
Inform staff that the students will be notified in small groups via script	

Families	Who:
Inform the families of close friends and vulnerable young people to ensure support at home	
Inform families via letter/email to give them immediate and accurate information about the school's response to the suicide	
Provide families with contact information for support for them and their children Resources needed: Be You Suicide Response Toolkit: Scripts and templates	

Young people	Who:
Inform close friends and vulnerable young people personally and provide sources of immediate and ongoing support	
Inform young people using the agreed script in small groups, with consideration of: <ul style="list-style-type: none"> Friends closest to the young person Young people in the same year level Young people in the same class as a sibling Home groups or year level groups preferable Delivery in whole school assemblies is not recommended Resources needed: Be You Suicide Response Toolkit: Scripts and templates	

Community	Who:
Inform all auxiliary adults who will have contact with young people in the following 24 hours	
Inform Principals of schools within the area, specifically those attended by the young person's siblings or known close friends	

Support

Staff	Who:
Identify and plan support for staff at risk	
Encourage staff to contact Employee Assistance Program if they require additional support	
Inform staff of identified liaison person	
Provide staff with the details of the information being provided to families and young people	
Check in with staff at the start and end of the day for wellbeing and consistent messaging	

Families	Who:
Establish a line of support with the family of the deceased young person	
Gather and protect young person's belongings	
Encourage families in the school community to access mental health services and referral pathways if needed	
Determine time, location, and personnel for a family information and support session Resources needed: Be You Suicide Response Toolkit: The first week	

Young people	Who:
Immediately follow up all unexplained absences	
Set up a young person support room that is staffed with appropriate personnel	
Work collaboratively with Be You team and others to identify and plan support for young people at risk	
Monitor young people and, in collaboration with mental health agency, begin assessments of young people identified as at risk Resources needed: Be You Suicide Response Toolkit: The first 24 hours	

Other considerations	Who:
Consider who needs information on: <ul style="list-style-type: none"> Identifying risk factors for suicide Understanding grief responses Referral pathways to support services 	

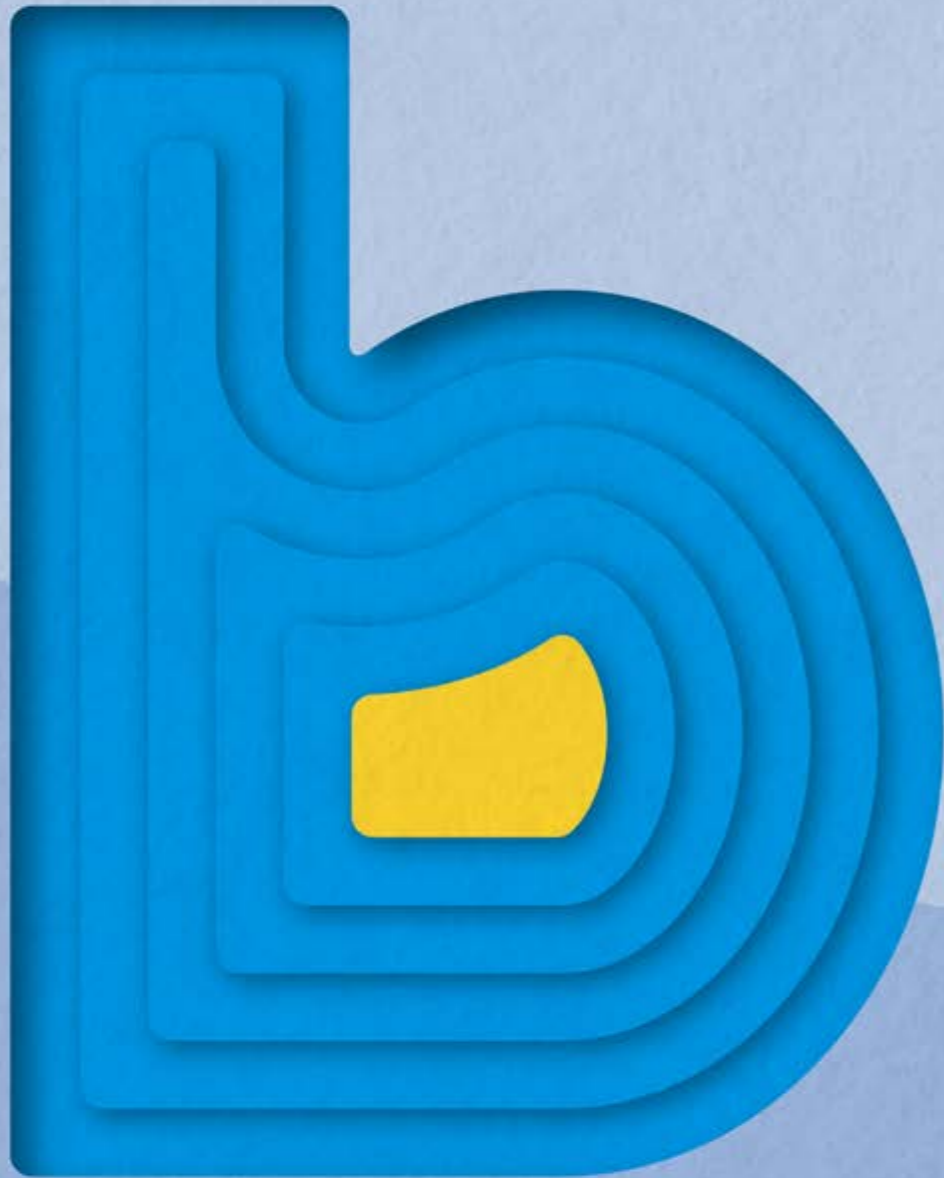
Manage

Emergency Response Team	Who:
Undertake self-care: <ul style="list-style-type: none"> Debrief everyday Identify a self-care activity for each member Discuss coping mechanisms Watch for signs of vicarious trauma Ensure that staff can take a break from the response if required 	

Social Media	Who:
Consider the impact of social media	
If the use of social media escalates distress consider intervening	
Use social media for consistent messaging around help seeking and information sharing	
Consult with Be You team for ongoing management of social media Resources needed: Be You Suicide Response fact sheet: Suicide, media and social media	

Media	Who:
Consider the need for an appropriate media response	
Contact School's Governing Body Media Unit or Be You team for advice Resources needed: Be You Suicide Response fact sheet: Suicide, media and social media	

Next Steps	Who:
Document the incident and all actions undertaken	
Organize a meeting with key players to develop a plan for foreseeable future Resources needed: Be You Suicide Response Toolkit: The first week	



Initial Response on hearing about an attempted suicide or suicide within school community:

- ✓ Confirm facts and information
- ✓ It is important not to ignore rumors – they need to be considered. Confirm facts with the family and police
- ✓ Confirm with family/community that they are naming the injury or death as suicide or attempted suicide
- ✓ If the incident takes place at school ensure the immediate safety of young people
- ✓ Ensure that those affected are not left alone.

In the first 24 hours of confirmation or an attempted suicide or suicide:

- ✓ Inform the relevant lines of management in relation to reporting critical incidents
- ✓ Gather the Emergency Response Team to decide on the school response to the incident
- ✓ Contact the relevant mental health services and the Be You team
- ✓ Identify and safety plan for young people who are possibly more vulnerable and at risk as a result of the suicide or attempted suicide

Important Contact Numbers:

Police/Ambulance/Fire
000 or 122 from mobile

Lifeline
13 11 14

Suicide Call Back Service
1300 659 467

Beyond Blue Support Service
1300 22 46 36

Fill in your details:

Employee Assistance Program EAP

Police Switchboard

Poisons Information

Mental Health Helpline

Child and Adolescent Mental Health Team

StandBy Response Service

With delivery partners



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