

Be You Suicide Response Plan

This plan outlines essential tasks 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 Be You Suicide Postvention Complete Toolkit.

Notes



Inform

Staff	Who:
Inform staff ASAP and keep them well-informed about all available information regarding the suicide and the response plan (including 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	
Provide front office staff to answer phone or online queries about the suicide response	

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 Postvention Complete Toolkit: Scripts and templates	

Families	Who:
Inform the families of close friends and vulnerable young people to ensure support at home	
Communicate with families by letter or email to give them immediate and accurate information that the school is following recommended suicide response protocols	
Provide families with contact information for support for them and their children	
Resources needed: Be You Suicide Postvention Complete 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	

Young people	Who:
Immediately follow up all unexplained absences	
Set up a support room for young people that is staffed with appropriate personnel. This should ideally be separate from the usual counselling area.	
Work collaboratively with your Be You Consultant and others to identify and plan support for young people at risk	
Monitor young people and, in collaboration with a mental health agency, begin assessments of young people identified as at risk	
Resources needed: Be You Suicide Postvention Toolkit: Immediate response	

Families	Who:
Establish a line of support with the family of the deceased young person	
Gather and protect young person's belongings	
Remove the young person from any automated messaging systems, such as absentee alerts or fee reminders.	
Encourage families in the school community to access mental health services and referral pathways if needed	
Resources needed: Be You Suicide Postvention Toolkit: Short-term response	

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:
Be aware that young people may be sharing unsafe information or behaviour online	
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: Media and social media fact sheet	

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: Media and social media fact sheet	

Next Steps	Who:
Document the incident and all actions undertaken	
Conduct a Critical Incident Review, with the possible support of your Be You Consultant	
Organise a meeting with key stakeholders to develop a plan for foreseeable future	
Resources needed: Be You Suicide Postvention Toolkit: Short-term response	

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

- ✓ Confirm facts and information
- ✓ It is important not to ignore rumours – they need to be considered. Confirm facts with the family and police
- ✓ Confirm with family or community that they are naming the injury or death as suicide or attempted suicide
- ✓ If the incident took 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 your Be You Consultant
- ✓ 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:

Emergency number for police, ambulance or fire services
000 or 122 from mobile

Lifeline
13 11 14

Suicide Call Back Service
1300 659 467

Beyond Blue Support Service
1300 22 46 36

Notes