

# Information for Principals, Assistant Principals and Leading Teachers

## School Emergency Response and Recovery Plan

### **IMMEDIATE** – Assisting and supporting regional response/recovery

- Identify support needs of staff and students and develop appropriate strategies
- Inform the region of any relevant support and concerns – this may include a notification to Emergency and Security Management and contact with the Media Unit
- Student Support Services Officers (SSSOs) are available to support and provide psychological first aid (including providing safety and comfort, stabilisation, practical assistance, current needs and concerns, connection to social supports in the school community)
- Refer to relevant school emergency management plan
- Keep parents informed
- Contact emergency services personnel if necessary
- Maintain normal school routine as much as possible
- Establish and maintain communication and support between schools in the network.

### **MEDIUM TERM** – After first few weeks

- Determine resources needed or available to provide response/recovery services to students/staff members
- Continue to monitor the school's recovery assisted by regional network leaders, SSSOs and psychological supports
- Monitor and support reactions within the school community (recognition of those lost, memorials, etc.)
- Encourage support networks among parents
- Monitor health and wellbeing of staff – use casual relief teachers to support staff requiring leave for purposes such as funerals
- Liaise with community agencies and support services to assist the school community
- Advise parents to monitor their children in relation to distressing media reports (it is recommended that parents sit with children during viewing to answer any questions)
- Implement referral processes for those in need of counselling support.

### **LONG TERM**

- Continue awareness of individual needs and reactions
- Monitor and support school communities particularly on significant dates
- Consider any longer term needs such as counselling support for school staff and/or students (employee assistance programs, etc.)
- Reconvene key people at regular intervals to review the school's response and planning arrangements
- Continue to liaise with external agencies and network contacts
- Review the school's emergency plan in the light of experience gained.



Every  
child,  
every  
opportunity