Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

Braeside Primary School Incident management plan

Version date: 16 October 2026

CC BY

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Date of review	Reviewing officer	Date submitted	Next scheduled review
16 October 2026	**Claire Collis**	**October 2026**	**March 2027**

Instructions to complete this plan:

- enter information into all sections highlighted in grey.
- when complete, ensure the Incident management plan is accessible when off-site, for example submit the plan to the 'Data submission' tab in your secure login area of Schools Online. Instructions on how to do this are in the Incident Management Manual.

School or site name: (include name of co-located school if applicable)	**Braeside Primary School**
School or site address:	**17 Carinya Gardens, Katanning WA 6317**
Plan prepared by: (principal or site manager's name)	**Claire Collis**
Date prepared:	**16 October 2026**

1. School or site details

Number of students: Number of students with special needs:	**110** **10**
Number of staff:	**29**
Number of students requiring extra support if evacuating:	10
Number of site sides bordered by bush:	1
Names of major roads bordering school:	
School or site's specific alert For example: • siren/Pause x 3 • continuous handbell • continuous siren or short whistle blasts	Carinya Gardens, Hill Way, Braeside Road
CCTV locations:	**N/A**
CCTV is registered with Cam-Map WA (Yes/No):	
CCTV administration password provided to Security and Emergency Management at assetplanningservices.securityem@education.wa.edu.au (Yes/No):	

2. Emergency contacts

Group		Phone number
WA Police Force	Life-threatening or time-critical emergency	000
	Incident requiring police response, not life-threatening	131 444
	Local police station	
Ambulance		000
Department of Fire and Emergency Services		000
State Emergency Service		132 500
Hospital(s)		
Poisons Information Centre		131 126
Gas (regional schools need to check for local number)		131 352
Electricity (regional schools need to check for local number)		131 351
Water Corporation (regional schools need to check for local number)		131 375
Health Direct		1800 022 222
Local government		
Pollution Watch Hotline		1300 784 780

3. Other Department contacts

Department staff contact	Phone number
Deputy Director General, Schools	9264 5602
Department's Media unit if contacted by journalists	9264 5821
Security Monitoring Centre	9264 4632 9264 4771
Manager Environmental Services	9264 4300
Digital Content for social media issues (available during business hours 9am to 5pm).	9264 4101

4. School or site specific contacts

Organisation	Details	Phone number or website
Local police		**9821 1888**
Local ambulance or hospital		**000** **9821 6222**
Local fire brigade		**000**
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Travis Bower Trevor McCarley Coral Leckie Ray Chapman Ian Harrower	0438 445 539 0401 194 282 0448 433 311 0409 059 616 0427 999 855
Electricity provider (in case of a power outage)	Western Power	131 351
State emergency service		13 25 00
Poisons information		13 11 26
Director of Education	Sally Panizza	0439 434 873
Education Regional Office	Northam	**9622 0200**

Role		Name	Phone numbers		
			Day time	Mobile	Out of hours
Principal or site manager		**Donna Shepherdson**	**9821 3500**	**0417 183 044**	
Deputy principal	#1	**Tegan Matheson**	**9821 3500**	**0439 942 905**	
	#2	**Morgan Dezotti**	**9821 3500**	**0428 121 817**	
Manager corporate services		**Claire Collis**	**9821 3500**	**0420 904 067**	
Year leaders / coordinators					
Lead school psychologist		**Mel Smith**		**0427 289 693**	
School psychologist		**Alix Williams**		**0460 041 660**	

Role	Name	Phone numbers		
		Day time	Mobile	Out of hours
School nurse	**Cassie Townsend-Crisp**	**9821 6379**	**0427 478 059**	
School nurse manager				
School chaplain	**Christine Mills**	**9821 3500**	**0417 173 925**	
Work health and safety representative/s	**Zuria Anthony**	**9821 3500**	**0447 400 486**	
Staff member(s) trained to retrieve CCTV recordings				
P&C president	**Emily Rowley**		**0427 618 196**	
Phone number (assigned number that all calls can be directed too)				

5. School or site response team details

Team	Name and mobile number	Back-up officer name and mobile number
Principal/ site manager	Donna Shepherdson	0417 183 044
Deputy/ associate principal	Tegan Matheson Morgan Dezotti	0439 942 905 0428 121 817
Manager corporate services	Claire Collis	0420 904 067
Support staff	Kerry Hartley	0408 212 918
Communications		
First aid	Claire Collis Kerry Hartley Barb Woods	0420 904 067 0408 212 918 0407 366 026

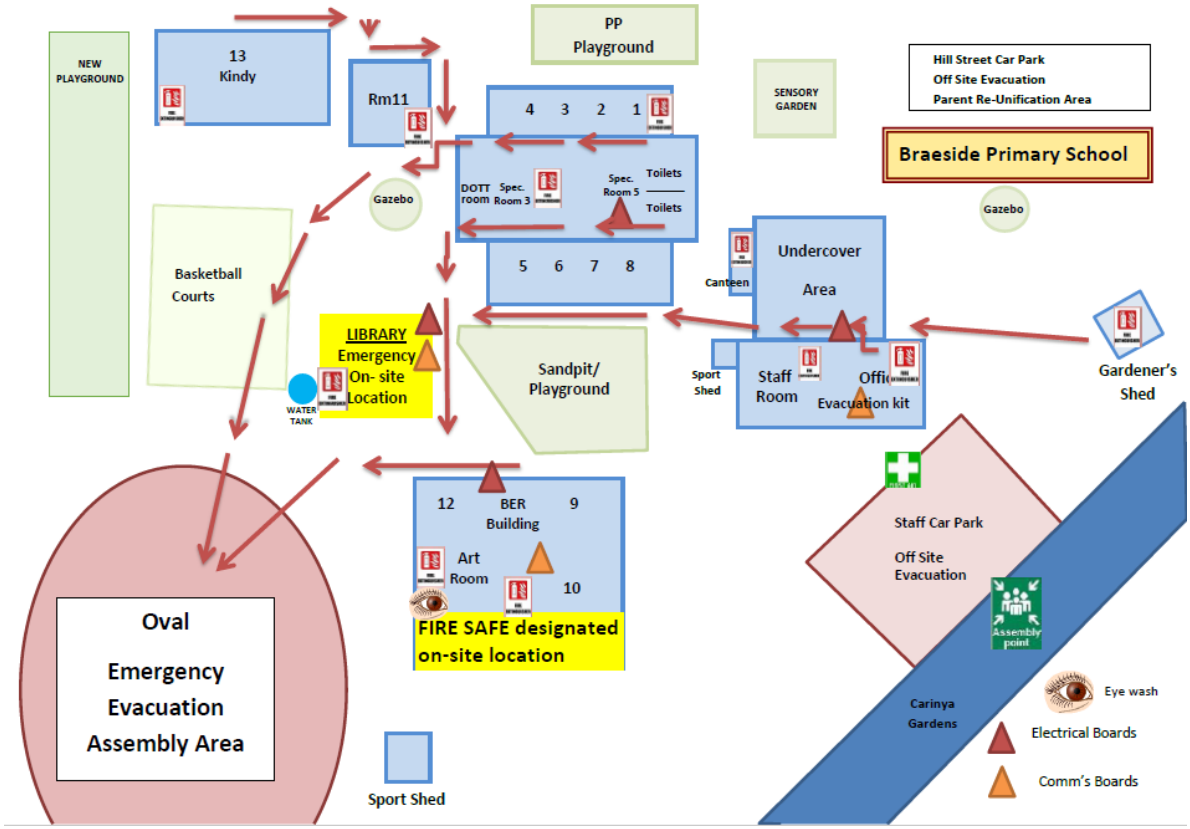
6. Evacuation details

Important locations

Areas or items	Location	Notes
Emergency control post	Admin office	
Emergency control post (alternative)	Library	
Evacuation assembly areas	BER building Library	
Evacuation on-site designated safer locations	BER building Library	
Evacuation off-site designated safer locations	Katanning Leisure Centre Katanning Town Hall	
Evacuation kit (include a hard copy of the site's Incident management plan/s)	Admin storeroom	
First aid kit	Admin storeroom	
Security keys (this could create a security risk depending on how this document is distributed)	Admin office	
Power board	Admin, BER, Library, Teacher Resource Room	
Water mains – shutoff	Front of site underneath non-electric school sign	
Gas main – shutoff	Bottle tank between oval and staff car park	
List of people on site	Admin office	
Incident management plan (including standalone bushfire plan and standalone cyclone plan if applicable): • Hard copy location • Online copy location for offsite access	Admin storeroom	
Other		

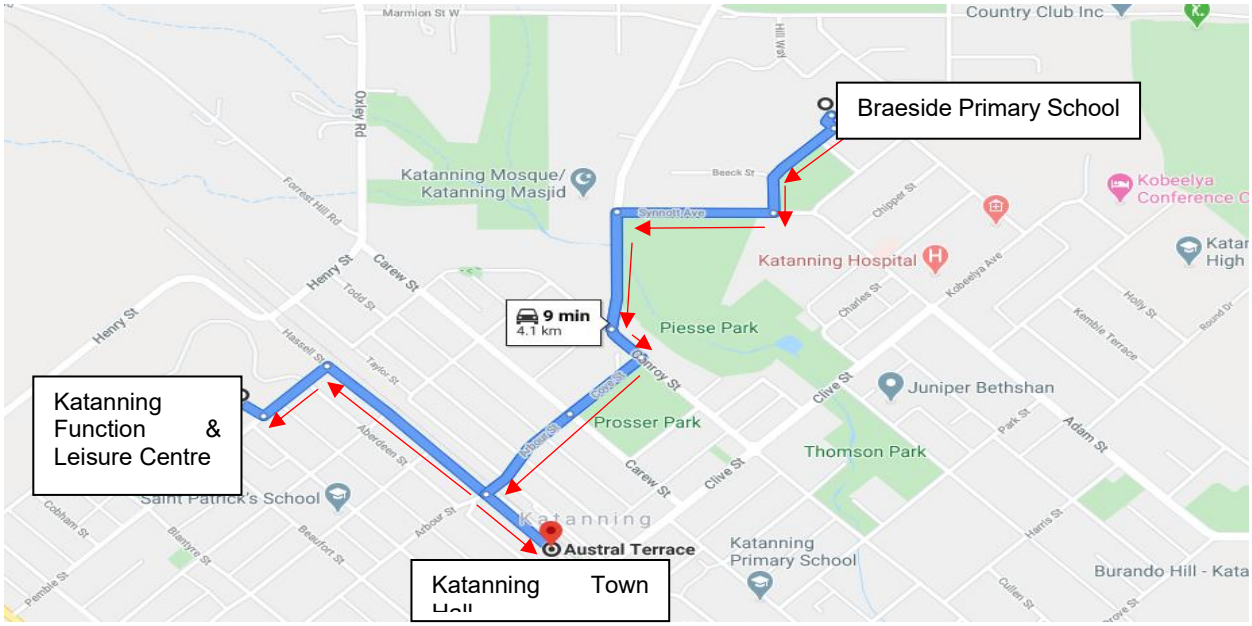
7. Maps

School or site map and assembly points



Off-site map

Insert an aerial view of your site showing off-site locations in opposite directions.



8. Evacuation kit

Site evacuation kit	Date checked
Duties of school or site response team	Oct 2026
School or site mobile telephone and charger	Oct 2026
Hand-held radio (if applicable)	N/A
Portable, battery operated radio	Oct 2026
Megaphone	Oct 2026
Whistle	Oct 2026
Pens/pencils	Oct 2026
Torch and spare batteries	Oct 2026
Camera	Oct 2026
School or site keys	Oct 2026
Water	Oct 2026
Sunscreen	Oct 2026
First aid kit	Oct 2026
Student health care medication (for example, Epipen)	Oct 2026
Electronic or hard copies (or both) of the school or site: • Incident management plan • running sheet (refer to appendix) • student health care plans • student class lists • student release forms • student home and emergency telephone numbers • attendance register for that day • sign-in list.	Oct 2026

9. Off-site evacuation

Actions (to activate, and during an off-site evacuation)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Activate your school response team to carry out their responsibilities	
Follow advice from the incident controller or emergency services on which of the school's off-site evacuation location(s) is the safest to use.	
Inform school or site staff.	
Collect evacuation kit.	
Staff to check rooms to ensure no-one remains inside.	
Move all students, staff and visitors to assembly area before evacuating off-site.	
Check that all staff, students and visitors are accounted for before evacuating off-site.	
All students must remain under supervision of staff and not allowed to leave area.	
Persons that cannot be accounted for to be reported to emergency services. Check last known location and carry out another roll check.	
Procedures in place to assist students with additional needs	
Contact parents via SMS alerts to inform them of relocation	
Divert parents and returning groups from the school grounds	
Secure external doors and entrances	
Record some details of actions undertaken and times.	
Actions (after an off-site evacuation)	
Confirm with incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the parent reunification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with your education regional office regarding various communication methods to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	

10. Evacuation to a perceived place of safety

Actions (to activate, and during an evacuation to a perceived place of safety)	Completed
Providing it is safe to move students, identify the safest route moving as far away as practicable from the threat.	
Leave personal possessions behind except your mobile phone. Silence all mobile phones. Turn off vibrate mode. Where possible, call 000 and inform them of the following: Location, such as site, building name, room number, road/street name Description of the offender If any weapons have been seen and what type The direction of the offender/s Any injuries, if so what type and how many Motive, if known.	
If it is safe to do so, stay on the phone to the police and provide updates.	
Avoid congregating in open areas or at assembly points unless directed to do so.	
Continually reassess the situation and your options based on the best available information.	

11. Relocation to a safer building location

Actions (to activate, and during an on-site movement to a safer location)	Completed
Use 000 to contact WA Police Force and other appropriate emergency service agencies	
Inform staff	
Activate movement to safer building location on advice from incident controller or emergency services using the predetermined activation signal	
Activate the school or site response team, if necessary	
Procedures in place to assist students with additional needs	
Notify education regional office and other agencies	
Collect evacuation kit if applicable	
Guide visitors to safety	
Divert parents and returning groups from the school or site grounds	
Confirm a telephone line is kept free	
Silence all mobile phones	
Keep public address system free	
If possible, stop the usual siren from sounding period changes or break times	
Secure external doors and entrances	
Keep main entrance as the only school or site entry point. This entrance must be constantly monitored and no unauthorised people have access	
Have an assigned staff member wait at the main entry to the school or site to guide emergency services personnel, if safe to do so	
Account for all students, staff and visitors as possible.	
Record some details of actions undertaken and times (use running sheet from appendix)	
Await deactivation advice from incident controller or emergency services personnel	
Actions (after an on-site movement to a safer location)	**Completed**
Confirm with incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the parent re-unification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Liaise with your education regional office regarding various communication to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	

12. Lockdown

Actions (to activate, and during, a lockdown)	Completed
Assess the threat	
Contact 000 – advise WA Police Force and other appropriate emergency service agencies of the type of emergency.	
Activate lockdown using the predetermined activation signal.	
Establish the school or site response team, if necessary.	
Ascertain if all students, staff and visitors are accounted for (as far as possible)	
Divert returning staff and students, parents and community members away from the school or site.	
Keep a telephone line free.	
Keep public address system free.	
Silence all mobile phones.	
If possible, stop the usual siren.	
Secure external doors and entrances.	
Keep main entrance as the only school or school or site entry point. This entrance must be constantly monitored and no unauthorised people have access.	
Have a delegated staff member wait at the main entry to the school or site to guide emergency services personnel, if safe to do so.	
Inform staff, education regional office, nearby schools/sites and other agencies when initiating a lockdown.	
Record some details of actions undertaken and times.	

Actions (to de-activate, and immediately following, a lockdown)	Completed
Confirm with emergency service personnel that it is safe to de-activate lockdown.	
De-activate lockdown using the predetermined de-activation signal.	
Determine whether to activate the parent re-unification process.	
Advise staff, students and visitors of any specific information they need to know.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Provide appropriate information on the lockdown to staff and students.	
Liaise with your education regional office regarding various communication methods to provide information to parents and students. The regional office will liaise with the Communications directorate (including social media and media support) for advice.	
Advise the education regional office and central services staff that the lockdown is over and the outcomes.	
Seek support from the education regional office, as required.	
Conduct debrief.	

13. Bomb threat procedures

Bomb threats can be received from various sources. Refer to the specific source information below and follow the checklists.

Sources

- **Telephone:**
  - The person receiving the call should note/record as many details and ask as many questions as possible.
  - Use the Telephone bomb threat response checklist below to record the information.
- **Mail:**
  - Avoid handling the letter or envelope unnecessarily.
  - Place it in a clear plastic bag or sleeve.
- **Email or social media:**
  - Do not reply to, forward or delete the message.
  - If sent via email, note the address.
  - If sent via social media, note the application used and the username or ID.
  - Preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).
- **Another source:**
  - Ask for as much detail as possible from the source.
  - Use the Telephone bomb threat response checklist below to record the information.

13.1 Actions to take when a bomb threat is received

Actions (to activate, and during, a bomb threat)	Completed
Assess the threat.	
Stay calm. Do not hang up if received by phone.	
Utilise the Bomb threat response checklist below to record as much information as possible.	
Notify the principal or site manager, and do not communicate the threat to anyone else.	
Contact 000 – advise WA Police Force of the threat.	
Notify your Education Regional Office.	
Notify security by phone at 9264 4632. Security will notify the Manager, Security and Emergency Management.	
Principal or site manager decide whether a search of the grounds is warranted.	
Principal or site manager decide whether the school or site is to be evacuated.	
If the decision is made to evacuate, refer to evacuation procedures.	
Leave doors and windows open.	
Record details of actions undertaken and times.	

13.2 Telephone bomb threat response checklist

Telephone bomb threats[1] response checklist					
Note the caller's number if displayed on your phone:					
Important questions to ask					
What is your name?					
Where are you?					
What is your address?					
Where did you put it?					
When is the bomb going to explode?					
What does it look like?					
Exact wording of threat					
General questions to ask					
How will the bomb explode OR how will the substance be released?					
Did you put it there?					
Why did you put it there?					
Bomb threat questions					
What type of bomb is it?					
What is the bomb?					
What will make the bomb explode?					
Note the caller's number if displayed on your phone:					
Notes for after the call					
Caller's voice was:	□ male		□ female		□ child
Approximate age:	□ 0-11	□ 12-18	□ 19-30	□ 31-70	□ 70+
Accent:					
Speech:	□ normal	□ fast	□ slow	□ other:	
Dictation:	□ clear	□ muffled	□ other:		
Manner:	□ calm	□ emotional	□ abusive	□ other:	
Did you recognise this caller?	□ yes		□ no		

If so, who do you think it was?				
Was the caller familiar with the area?				
Threat language:	□ well-spoken	□ incoherent	□ abusive	□ irrational
Background noises:	□ message read by caller	□ music	□ machinery	□ voices
	□ harbour	□ taped	□ typing	□ house noise
	□ street noise	□ aircraft	□ other:	
Duration of call (time):				
Origin of call:	□ bomber	□ police	□ DFES	□ other
Who received the call				
Name (print):				
Phone number:				
Duration of call:				
Date call received:				
Time call received:				
Signature:				

1 This has been adapted from the Australian Bomb Data Centre 'Phone bomb-threat checklist'

13.3 Actions to take after a bomb threat

Actions (after a bomb threat)	Completed
Confirm with the incident controller or emergency service personnel that it is safe to return to normal operations	
Determine whether to activate the parent re-unification process.	
Confirm that any students, staff or visitors with medical or other needs are supported.	
Advise the education regional office and central services staff that the incident is over and the outcomes.	
Liaise with your education regional office to determine what information to provide to parents, carers and students. The communications process and a letter template are available in Manage communications for serious incidents. Your regional office will support you with this process and liaise with Service Response and the Communications Directorate (including social media and media support) if required.	

14. Sudden bushfire event procedures

14.1 Relocate to onsite 'safer building location' in the event of a sudden bushfire

The principal or site manager may enact this plan, including relocating to the onsite safer building location as deemed necessary, or upon the advice of the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit.

When sheltering in place, do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if any of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued for an area including the site on the Emergency WA website.
- instruction is received from the Incident Controller, emergency services, Director of Education, Security and Emergency Management or Incident Support Unit.
- any other conditions (eg. smoke or ember attack) where the principal or site manager deem it necessary to initiate this procedure.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
Dial 000 for emergency services and request fire brigade. When connected to Department of Fire and Emergency Services, advise: • your school or site name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. • Remain in contact with the Department of Fire and Emergency Services. Monitor official bushfire emergency information on Emergency WA.	
Activate your school or site response team to carry out their responsibilities.	
Use your emergency contact list to contact stakeholders.	
Follow your response telephone call tree to communicate with the community. Ensure parents receive emergency text message alerts to: • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). Parents must not collect students until instructed.	Use Compass to bulk SMS parents
Confirm: • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s).	

Action	Notes (if required)
• where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition.	
Take emergency equipment: • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication.	
Sound the school or site emergency warning or alert system.	
The principal/site manager to liaise directly with emergency services to assess risk levels and confirm a safe alternative location for shelter or evacuation. If emergency services cannot be, for example no phone or internet services, then relocate students to the best solid structure – look for a solid brick or stone building with multiple entry and exits, minimal ember entry points and as much clearance from vegetation as possible. Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location.	
Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing. You must give special consideration to students with known respiratory conditions.	
Wait for emergency services to arrive or the incident controller to provide you with information. Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education. Continue to monitor official bushfire information on Emergency WA.	
The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.	

14.2 Offsite evacuation procedures in the event of a sudden bushfire

You may be instructed to relocate to your offsite evacuation location.

The principal or site manager must act on the official advice received from the Incident Controller, emergency services, director of education, Security and Emergency Management or Incident Support Unit, which includes remaining on site and preparing for possible evacuation.

Offsite evacuation procedures should be initiated under direction from either:

- the Incident Controller
  OR
- the director of education

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

Action	Notes (if required)
Dial 000 for emergency services and request fire brigade. When connected to Department of Fire and Emergency Services, advise: • your school or site name and address • the fire situation • how many students and staff are being impacted • if moving to a 'safer building location' and where it is located • if anyone requires medical attention • CB radio channel, if being used. Remain in contact with Department of Fire and Emergency Services and your director of education. Monitor official bushfire emergency information on Emergency WA.	
Activate your School or site response team to carry out their responsibilities.	
Refer to your emergency contact list to contact stakeholders.	
Follow advice from the incident controller, emergency services or the Manager, Security and Emergency Management, director of education or Incident Support Unit to decide which of the school or site's offsite evacuation location(s) is the safest to use.	
If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Use an alternative assembly area if your first identified assembly area is unsafe. Note: Students and staff must remain in classrooms or rooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.	

Action	Notes (if required)
Follow the response telephone call tree to communicate with the community. Ensure parents and carers receive emergency SMS alerts to: • inform them of relocation • keep them updated (use the emergency text message alert templates, refer to Manage bushfire incident communications on Ikon). Note: Parents must not collect students until instructed.	Use Compass to bulk SMS parents
Confirm: • evaporative air conditioners are turned off • building roof vents and doors are closed.	
Take emergency equipment: • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. Sound the school or site emergency warning or alert system.	
• Notify bus operators • Notify other contractors scheduled to visit the school or site • Move all students, staff and visitors from the assembly area to the offsite evacuation location.	List in evacuation kit
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	
The Manager, Security and Emergency Management, the director of education or the Incident Support Unit will provide ongoing advice. Continue to monitor official bushfire information on Emergency WA.	
The Incident Controller, emergency services or the Manager, Security and Emergency Management or Incident Support Unit will notify the director of education when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.	

14.3 After-hours or school holiday procedures in the event of a sudden bushfire

You may be instructed to keep your school or site closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the Emergency WA website.
  AND
- Direction received from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The director of education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your director of education and monitor official bushfire emergency information on Emergency WA.	
Use your emergency response contact list to contact stakeholders.	
Follow your response telephone call tree to communicate with your community. Send parents and carers and staff emergency text message alerts to inform them of the school or site closure. To access sample SMS text, refer to Manage bushfire incident communications.	Use Compass to bulk SMS parents
Work with the director of education to seek alternative school or site and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: • the school or site closure • temporary alternative accommodation.	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school or site to reopen. You will receive advice from the director of education, Manager, Security and Emergency Management or the Incident Support Unit.	
Send parents, carers and staff emergency text message alerts to inform them when school or site can reopen.	

15. Recovery support checklist

Support those affected (as determined by the assessment of the situation)				
Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐ Offer immediate comfort and support to those most affected - psychological first aid				
☐ Make direct contact with affected staff or families (in the case of a death, WA Police Force contact the family).				
☐ Liaise with your education regional office and other agencies before releasing information. Prepare a statement for informing students and determine method of delivery. The regional office will liaise with the Communications directorate (including social media and media support). Refer to Manage site threats in schools in Ikon for letter templates.				
☐ Prepare a written statement related to incoming enquiries and for students to take home to their parents.				
☐ Brief all staff of known facts (refer to 14. Recovery debrief checklist below). Direct all enquiries to the on-site incident commander. Liaise with education regional office and/or Department's Media unit (9264 5821) before speaking with media.				
☐ Inform students using a prepared statement and offer comfort and support. Consider siblings and close friends.				
☐ Set up a recovery room.				
☐ Direct staff and students who may require additional support to a recovery area and/or to student services staff (for example, school psychologist, school nurse, chaplain, year coordinators). Make arrangements for students/ siblings /parents to be reunited.				
☐ Consider staff and students absent or off-site, relief staff, ex-students and ex-staff that need to be informed.				
☐ Identify and notify others who need early advice (such as school board chair, P&C, key community agencies, other schools affected, other regions).				
☐ Consider the Employee Assistance Program for staff in need.				

16. Recovery debrief checklist

Debrief				
Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐ Debrief all staff as necessary. Review with the school or site response team. Debrief should not be used as a means of directing blame. Focus on: • a debrief with staff, student and parents as soon as possible • a return to the normal routine as soon as possible • providing support for the school leaders or site managers responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre, Employee Assistance Program. Inform families and community of impact on the school and school routine, including if there is none. • organising relief or additional staff to meet teaching, support, administration and front office needs.				
☐ Assess damage and action as required: • check any equipment or stock used and arrange for replacement or replenishment • arrange isolation of physical damage to the school, if required • relocate to alternative accommodation if necessary • contact the Department of Finance to commence repairs • attend to security if necessary. Phone Security and Emergency Management on (08) 9264 4825 • manage administrative details including insurance.				
☐ Liaise with local agencies for possible after hours and weekend support.				
☐ Complete Online Incident Notification (OIN).				

17. Short-term recovery checklist

Further considerations in the following days to support recovery				
Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐ Identify and offer more specialised personal support to vulnerable or most affected staff and students.				
☐ Provide recovery support and advice for students/ staff/ parents about indicators that a person may not be coping and the normal cycle of recovery.				
☐ Follow up contact with family or families involved to express sympathy, arrange retrieval of personal items of student or staff member as appropriate and discuss school role in ongoing support.				
☐ Liaise with your education regional office and other agencies before releasing information. Prepare a statement for informing students and determine method of delivery. The regional office will liaise with the Communications directorate (including social media and media support). Refer to Manage site threats in schools in Ikon for letter templates. Monitor social media where possible.				
☐ Considerations for suspected suicide postvention.				
☐ Cultural considerations.				
☐ Considerations for death notice.				
☐ Considerations for memorial service.				
☐ Consideration for funeral attendance.				
☐ Continued support for students and staff.				
☐ Notify staff who currently are not at school.				
☐ Notify families who currently are not at school.				
☐ Alert teachers to be sensitive to curriculum content.				
☐ Maintain documentation.				
☐ Ongoing liaison with other affected or vulnerable schools.				
☐ Consideration of ex-students and ex-staff.				
☐ Process for meeting visitors, for example community people most affected.				
☐ Interagency liaison.				

Further considerations in the following days to support recovery				
Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐ Liaise with school psychology personnel.				
☐ Advise school officers as to what information is to be provided to parents and others.				
☐ Review student, staff and school community responses and monitor needs.				
☐ Acknowledge people who have supported the school				
☐ Review school records and mailing lists and amend as appropriate				
☐ Complete operational debrief				
☐ Consider coronial inquest or court dates (arrange support for staff involved)				
☐ Review and modify the school's Incident management plan as appropriate.				
☐ Monitor anniversary dates				
☐ Update incident report via the Online Incident Notification System if appropriate.				

18. Medium and long-term recovery checklist

Further considerations to support medium-term recovery					
	Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐	Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre and the Employee Assistance Program.				
☐	Review communication processes (if appropriate).				
☐	Monitor and support reactions from students and staff within the school community.				
☐	Cultural and religious considerations of death and what the funeral may entails.				
☐	Attendance at the funeral and operational aspects (for example, teacher relief).				
☐	Request additional service providers to assist with recovery (if necessary)				
☐	Review the school's Incident management plan.				
☐	Complete operational debrief				
☐	Consider coronial inquest or court dates (arrange support for staff involved if necessary).				

Further considerations to support long-term recovery					
	Actions	**Coordinated by**	**Start**	**Completed**	**Comments**
☐	Provide support for the school leaders responding to the incident and for those who have been supporting others. This may involve support from central services staff, education regional office, Statewide Services Centre and the Employee Assistance Program				
☐	Monitor significant dates or anniversaries.				
☐	Monitor and support teachers, students and families of the school community.				
☐	Review and revise the school's response and the effectiveness of the Incident management plan.				
☐	Liaise with inter-agency and intra-agency networks (if appropriate).				
☐	Request additional service providers to assist with recovery (if necessary).				
☐	Consider coronial inquest or court dates (arrange support for staff involved if necessary).				