

Templates and Forms

Preparatory Work for School Crisis Management

Annex 1: Directory of Support and Services

Annex 2: Designated Use of Rooms

School Crisis Management Team Meeting

Annex 3: Agenda for School Crisis Management Team Meeting

Annex 4: Initial Impact Assessment for Students and Staff

Support to Staff

Annex 5: Agenda for Staff Meeting

Annex 6: Reminders for Teachers

Annex 7: Content of Emotional Support Group for Staff

Support to Students

Annex 8: Announcement to Students (Sample 1)

Annex 9: Announcement to Students (Sample 2)

Annex 10: Content of Brief Class Meeting

Annex 11: Content of Special Class Period

Annex 12: Brief Class Meeting/Special Class Period: Teachers' Feedback Form

Annex 13: Content of Group Counselling for Students

Annex 14: Content of Individual Counselling for Students

Support to Parents

Annex 15: Special Notice to Parents (Sample 1)

Annex 16: Special Notice to Parents (Sample 2)

Annex 17: Content of Parent Meeting

Handling the Media

Annex 18: Press Release Sample

Evaluation of Crisis Management

Annex 19: Agenda for Crisis Management Evaluation Meeting

Annex 20: Crisis Management and Support Measures Evaluation Questionnaire

Reference Materials

Reference 1A: Common Initial Post-crisis Reactions (Children)

Reference 1B: Common Initial Post-crisis Reactions (Adolescents)

Reference 1C: Common Initial Post-crisis Reactions (Adults)

Reference 1D: Continuous and/or Serious Reactions Triggered by Crisis Incident

Reference 2: How Should Teachers Respond to Students' Possible Reactions

Reference 3: Coping Strategies

Reference 4: Relaxation Exercise

Reference 5: How Can Parents Help their Children Cope with Crisis Incident

Reference 6: Frequently Asked Questions on How Can Parents Help their Children Handle Emotions