

Template 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: Contents 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](#)