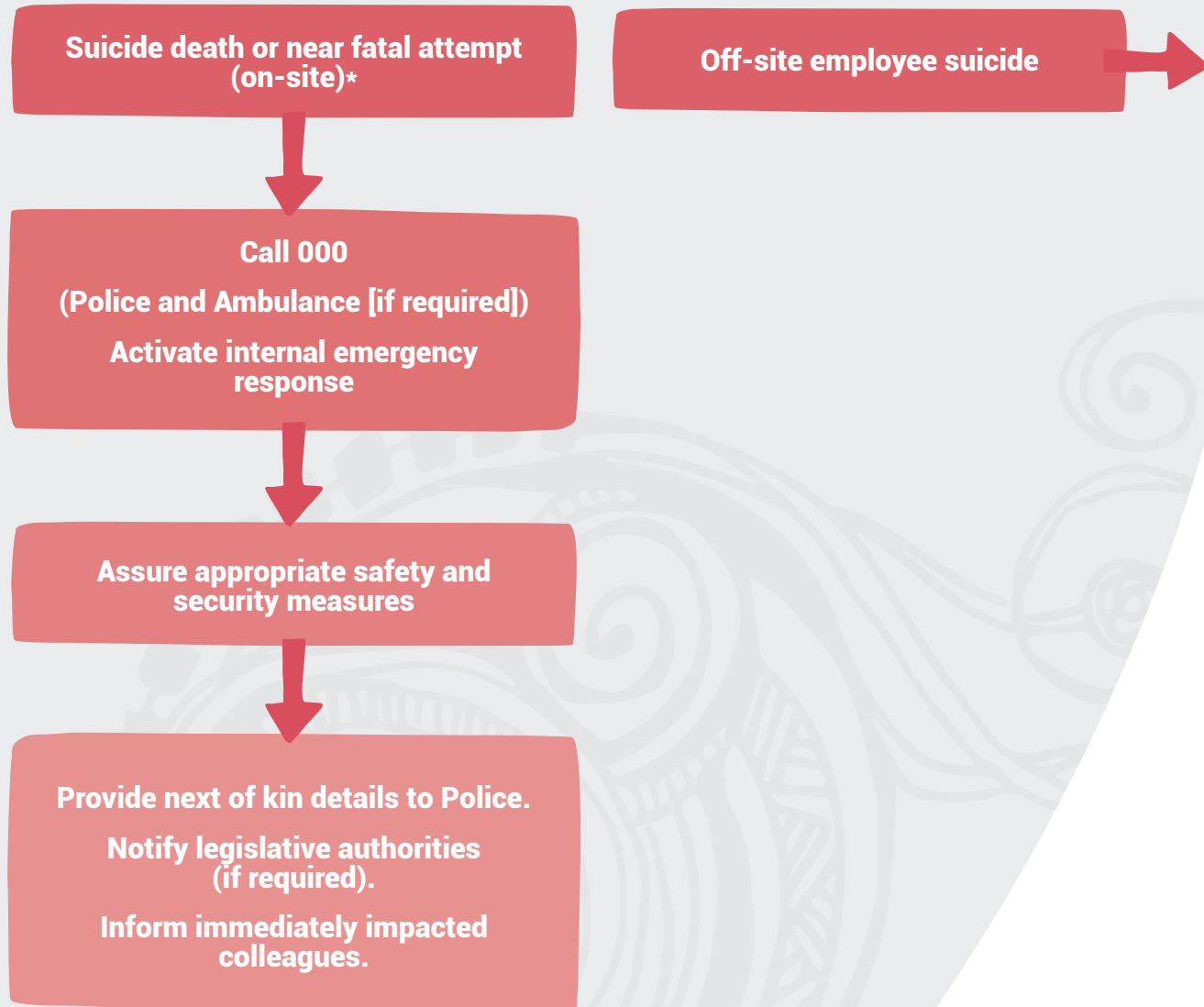


Checklist and action plan

Workplace response to suicide – Suicide of an employee



IMMEDIATE CRISIS RESPONSE

Checklist

Action plan

Critical incident meeting

- Decision re part or full workplace closure [page 14]
- Identify staff liaison [page 14]
- Decision regarding informing staff [page 15]
- Identify family liaison [page 15]
- Provide information/support regarding communication [page 16]

Critical incident meeting 2

- Review and update all actions [page 17]
- Dealing with the media [page 17]
- Prepare staff fact sheet communication [page 17]
- Develop scripted responses for staff [page 17]

FIRST 24-48 HOURS

ACUTE RESPONSE

Checklist

Action plan

Critical incident meeting

- Documentation of events [page 18]
- Contact family [page 18]
- Inform others [page 18]
- Convene staff for briefing [page 18]
- Provide information/support [page 19]
- Facilitate clear pathways to support [page 19]
- Provide 'quiet' room, place to gather [page 19]

1-2 WEEKS

INITIAL ACTIONS / SUPPORT

Checklist

Action Plan

Critical incident meeting

- Continue monitoring of staff [page 20]
- Decision regarding backfill of duties [page 20]
- Funeral arrangements [page 20]
- Provide information regarding strategies for support [page 20]
- Critical incident team - debrief and self-care [page 21]
- Contact family - within 2 months of incident [page 21]
- Begin to reinforce and re-build [page 21]

2 WKS - 6 MTHS

ONGOING SUPPORTS AVAILABLE

Checklist

Action plan

Critical incident meeting

- Continue availability of supports [page 22]
- Continue contact with the family [page 22]
- Continue communication with staff [page 22]

LONGER TERM FOLLOW-UPS

ONGOING SUPPORTS AVAILABLE

Checklist

Action Plan

Critical incident meeting

- Review organisational practices and critical incident processes [page 23]
- Recognise anniversaries and milestones (opportunity to reflect) [page 23]
- Transition postvention to prevention [page 23]