



## Checklist 2: The first 24-48 hours: Informing and supporting staff

Ensure you and/or the postvention response team have completed the following list so that team members are informed and supported.

- Finalised support services for your team members.
- Organised for resources and helpline information to be easily available for staff, e.g. sharing on the intranet or displaying posters and pamphlets in high-use areas.
- Arranged dedicated rooms where staff can meet with counsellors or take time out.
- Met with close colleagues of the person who died or those people who may be adversely impacted by the news.
- Set up and held meeting(s) with all team members.
- Noted anyone not in attendance at the meeting and contacted them.
- Communicated who is leading the response and their roles/responsibilities with staff.
- Noted that contact has been made with the person's whānau (including who is leading this contact and what support has been offered).
- Arranged for regular staff updates (in person or via email).
- Encouraged staff to reach out to their natural support people, such as whānau or close friends.
- Reminded staff that their wellbeing is important. Potentially set up a buddy system within the first week. See *A guide for workplaces: Responding to a staff member's suicidality* for more information.
- Considered if your workplace will make any social media posts or talk to media (if applicable).
- Checked your workplace social media/media policy.
- Reviewed and checked emergency contacts for all staff.
- Reached out to external contacts of the person who died, if appropriate. N.B. This should be done on a case-by-case basis.