

After-School Meeting

- Give your staff a chance to unload, decompress and let off steam.*(see below)
- Catch them up on details from the day.
- Give them updates of plans for funeral arrangements, if known.
- Determine the next day's plan and ask what staff what their needs are – for support and otherwise.
- Review any relevant emergency plans if appropriate (not usually an issue).
- Review responsibility of staff. Provide handouts if appropriate. Possibly go over signs of depression, difference in sadness and depression. (Counselor may cover this portion of the meeting.)
- Make a list of students for whom staff members have concern and describe the referral process. This list can be generated anonymously or as a group.
- Remind all school staff to keep an eye on at-risk students and report concerns to the school counselors.
- Remind them of support services and tell them to take care of themselves, as well as students. Hand out "Ways to Take Care of Yourself..."
- Share your appreciation of things which went well and recognize the efforts of others. Give time for others to do the same.

* Questions to facilitate staff sharing about the stress of the day:

- *What happened for you today? What reactions (thoughts, feelings?) occurred for you?*
- *What kinds of reactions have you witnessed, as well as experienced?*
- *What parts of the day worked well? What could be improved?*
- *How could you have felt more supported during the day?*
- *What could we do to provide support to you right now?*
- *What additional resources do we need in the near future?*

