Annex 5

# Agenda for Staff Meeting

1. Inform staff of the crisis and the school’s stance.
2. Clarify facts and answer queries.
3. Provide emotional support to staff

* Explain the possible emotional reactions they may exhibit and show understanding on their reactions;
* Identify staff who are severely affected;
* Inform staff of the follow-up support available (e.g. Emotional Support Group for Staff).

1. Revise and finalise the support plan:

* Discuss the support plan drawn up by the SCMT
* Finalise the implementation schedule, venues and persons-in-charge.

1. Explain the support work for students (e.g. Brief Class Meeting, Special Class Period)
   * Explain the content and key points;
   * Distribute relevant documents, e.g. “Reminders for Teachers” (Annex 6) and “How Should Teachers Respond to Students’ Possible Reactions towards a Crisis Incident” (Reference 2);
   * Provide assistance to teachers in need.