**SCRIPT FOR PHONE TREE**

I am so sorry that I am having to contact you today, with very sad news. One of our students, STUDENT NAME, died earlier today by suicide. At this time we have very little information, but will share more when we have been in contact with the family. NAME was a grade GRADE student at our school, and we expect many staff and students to be affected. The CIRT team is on hand to support our school, and we will start the day with an 8:00 staff meeting, where we will share more and go over the supports for staff and students. You can expect that there will be a script to share with students, CIRT members to support you with this task if needed, and additional supports at the school. A counsellor will go through the day following NAME’s classes, as we expect those students to be particularly affected. Please let me know if there are any students or staff that you feel will need particular care and attention, and anything that we can do to support you in preparation for a difficult week.

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| **Name of staff member:**  | **Notes:**  |
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