# MDHB/MOE-SE TRAUMA RESPONSE TEAM PROCESS CHART

Critical Incident Information or Referral

Public Health CAF/OH Ministry TI team

## Protocol 1

Notification of Critical Incident

(All organisations to be informed)

## Protocol 2

Liaison Contact

CIRT and Ministry TI team representatives to make contact and decide on a plan to manage the crisis (re: information and circumstances of event).

## Protocol 3

Initial Contact with School (s)

If intervention by both organisations is needed, contact is made with the school(s) by representatives from both organisations and a plan established.

## Protocol 4

##### Setting up Trauma Response Team (if required)

Meeting between CIRT and Ministry TI team members

1. CIRT and TI team members to brief teams and allocate resources for a Trauma Response Team to go into the school(s).
2. Roles & responsibilities defined.
3. 3 week & 3 month dates set if required.

## Protocol 6

MOE-SE and MidCentral members complete reporting documentation as required

## Protocol 5

##### School Intervention

Trauma Response Team works alongside school(s) as per plan.

School-based assessment & intervention as needed

Referral to CAF/OH if required

## Protocol 7

Trauma Response Team no longer engaged when schools (s) managing independently.

Follow up with school(s) by CIRT or Ministry TI team at 3 weeks (and at 3 months if required)

## Protocol 8

Debriefing process following individual incident intervention. All organisations/services represented.

(Invitation also extended for school feedback).

## Protocol 9

Meetings between CIRT and Ministry TI team to evaluate the critical incident process occur at the Manawatu Suicide Prevention/Postvention Team meetings held several times a year.