

Gaelscoil Eoghain Uí Thuairisc

CRITICAL INCIDENT MANAGEMENT PLAN

Introduction and Aims of Plan:

This plan outlines the procedure that Gaelscoil Eoghain Uí Thuairisc will take in order to ensure an effective response to a crisis situation/critical incident. It will enable the school to cope effectively in the event of a crisis and will enable staff to react quickly and to maintain a sense of control. The plan may also ensure that normality returns as soon as possible and that the effects on students and staff are limited.

Gaelscoil Eoghain Uí Thuairisc is characterised by a warm and caring ethos...nurtured and sustained by our anti-bullying policy, our ongoing focus on health and safety issues, the SPHE programme... This caring and supportive environment will contribute to the successful implementation of this plan in the event of a critical incident.

The school also has a plan for evacuation (for instance, in the event of a fire) of which all pupils and staff are aware and as outlined in our Health and Safety Policy, three fire drills are undertaken each school year. A copy of the plan of the school building is displayed in all rooms and exits highlighted. External school doors are closed during class time and cannot be accessed from outside except by authorized personnel. Fire extinguishers and fire exits are regularly checked and all staff will receive regular training in the use of safety equipment. Pre opening (from 9.10 a.m.) and break time supervision in school yard is provided by staff members.

In the event of a critical incident the staff will endeavour to maintain normal routines as far as possible particularly for classes not immediately involved or affected by the incident.

Definition of a Critical Incident:

In general, a critical incident refers to "an incident or sequence of events which overwhelms the normal coping mechanisms of the school" (*Responding to Critical Incidents p.15*). This may include the sudden death/accident/suicide of a member of the school community, an accident involving pupils/staff on the school premises, a physical attack on a staff member or pupil or serious damage to the school building. The disappearance of a member of the school community and an accident/tragedy in the wider community may also be regarded as critical incidents.

The Critical Incident Management Team (CIMT)

A CIMT has been established in line with best practice. The members of the team were selected on a voluntary basis and will retain their roles for at least one school year. The members of the team will meet annually to review and update the policy and plan.

Aingeal Uí Dhálaigh, Príomhoide (Team leader, Community/agency liaison, Media contact)
Móna Ní Liatháin (Garda/liaison/Media liaison)
Treasa Uí Néill (Staff Contact)
Majella Ní Riain/Mícheál Ó Rinn (Student Contact)
Caoimhe Uí Fhearáil/Mícheál Mac Eochaidh (Parent Contact)
Paula Fleming (Administrator)
David Carroll (NEPS)
An tAthair Conn Ó Maoldomhnaigh (School Chaplain)

- To ensure that communication between the school and relevant personnel is speedy and effective in the event of a critical incident, the Critical Incident Management Team will:
 1. Establish and maintain an up-to-date list of contact numbers for
 - Pupils, parents/guardians
 - Staff Members
 - Emergency support services - This will be displayed in the School Office, Staff Room and the Principal's office
 - Aingeal will also have a list at home in case of Critical Incident outside of school hours
 2. Compile emergency information for school trips to include:
 - A list of all pupils/staff involved and the teachers in charge
 - A list of mobile phone numbers for accompanying teachers
 - Up-to-date medical information on pupils - allergies, epilepsy etc.
- 2. Assign roles and responsibilities to each of the team members (and-or other staff) in the event of a critical incident.

<u>Task</u>	<u>Name</u>
Overall management of response	Aingeal Uí Dhálaigh
External Liaison (outside support agencies: Parents; distressed visitors; the media)	Aingeal, Treasa Móna
Internal care and communication (with staff, pupils immediately involved/affected and Pupils in general.)	Aingeal/Treasa
Administration Tasks (answering telephone, organising room(s) for debriefing, letters, log of events etc.)	Paula/Olive

PROCEDURES TO BE FOLLOWED IN THE EVENT OF CRITICAL INCIDENTS
A. Short-Term Actions (1st Day) (Resource Materials p.40)

<u>Task</u>	<u>Name</u>
Refer to Section 3 <i>Responding to critical Incidents</i> for details pertaining to each task	Person responsible for organising the enactment of the task(s)
Gather accurate information (who, what, where)	Aingeal/Móna
Contact appropriate agencies (details in staff room and Principals office)	Treasa
Convene a meeting with CIMT	Aingeal/Treasa
Arrange supervision of students	Mícheál/Majella
Hold staff meeting (all staff)	Aingeal/Treasa
Organise timetable for the day: as far as possible maintain normal routines.	Bain. Shinsir
Inform parents/guardians.	Aingeal/Bain. Shinsir
Inform pupils	Aingeal, following advice from NEPS
Make contact with the bereaved family	Aingeal
Dealing with the media	Móna/Aingeal
Organise the reunion of students with their parents, if necessary.	Art/Mícheál/Aingeal
Critical Incident Room.	Paula

B. MEDIUM-TERM ACTIONS (24 - 72 hours)
(Resource Book p41)

<u>Task</u>	<u>Name</u>
Review the events of the first 24 hours	Aingeal
Arrange support for individual/groups of students, parents etc.	Aingeal/Treasa
Plan the reintegration of students and Staff.	Aingeal/Treasa
Plan visits to the injured	Aingeal
Liaise with family re: funeral arrangements/ memorial service.	Aingeal
Attendance/participation of funeral services	Aingeal
Decisions re: school closure	BOM/School Inspector

Prayer Service	An tAth.Conn/Aingeal/Majella

C. LONGER TERM ACTIONS (72 HOURS ONWARDS)

<u>Task</u>	<u>Name</u>
Monitor students for signs of continuing stress.	All staff members
Evaluate response to incident and Amend Critical Incident Plan appropriately.	Staff/BOM
Formalise the Critical Incident plan for the future.	Staff/BOM
Inform new staff/new pupils affected by Critical Incidents where appropriate.	Aingeal
Decide on appropriate ways to deal with anniversaries.	BOM/Staff/Parents
Plan for giving of 'memory box' to bereaved family. Teacher	An tAth. Conn/Aingeal/Class

The school's S.P.H.E. plan will be reviewed regularly to include themes such as death which may be used if relevant.

School closures and memorials will be dealt with on a case by case basis.

Record Keeping:

In the event of an incident each member of the team will keep records of phone calls made and received, letters sent and received, meetings held, persons met, interventions etc. Paula Fleming the school secretary will have a key role in receiving and logging phone calls, sending letters, photocopying materials etc.

Confidentiality and Good Name Considerations:

The management and staff of the school have a responsibility to protect the privacy and good name of the people involved in any incident and will be sensitive to the consequences of any public statements. The members of the school community will bear this in mind, and will seek to ensure that students do this also. For instance the term 'suicide' will not be used unless there is solid information that death was due to suicide **and** that the family involved consents

to its use. The phrases 'tragic death' or 'sudden death' may be used instead. Similarly the word 'murder' should not be used until it is legally established that a murder was committed. The term 'violent death' may be used instead.

Critical Incident Rooms:

Staff room will be the main room used to meet the staff.

Classroom will be the main room used to meet the students.

Meeting room/office will be the main rooms used to meet the parents.

Classroom will be the main room used to meet the media.

Learning Support Rooms will be the main room used for individual sessions with students.

Consultation and Communication Regarding the Plan:

All members of staff were consulted and their views canvassed in the preparation of this policy and plan.

Parent representatives were also consulted and asked for their comments.

Our school's final policy and plan in relation to the responding to critical incidents has been presented to all staff.

Each member of the Critical Incident Team has a personal copy of the plan, as has each member of staff.

Aineal Uí Dhálaigh will inform all new and temporary staff of the details of the plan, which will be available in the staff room and also in the secretary's office.

The plan will be updated annually, in September.

Resources Available in the School:

Responding to Critical Incidents Guidelines for Schools.

Responding to Critical Incidents Resource Materials for Schools.

When Tragedy Strikes (INTO)

www.into.ie

www.neps.ie

Milly Molly Mandy Series.

See resources pages 43-50 Responding to Critical Incidents Resource Materials for Schools.

Ratified by the Board of Management on 30th September 2019.

Signed: _____
Chairperson, Board of Management

Review Date: September 2020