****

**Coláiste Pobail Acla**

**Critical Incident Management Plan**

**Background:**

“The key to managing a critical incident is planning. NEPS psychologists report that schools that have developed school policy and a Critical Incident Management Plan (CIMP) are able to cope more effectively in the aftermath of an incident. Having a plan enables staff to react quickly and effectively and to maintain a sense of control. It may also ensure that normality returns as soon as possible and that the effects on students and staff are limited”. Responding to Critical Incidents, Guidelines for Schools, NEPS, 2007

***This policy was completed with reference to***

* Responding to Critical Incidents – Guidelines for Schools, NEPS, 2007
* Responding to Critical Incidents – Resource Materials for Schools, NEPS, 2007

***Issues the school needs to address:***

* Creation of a coping, supportive and caring ethos in the school
* Defining a critical incident
* Creation of a critical incident management team
* Development and communication of the plan
* Administrative Tasks

**Critical Incident – Definition**

For the purposes of this policy a critical incident is defined as any incident or sequence of events which overwhelms the normal coping mechanisms of the school and disrupts the running of the school e.g.

* The death of a member of the school community
* A serious accident involving pupils or staff
* A traumatic event involving the school
* Serious accident or tragedy in the wider community

As each Critical Incident will require the school to respond in a manner appropriate  to that particular incident at that time, this C.I.M.P. is intended to serve as a general outline of procedures to be followed in the event of a critical incident occurring.

In general, it is regarded as good practice for the school to form a Critical Incident Management Team

**Critical Incident Management Team**

A Critical Incident Management Team to include:

|  |  |  |
| --- | --- | --- |
| **The Principal** | Anita Gallagher  |  |
| **The Deputy Principal** | Susie Farrell |  |
| **Year Heads** |  |  |
| **Guidance Counsellor & Student Support Officer** | Margaret Ebbs, Lisa McGowan,Kevin Egan |  |
| **Representative of Board of Management –  Chairperson** | Pat KilbaneMaire SweeneyBreege O Brien |  |
| **Representative of Administrative Staff – School Secretary & Caretaker** | Nora MurrayDamien McGinty |  |

This team will meet annually.

It will maintain an up-to-date list of contact numbers for:

* Staff
* Parents/guardians of students
* Emergency support services

Copies will be kept in the Administrative office and Principal’s office. These lists will be updated when necessary by administrative staff.

**The team will also establish a ‘loop’ system among staff so that information can be conveyed one to another should a critical incident happen outside of school hours.**

In the case of School Tours, the Lead Teacher will compile an information pack to include:

* Name of the Tour Leader
* A list of all participating teachers and pupils
* A list of mobile phone numbers for all participating teachers and pupils
* Passport details and (in the case of tours outside the country)
* Photographs of participating pupils
* Home contact numbers and mobiles of all involved
* Relevant medical information on pupils and permission forms from parents in case of a medical emergency
* Insurance details
* Copy of itinerary

A copy of this file should be left with the Principal prior to departure.

School mobile phones will be made available to staff for outings, trips etc

By way of protection of our staff and students, all staff will be made aware of the Health and Safety Document, Fire Evacuation Procedures, the location of the defibrillators and the names of those trained in their use and in First Aid. These lists will also be posted near the defibrillators, on the Principal’s notice board in the staff room and attached to this document.

Staff will be reminded of these procedures at the initial staff meeting annually and this information included in the packs provided to new and substitute teachers.

**Trauma Response Plan**

**Procedures to be followed in the event of critical incidents:**

On notification of a critical incident the **Principal** will convene the Critical Incident Management Team to:

|  |  |
| --- | --- |
| Ascertain the facts |  |
| Make contact with the family/families concerned | Anita Gallagher |
| Contact appropriate agencies (e.g. N.E.P.S., D.E.S) | Susie Farrell |
| Inform Staff, B.O.M. and Mayo Sligo Leitrim ETB | * Anita Call BOM Chair
* Anita sent text to BOM
* MSL ETB 09490 24188
* Anita Contact CEO and EO
* Susie Contact Staff
 |
| Agree on a statement **of the facts** for staff, pupils, parents/guardians and the media and inform these parties as appropriate | * Breege O Brien (preparation)

Anita Gallagher (media) |
| Identify high risk pupils | * Lisa McGowan, Kevin Egan
 |
| Appoint one person to deal with phone calls ­  | * Nora Murray
 |
| Organise timetable/supervision rota for the day  | * Susie Farrell
 |
| Organise support and rooms for counselling/assistance where appropriate  | * Rooms 17 and 19
* Prayer Room
* Chill Out Room
 |
| Endeavour to maintain the regular school routine, if possible | * Susie Farrell, Breege O Brien
 |
| When appropriate arrange for representatives from the school to visit the home(s) of the person(s) concerned.  | * Anita Gallagher,
* Kevin Egan
 |

**In the event of an incident during State Exams:**

If the public examinations are in progress contact the State Examinations Commission (0906- 442700) as soon as possible, so that they can alert the Examination and Assessment Manager (EAM) for the school. Alternatively you can contact the EAM in your area directly.

**In the event of death:**

|  |  |
| --- | --- |
| * Inform staff and pupils re: funeral arrangements
 | * Nora send text to staff + parents
* Anita send email to staff
 |
| * Arrange involvement in liturgy if agreed with bereaved family
 | * Lisa McGowan
 |
| * Facilitate staff and pupils’ response e.g. book of condolence, school council’s vote of sympathy, flowers.
 | * Margaret Ebbs
 |
| * Support distressed pupils and staff.
 | * Margaret Ebbs, Lisa McGowan, Maire Sweeney
 |
| * Ensure counselling service is available.
 | * Anita/Susie contact NEPS + Mary McHugh, Parish Priest
 |
| * Care of deceased person’s possessions  in keeping with parental/guardians’ wishes
 | * Nora Murray
 |
| * Facilitate return to school of siblings and close friends.
 | * Class Tutor Kevin Egan
 |
| * Monitor siblings and friends of the deceased.
 | * Pastoral Care Team,
 |
| * Update and amend school records and inform DES.
 | * Nora Murray
 |

**Long Term Tasks**

In the aftermath of a critical incident, a death, accident, serious illness or any such incident:

Awareness of the need to:

* Keep in contact with the family/families concerned
* Be sensitive to occasions such as anniversaries, birthdays, Christmas etc
* Organise school services/memorial as appropriate
* Review the support structures available
* Provide the appropriate support
* Review overall school response.

**Development and Communication of this Critical Incident Management Policy:**.

All Staff, the Students Council, the Parents’ Association and the Board of Management were consulted in the formulation of this policy and their recommendations included in this document.

This Critical Incident Management Policy was ratified by the Board of Management ???????????

It is proposed to review this C.I.M.P. ???????????

**First Aid Training**

The following staff members have completed a First Aid Course held at CPA

**Location of Defibrillators**

Outside Staff Room

**Persons Trained to use the defibrillators:**

Anita Gallagher

Kevin Shannon

Therese Connolly

Nora Murray

**EMERGENCY NAMES AND NUMBERS**

|  |  |
| --- | --- |
| CONTACT LIST | TELEPHONE |
| Anita Gallagher | 086 3108060 |
| Susie Farrell | 087 645 5172 |
| Kevin Egan | 086 2774616 |
| Lisa McGowan | 087 9441297 |
| Margaret Ebbs | 087 2866776 |
| Maire Sweeney | 098 20877 |
| Breege O Brien | 087 6108339 |
| Nora Murray | 087 9457231 |
| Damien McGinty | 087 2263044 |
|  |  |
| Fr Michael Gormally  | 098 45288 087 6878750 |
| Keel Health Centre | 098 43105 |
| Achill Sound Health Centre | 098 45321 |
| Achill Sound Gardaí | 098 45108 |
| Westport Gardaí | 098 25555 |
| Mayo General Hospital  | (094) 902 1733 |
| Achill Fire Brigade  | 098 45085 |
| Achill RNLI | 098 45612 |
| Achill Coastguard | 086 3993221 |
| Health and Safety | 1890 289 389 |
|  |  |
| NEPS, Thomas St. Castlebar | 094 90 28310 |
| Adrian Gavin, NEPS  | 094 9025846, 094 9026151 |
| Care Call, Employee Support  | 1800 411 057 |
|  |  |
| Sarah Sheridan  | 087 328 6275 |
| Mary McHugh | 086 070 9843 |
| Childline: The Samaritans:  | 1800 666 666 1850 60 90 90 |

|  |  |  |
| --- | --- | --- |
| Role  | Name  | Telephone |
|  |  |  |
| Team Leader |  |  |
| Garda Liaison |  |  |
| Staff Liaison |  |  |
| Student Liaison |  |  |
| Parent Liaison |  |  |
| Community Liaison |  |  |
| Media Liaison |  |  |
| Administrator |  |  |

**Summary checklist for Principals: Day 1**

1. Gather the facts – what has happened, when, how, where, and who is injured or dead.
2. Consult Responding to Critical Incidents: Guidelines for Schools (available on the DES website www.education.ie). Go to NEPS link.
3. Is it an incident requiring a NEPS Response at Level 1, 2 or 3?
4. Who do I need to call (see Emergency Contact List – R23)
5. Meet with the Critical Incident Management Team.
6. Meet with other agencies, if involved, to agree on roles and procedures.
7. Have administration staff photocopy appropriate literature.
8. Arrange for the supervision of students.
9. Address the staff meeting.
10. Identify vulnerable students.
11. Inform students.
12. Draft a media statement (see R6).
13. Prepare for a media interview, (see Section 9).
14. Draft a letter to parents (see R2, R4 and R5).
15. Meet with the CIMT to review the day and arrange an early morning meeting for the following day.
16. Meet with the staff group.
17. Make contact with the affected family/families.