

**CRITICAL INCIDENT  
MANAGEMENT  
PLAN**

**Scoil Nn. Peadar is Pól.**

**CRITICAL INCIDENT MANAGEMENT TEAM.**

- Siobhán Ambrose (Chairperson B.O.M.)
- Yvonne Moran (School Principal)
- Eddie Kearney (Deputy School Principal)
- Chris Ryan/Lisa O'Brien (First Aid Co-ordinator)
- Orla Tobin (H.S.L.C.)
- Maureen O'Reilly and Sheila Comerford (Counsellors)
- Jimmy Fenlon/Catherine Kearney/Fiona Donnelly

# Scoil Nn. Peadar is Pól.

## CRITICAL INCIDENT POLICY.

Ss. Peter & Paul's aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times. (c.f. Mission Statement/Pastoral Care Policy).

Ss. Peter & Paul's has taken a number of measures to create a coping, supportive, and caring ethos in the school. The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of staff and students, both in ordinary time and in the event of a critical incident.

What is a Critical Incident?

Ss. Peter & Paul's recognises a critical incident to be "an incident or sequence of events that overwhelms the normal coping mechanism of the school and disrupts the running of the school". Critical incidents may involve one or more pupils, staff, the school, or our local community.

Types of incidents might include:

- The death of a member of the school community through sudden death, accident, terminal illness or suicide.
- An intrusion into the school
- An accident/tragedy in the wider school community
- Serious damage to the school building through fire, flood, vandalism, etc
- The disappearance of a member of the school community
- An accident involving members of the school community.

### **Aim.**

Recognising that the key of managing critical incidents is planning, Ss. Peter & Paul's B.O.M. has developed this Critical Incident Management Policy and accompanying Plan. Our hope is that, in the event of an incident, these will help staff to react quickly and effectively and to maintain a sense of control. They should also help us to achieve a return to normality as soon as possible and ensure that the effects on the students and staff will be limited.

### **Creation of a coping supportive and caring ethos in the school.**

We have put systems in place to lessen the probability of the occurrence of an incident. These include measures to address both the physical and psychological safety of both staff and students.

In the event of a critical incident the responsibilities of each role-holder will be as follows. In the event of the Team Leader being absent the Deputy Principal will assume that role.

Key roles have been identified and assigned as follows:

#### **Team Leader (Yvonne Moran).**

- Alerts the team members to the crisis and convenes a meeting.
- Co-ordinates the tasks of the team.
- Liaises with the B.O.M. and Department of Education & Science.
- Liaises with the bereaved family.

#### **Staff Liaison (Yvonne Moran & Eddie Kearney).**

- Leads meetings to brief staff on the facts as known, gives staff members an opportunity to express their feelings and outlines the routine for the day.
- Advises staff on the identification of vulnerable students.
- Is alert to vulnerable staff members and makes contact with them individually.
- Provides materials to staff from the Ready to Go Pack.

#### **Student Liaison (Class Teacher).**

- Liaises with other team members to keep them up-dated with information and progress.
- Alerts staff to vulnerable students.
- Provide materials for students from the Ready-to-Go-Pack.

#### **Community Liaison (Orla Tobin/Yvonne Moran).**

- Liaises with agencies in the community for support and onward referral.
- Updates team members on the involvements of external agencies.
- Coordinates the involvement of these agencies.
- Maintains up to date lists of contact numbers of:
  - Key parents, such as members of the parents council
  - Emergency support services and other external contacts and resources.

#### **Parent Liaison (Orla Tobin/Yvonne Moran).**

- Facilitates 'questions and answers' meetings.
- Meets with individual parents.

- Provides materials for parents from the Ready to Go Pack
- Visits the bereaved family with the team leader.

## **Media Liaison (Yvonne Moran).**

- In preparing for the role, s/he will consider issues that may arise during an incident and how they might be responded to (e.g. students being interviewed, photographers on the premises, etc).
- In the event of an incident, will liaise where necessary with the Communications Section in the DES.

## **Administrative Tasks (Valerie Clancy).**

- Maintenance of up to date lists of contact numbers of
  - Parents or guardians
  - Teachers
  - Emergency support services
- Telephone calls need to be responded to, letters sent and materials photocopied.

## **Supervision (Jimmy Fenlon).**

- To co-ordinate the supervision of classes by releasing other members in event of a critical incident.

## **Record Keeping.**

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

## **Letter to Parents.**

The B.O.M. will prepare a brief, written statement to include:

- The sympathy of the school community for the affected/bereaved family
- Positive information or comments about the deceased/injured persons(s)
- The facts of the incident
- What has been done
- What is going to be done

## **Confidentiality and good name considerations.**

The school has 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 staff will bear this in mind, and will seek to

ensure that pupils do so also. (For instance, the term 'suicide' will not be used without the consent of the family involved or until it has been established categorically that the person's death was a result of suicide. The phrases 'tragic death' or 'sudden death' may be used instead).

## **Critical Incident Room.**

In the event of a critical incident, the Staff Room and/or Prayer Room will be the main room used to meet the staff, students, parents and visitors involved.

## **Development and communications of this policy and plan.**

All staff were consulted and their views canvassed in the preparation of the draft plan. Parent representatives were also consulted and asked for their comments. Our school's final policy and procedures in relation to responding to critical incidents has been presented to all staff.

Each member of the critical incident team has a personal copy.

All new and temporary staff will be informed of the details of the plan by the school principal.

The plan will be updated in 2019.

Ratified by the Board of Management on 9/5/2017.

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