

Coláiste Chluain na Slí



Critical Incident Management Plan

Ratified:

Definition of a Critical Incident

The staff and management of Clonaslee College define a critical incident as

“Any event or series of events that exceed the normal coping mechanisms of the school and disrupt the operation of the school”.

Among the types of critical incidents that may occur in our school are:

- Death of a member of the college community due to accident, sudden death, terminal illness, or suicide.
- Accident resulting in serious injury.
- Physical/sexual assault on any member of the school community.
- Drug or alcohol abuse.
- Damage to school building e.g. fire, flood.
- Tragedy in the area.

Purpose

The purpose of the Critical Incident Management Plan (CIMP) is to assist school management and staff in responding quickly and effectively to an incident, to help us maintain control and to ensure that appropriate support is provided to students and staff. The plan will ensure that the impact of an incident on students and staff is limited. It will enable us to return to normal as soon as possible.

Critical Incident Management Team

This team will consist of

1. The Principal
2. Deputy Principal
3. The Year Head
4. The Guidance Counsellor
5. The School Secretary
6. Members of middle management
7. Member of school community identified by CIMT.

It would be up to the Critical Incident Management Team to set out a plan for how best to deal with the impact of a particular crisis that occurs. The team members will meet once a year to review and update the policy and plan. Each team member has a separate critical incident file. It contains a copy of the policy and plan as well as materials specific to their particular role, for use in the event of an incident.

Possible roles for members include:

Head of Team

- Briefs staff on the crisis and organises a meeting.
- Coordinates tasks for staff.
- Maintains contact with the Board of Management; DES; NEPS; SEC; ETB.
- Maintains contact with the bereaved/affected family.
- Liaises with An Garda Síochána.
- Ensures that information about deaths or other developments is checked before it is shared in consultation with LOETB.

Staff Liaison

- Leads briefings with staff on the facts, provides opportunities for staff to express their views and ask questions, sets the daily routine.
- Advises staff on procedures for identifying vulnerable members of the school community.
- Provides materials to staff (from the critical incident file)
- Keeps staff informed throughout.

Student Liaison

- Gathers information from teachers and year head regarding students of concern.
- Alerts other staff to vulnerable students (in an appropriate manner)
- Maintains a record of student contact details.
- Responsible for setting up and supervising a break room where agreed.

Parent Liaison

- Communicates with the affected family.
- Organises meetings, if required

- Facilitates such meetings and manages 'questions and answers' sessions
- Ensures that sample letters are drafted and available.
- Maintains a record of meetings with parents.
- Provides parents with appropriate materials (from their critical incident file)

Community/Agency Liaison

- Maintains up-to-date contact numbers for Parents who have key roles, such as Parents' Council members, emergency support services and other external contacts and resources
- Maintains contact with agencies in the community regarding support and referrals.
- Provides updates to staff regarding external agency involvement.

Media Relations Administrator (LOETB staff member)

- Will draft press releases and provide information and interviews to the media (as agreed by school management).
- Someone who will consider the issues that may arise before any incident occurs, and how to respond to them.

Administrator

- Maintains up-to-date telephone numbers for teachers, parents, emergency services.
- Answers telephone calls and takes notes on calls that need to be answered.
- Ensures that templates are available on the school IT system and are ready to be adapted to any specific situation.
- Prepares and sends out letters and emails.

ROLE	NAME	CONTACT DETAILS
Team leader		
Garda Liaison		
Staff Liaison		
Student Liaison		
Parent Liasion		
Media Contact		
Administrator		

Short-Term Actions

(Checklist for the Principal for the first day)

Task	Name
Gather accurate information	
Contact family	
Contact appropriate agencies/LOETB supports	
Convene meeting	
Notify staff	
Notify parents/Guardians	
Hold staff meeting ASAP	
Notify students (if appropriate)	
Arrange supervision of students	

Keep things as normal as possible	
Organize a schedule for the day	
Prepare information statement	
Designate secretary to answer/screen phone calls	
Identify student/students at risk	
Open school at weekend (safe place)	
Conduct a staff briefing at the end of the day	

Medium Term Actions – Days 2 and 3

Task	Name
Meeting and full review with CIT	
Meet with external agencies	
Meet with full staff	
Arrange support for individual students, groups of students and parents if necessary	
Plan to reunite students	
Visit those who were injured	
Contact the family following funeral arrangements	
Make decisions about school community participation in the funeral	
Make decision about closing the school	

Follow-up (After 72 Hours)

Task	Name
Identify students at risk	
Maintain contact with agencies	
Plan for bereaved students returning to school	
Review CI Plan	

Development, Publication and Communication of the plan:

- The teaching staff, the board of management and parents are made aware of the school's Critical Incident Management Plan and once ratified is uploaded to the school website.

Contact Numbers

- Each member of the CIT maintains an up-to-date list of contact numbers for parents/guardians and all Staff
- The CIT maintains a list of emergency contact details which is updated annually in September.
- A list of emergency support services is included in this Plan

Resources

- The CIT has a ready-to-use pack available in the Principal's office.
- The Secretary, Principal and Chairperson of the Board of Management have electronic templates of pre-drafted letters.
- The CIT has a list of emergency contact details
- This Plan includes a checklist for the first 24 hours.

Plan Review:

The CIT will review and update this plan as needed

Signature_____

Date:_____

Signature_____

Date:_____

Signature_____

Date:_____

Signature_____

Date:_____

Phone Numbers:

Clonaslee Garda station

0578628022

Mountmellick Garda station

0578624140

Tullamore Garda station

0579327600

Portlaoise Garda station

0578674100

Health Centre Clonaslee

0578648170

State examinations commission

090642851

Dept of children

016473000

NEPS – Head office Portlaoise

018650887

TUI

014922588

Clonaslee Clergy

0578648030

LOETB Head Office

0579349400

Consulting services:

Barnardos Tullamore

The Samaritans

Childline

Parent-line

Aware

Pieta House

National Suicide Bereavement

Rainbows

Bereavement Counselling service

I.S.P.C.C

Local LOETB Schools

Ard Scoil Chiarain Naofa, Clara

Banagher College, Colaiste na Sionna

Colaiste Naomh Cormac, Kilcormac

Dunamase College Colaiste Dhun Masc

Portlaoise College

St Fergal's College, Rathdowney

Tullamore College

Checklist – Students at risk

This checklist could be used by the psychologist, or it could be helpful to school staff if they have concerns about a student. Keep in mind that if a certain number of items are checked in relation to any individual student, this may give you an indication that other problems are present. If a number of these factors are present in any individual student, the situation should be investigated further.

- Unexpected decline in academic performance
- Talk of suicide
- Thoughts and themes related to depression, death, and suicide in their work
- Statements about being hopeless, meaningless, or worthless

- Mood swings and significant emotional instability
- Withdrawal from relationships
- Discipline problems, getting into trouble at school
- Withdrawal from extracurricular activities
- Lack of interest in things the student used to enjoy
- Getting rid of personal items
- Alcohol or drug abuse
- The student is engaging in suicidal behavior, for example, dangerous behavior such as cutting themselves or taking an overdose
- A family member either attempts suicide or dies by suicide

SAMPLE LETTER TO PARENTS/GUARDIANS

LETTER TO PARENTS #1

(Sample letter in the event of a tragedy)

Dear Parents/Guardians,

The school community has experienced (the sudden death, accidental injury) of one of our students/ staff members. We are deeply saddened (shaken/shocked) by the death/events.

(Brief details of the incident, and in the event of a death, perhaps some positive remembrances of the person lost)

We have support structures in place to help your child cope with this tragedy. (Elaborate)

It is possible that your child may have some feelings that he/she may like to discuss with you. You can help your child by taking time to listen and encouraging them to express their feelings. It is important to give them truthful information that is appropriate to their age.

If you would like advice or assistance, you may contact the following people at the school.
(Details)

Yours sincerely,

LETTER TO PARENTS REQUESTING CONSENT FOR THE INVOLVEMENT OF OUTSIDE PROFESSIONALS

Dear Parents,

Following the recent (tragedy, death of X) we have arranged professional support for students in school who need particular help. (X) is available to help us with this work. This support will usually consist of talking to students, either in small groups or on a one-to-one basis and offering reassurance and advice as appropriate.

Your son/daughter has been identified as one of the students who could benefit from meeting with this specialist. If you would like your son to receive this support, please sign the attached permission slip and return it to the school by.....

If you would like further information on the above or to talk to the specialist, please indicate this on the slip or telephone the school.

Yours sincerely,

.....

I/We consent to having our daughter/son met by a specialist employed by the Minister for Education and Science.

I/We understand that my daughter/son may meet the specialist(s) in an individual or group session depending on the arrangements which are thought to be most appropriate.

Name of student:

Class/Year:

Date of Birth:

I would like my daughter/son to avail of the support being offered by the psychologist.

Signed.....(Parent/Guardian)