



Coláiste De Lacy

Critical Incident Management Plan

(CIMP)

Version 9: 2024

Introduction

Coláiste De Lacy aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times. The Board of Management have drawn up this *Critical Incident Management Plan* (hereafter referred to as the CIMP) following a consultative process. The plan was devised with reference to advisory material from the Department of Education (hereafter referred to as the DE). This plan refers to the response taken by this school should a Critical Incident occur. As each Critical Incident will require the school to respond in a manner appropriate to the particular incident at that time, this CIMP is intended to serve as a general outline of procedures to be followed in the event of a Critical Incident occurring.

A Critical Incident Management Team (hereafter referred to as the CIMT) will be established and reviewed on an annual basis to steer the development and implementation of this plan.

This policy should be read in conjunction with the NEPS document; *Responding to Critical Incidents, NEPS Guidelines & Resource Materials for Schools* (2016) available from the school or <https://www.education.ie/en/Schools-Colleges/Services/National-Educational-Psychological-Service-NEPS-/Responding%20to%20Critical%20Incidents.pdf> .

In the event that a Critical Incident occurs on the Ashbourne Education Campus common grounds or approach road, then the Principal of the three Campus schools (Coláiste De Lacy, Gaelscoil Na Mí, and Ashbourne Educate Together National School) will meet first to discuss the impact on and the response from each of the respective schools. Each Principal will then follow the CIMP of their own individual school as appropriate.

Definition

Coláiste De Lacy recognises a critical incident to be any incident or sequence of events which overwhelms the normal coping mechanisms of the school and/or disrupts the running of the school and/or attracts public/media attention on the school. Types of critical incidents may include:

- The death of a member of the school community through illness, a sudden/accidental death, by a deliberate act of violence or by suicide
- A serious accident involving pupils or staff either onsite or offsite
- The disappearance of a member of the school community

- A physical attack on staff member(s) or student(s)
- A fire or explosion in the school
- Serious damage to the school through flooding or vandalism
- An intrusion into the school
- Threats of harm to students, personnel and/or facilities
- Outbreak of a communicable illness or disease
- Serious accident or tragedy in the wider community
- Use of weapons or explosives in or near the school
- Civil disturbances including terrorism

Critical incidents may involve one or more students or staff members, or members of the local community. The above list of examples is not exhaustive.

Aim of the CIMP

The aim of this CIMP is to help school management and staff to react quickly and effectively in the event of an incident, to enable the school to maintain a sense of control and to ensure that appropriate support is offered to students and staff. An effective CIMP should ensure that the effects on the students and staff will be limited. It should enable the school to effect a return to normality as soon as possible.

Creation of a coping supportive and caring ethos in the school

While the purpose of this policy is to outline procedures to be followed in the aftermath of a critical incident, it is essential that all in the school community follow an overall preventative approach. The school has put systems in place to build resilience in both staff and students, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community. The following list of examples, while not exhaustive, have been identified as key elements in a school based preventative approach:

Physical Safety:

Coláiste De Lacy has developed a *Child Safe-Guarding Statement and Risk Assessment* in addition to the schools Health and Safety Statement (including a *Fire & Emergency Evacuation Plan*). The following are examples of some measures taken regarding ensuring the physical safety of members of the school community:

- Evacuation plan developed and clearly visible around the school
- The school has external doors on time locks to ensure that visitors must present at reception and be signed in
- Regular fire drills occur followed by review and evaluation
- Fully functional and regularly serviced Fire Alarm System
- Fully functional and regularly serviced Intruder Alarm System
- Weekly Health and Safety checks of school building and site
- Regular review of Health & Safety Statement (including practices)
- Fire exits and extinguishers regularly checked
- Supervision in the morning before school (from 8:30am), at break time, and lunchtime
- Sign in/Sign out systems for students at main reception area
- Sign in/Sign out systems for all visitors at main reception area
- Risk Assessments carried out on all rooms and school activities
- Synopsis of the Code of Conduct (with behavioural expectations for the creation of a safer environment) in all student Dialanns (journals)
- The school uniform allows the students of and non-students of Coláiste De Lacy to be identifiable on campus
- Child Protection Training for all staff

Psychological Safety:

The management and staff of Coláiste De Lacy aim to use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion. Some of the measures taken by the school to ensure the psychological wellbeing of the school community include:

- Clann/Caomhnóir and Year Head system (Tutor groups based on core base classes).

- Social, personal and health education (SPHE) is integrated into the curriculum of the school for all year groups. Supplementary SPHE lessons are sometimes timetabled for all students at the same time during a week to facilitate themed events and co-curricular planning. Psychological safety is addressed in other parts of the curriculum by addressing issues such as grief and loss; communication skills; stress and anger management; resilience; conflict management; problem solving; help-seeking; bullying; decision making and alcohol and drug prevention. Promotion of mental health is included in this provision
- The school has availed of sustained support in SPHE/RSE with the PDST. The PDST Advisor re. SPHE/RSE has since joined the teaching staff of Coláiste De Lacy and has continued to provide support. Indeed, the provision of training for SPHE teachers is a current focus of the schools Wellbeing SSE process.
- Staff have access to training for their role in SPHE
- Timetabled *Enrichment* lessons where first year students are explicitly taught about learning habits and growth mindset (BLP)
- The values and principles of the school are clearly communicated to and constantly reinforced for students at Tionól (whole school assembly) and Clann Time (tutor time)
- Staff receive annual reminders regarding practices regarding the Child Protection Procedures and Guidelines, i.e., the details of how to proceed with suspicions of abuse or disclosures of abuse
- Child Protection Designated Liaison Person (DLP) and Deputy DLP are appointed and notification is displayed inside the front door of the school building
- The school provides the recommended 400+ hours of Wellbeing at Junior Cycle and annually reviews the Wellbeing Programme at Junior Cycle to meet the various needs of each year group. As part of the school Wellbeing programme, a weekly review of learning and the *Wellbeing Journey* has been included in the student dialann to facilitate reflection and discussions with the Caomhnóir
- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety. The school was linked with the Jigsaw Meath Schools Programme and has facilitated a lot of mental health awareness and training, included Peer Education programmes in Mental Health and Anti-Bullying.
- Many themed weeks, events and activities take place each year which raise awareness and promote mental health and wellbeing, e.g. Mindfulness Week, Active Week,

Friendship Week, Multicultural Day, Awards Programme, RSE Programme for 3rd year students, support night for parents attended by *Wriggle* (providers of the management service for student iPads), Cyberbullying Workshops for students, Internet Safety Workshops for students, Drugs and Alcohol Workshops for students provided by Community Garda...etc.

- Some staff and parents/guardians have received formal training in suicide prevention through the HSE *SafeTALK* and *ASIST* (Applied Suicide Intervention and Skills Training) training programmes.
- The school has a dedicated Anti-Bullying team who have received training and are extremely active in implementing preventative and education strategies. The school has a clear policy on bullying and deals with bullying incidents in accordance with this policy
- The Student Support Team meet on a weekly basis and discuss concerns. Referrals to outside agencies occur where appropriate, e.g. NEPS, Tusla, Foróige (GYDP), SUST, school based NBSS programmes/supports such as the Check & Connect Programme...etc.
- The school has employed a private Psychotherapist (from an LEMTB procurement panel) who work in the school one day a week
- Many staff are trained in the Check & Connect Programme and regularly meet assigned mentees to provide advocacy, support and guidance
- Students who are identified as being at risk are referred to the designated staff member (e.g. Caomhnóir, Year Head, Learning Support Teacher/Coordinator, Guidance Counsellor, Deputy Principal, Principal), concerns are explored and the appropriate level of assistance and support is provided. Parents are informed, and where appropriate, a referral is made to an appropriate agency
- Staff are informed about how to access personal support for themselves through the Employee Assistance Services and the Staff Wellbeing (Resources) on MS Teams channel. (CDL Staff – Wellbeing)
- The school has qualified SEN teachers
- Social Skills Development groups organised by the SEN Department
- Induction programme for new staff
- Clár Fáilte programme for all first year students
- Managed Service on all student iPads

- The school offers a broad range of extra-curricular activities on an annual basis for students
- Development of links with a range of external agencies e.g. HSE Drugs Counselling Service, SEM Programme (Laytown, Ashbourne and Ratoath Foróige Programme in conjunction with the Garda Youth Diversion Programme), Jigsaw Meath...etc.

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. Each member of the team has access to the secure CIMP MS Team. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident.

The members of the CIMT for Coláiste De Lacy are as follows:

- Janice Uí Bheoláin (School Principal)
- Barry O'Higgins (Deputy Principal)
- Stephanie Spillane (Deputy Principal)
- Anne Marie McCarrick (Deputy Principal)
- Bláithín Ó h'Eochaidh (School Secretary)
- Claire O'Reilly (School Secretary)
- Shane Donnelly (School Caretaker)
- Jennifer Byrne (School Caretaker)
- Eileen Corcoran (SEN Captain)
- Nick Killian (Chairperson of BOM)
- Brian Calvey (Guidance & Counselling)

Other LMETB staff will be informed in the event of a critical incident e.g. the Critical Incident Liaison for LMETB, the Chief Executive of LMETB and the Director of Schools for LMETB.

Best Practice in Managing Critical Incidents

The key to managing a critical incident is planning. NEPS Psychologists report that schools that have developed school policy and a CIMP are able to cope more effectively in the aftermath of an incident. Having a plan enables staff to react quickly and effectively to maintain a sense of control. It may also ensure that normality returns as soon as possible and that the effects on the students and staff are limited.

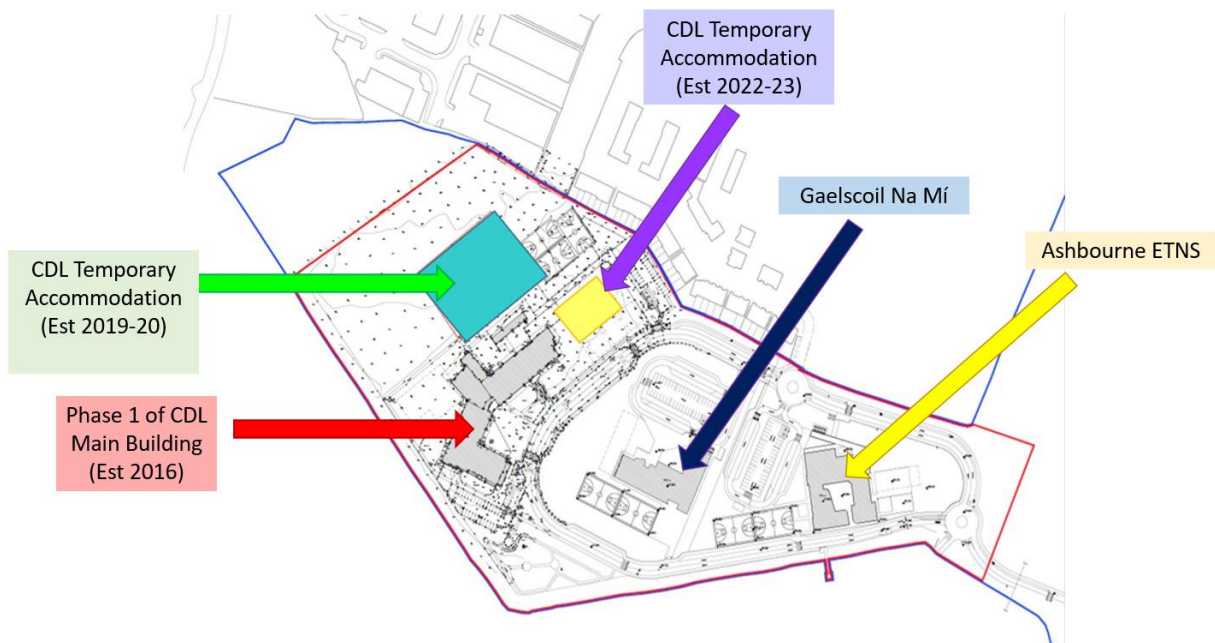
Research suggests that an effective response by the school during the first 48 hours is crucial.

To ensure this occurs Coláiste De Lacy will carry out the following:

1. Annual review of the CIMP and CIMT
2. Maintain an up to date list of contact numbers for staff, parents/guardians of students and the emergency support services
3. Maintain a texting system for staff and parents/guardians so that information can be conveyed should a Critical Incident happen outside of normal school hours
4. Copies of the CIMP (containing a list of contact details and a map of the school building) will be retained on the CIMP MS Team and in the Principal's Office
5. In the case of school tours, the tour leader will compile an information pack to include: name of the tour leader, a list of all participating teachers and pupils, contact numbers for teachers and pupils, relevant medical information on pupils and permission forms from parents in case of a medical emergency, insurance details and copy of itinerary. A copy of this file will be left with the Principal and in the Administrative Office prior to departure. A school mobile phone will also be made available to staff for international/residential outings and trips
6. All staff will be made aware of the Health and Safety Statement, the Fire Evacuation Procedures, the location of defibrillators and the names of those trained in their use and in First Aid. These lists will be posted near the defibrillators, in the staffroom, in the Administrative Office and attached to this document
7. Staff will be reminded of these procedures at the initial staff meeting annually and a soft copy of the CIMP will be uploaded to the CIMP Channel on the Staff MS Team.

Procedures to be followed in the event of a Critical Incident on the Ashbourne Education Campus

In the event that a Critical Incident occurs on the Ashbourne Education Campus common grounds, drive way or approach road, then the Principals of the three Campus schools (Coláiste De Lacy, Gaelscoil Na Mí, and Ashbourne Educate Together National School) will meet first to discuss the impact on and the response from each of the individual schools and on the collective campus community. Each Principal will then follow the CIMP of their own individual school as appropriate. A co-ordinated approach may be necessary (depending on the type of Critical Incident). For example: in the event of a road traffic accident or a serious injury/death on the campus, then a co-ordinated response may be necessary.



Procedures to be followed in the event of a Critical Incident in Coláiste De Lacy

On notification of a Critical Incident, the Principal will convene the CIMT to:

- Ascertain the facts
- Convene Critical Incident Management Team (CIMT) meeting (in school or virtually MS Teams CIMT)
- Make contact with the families concerned (where appropriate)
- Consider which agencies need to be contacted and contact appropriate agencies (e.g. NEPS, DE)
- Agree on a statement of facts for staff, pupils, parents/guardians and the media. Inform the relevant parties as appropriate and ensure that the agreed statement is delivered to staff and students in a clear, appropriate and consistent manner
- Inform staff, students, BOM, Parents Association, local priest (where appropriate), LMETB Critical Incident Liaison person, Director of Schools, CE LMETB. Regarding students, class groups/Clanns are better than larger assemblies
- Contact Principals in other schools, where appropriate and ask for Guidance Counsellors to be available (if needed) to attend on site. Remind Principals of the importance of confidentiality until information shared with the school community and request no comments to media etc. as all must come through the school Principal where the CI has occurred
- Plan a whole staff briefing considering supervision arrangements
- Consult staff and students if there is an event scheduled such as educational outing, sports competition etc.
- Identify high risk pupils
- Agree the text of a letter/text message or communication to be sent to parents
- Discuss how to deal with the Media. **The Principal will deliver all statements to the news and media**
- Appoint one/two persons to deal with phone calls
- Delegate appropriate responsibilities to the CIMT members and organise timetable/supervision rota for the day
- Appoint two/three members of staff to meet with parents attending the school after the news of the CI has been made public and advise them of the appropriate next steps

- Organise support and rooms for counselling and assistance where appropriate. Consider which rooms will be allocated to school personnel, which rooms will be allocated to external agencies and which rooms will be allocated to students as a 'quiet room'. Organise supervision for the 'quiet room' and set up a sign in/sign out procedure for same. A similar room may be set up for staff. The allocation of rooms will depend upon the availability of rooms in the school
- Consider letters of consent/phone calls to parents for students to access the services of the school psychologist
- Appoint a member of the CIMT to compile a list of all students who access the services of the guidance counsellor's/school psychologist/external agencies
- Endeavour to maintain the regular school routine, if possible
- When appropriate arrange for representatives from the school to visit the home(s) of the person(s) concerned
- Agree the next meeting time for the CIMT/key staff
- Arrange a follow up staff meeting at the end of the day
- If absolutely necessary, a decision regarding a possible temporary closure of the school will be made by the CE, Director of Schools and/or the Principal.

Supplementary Procedures in the event of death:

- Inform staff and pupils of the funeral arrangements
- Arrange involvement in the liturgy if agreed with the bereaved family. Consider different religions in the school when deciding which students should attend (if any) etc.
- Facilitate staff and pupils' response e.g. book of condolence, BOM, LMETB, Parents Association, Student Council vote of sympathy, flowers, guard of honour...etc.
- Support distressed pupils and staff
- Ensure counselling service is available (as appropriate)
- Care of the deceased person's possessions in keeping with parent's/guardians' wishes
- Facilitate return to school of siblings and close friends
- Monitor siblings and friends of the deceased and engage in regular communication with their parents/guardians

- Update and amend school records and inform the DE

Confidentiality and good name considerations

Management and staff of Coláiste De Lacy have a responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of public statements. Members of school staff will bear this in mind, and seek to ensure that students do so also, e.g. 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.

Follow Up Actions

The Principal and the CIMT will engage in follow up work in the weeks, months and years following a critical incident. The purpose of this follow up will be to help the school community cope with the impact of the event in the longer term and to monitor those individuals with ongoing difficulties. The school will also take decisions regarding reviewing the Critical Incident Policy and plan memorials where appropriate.

Following a Critical Incident, it is expected that there will be ‘normal’ distress among a number of students, especially close friends or relatives. Within approximately six weeks most students will have returned to normal functioning. However, if students continue to show significant signs of distress a number of weeks after the incident, they may need to be referred on to other external agencies. The SST will decide on the appropriate steps that need to be taken for particular students on an individual basis.

Medium Term Actions regarding a CI

It may sometimes be the case that that first day following a critical incident is quite calm as people may be in shock. However, it is widely recognised that day two may be a day when

more support is needed as the news begins to sink in. The CIMT will continue to meet each day until the school returns to normal functioning

The CIMT will also consider the following:

- Preparation for the return of a bereaved student
- Consider a memorial for a particular student. A representative from the school will liaise with the relevant family in this regard
- Discuss upcoming events that the deceased student would have been part of including: awards ceremonies, how to manage exam results, Graduation and Debs nights etc.
- Discuss the management of exam results and the return of practical work submitted to the SEC. The SEC will be notified of the need to attend to the issuing of results of a deceased student
- Return personal belongings to the family or families
- Mark the school's calendar in advance with the anniversary date. Anniversaries may trigger emotional responses in students or staff and they may need additional support at this time. The school may decide to acknowledge the anniversary and will link with the family on any proposed commemoration
- Sensitivity around birthdays, Christmas, Mother's day, Father's Day...etc.

Review & Evaluation of the CIMP

Following a Critical Incident, the CIMT will evaluate the school's response to the Critical Incident and will amend the CIMP where appropriate. A selection of review and evaluation questions which will be utilised include:

- What went well?
- Where were the gaps?
- What was most helpful?
- What was least helpful?
- Have all necessary onward referrals to support services been made?
- Is there anything outstanding that requires follow up or review?

Consultation and Communication regarding the Plan

All staff were consulted and their views canvassed in the preparation of this plan. The Students Council and the PTA were also consulted and asked for their comments. The school's final plan in relation to responding to critical incidents has been presented to all staff. All new and substituting staff will be informed of the details of the plan by the Principal/Deputy Principal.

This policy has been ratified by the Board of Management on 16th September 2024.

Appendix 1A: List of Relevant Contact Details

| <u>CIMT Member</u> | <u>Role</u> | <u>Contact Details</u> |
|-----------------------|------------------------|------------------------|
| Janice Uí Bheoláin | School Principal | |
| Barry O'Higgins | Deputy Principal | |
| Stephanie Spillane | Deputy Principal | |
| Anne Marie McCarrick | Deputy Principal | |
| Blaithín Ó h'Eochaidh | School Secretary | |
| Claire O'Reilly | School Secretary | |
| Shane Donnelly | School Caretaker | |
| Jennifer Byrne | School Caretaker | |
| Eileen Corcoran | SEN Captain | |
| Nick Killian | Chairperson of BOM | |
| Brian Calvey | Guidance & Counselling | |

Appendix 1B: List of Other Relevant Contact Details

| <u>Other Contacts</u> | <u>Address</u> | <u>Contact Details</u> |
|--|--|------------------------|
| Ambulance Services | | 999 or 112 |
| Ashbourne Primary Care Centre | Unit 12 Killegland Walk, Declan Street, Ashbourne, Co Meath | 01-6914600 |
| Connolly Hospital | Mill Road, Abbotstown, Dublin 15 | 01-6465000 |
| Our Lady of Lourdes Hospital Drogheda | Windmill Road, Moneymore, Drogheda, Co Louth | 041-9837601 |
| Ashbourne Garda Station | Frederick Street, Ashbourne, Co. Meath | 01-8010600 |
| Ashbourne Fire Station | Rath Cross, Ashbourne, Co Meath | 01-8352444 |
| Gaelscoil Na Mí: Clár Ní Mhaoláin | Ashbourne Education Campus, Killegland, Ashbourne, Co Meath | 01-8353480 |
| Ashbourne ETNS: | Ashbourne Education Campus, Killegland, Ashbourne, Co Meath | 01-8357493 |
| Ashbourne Community National School: | Ashbourne, Co Meath | 086-8522068 |
| Donaghmore-Ashbourne GAA | Killegland West, Ashbourne, Co Meath | 01-8499140 |
| Martin O'Brien (CE of LMETB) | LMETB Administrative Office, Abbey Road, Navan, Co. Meath | 046-9068200 |
| Fiona Kindlon (Director of Schools, LMETB) | LMETB Administrative Office, Abbey Road, Navan, Co. Meath | 046-9068200 |
| Carmel McEvoy (LMETB CI Liaison Person) | LMETB Administrative Office, Abbey Road, | 046-9068200 |

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|-----------------------------------|--|--------------------------|
| | Navan, Co. Meath | |
| Vanessa Duffy (NEPS Psychologist) | NEPS, Department of Education, Donore Road Industrial Estate, Drogheda, Co Louth | 041-9876940 |
| Fr John McNally | Parochial House, Main Street, Ashbourne, Co Meath | 01-8350406 |
| Bus Eireann (Bus Inspector) | Bus Eireann Regional School Transport Office, Area Office, Broadstone, Dublin 7 | 01-8302222 01-7034996 |
| Ashbourne Community School | Dublin Road, Deerpark, Ashbourne, Co Meath | 01-8353066 |
| State Examinations Commission | Cornamaddy, Athlone, Co. Westmeath | 0906-442700 |
| St Mary's NS (Ashbourne): | Race Hill, Dunreagh, Ashbourne, Co Meath | 01-8351299 |
| St Declan's NS | Bourne Avenue, Ashbourne, Co Meath | 01-8350594 |
| Gaelscoil Na Cille | Archerstown, Ashbourne, Co Meath | 01-8351600 |
| St Patrick's NS (Ardcath) | Ardcath, Garristown, Co Dublin | 01-8354043 |
| Cushenstown NS | Cushenstown, Ashbourne, Co Meath | 01-8354215 |
| St Mary's NS (Garristown) | Garristown, Co Dublin | 01-8354505 |
| HSE Covid-19 Contact Number | | 1850 241850 |
| Jigsaw Meath | 25 Brews Hill, Dillonsland, Navan, Co Meath | 046-9071702 |
| Jigsaw Dublin 15 | Blanchardstown Centre, Blanchardstown, | 01-8905810 |

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|---|--|---|
| | Dublin 15 | |
| HSE Area Offices (Meath) | Community Social Work Services, Enterprise Centre, Navan, Co. Meath | 046-9097817 |
| | Community Social Work Services, Child and Family Centre, Navan, Co. Meath | 046-9078830 |
| | Community Social Work Services, Dunshaughlin Health Care Unit, Dunshaughlin, Co. Meath | 01-8024102 |
| HSE Area Office (Dublin North) | Health Centre, Cromcastle, Coolock, Dublin 5 | 01-8164200 01-8164244 |
| HSE Area Offices (Dublin North Central) | Social Work Office, 22 Mountjoy Square, Dublin 1 | 01-8772300 |
| | Social Work Office, Ballymun Health Centre, Dublin 11 | 01-8467236 |
| HSE Area Offices (Dublin North West) | Health Centre, Wellmount Park, Finglas, Dublin 11 | 01-8567704 |
| | Social Work Department, Rathdown Road, Dublin 7 | 01-8825000 |
| HSE Area Offices (Louth) | Social Work Department, Local Health Care Unit, Wilton House, Stapleton Place, Dundalk, Co. Louth | 042-9392200 |
| | Ballsgrove Health Centre, Ballsgrove, Drogheda, Co. Louth | 041-9838574 041-9838163 041-9870111 |
| Miriam Hilliard (Head SENO) | Department of Education, Donore Road Industrial Estate, Drogheda, Co Louth | 041-9846533 |

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|---------------------------------|--|---|
| David Newton (CDL SENO) | National Council for Special Education c/o Government Buildings, Kilcarn, Navan, Co Meath | 046-9091362 |
| Imogen Nolan (EWO) | Túsla c/o Government Buildings, Kilcarn, Navan, Co Meath | 087) 4326484 Imogen.nolan@tusla.ie |
| Department of Education | Marlborough Street, North City, Dublin 1 | 01-8896400 |
| Spectrum.Life: EAS Consultants | | 1800 411 057 Text: "Hi" to 087-3690010 |
| TUI | 73 Orwell Road, Rathgar, Dublin 6 | 01-4922588 |
| Get Fresh LTD (School Catering) | Get Fresh (Vending) LTD, Dunwiley, Stranorlar, Co Donegal | 074-9190294 |

| <u>BOM Contacts</u> | <u>Role</u> | <u>Contact Details</u> |
|----------------------------|------------------------|-------------------------------|
| Nick Killian | Chairperson | |
| Amanda Smith | LMETB Rep | |
| Yvonne Finn | BOM Nominee | |
| James O'Meara | BOM Nominee | |
| Janice Uí Bheoláin | Secretary to the Board | |
| Conor Brennan | Staff Nominee | |
| Emma Daly | Staff Nominee | |
| Ian Davies | Parents Nominee | |
| Valerija Borovkova | Parents Nominee | |
| Barry O'Higgins | Guest to the BOM | |
| Stephanie Spillane | Guest to the BOM | |
| Anne Marie McCarrick | Guest to the BOM | |
| Blaithín Ó h'Eochaidh | Admin Support | |
| Claire O'Reilly | Admin Support | |

| <u>PTA Contacts</u> | <u>Role</u> | <u>Contact Details</u> |
|----------------------------|--------------------|-------------------------------|
| TBC | Secretary | |
| | | |

Appendix 2: Health & Safety Information

Staff who have received Defibrillator Training and/or First Aid Training. The defibrillator is located at reception.

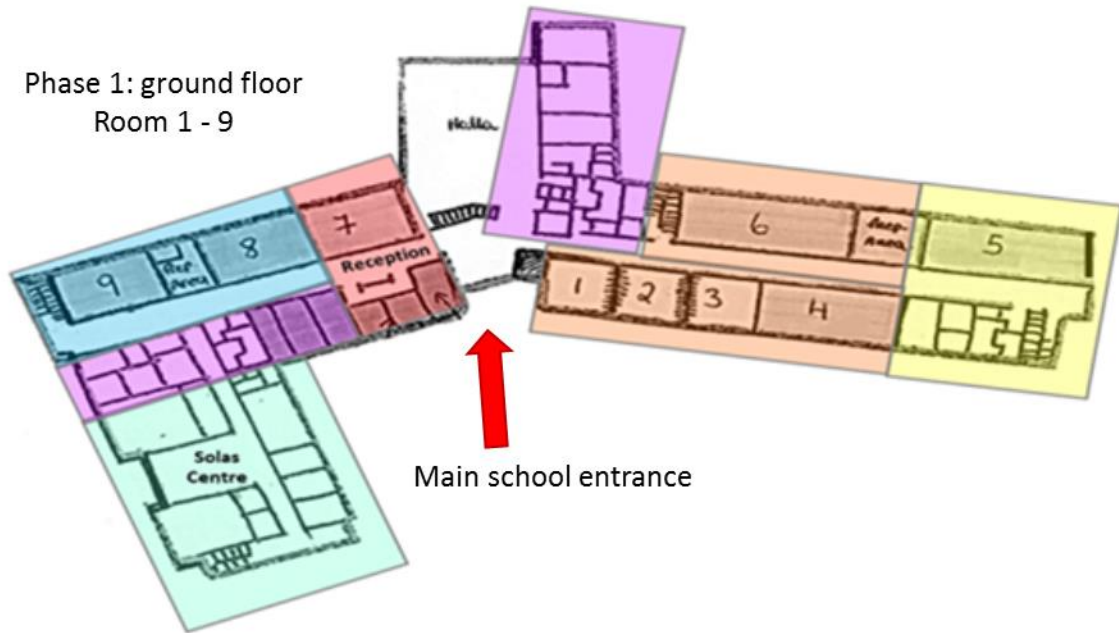
| <u>Staff Member</u> | <u>Expiry Date for Training</u> | <u>Defib Training</u> | <u>First Aid Training</u> |
|----------------------------|--|------------------------------|----------------------------------|
| Martin Burmeister | 21.10.24 | Y | Y |
| Brian Calvey | 21.10.24 | Y | Y |
| Angela Guinan | 21.10.24 | Y | Y |
| Adam Farrell | 21.10.24 | Y | Y |
| Gareth Hall | 21.10.24 | Y | Y |
| Fiona Madden | 21.10.24 | Y | Y |
| Eimear Woods | 21.10.24 | Y | Y |
| Janice Uí Bheoláin | 06.06.25 | Y | Y |
| Barry O'Higgins | 06.06.25 | Y | Y |
| Stephanie Spillane | 06.06.25 | Y | Y |
| Claire O'Reilly | 06.06.25 | Y | Y |
| Sylvia Daly | 06.06.25 | Y | Y |
| Pam Power | 06.06.25 | Y | Y |
| Della Mannion | 06.06.25 | Y | Y |
| Ciara Treacy | 06.06.25 | Y | Y |
| Ellen O'Rourke | 06.06.25 | Y | Y |
| Niamh Rooney | 06.06.25 | Y | Y |
| Caroline Reilly | 06.06.25 | Y | Y |
| Eve Alder | 06.06.25 | Y | Y |

Students/Staff Needing Assistance during an Emergency Evacuation

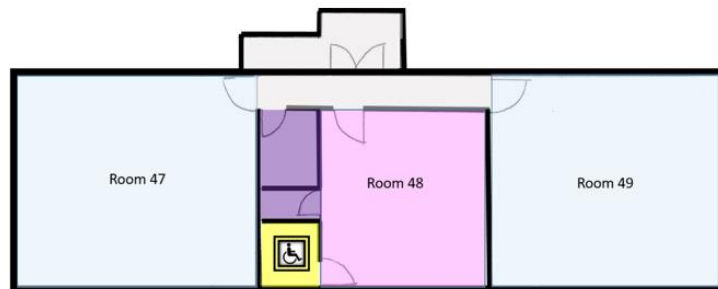
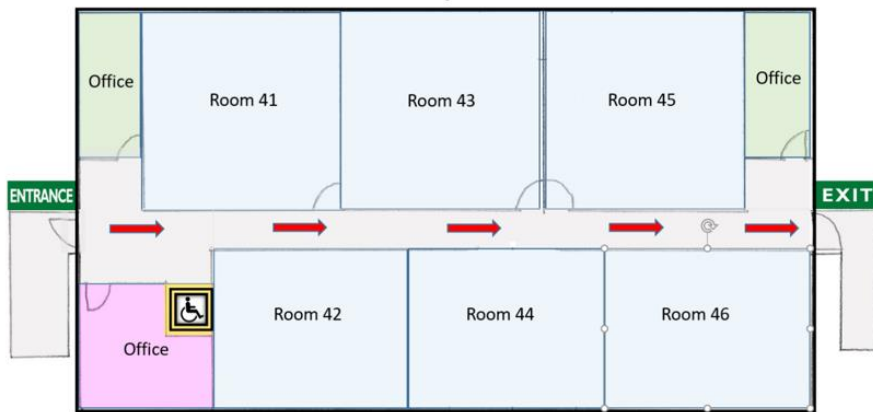
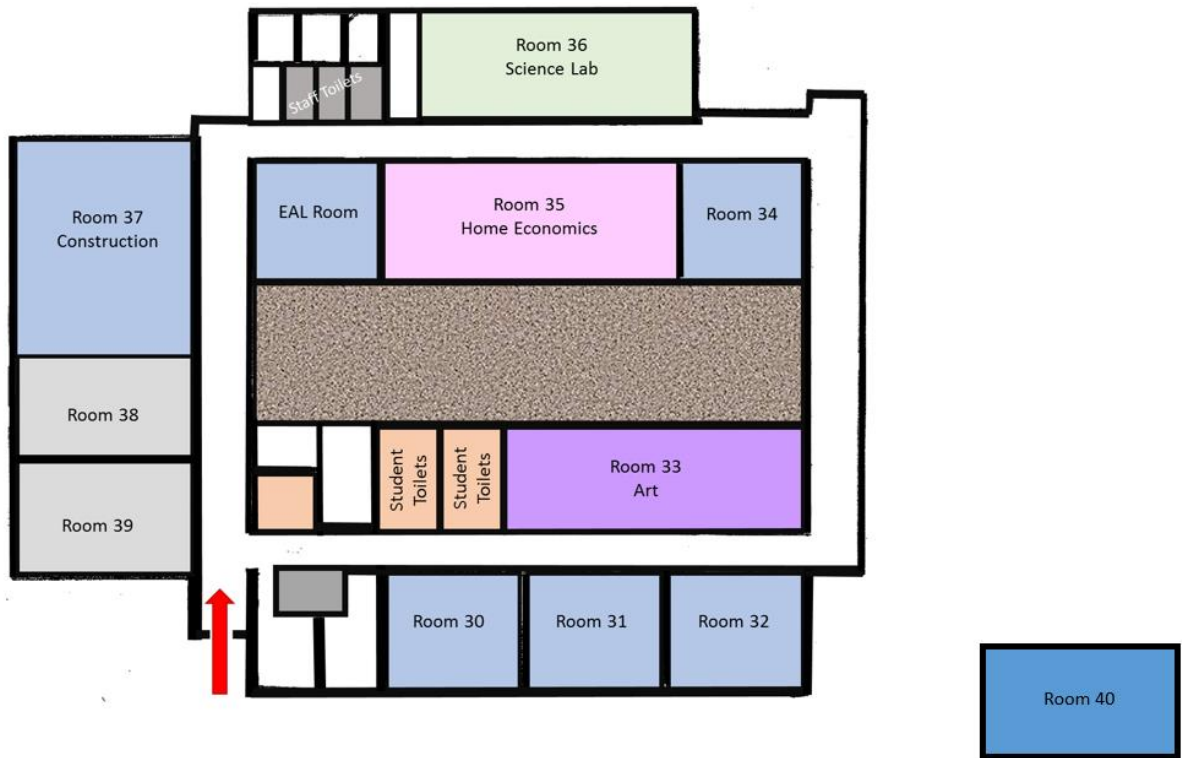
| <u>Staff Member/Student</u> | <u>SNA if applicable</u> |
|---|---------------------------------|
| <i>*A Personal Emergency & Evacuation Plan has been prepared for 2 students</i> | |
| | |

Appendix 3: School Layout

School Building (Phase 1)



School Building (Temporary Accommodation)



Appendix 4: Sample Roles and Responsibilities

Team leader: (*School Principal*)

Role

- Alerts the team members to the crisis and convenes a meeting
- Coordinates the tasks of the team
- Liaises with the Board of Management; DE; NEPS; SEC
- Liaises with the bereaved family

(Note – The Deputy Principal of the school will take the role of Team Leader in the event that the Principal is absent)

Garda liaison: (*School Principal*)

Role

- Liaises with the Gardaí
- Ensures that information about deaths or other developments is checked out for accuracy before being shared

Staff liaison (*School Principal*)

Role

- Leads briefing meetings for staff on the facts as known, gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Advises staff on the procedures for identification of vulnerable students
- Provides materials for staff (from their critical incident folder)
- Keeps staff updated as the day progresses
- Is alert to vulnerable staff members and makes contact with them individually
- Advises them of the availability of the EAS and gives them the contact number

Student liaison (*Deputy Principal/Year Head/Guidance Counsellor*)

Role

- Co-ordinate information from staff about students they are concerned about
- Alerts other staff to vulnerable students (appropriately)
- Provides materials for students (from their critical incident folder)
- Maintains student contact records (R1).

- Looks after setting up and supervision of ‘quiet’ room where agreed
- Monitors attendance of students
- Arranges Supervision
- Reschedules lessons if necessary
- Assists Principal
- Elicits feedback from colleagues and monitors data from staff to identify students of concern

Community/agency liaison (*School Deputy Principal*)

Role

- Maintains up to date lists of contact numbers of
 - Key parents, such as members of the PTA
 - Emergency support services and other external contacts and resources
- Liaises with agencies in the community for support and onward referral
- Is alert to the need to check credentials of individuals offering support
- Coordinates the involvement of these agencies
- Reminds agency staff to wear name badges
- Updates team members on the involvement of external agencies

Parent liaison (*School Principal/Deputy Principal*)

Role

- Visits the bereaved family with the team leader
- Arranges parent meetings, if held
- May facilitate such meetings, and manage ‘questions and answers’
- Manages the ‘consent’ issues in accordance with agreed school policy
- Ensures that sample letters are typed up, on the school’s system and ready for adaptation
- Sets up room for meetings with parents
- Maintains a record of parents seen
- Meets with individual parents
- Provides appropriate materials for parents (from their critical incident folder)

Media liaison (*School Principal*)

Role

- In advance of an incident, will consider issues that may arise 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 SEC; relevant teacher unions etc.
- Will draw up a press statement, give media briefings and interviews (as agreed by school management)

Administrator (*School Secretary*)

Role

- Maintenance of up to date telephone numbers of
 - Parents or guardians
 - Teachers
 - Emergency services
- Takes telephone calls and notes those that need to be responded to
- Ensures that templates are on the school's system in advance and ready for adaptation
- Prepares and sends out letters, emails and texts
- Photocopies materials needed
- Maintains records

Record keeping (*School Secretary*)

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 used, material used etc.

The school secretary will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Appendix 5: Sample Action Plans & Templates

| Critical Incident Management Team: Sample Roles Template | | |
|---|--|--------------|
| Role | Name | Phone |
| Team leader: | <i>Janice Uí Bheoláin</i> | 086 4102507 |
| Garda liaison | <i>Janice Uí Bheoláin</i> | 086 4102507 |
| Staff liaison | <i>Barry O’Higgins</i> <i>Stephanie Spillane</i> <i>Anne Marie McCarrick</i> | 086 4102507 |
| Student liaison | <i>Barry O’Higgins</i> <i>Stephanie Spillane</i> <i>Anne Marie McCarrick</i> | 086 4102507 |
| Community liaison | | |
| Parent liaison | | |
| Media liaison | <i>Janice Uí Bheoláin</i> | 086 4102507 |
| Administrator | <i>Blaithín Ó h’Eochaidh</i> | 086 4102507 |

Short term actions – Day 1

| Task | Name |
|---|---|
| Gather accurate information | Team Leader |
| Who, what, when, where? | Team Leader |
| Convene a CIMT meeting – specify time and place clearly | Team Leader |
| Contact external agencies | Team Leader |
| Arrange supervision for students | Deputy Principal |
| Hold staff meeting | All staff |
| Agree schedule for the day | Team Leader & CMIT |
| Inform students – (close friends and students with learning difficulties may need to be told separately) | Learning Support Teacher & Co-ordinator of Solas Centre |
| Compile a list of vulnerable students | ALL STAFF Deputy Principal |
| Prepare and agree media statement and deal with media | Team Leader |
| Inform parents | Team Leader |
| Hold end of day staff briefing | Team Leader |

Medium term actions - (Day 2 and following days)

| Task | Name |
|--|---------------------------------|
| Convene a CIMT meeting to review the events of day 1 | Team leader |
| Meet external agencies | Team Leader |
| Meet whole staff | Team Leader |
| Arrange support for students, staff, parents | Team Leader/Deputy Principal |
| Visit the injured | Team Leader & Caomhnóir |
| Liaise with bereaved family regarding funeral arrangements | Team Leader |
| Agree on attendance and participation at funeral service | Team Leader |
| Make decisions about school closure | BOM/CE |

Follow-up – beyond 72 hours

| Task | Name |
|--|--|
| Monitor students for signs of continuing distress | Class teachers, Caomhnóir's, Year Heads, Guidance Counsellor |
| Liaise with agencies regarding referrals | Guidance Counsellor |
| Plan for return of bereaved student(s) | Year Head |
| Plan for giving of 'memory box' to bereaved family | Year Head |
| Decide on memorials and anniversaries | BOM/Staff, parents and students |
| Review response to incident and amend plan | Staff/BOM |

Appendix 6: Sample Template for Meeting Rooms

| Critical Incident Rooms | |
|---|--|
| In the event of a critical incident, the following rooms are designated for the indicated purposes | |
| Room Name: | Designated Purpose: |
| <i>Board Room</i> | Main room for CIMT / CIMT MS Teams |
| <i>Halla</i> | Meetings with whole staff / CIMT CDL Staff Team |
| <i>Meditation Room/Library</i> <i>Guidance Office</i> | Meetings with students (depends on the size of the group) |
| <i>Rm 1-3</i> | Meetings with parents (depends on the size of the group) MS Teams Meeting |
| <i>Support Rooms/</i> <i>Guidance Office</i> | Individual sessions with students |
| <i>Board Room</i> | Meetings with other visitors |

Please Note that the NEPS document; *“Responding to Critical Incidents; NEPS Guidelines and Resource Materials for Schools (2017)”* & *Responding to Critical Incidents during School Closures and Public Health Restrictions arising from COVID-19* contains really useful templates, prepared scripts, communications, short/medium/long term actions, supports for staff...etc.

A hard copy of this document accompanies this CIMP. Digital copies are available on MS Teams-CDL Staff or:

<https://www.education.ie/en/schools-colleges/services/national-educational-psychological-service-neps-critical-incidents.html>