



Coláiste Chú Chulainn
Cúram. Forbairt. Feabhas.

Critical Incident Management Plan (CIMP)

Coláiste Chú Chulainn, Dundalk, Co. Louth

Critical Incident Management Plan

1. Scope

The school's Critical Incident Management Plan (CIMP) to all school staff, the board of management, parents/guardians, students and others insofar as the measures under the policy relate to them.

2. Introduction

In Coláiste Chú Chulainn we are a learning community committed to the care of our students and teachers and to the development of the whole person within a context which values each of its members. In Coláiste Chú Chulainn we have a vision that all of our students will develop a love of learning and a keen sense of social responsibility through a positive and happy school experience. We aim to help our students develop as caring, well-adjusted individuals, who will succeed in life and contribute positively to the wider community. Our caring and dedicated staff is committed to helping each student achieve his/her potential.

In keeping with *mana na scoile, Cúram, Forbairt, Feabhas* the Board of Management is committed to the care of staff and students in our school. This policy 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 that 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.

3. 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/or disrupts the running of the school and/or attracts public/media attention on the school e.g.

- The death of a member of the school community through natural causes such as illness, an accident, by a deliberate act of violence or by suicide
- A serious accident involving students or staff either onsite or offsite
- The disappearance of a member of the school community
- 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

4. Objectives of the CIMP

The objectives of this CIMP is:

- to help school management and staff to react quickly and effectively in the event of an incident,
- to enable us to maintain a sense of control and
- to ensure that appropriate support is offered to students and staff.

Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to effect a return to normality as soon as possible

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

Coláiste Chú Chulainn will put systems in place to help 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.

6. Physical Safety

In recognition of our commitment to ensuring the physical safety of all members of our school community, policies and procedures already in place or being developed include:

- Health and Safety Policy
- Evacuation plan
- Regular fire drills which are followed up by review and evaluation
- Regular Health and Safety audits
- Regular checks of fire exits and extinguishers
- Supervision in the early morning, breaktime, lunchtime and after school
- Sign in/Sign out systems for students at main reception area

7. Psychological Safety

The management and staff at Coláiste Chú Chulainn 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. Examples at Coláiste Chú Chulainn include:

- Meantóirí and Caomhnóirí
- Pastoral Care Team at the school which meets on a weekly basis and more often if required
- Social Skills Development groups organised by the SEN Department
- Timetabled SPHE classes
- Anti - Bullying Policy
- Staff access to training for SPHE
- Training for Designated Liaison Person, Deputy Designated Liaison Person, Board of Management and Staff on the Child Protection Procedures and details of how to proceed with suspicions or disclosures
- Range of themed weeks over the course of the school year including Positive Mental Health Week, and Friendship/Anti Bullying Week
- Staff training around positive mental health, suicide awareness, eating disorders and depression etc.
- Availability of booklets, resources and information on difficulties affecting post primary students available within the school.
- Development of links with a range of external agencies
- Regular updates and reminders to students and staff regarding accessing support for themselves.

8. Critical Incident Management Team (CIMT)

A CIMT has been established in line with best practice. The members of the team will meet annually to review and update the policy and plan. Members of the CIMT to include the Principal, Deputy Principal, Stiúrthóir, SEN Co-ordinator, SPHE Co-ordinator, Representative of the Board of Management (Chairperson), and Representative of Administrative Staff (School Secretary & Caretaker). The CIMT may invite members to join the team as it deems appropriate.

9. 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 Chú Chulainn will carry out the following on an annual basis:

1. Form a CIM Team to include: the Principal, Deputy Principal, Stiúrthóir, SEN Co-ordinator, SPHE Co-ordinator, Representative of the Board of Management (Chairperson), and Representative of Administrative Staff (School Secretary & Caretaker). This team will meet annually.
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 CI happen outside of normal school hours
4. Copies of the CIMP and the Database of Contact Numbers will be kept in the Administrative Office and in the Principal's Office
5. Copy of School Layout will be retained in the Administrative Office and in the Principal's Office
6. 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 students, contact numbers for teachers and students, relevant medical information on students 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 outings and trips
7. All staff will be made aware of the draft Health and Safety Policy, 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. All staff will also be made aware of the students that require special attention during an emergency evacuation.
8. Staff will be reminded of these procedures at the initial staff meeting annually and this information will be included in the staff manual which is available on the teachers on a shared drive.

10. Procedures to be followed in the event of a Critical Incident

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

- Ascertain the facts
- Make contact with the families concerned
- Consider which agencies need to be contacted and contact appropriate agencies (e.g. NEPS, DES)
- Agree on a statement of facts for staff, students, parents/guardians and the media and inform these parties as appropriate and ensure that these will be delivered to staff and students in a clear, appropriate and consistent manner
- Inform Staff, students, BOM, Parents Association, LMETB. Regarding students, class groups are better than larger assemblies
- 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 students
- Agree the text of a letter/text message to be sent to parents
- Discuss how to deal with the Media. **The Principal or delegated person 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
- Organise support and rooms for counselling and assistance where appropriate. Consider which room will be allocated to school personnel, which room will be allocated to external agencies and which room will be allocated to students as a 'quiet room'. Organise supervision for the 'quiet room' and set up sign in/sign out procedures for same. A similar room may be set up for staff
- 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 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

In the event of death:

- Inform staff and students 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 etc.
- Facilitate staff and students' response e.g. book of condolence, BOM, LMETB, Parents Association, Student Council vote of sympathy, flowers
- Support distressed students and staff
- Ensure counselling service is available
- Care of the deceased person's possessions in keeping with parents/guardians' wishes
- Facilitate return to school of siblings and close friends
- Monitor siblings and friends of the deceased
- Update and amend school records and inform the DES

11. CIMT Members and contact details

Critical Incident Management Team – Members

Name	Title	Contact Number
Deirdre Uí Liatháin	Principal	
Seán Ó hÉanaigh	Deputy Principal	
Mícheál Ó Caoilte	Stiúrthóir	
Louise Keelan	SEN Co-ordinator	
Gareth Ó Luachráin	SPHE Co-ordinator	
Kirsteen Walters	School Administrator	
Liam English	School Caretaker	
Maria Nic Eochaidh	Meantóir 3 ^ú Bl.	
Neasa Ní Chonluain	Meantóir 2 ^ú Bl.	
Lisa Ní Chearúlláin	Meantóir 1 ^ú Bl.	
Bláithín Uí Ríodal	Meantóir 2 nd Yr	
Gareth Ó Luachráin	Meantóir 1 st Yr	

Contact Details – Emergency Services

Name	Details	Contact Number
Ambulance		999 or 112
Louth County Hospital	Dundalk	042 9334701
Lourdes Hospital	Drogheda	041 9837601
Garda	Dundalk	042 9388440
Garda	Dunleer	041 6851202
Garda	Drogheda	041 9874200
Garda	Ardee	041 6853222
Fire Brigade	Dundalk	042 9334666
Dr. Byrne	Francis St. Dundalk	042 9332227

Contact Details – CEO LMETB

Name	Details	Contact Number
Peter Kierans	CEO LMETB	

Staff who have received Defibrillator Training

Name	Room	Date of training
Mícheál Ó Caoilte	103 Clú	September 2012
Deirdre Uí Liatháin	Príomhoide	May 2012
Seán Ó hÉanaigh	Leas Príomhoide	February 2010

Students Needing Assistance during an Emergency Evacuation

Name	Class	Details

Contact Details – Board of Management Members

Name	Details	Contact Number
Liam Reilly	Chairperson	
Gerard Mc Guill	LMETB Rep	
Siobhán Greer	LMETB Rep	
Marguerite Cooney	Parents Rep	
Allan Dempsey	Parents Rep	
Mícheál Ó Caoilte	Staff Rep	
Maria Nic Eochaidh	Staff Rep	
Deirdre Uí Liathain	Secretary to the Board	

Contact Details – Supporting Personnel/Agencies

Name	Details	Contact Number
Pól Bond	NEPS School Psychologist	
Miriam Hilliard	NCSE School SENO	
Child & Family Centre Dundalk		042 9392200
State Examinations Commission		0906 442700
Department of Education & Skills		01 8896400
TUI		01 4922588

Contact Details – Parents Association

Name	Details	Contact Number
Paddy Mc Hugh	Chairperson	
Cora Hanratty Kampes	Assistant Chairperson	
Sheila Ó Neill	Secretary	
Jennifer Harrison	Assistant Secretary	
Sharon Agnew	Treasurer	

Contact Details – Local Primary Schools (see attached)

Location of Defibrillators: In Reception lobby/key store

12. Medium Term Actions regarding a Critical Incident

It may sometimes be the case that that first day following a critical incident is quite calm as people may be in shock. In Coláiste Chú Chulainn we realise 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
- Discussions around a memorial for a particular student. A representative from the school will liaise with the relevant family in this regard
- Discussion around upcoming events that the deceased student would have been part of including: awards ceremonies, how to manage exam results, 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

13. 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 CIMT will decide on the appropriate steps that need to be taken for particular students on an individual basis.

14. 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 unnecessary onward referrals to support services been made?
- Is there anything outstanding that requires follow up or review?

15. Consultation and Communication regarding the Plan

All staff were consulted and their views canvassed in the preparation of this policy and plan. Students and parents representatives were also consulted and asked for their comments. Our school's final policy and plan in relation to responding to critical incidents has been presented to all staff. Each member of the critical incident team has a personal copy of the plan. All new and temporary staff will be informed of the details of the plan by the Principal.

16. Reviewing and evaluating the policy

This policy will be reviewed every year by the Board of Management of Coláiste Chú Chulainn.

On-going review and evaluation should take cognisance of changing information or guidelines, legislation and feedback from parents/guardians, students, school staff and others. The policy should be revised as necessary in the light of such review and evaluation and within the framework of school planning.

This policy was adopted by the Board of Management on _____

By and on behalf of Board of Management

Principal

Date

Date

Date of next review: **June 2016**



Coláiste Chú Chulainn
Cúram. Forbairt. Feabhas.

Policy ratification

Policy:	CRITICAL INCIDENT MANAGEMENT PLAN
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This policy has been communicated to our school community of School Management, Staff, Students, Parents and Guardians, both directly and/or through appointed representatives.

The policy has been ratified by the Board of Management of Coláiste Chú Chulainn, properly convened, at its meeting of

Day/Date

Signed: _____

Chairperson

Date: _____