

# CRITICAL INCIDENT MANAGEMENT FOR SCHOOL PLAN

## CRITICAL INCIDENT MANAGEMENT PLAN

Role	Name and email address	Telephone number
Team leader	Pauline Hurley or designated person	086-3468218
Garda liaison	Pauline Hurley or designated person	086-3468218
Staff Liaison	Pauline Hurley or designated person	086-3468218
Student Liaison	Pauline Hurley ,Niamh O Driscoll Year Heads /Class Teachers /designated persons	086-3468218
Parent Liaison	Pauline Hurley Niamh O Driscoll ,Chaplain ,Guidance Counsellor ,Year Head ,Class Teacher or designated person	086-3468218
Community Liaison	Pauline Hurley ,Parents Association or designated person	086-3468218
Media Liaison	Pauline Hurley or designated person	
Administrator	Admin Staff	027-70177

### SHORT TERM ACTIONS –DAY 1

Task	Name
Gather accurate information	CMT
Who, what, where, when?	CMT
Convene a CMT meeting – specify time and place clearly	Pauline Hurley or designated person
Contact external agencies	Pauline Hurley or designated person
Arrange supervision for students	Pauline Hurley or designated person
Hold staff meeting	Pauline Hurley or designated person
Agree schedule for the day	All staff
Inform students: (close friends and students with learning difficulties may need to be told separately)	Pauline Hurley or designated person
Compile a list of vulnerable students	CMT
Contact / visit the bereaved family	CMT

Prepare and agree media statement and deal with the media	Pauline Hurley or designated person
Inform parents/guardians	Pauline Hurley or designated person
Hold end of day staff briefing	Pauline Hurley or designated person

#### **MEDIUM TERM ACTIONS – (DAY 2 AND FOLLOWING DAYS)**

Task	Name
Convene a CMT meeting to review the events of the day	Pauline Hurley or designated person
Meet external agencies	Pauline Hurley or designated person
Meet whole staff	Pauline Hurley or designated person
Arrange support for students, staff, parents/guardians	CMT
Visit the injured	CMT
Liaise with bereaved family regarding funeral arrangements	Pauline Hurley or designated person
Agree on attendance and participation at funeral service	Pauline Hurley or designated person
Make decisions about school closure	BOM

#### **FOLLOW-UP BEYOND 72 HOURS**

Task	Name
Monitor students for signs of continuing distress	Class teachers
Liaise with agencies regarding referrals	CMT
Plan for return of bereaved student(s)	CMT
Plan for giving 'memory box' to bereaved family	CMT
Decide on memorials and anniversaries	BOM/Staff,Parents and students
Review response to incident and amend plan	Staff / BOM

# EMERGENCY CONTACT LIST

(To be displayed in staffroom, school office and Principal's office etc.)

AGENCY	CONTACT NUMBERS
GARDA	027 70177
HOSPITAL	027 70004
FIRE BRIGADE	999
LOCAL GP'S	02770209/70848
HSE // PRIMARY CARE CENTRE / CAMHS / Tusla RESOURCE OFFICER FOR SUICIDE PREVENTION -Helena Coogan	028 40447 021 4858596/ 087 2995913
South Doc	18050335999
NEPS PSYCHOLOGIST	0761 108450
Family Resource Centres –Beara West Caha	027 70998 027 60909
PARISH PRIEST / CLERGY	027 70026
STATE EXAMINATIONS COMMISSION	090 642700
INSPIRE (Care Call)	1800 411 057