

## Critical Incident Plan – St Mogue's College

### **Member of Critical Incident Team**

**Anne Conaghan, Cormac Flynn, Paul Dolan, Philomena Heery, plus Bernie Browne, Frank Og Maguire, Katrina O'Reilly, James Flynn, Martha Brady, Maura Donohoe, Niall Lynch, Carlos Santana, Marilla Feely, Janet Moore, Niall Lynch, Nora Hamill, Eilish Fitzpatrick Emer Smith,**

### **Team Leader – Role - Anne Conaghan .**

- Oversee the Critical Incident Plan
- Organize Meetings assign key roles and review team and tasks
- Liaises with Family as guidelines provide
- Liaises with VEC/BOM and Dept of Education and Science

### **Student Support Team – Role – Bernie Browne/Frank Og Maguire/Katrina O'Reilly/James Flynn, Carlos Santana, Paul Dolan**

- Links with the relevant class and updates as appropriate
- Observes vulnerable students and structures monitoring
- Facilitates support and counseling as required
- Available to meet group of students
- Provides appropriate material for students
- Organizes rooms to be made available for student use

### **Parent Liaison –**

**Role – Anne Conaghan, Philomena Heery, Martha Brady, Maura Donohoe, Niall Lynch**

- Facilitates, meets with individual parents.
- Provides material to parents on signs, potential reactions and coping with loss
- Visits to be bereaved family with team leader

### **Staff Liaison**

**Role – Cormac Flynn, Marilla Feely, Janet Moore, Emer Smith**

- Organizes staff briefings daily for three days.
- Staff support
- Students support and monitor signs of concern
- Involvement in the planning and structure of day following a critical incident

### **Network/Community and Media**

**Liaisons – role – Anne Conaghan, Niall Lynch, Nora Hamill, Eilish Fitzpatrick**

- Liaises with relevant professionals NEP, contact list etc.
- Updates team members and staff on external agencies
- Press release and brief Media responding to Critical Incident

### **Short Term Actions 1st Day**

- Critical Incident Team meets (Early in the morning) information given, decide on arrangements for students/ staff/ parents.
- Outline structure for the day – bereaved family, parents, staff, students and media ( media room in **Slieve Russell**)
- Outline Key Facts of Incident to staff and students
- Keep staff updated at regular intervals during the day – have meetings in evening if necessary
- Monitor how staff and students are coping

### **Medium Term Actions 24 – 72 hours**

- Liaise and consult with bereaved family – funeral arrangements, memorial service.
- Plan for re-integration of students and staff – siblings, close relatives, etc
- Attendance and participation at funeral/ memorial service
- School Closure – if Necessary

### **Long Term Actions**

- Monitor Students and ongoing issues
- Keep new staff informed and new students re policy
- Mark anniversaries in an appropriate manner
- Evaluate response to incident and amend critical incident plans if necessary

## **DAY ONE**

- Gather accurate information about the incident – what happened, where and when? Extent of injuries, location of injured? Who was involved and how many are involved? Agencies which have been contacted.
- Contact appropriate agencies – emergency services, medical services, health board, NEPS, BOM, VEC, DES – any relevant person from contact list.
- Arrange meeting with critical incident team as early as possible on the morning – agree a statement of facts for staff, students, parents and media. Check all members of team are clear on roles, ensure there is a free phone line for incoming and outgoing calls and appoint someone to oversee phone enquires. Organize timetable/routine for day – keep as normal as possible. Organize staff meeting, supervision of students, etc.
- All staff should attend morning meeting – give account of facts, allow staff to express views, discuss how facts will be presented to students, outline routine for the day, inform staff if any outside agencies have been contacted or will be on the premises, identify the vulnerable students.
- Inform parents/ guardians of those directly involved, member of a team responsible for parent liaison to be aware of what information will be shared with parents, have rooms available in school for parents to meet with their children and give telephone numbers for outside enquiries. Parents of children not directly involved should also be informed of incident and that their child may be upset. Parents should receive a letter of the facts of the incident.
- Inform students of the facts of the incident – this should be done if possible in class group taking into account age of students. Give relevant and factual details of event, allow pupils to express views, feelings, outline rooms and supports available for students. Try and keep student routine as normal as possible.
- Make contact with the bereaved family
- Prepare written statement for media – outline facts of the incident, what has been done, what will be done and positive comments about deceased person. If giving a live interview, take time to prepare, keep it simple, factual and brief. If possible have room ready for media, and inform staff and students how to deal with the media.

## **PRINCIPAL CHECKLIST FOR DAY ONE**

- Gather facts – Who? What? Where? When?
- Contact Appropriate Agencies
- Meet critical incident team
- Organize student supervision
- Inform staff
- Agree on statement of the facts
- Identify students at risk
- Appoint someone to deal with phone enquires
- Organize timetable for the day – try as far as possible to maintain a normal routine
- Inform parents or guardians
- Inform students
- Make contact with bereaved family
- Organize Support
- Respond to media

### **Days 2-3**

- Review events of past 24 hours – meet critical incident team and see how all members are coping.
- Review support system for parents/ students and staff. Provide suitable rooms. Hold information/support meeting for parents/ students, offer advice and reassurance.
- Examine any relevant feedback from other staff members on vulnerable students.
- If necessary have a full staff meeting
- Check on how all staff are coping, as well as absent staff and students. Allow staff to “opt out” if they feel unable to cope with events.
- Update media if necessary
- If external agencies are involved, make sure that parental permission has been given.
- Identify staff member who will be responsible for liaising with reintegration of students and staff directly involved.
- Identify person to visit injured people in their home/hospital if appropriate.
- Designate parent liaison person to contact family and check family wishes regarding funeral arrangements. Have 2 members of staff visit family home within 24 hours if possible.
- Decide on attendance and participation at funeral/memorial service in accordance with family and school management decisions.
- Check with school management on whether or not school will close