



Marino College 2nd Level Critical Incident Policy

Structure

The Critical Incident Management Team (CIMT) take responsibility for putting a Critical Incident Management policy and plan in place (CIMP). *Marino College*, aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. The Board of Management, through *Mr. Hodkinson*, has drawn up a critical incident management plan as one element of the school's policies and plans.

Definition of a 'critical incident'

The staff and management of *Marino College* recognise a critical incident to be "an incident or sequence of events that overwhelms the normal coping mechanism of the school".

Critical incidents may involve one or more students or staff members, or members of our local community. Types of incidents might include:

- *The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death*
- *An intrusion into the school that totally disrupts the day to day running of the school.*
- *An accident involving members of the school community*
- *An accident/tragedy in the wider community*
- *Serious damage to the school building through fire, flood, vandalism, etc*
- *The disappearance of a member of the school community*

Aim

The aim of the 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.

Creation of a coping supportive and caring ethos in the school

We have put systems in place to help 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.

Physical safety

The Marino College Health & Safety Statement catalogues aspects of the college that may present a risk to members of the school community and aims to minimise these. To maintain the physical safety of members of the school community the following actions have been taken:

- Evacuation plan formulated
- Regular fire drills occur
- Fire exits and extinguishers are regularly checked

- Student liaison E. O'Brien
- Parent liaison M. McEvoy
- Community liaison M. McEvoy
- Media liaison B. Hodkinson
- Administrator B. Fitzgerald

Confidentiality and good name considerations

The management and staff of *Marino College* have a responsibility to protect the privacy and good name of the people involved in any incident and will be sensitive to the consequences of any public statements. The members of the school staff will bear this in mind, and will seek to ensure that students do so also. For instance, 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.

Critical incident rooms

In the event of a critical incident,

Staffroom will be the main room used to meet the staff

Principal's Office for meetings with students

Parents' room for parents

Sli Eile for media

Career Guidance Office and the Deputy Principal's Office for individual sessions with students

Resource room for other visitors

Consultation and communication regarding the plan

All staff were consulted and their views canvassed in the preparation of this policy and plan. Students and parent 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 *M. McAteer*.

The plan will be updated annually (*in October*)

EMERGENCY CONTACT LIST

Agency	Contact Numbers
Garda	112
Hospital	112
Maher	803 2000
Temple Street	878 4200
Fire Brigade	112
North Strand	6734000
Local GPs	8336568
HSE/Community Care Team/ Child and Family Centre/ CAMHS	8467236
Winstead (CDETБ Psychological services)	4971442
CDETБ (ask for an Education Officer)	6680614
Employee Assistance Service	1800 411 057
TUI	492 2588
State Examinations Commission	090-644 2700
Parish Priest/ Clergy/ Griffith Ave	8332772

(To be displayed in staff-room, school office and Principal's office etc)

Appendix 1

Roles of the CIMT

Team leader

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

It is important to consider who will take the lead in the absence of the team leader.

Garda liaison

(This may be seen as part of the team leader's role)

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

Staff liaison

- 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

- At post-primary level, may co-ordinate information from tutors and year heads about students they are concerned about
- Alerts other staff to vulnerable students (appropriately)
- Provides materials for students (from their critical incident folder)
- Keeps records of students seen by external agency staff
- Looks after setting up and supervision of 'quiet' room where agreed

Community/agency liaison

- Maintains up to date lists of contact numbers of
 - Key parents, such as members of the Parents Council
 - 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

- 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

- 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

- 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 schools system in advance and ready for adaptation
- Prepares and sends out letters, emails and faxes
- Photocopies materials needed
- Maintains records

Record keeping

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.

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

Appendix 2

Short term actions – Day 1

Gather accurate information

Who, what, when, where?

Convene a CIMT meeting – specify time and place clearly

Contact external agencies

Arrange supervision for students

Hold staff meeting **All staff**

Agree schedule for the day

Inform students – (close friends and students with learning difficulties may need to be told separately)

Compile a list of vulnerable students

Contact/visit the bereaved family

Prepare and agree media statement and deal with media

Inform parents

Hold end of day staff briefing

Medium term actions - (Day 2 and following days)

Convene a CIMT meeting to review the Team leader events of day 1

Meet external agencies

Meet whole staff

Arrange support for students, staff, parents

Visit the injured

Liaise with bereaved family regarding funeral arrangements

Agree on attendance and participation at funeral service

Make decisions about school closure **BOM**

Follow-up – beyond 72 hours

Monitor students for signs of continuing distress Class teachers

Liaise with agencies regarding referrals

Plan for return of bereaved student(s)

Plan for giving of 'memory box' to bereaved family

Decide on memorials and anniversaries **BOM/Staff, parents and students**

Review response to incident and amend plan **Staff/BOM**