



Critical Incident Management Plan (CIMP)

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 the school to affect a return to normality as soon as possible.

Identification of Potential Incident

- 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
- An accident involving members of the school community including school outings
- 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

Creation of a coping supportive and caring ethos in the school

The School has 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.

Examples of measures to address physical safety

- Evacuation plan
- Regular fire drills.
- Fire exits and extinguishers regularly checked.
- Pre-opening/Post school supervision at the front gate.
- Rules of the yard and supervision of all break times.

Examples of measures to address psychological safety

The management and staff of Moate Community School 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.

For example:

- Staff have access to training for their role in SPHE
- Staff are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures
- Books and resources on difficulties affecting the student are available
- Information is provided on mental health in general and such specific areas as



- signs and symptoms of depression and anxiety
- Staff are informed in the area of suicide awareness and some are trained in
- interventions for suicidal students
- The school has developed links with a range of external agencies.
- The school has a clear policy on bullying and deals with bullying in accordance with this policy
- There is a Pastoral Care Committee and Policy in place in the school.
- Students who are identified as being at risk are referred to the designated staff member (e.g. guidance counsellor or support teacher), 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 outside agency
- Staff are informed about how to access support for themselves.

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 a dedicated critical incident folder. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident. A template of these documents will be available on each team member's computer as well as in the main office.

The CIMT of Moate Community School are as follows:

The Principal (Team Leader)

The Deputy Principals

The Chaplain

The Principal is the Team Leader. In his absence the Deputy Principals shall fulfil this role and if all four are unavailable the designated assistant principal shall fulfil that role. Each member of the team is assigned areas of focus but will work with all staff in implementing various aspects of the Crisis Management Plan depending on the actual incident.

Team leader (The Principal)

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



- 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
- Is alert to vulnerable staff members and makes contact with them individually.
- Advises them of the availability of the Employment Assistance Service(EAS) and gives them the contact number
- Is alert to the need to check credentials of individuals offering support
- Coordinates the involvement of these agencies

Deputy Principals

- Provide materials for staff (from their critical incident folder)
- Keeps staff updated as the day progresses
- Will 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 (*Chaplain will liaise with Deputy Principal*)

Community/Agency liaison (Deputy Principals/Pastoral Care co-Ordinator)

- Maintains up to date lists of contact numbers of and ensure that the members of the CIMT have immediate numbers in their mobile phones and that an extended list is posted in the Staff room and in the office.
- Liaises with agencies in the community for support and onward Referral.
- Updates team members on the involvement of external agencies

Parent liaison (Principal/Deputy Principal/Chaplain)

- 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 each individual member of the team ready for adaptation (*Pastoral Care co-ordinator*)
- 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 (Principal/Deputy Principal/PRO)

- A press release will be issued on behalf of the school and there will be no interviews about the incident.



- In the event of an incident, the school will liaise where necessary with SEC and relevant teacher unions etc.

Use of Social Media:

The school acknowledges the value and contribution social media can make in the modern world and has developed a presence in the following areas:

- www.moatecs.com
- @moatecs (Twitter)
- Moate Community School (Facebook).

However, in the case of a Critical incident the school will limit the use of social media in order to protect and maintain the privacy and good name of the school, its students, staff and parents.

Administrator (Principal/Secretarial Staff/Pastoral Care co-ordinator)

- 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 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.

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

Confidentiality and good name considerations

The management and staff of *Moate Community School* 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:



- *Staff Room* will be the main room used to meet the staff
- *Gym/Oratory/Study Hall/Chaplain's room/Meeting room* for meetings with students
- *Meeting room/Chaplain's Room/Study Hall* for parents □ *Schools offices* individual sessions with students
- *Meeting room/Chaplain's room* for other visitors

Participation in funeral rite

- involvement of students/staff if agreed by family
 - appropriate representation at funeral service
 - request a decision from Principal and Board of Management re school closure
- Medium term tasks
- providing long-term counselling
 - disposing of deceased student's possessions
 - close monitoring of students Medium/long-term tasks
 - facilitating the return of deceased siblings to school
 - keeping in contact with family of deceased
 - being aware of certain occasions such as, months mind, anniversaries, Christmas
 - ensure new staff are aware of schools policies and procedures and ensure they are aware of which students were affected and in which way
 - review of overall school response

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 *The Team Leader*

The plan will be updated annually through Pastoral Care

Reviewed and Ratified by BOM

Date: _____

Chairperson Signature: _____



CRITICAL INCIDENT MANAGEMENT

Critical Incident Management Team

Role	Name	Telephone number (home and mobile)
Team Leader	Tom Lowry	0876618808
Garda Liaison	Tom Lowry	0876618808
Staff Liaison	Maura Murray Tom Lowry Carmel Mc Cormack Olive Costello	0863008930 0876618808 0866021148 0868257230
Parent Liaison	Maura Murray Tom Lowry Carmel Mc Cormack Olive Costello	0863008930 0876618808 0866021148 0868257230
Student Liaison	Maura Murray Tom Lowry Carmel Mc Cormack Olive Costello	0863008930 0876618808 0866021148 0868257230
Community Liaison	Maura Murray Tom Lowry Carmel Mc Cormack Olive Costello	0863008930 0876618808 0866021148 0868257230
Media Liaison	Maura Murray Tom Lowry Carmel Mc Cormack Olive Costello	0863008930 0876618808 0866021148 0868257230
Administrator	Maura Murray Tom Lowry Carmel Mc Cormack Olive Costello Margaret King Fionnuala Bracken Lorraine O'Dowd Michelle Lynam	0863008930 0876618808 0866021148 0868257230



Short term actions – Day 1

Task	Name
Gather accurate information	Tom Lowry
Who, what, when, where?	Tom Lowry
Convene a CIMT meeting – specify time and place clearly	Tom Lowry
Contact external agencies	Tom Lowry Maura Murray Carmel McCormack Olive Costello
Arrange supervision for students	Tom Lowry Maura Murray Carmel McCormack Olive Costello
Hold staff meeting All staff	Tom Lowry Maura Murray Carmel McCormack Olive Costello
Agree schedule for the day	Tom Lowry Maura Murray Carmel McCormack Olive Costello
Inform students – (close friends and students with learning difficulties may need to be told separately)	Tom Lowry Maura Murray Carmel McCormack Olive Costello Member of Uisneach centre
Compile a list of vulnerable student	Tom Lowry Maura Murray Carmel McCormack Olive Costello
Contact/visit the bereaved family	Tom Lowry Maura Murray Carmel McCormack Olive Costello Aine Feeley Yearhead or other appropriate staff member
Prepare and agree media statement and deal with media	Tom Lowry Maura Murray Carmel McCormack Olive Costello Orlaith Ward
Inform parents	Tom Lowry Maura Murray Carmel McCormack Olive Costello



Hold end of day staff briefing	Tom Lowry Maura Murray Carmel McCormack Olive Costello
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Medium term actions - (Day 2 and following days)

Task	Name
Convene a CIMT meeting to review the events of day 1	Tom Lowry
Meet external agencies	Tom Lowry Maura Murray Carmel McCormack Olive Costello
Meet whole staff	Tom Lowry Maura Murray Carmel McCormack Olive Costello
Arrange support for students, staff, parents	The Whole Team
Visit the injured	Tom Lowry Maura Murray Carmel McCormack Olive Costello
Liaise with bereaved family regarding funeral arrangements	Aine Feeley (chaplain)
Agree on attendance and participation at funeral service	Tom Lowry Aine Feeley
Make decisions about school closure	BOM- Chairperson, Kevin Duffy

Follow-up – beyond 72 hours

Task	Name
Monitor students for signs of continuing distress	Class Teachers
Liaise with agencies regarding referrals	Aine Feeley Josephine Meehan Francis Lee
Plan for return of bereaved student(s)	Aine Feeley Josephine Meehan Francis Lee



Plan for giving of 'memory box' to bereaved family	Aine Feeley/Tutor/Year head
Decide on memorials and anniversaries	BOM/Staff, parents and Students
Review response to incident and amend plan	Staff/BOM

Date: _____

Chairperson of the BOM: _____



CONTACT DETAILS

As part of the contingency plan the following list of contacts has been compiled. Other numbers are available in the Personal and Community Support Directory (A midlands resource guide – statutory and voluntary organisations supporting those in crisis or distress). A copy of this directory is attached to the pastoral care notice board. Office support staff also have such a list readily available.

Medical Centre	Moate	090 64 81130 1800302701
Dr Fallon Moate	Moate	(090)6481685
Hospitals	Mullingar	044 9340221
	Tullamore	(057) 932 1501
	Ballinasloe	090 9648200
Fire Brigade		999 or 112
Chemist	Dolan's	(090)6481115
	Cooney's	090 64 81622
Garda Station	Moate Athlone	090 64 81106 0906498550
Association of Community Schools		01 4601150
Dept of Education	Tullamore	057 93 24300
	Athlone	090 64 83600
HSE/Primary care Team	Athlone Tullamore Mullingar	0906472410 0579319599 0449353700
NEPS Psychologist		087 2578815
School inspectorate		01 8896400
INTO ASTI TUI		01 84047713 01 6719144 01 4922588
Parish priest/clergy	Fr. Noonan Carmelite	0906481180 0906481160
State Examinations Commission		090 6442700
Employee Assistance Service		1800 411 057 SM & WhatsApp: text "Hi" to 0873690010
Visiting Teacher Service		Annamarie Mangan 0876012100