

Critical Incident Management



**De La Salle College
Newtown
Waterford**

2015-2016

Critical Incident Management Team

- ❑ **Margaret Betts**
- ❑ **Declan O'Brien**
- ❑ **Tom Bourke**

Key Roles Assigned

| Task | Name |
|-----------------------------------------|-----------------------|
| ❑ Overall management of response | Margaret Betts |
| ❑ Communication | Declan O'Brien |
| ❑ Administration tasks | Tom Bourke |
| ❑ Supervision | Year Heads |

| Outside Agency | Contact Number |
|---------------------------------------------|---------------------------------------------------------------------------------------------------|
| Garda | 051-305300 |
| Hospital | 051-848000 |
| Fire Brigade | 051-875555 |
| Local GPs | Dr. Lee 051-875338 Dr. Walsh 051-852048 |
| Health Board/Child and family Centre | 051-842800 |
| Chair BOM | Fergus Dunne 051-875294 |
| Inspectorate | 051-310000 |
| State Exams Commission | 0906-442700 |
| NEPS Psychologist | Shirley Murphy 087-6501975 |
| DES Communications | 0906-483814 |
| ASTI | 01-6040160 1850 418400 |
| Clergy | Fr. John Treacy 086-7928282 |
| Local Counselling Services | Squashy Couch 051-859061 HSE Family Support 051-842827 NEPS 051-310028 |

Preventative Approaches

- **Curriculum**
- **RE**
- **SPHE**
- **First Aid Course**

- **Support:**
 - **Counselling/Careers**
 - **School Chaplain**
 - **Home School Liaison Teacher**
 - **NEPS**
 - **Pastoral Care**
 - **Rainbow Group**

- **Enrichment:**
 - **Anti-bullying ethos**
 - **Outside speakers in RE and SPHE**
 - **Extra-curricular activities – sport and non-sport activities**

- **Physical Environment:**
 - **Health and safety awareness**
 - **Fire Drills/Fire Extinguishers**
 - **First Aid Boxes**

Short Term Actions and Roles Assigned

| Task | Name (key and support) |
|-----------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Gather accurate Information | Senior Management Team |
| <input type="checkbox"/> Contact appropriate Agencies | Senior Management Team |
| <input type="checkbox"/> Convene a meeting with key staff | Senior Management Team |
| <input type="checkbox"/> Arrange supervision of students | Senior Management Team |
| <input type="checkbox"/> Hold staff meeting | Senior Management Team |
| <input type="checkbox"/> Organise timetable for the day | Senior Management Team |
| <input type="checkbox"/> Inform parents | Senior Management Team |
| <input type="checkbox"/> Inform students | Year Heads School Chaplain Counsellors |
| <input type="checkbox"/> Make contact with the bereaved family | Margaret Betts School Chaplain Year Head Visit to family |
| <input type="checkbox"/> Dealing with the media | Senior Management Team |

Medium Term Actions and Roles Assigned

| Task | Name/Group |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Review the events of first 24 hours | Management Team |
| <input type="checkbox"/> Arrange Support for individual / groups of students, parents etc. | Management Team Home School Liaison Counsellors School Chaplain |
| <input type="checkbox"/> Plan the reintegration of students and staff | Management Team Year Heads |
| <input type="checkbox"/> Plan visits to injured | Management Team |
| <input type="checkbox"/> Liaise with family re: funeral arrangements / memorial service | Management Team Year Heads School Chaplain |
| <input type="checkbox"/> Attendance / participation at funeral service etc. | Management Team Year Heads School Chaplain |
| <input type="checkbox"/> School Closure | Margaret Betts Chair of BOM |

Longer Term Actions and Roles Assigned

| Task | Name/Group |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Monitor students for signs of continuing stress | Year Heads Counsellors School Chaplain |
| <input type="checkbox"/> Evaluate response to incident and amend CI plan appropriately | Management Team |
| <input type="checkbox"/> Formalise plan for future | Management Team |
| <input type="checkbox"/> Inform new staff/pupils | Margaret Betts |
| <input type="checkbox"/> Decide on appropriate ways to deal with anniversaries | Management Team |