



Crisis Management Policy

(Critical Incidents)

Crisis:

Any incident or series of incidents / events which may occur in or out of school which would significantly interfere with the effective functioning of the school or interfere with the ability of the school community to function as desired.

Crises include;

- Sudden, untimely, tragic death
- Accident or serious injury to a member of the school community
- Serious damage to the school building, by fire or flood or vandalism.
- Any other incident which the school authority considers a crisis.

Aims of the Policy:

- Assist and guide college staff in dealing effectively with a crisis that may occur outside or inside the school.
- Assist staff in dealing with the practicalities of a crisis.
- Support all members of the school community who may be affected by the crisis and ensure that members of the community who have been severely affected by a crisis are given appropriate ongoing support.
- Provide information in a sensible, structured and sensitive way.
- Availability of a list of support networks
- Arrangements have been made for the Principal to be the only point of contact with the media if required.

Policy Implementation

- Parent contact numbers will need to be updated regularly and registered on CMIS
- The Principal and Deputy Principal will have the contact numbers of all staff

- Post a list of emergency numbers in the Staff Room, in the office of the secretary, principal and deputy principal
- Crisis management team assembled *
- Short-term, medium-term and long-term actions put together by the crisis management team

Short Term Activities (First 24 Hours)

- Ensuring the safety of the school community
- Meeting of crisis management team and allocation of responsibilities / duties
- Gather accurate information about the incident
- Identify members of the school community who may be significantly affected by the incident (crisis)
- Liaise with relevant agencies for practical help and support
- Contacting parents
- Liaise with Senior Management Team in DDLETB
- Contact the Department of Education and Skills if required
- Set a specific timetable for the day depending on needs
- Staff meeting to be arranged
- Students to be notified if appropriate
- Reaching out to the families of those involved in the crisis
- Visit the families of those involved in the crisis
- Compile a report to send to the Health and Safety Authority if required.

Medium Term Activities (24 hours-72 hours)

- Meeting to be arranged with the crisis management team to review the previous day's events as well as report on what has been achieved to date
- Organize support for the whole school community and parents if required
- Provide updates to staff and students
- Keeping in touch with the family / families regarding practical arrangements (funerals, services etc.)
- Visiting injured families and / or members of the school community
- Assess the legal implications of the crisis if any

Long Term Activities

- Monitoring of the school community
- Provide long term counseling
- Planning for commemorative events
- An analysis of how well the school has coped with the crisis

- New staff to be made aware of the policy and to inform them of past crises and those most involved in the crisis

Crisis Management Team (List to be exchanged depending on the crisis)

- The Principal
- The Deputy Principal
- The Counsellor
- Year Head
- Class teacher (s)
- The Secretary
- The Caretaker
- Teachers with expertise (First Aid etc)

Crisis Contact List

Emergency services

- An Garda Síochána 6667600
- Garda Relations Officer John McIntyre (JLO) 086 8608466
- Education Welfare Officer (Éamonn Regan) 087 6825293
- Psychological Services 2788181/2
- NEPS Psychologist (Paula Dunne-counseling and support) 4614861 087 650 1548
- Cherry Orchard Hospital 6206000 (Family Center); 6206388 (Child Protection); 6206493 (Bridge House drug unit); 6206387 (Duty Social Worker)
- St. James's Hospital (Child Guidance Clinic / psychiatric services) 4543710/4166600
- Adolescent Counseling 6231398
- Barnardos 4530355 (Posthumous Counseling) 4732110 (Helpline)
- Post - Suicide Counseling 8724597 / (087) 9499053
- Post-mortem counseling 6767727/8391766
- Aware 6766166 (Depression) / 1890303302 (helpline)
- ABC Anti Bullying Resource Unit 608 2573
- State Examinations Commission (0906) 442700
- Department of Education and Skills Communications Unit 8734700
- Father Damien Farron 459 2665