

Coill Dubh N.S.
Coill Dubh
Naas
Co. Kildare
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S.N. Coill Dubh
Coill Dubh
Nás na Ríogh
Co. Chill Dara
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Critical Incident Management Plan

School: Coill Dubh N.S.

Date: 21st February 2022

The school aims to support its students and staff in the event of a critical incident. It also aims to be proactive in creating a coping, supportive and caring ethos in the school.

The key to maintaining critical incidents is planning. This will enable the staff of the school to react quickly and effectively and to maintain a sense of control. We use the NEPS definition of a critical incident. “Any incident or sequence of events which overwhelms the normal coping mechanism of the school and disrupts the running of the school”.

We understand that a critical incident may be any of the events listed below:

- The death of a member of the school community through sudden death, accident, terminal illness or suicide
- An accident involving pupils or staff on or off the school premises
- A physical attack on staff member(s)/student(s)
- Intrusion into the school

Critical Incident Management Team

- Joe Leacy
- Jen Leacy
- Evanna Linehan
- Abbi Glynn
- Albert Perris
- Mary Gordon

Key Roles Assigned

Task	Name
■ Overall management of response (Team Leader)	Joe Leacy
■ Communication Media Staff Parents External agencies Family Students	Joe Leacy Jen Leacy Evanna Linehan
■ Staff Liaison	Jen Leacy Abbi Glynn
■ Student Liaison	Joe Leacy
■ Administration Tasks	Evanna Linehan
■ BOM Liaison	Joe Leacy

Outside Agency	Contact numbers
Garda	Clane-045 868262, Robertstown-045 860202
Hospital	Naas Hospital 045-897221
Fire Brigade	Newbridge-112
Local GPs	Dr. Kennedy Woods Centre- 045 868305. The Surgery Clane 045 868433. Abbeylands Medical Centre 045 838496
Health Board/Child and family Centre	Children & Families & Community Services Millennium Pk-045 880411
Chair BOM	Albert Perris
Inspectorate	Helen Ní Dhuinn
NEPS	Ailsa Seoighe
DES communications	090 6483774
INTO	01-8722533
IPPN	1890 21 22 23
CPSMA	1850 407 200 / 01 692 2462
Clergy	Fr Brinkley 045 860281

Preventative Approaches

- **Curriculum** – *(SPHE programmes; communication skills; stress and anger management; conflict management; problem solving; help-seeking).*

- **Support** – *Creating a coping, supportive and caring ethos in the school*

- **Physical Environment** – *Evacuation plan formulated, regular fire drills, fire exits and extinguishers)*

- **Staff** – All staff have undertaken first aid training.
The Defibrillator is located in the Community Centre. Keys to the hall are available in the school office.

Short Term Actions and Roles Assigned

Task	Name (key and support)
<ul style="list-style-type: none"> ■ Gather accurate information 	Joe Leacy Jen Leacy
<ul style="list-style-type: none"> ■ Contact appropriate agencies 	Abbi Glynn Evanna Linehan
<ul style="list-style-type: none"> ■ Convene a meeting with key staff 	Joe Leacy Jen Leacy
<ul style="list-style-type: none"> ■ Arrange supervision of students 	Abbi Glynn Evanna Linehan
<ul style="list-style-type: none"> ■ Hold staff meeting 	Joe Leacy Jen Leacy
<ul style="list-style-type: none"> ■ Organise timetable for the day 	Evanna Linehan Abbi Glynn
<ul style="list-style-type: none"> ■ Inform parents 	Joe Leacy Jen Leacy
<ul style="list-style-type: none"> ■ Inform students 	Evanna Linehan Abbi Glynn
<ul style="list-style-type: none"> ■ Make contact with the bereaved family 	Joe Leacy Jen Leacy
<ul style="list-style-type: none"> ■ Dealing with the media 	Joe Leacy

Medium Term Actions and Roles Assigned

Task	Name/group
<ul style="list-style-type: none"> ■ Review the events of first 24 hours 	Staff
<ul style="list-style-type: none"> ■ Arrange support for individual/groups of students, parents etc. 	Jen Leacy
<ul style="list-style-type: none"> ■ Plan the reintegration of students and staff 	Jen Leacy
<ul style="list-style-type: none"> ■ Plan visits to injured 	Joe Leacy
<ul style="list-style-type: none"> ■ Liaise with family re, funeral arrangements/memorial service 	Staff
<ul style="list-style-type: none"> ■ Attendance/ participation at funeral service etc. 	Staff BOM
<ul style="list-style-type: none"> ■ School closure 	Staff BOM

Longer Term Actions and Roles Assigned

Task	Name/group
■ Monitor students for signs of continuing stress	Staff
■ Evaluate response to incident and amend CI plan appropriately	Staff
■ Formalise plan for future	Staff
■ Inform new staff/pupils	Joe Leacy
■ Decide on appropriate ways to deal with anniversaries	Staff