

Critical Incident Management Pack

School: Blackwater Community School

Date: Latest Revision BOM May 15th 2023

Signed: Declan Doocey Chairperson Board Of Management
Date: 16th May 2023

Critical Incident Management Team

- Denis Ring
- Maurice Geary
- Maria O'Brien
- Caroline Flynn
- Michelle Ryan (BOM)
- Catherine Ahearne
- Catherine McCraith
- Ann Bennett PR (BOM)
- Marianne Landers/ Lucie Higgins
- Relevant Year Head / Mentor / Tutor/Subject
Dept Convenor
- Significant informed teacher

Key Roles Assigned

Task	Name
■ Overall management of response	Denis Ring
■ Communication	Maurice Geary/Maria O'Brien
■ Administration tasks	Katriona O'Donoghue Tina Meagher Maria Fitzgerald
■ Supervision	Maurice Geary/Maria O'Brien

Outside Agency	Contact numbers
Garda	058 54222
Hospital	051 848000
Fire Brigade	058 54333
Local GPs Lismore Cappoquin Tallow Ballyduff	Dr Barry 058 54811 Dr Casey 058 54406 Dr O’Keeffe 058 56441 Dr Lordon 058 60289
Education Welfare Officer	Eamonn Flynn 0872891605
Health Board/Child and family Centre	Health Board – 051 842800
Chair BOM	Declan Doocey 087 2547715
Inspectorate - Cork	021 906011
State Exams Commission	Aidan Farrell 087 2615552
NEPS psychologist	Teresa Thornton 051 850363 0879452516
DES communications	Rachel McNamara 0906483814
ASTI	01 6040171
Clergy Lismore Ballyduff/Tallow Cappoquin	Fr. Michael Cullinane 058 54246 Fr. Gerry McNamara 058 60227 Fr. Martin Keogh 058 54216
Local Counselling Services	Child & Adolescent Services 051 878574 /877708
Child Care Centre	Rivendell 058 54006

Preventative Approaches

➤ Student presentations on:

- Cyberbullying
- Anti Bullying Week / Anti Racism Week
- Cool School Programme
- Drug & Alcohol Awareness (SPHE)
- Sexual Assessment Unit Presentation – Margo Noonan Forensic Examiner
- John Lonergan - Crime Consequences

➤ Support

- Counselling/Careers: Marianne Landers/Lucie Higgins
- Chaplin: Caroline Flynn
- Deputy Principals: Maurice Geary/Maria O'Brien
- Principal: Denis Ring
- Wellbeing Team: Catherine Ahearne
- Learning Support: Jane Prendergast/Emma Barry

- Enrichment opportunities for students to meet and support each other.
 - Creation of clubs e.g. Lunchtime Club.
 - Sports Clubs (Various)
 - Connections for students in non-sporting areas e.g. choir, drama quizzes, chess, cinema Irish club.
 - 1st Year Lunch Time Activities (optional)
- Extension of CCTV coverage.
- Designated Social Areas.

Short Term Actions and Roles Assigned

Task	Name (key and support)
■ Gather accurate information.	Denis Ring
■ Contact appropriate agencies.	Denis Ring
■ Convene a meeting with key staff.	Denis Ring Maurice Geary Maria O'Brien
■ Arrange supervision of students.	Maurice Geary Maria O'Brien
■ Hold staff meeting & contact absent staff.	Denis Ring
■ Organise timetable for the day.	Maurice Geary Maria O'Brien
■ Inform parents.	Team
■ Inform students.	Team / Class Tutors Student Council (Chairperson or Senior Member)
■ Make contact with the bereaved family.	Denis Ring Caroline Flynn Maurice Geary Maria O'Brien
■ Dealing with the media.	Denis Ring

- ✚ In the absence of Denis Ring, Maurice Geary assumes his role.
- ✚ In the absence of Maurice Geary, Maria O'Brien assumes his role.
- ✚ In the absence of Denis & Maurice & Maria, Catherine McCraith & John Heneghan assume their roles.
- ✚ In the absence of the Chaplain, Fr Cullinane and Martina O'Regan assume her role.
- ✚ In the absence of a Year Head, the most relevant Class Tutor will assume his/her role.

Medium Term Actions and Roles Assigned

Task	Name/Group
■ Review the events of first 24 hours.	Team
■ Arrange support for individual/groups of students, parents etc.	Marianne Landers/Lucie Higgins Caroline Flynn/Catherine Ahearne
■ Plan the reintegration of students and staff.	Year Head and/or Tutor Caroline Flynn/ Significant teacher if appropriate
■ Plan visits to injured.	Team
■ Liaise with family re, funeral arrangements/memorial service.	Denis Ring Caroline Flynn
■ Attendance/ participation at funeral service etc.	Team
■ School closure	Denis Ring Board of Management

Longer Term Actions and Roles Assigned

Task	Name/Group
■ Monitor students for signs of continuing stress.	Class Tutor Teacher Year Head
■ Evaluate response to incident and amend CI plan appropriately.	Team
■ Formalise plan for future.	Team
■ Inform new staff/pupils/Outside Examiners Build into induction policy.	Denis Ring Year Head and/or Tutor
■ Decide on appropriate ways to deal with anniversaries.	Team