Critical Incident Management Pack

School: Blackwater Community School

Date: Latest Revision BOM 22nd September 2026

Signed: **Colette Power**

Chairperson Board of Management

Date: **22/09/2026**

Critical Incident Management Team

- Denis Ring
- Maria O'Brien
- Sheena Wilkinson
- Michelle Ryan
- Shelley O'Donovan
- Kieran Fennessy / Alan Lawlor (BOM)
- Edel Murphy
- 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	Maria O'Brien/Sheena Wilkinson
Administration tasks	Katriona O'Donoghue Tina Meagher Maria Fitzgerald
Supervision	Maria O'Brien/Sheena Wilkinson

Outside Agency	**Contact numbers**
Garda	058 54222
Hospital	051 848000
Fire Brigade	058 54333
Local GPs Lismore Tallow Ballyduff Cappoquin	 Dr Niall Murphy 058 54811 Dr O'Keeffe 058 56441 Dr Barry 058 60289 Dr Casey 058 54406
Education Welfare Officer	
Health Board/Child and family Centre	Health Board – 051 842800
Chair BOM	Collette Power
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 Cullinan 058 54246 Dean Paul Draper 058 54105 Fr Gerry McNamara 058 60227 Fr Martin Keogh 058-54216
Local Counselling Services Carecall	Child & Adolescent Services 051 878574 /877708 1800 411 057
Child Care Centre	Rivendell 058 54006

Preventative Approaches

- Student presentations on
    - Cyberbullying
    - Anti Bullying Week/Anti Racism week
    - Yellow Flag Committee
    - Drug & Alcohol Awareness (SPHE)
    - Sexual Assessment Unit Presentation - Margo Noonan Forensic Examiner
    - Crime Consequences - John Lonergan

- Support
- Counselling/Careers: Marianne Landers/ Lucie Higgins
- Chaplain: Shelley O'Donovan
- Deputy Principals Maria O'Brien/Sheena Wilkinson/Michelle Ryan
- 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 club, Irish Club.
- 1st Year lunchtime 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 Maria O'Brien Sheena Wilkinson Michelle Ryan
Arrange supervision of students	Maria O'Brien Sheena Wilkinson Michelle Ryan
Hold staff meeting & contact absent staff.	Denis Ring
Organise timetable for the day	Maria O'Brien Sheena Wilkinson Michelle Ryan
Inform parents	Team
Inform students	Team / Class Tutors Student Voice (Chairperson or Senior Member)
Make contact with the bereaved family	Denis Ring Maria O'Brien Sheena Wilkinson Shelley O'Donovan
Dealing with the media	Denis Ring

- In the absence of Denis Ring, Maria O' Brien assumes his role.
- In the absence of Maria O'Brien, Sheena Wilkinson assumes her role.
- In the absence of Denis, Maria & Sheena, Michelle Ryan assume their roles.
- In the absence of Denis, Maria, Sheena & Michelle, Catherine McCraith & Sile Heneghan assume their roles.
- In the absence of the Chaplain, Fr Cullinane and a religion teacher 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 Edel Murphy Shelley O'Donovan
Plan the reintegration of students and staff	Year Head and/or Tutor Chaplain/Significant teacher if appropriate
Plan visits to injured	Team
Liaise with family re, funeral arrangements/memorial service	Denis Ring Shelley O'Donovan
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